

Kirby Bellars Parish Council

Minutes of the Annual Meeting held on 12 May 2016 at 7.30pm, at the Village Hall.

Present Cllr Smith (Chair), Cllrs. Batten, Howe, Ingham, Woollin.

In attendance Cllrs Orson, Hutchinson; 25 members of the public

1 Apologies - None

2 Dispensations - None requested

3 Chairman's Report

As with many councils – Kirby Bellars Parish council is under pressure to adopt greater responsibilities under voluntary ownership in order to reduce costs on the borough and county councils. The PC has chosen not to take on extra responsibilities due to lack of resources and also the negative impact that they would have on the local council tax.

The PC has been working to enhance the village. Additional work was carried out at the lock gates to develop a scenic safe meeting/picnic area for residents and walkers. A new seat was purchased for the top of Main Street, and more recently an AED (defibrillator unit) has been purchased for location on the outside of the village hall.

There is some progress with the problem of Sewer odours. Severn Trent now accept the issue is primarily their responsibility and have a proposed resolution in mind. Update to be reported later this meeting.

Recently the village has experienced a new odour which is emanating from a local pig farming venture. The Borough Council will be providing an update on this during this evenings meeting.

The PC has also been working with the borough council in developing the Melton Local plan for planning and development in and around Melton. The PC is keen to protect the feel of the village although it recognises the need for organic growth of the village – but wishes to preserve the character of the village.

4 Acceptance of Office & Register of Interests

a All councillors confirmed no changes were needed to their Register of Interests Form.

5 Election of Chair

Resolved Cllr Smith be elected Chairman

6 Election of Vice Chair

Resolved Cllr Woollin be elected vice Chairman

- 7 Election of Responsible Financial Officer
Resolved that Sue Booth, the Parish Clerk be appointed the RFO
- 8 Internal Auditor
Resolved that Richard Willcock be appointed internal auditor.
- 9 Responsible person planning
Resolved that Cllr Ingham be responsible person planning.
- 10 Heritage and Tree wardens
Cllr Howe expressed an interest in receiving further details. SB
- 11 Risk Assessment
- a The Council's insurance has been placed with Came & Company for a 3 year period ending 31 May 18. The premium this year is £ 321.96. The clerk had requested that the defibrillator and new seat be added to the schedule but was informed that defibrillators are now covered automatically and do not need to be added to the schedule. SB
 - b The risk assessment completed by the Clerk was accepted. The three village seats are to be checked by the Chair to ensure they are in a good safe condition. AS
 - c Standing Orders & Financial Regulations. No amendment. SB
 - d The Statement of Internal Control was reviewed and it was agreed that no amendments were needed at this time.
 - e The Clerks job description was reviewed. It was agreed to outsource the payroll at an annual cost of £35.00 per annum and the job description was amended accordingly. SB
 - f There is no increase in salary for the Clerk as a new national agreement has not yet been reached. It was agreed to implement the national agreement once it has been agreed. It was agreed that the clerks allowance for working from home & providing a computer would be reduced as the PC has now got its own working computer
 - g A copy of the Code of Conduct to be sent to all councillors. SB
- 12 Minutes of the previous meeting
- a The minutes of the meeting of the 4 February were agreed.

- 13 Matters arising from the minutes
- a It was noted that the height of the slabs surrounding the seat at the top of Main Street had been reduced.
- 14 Public Participation
- a Vickie Clarke from MBC Environmental Health gave a short update on the smells being experienced from the Pig Farm on Main Rd. Environmental health have made 24 visits to the area since receiving many complaints from residents and the issue being raised by the local MP. On 19 of the visits smells were experienced. Residents are encouraged to complete detailed diary sheets to record instances of 'smell and indeed periods when there is no smell together with an assessment of the degree of smell and to differentiate between different smells that are experienced in the village (eg sewer smells, muck spreading smells)'. It was emphasised that these must be precise and able to stand up in court if the resident wished to be a witness. Approx 1,000 pigs are housed on the site. MBC have engaged the services of Aidas who can give an expert opinion on the best and most practical approach. A barrister has advised MBC that on the balance of probability a nuisance exists and now an expert opinion is being sought from consultants. Cllr Orson suggested that LCC Highways be contacted regarding the access of large lorries to transport the livestock. SB
- 15 Planning Applications & enforcement
- a 15/00166/GDOCOU Windmill farm, Thorpe Satchville Rd, KB
Conversion of Barns to dwellings
The PC objected to this application on the grounds that it is not permitted under the Town & Planning Order 2015. To the best of the PC's knowledge this property has not been in agricultural use for many years and therefore does not qualify.
- b It was noted that the Eco-digester and 49 homes has gone to appeal.

- 16 STWA & Sewer Smells
- a The Clerk has contacted STWA (Emily Cattermole) for an update. This has been received and indicates that physical surveys and performance tests have been carried out on three pumping station (Bellar Way, Samworth Bros) & Great Dalby); consultants have now been engaged to assess the impact of catchment transfer. Potential routes have been walked and discussed with the Highway authority. Two hydrogen sulphate monitors were installed to monitor the flows from the Great Dalby and the Flying Childers pumping stations.
 - b It was agreed to invite STWA representatives to the next PC meeting to get a more detailed update. SB
- 17 Pig Farm -Update
- a See para 14a. The Parish Council urges residents to complete diary sheets to provide evidence.
- 18 Neighbourhood Planning - Report from Hoby Meeting
- a It was noted that there is a desire on the part of Melton BC for communities to undertake a NP, but Kirby councillors were not convinced that this village should undertake one at the present time.
- 19 Defibrillator
- a The defibrillator box is installed and an electrical supply will be fixed shortly. Once this is done the process will be gone through to get the defibrillator registered with the 999 service. No knowledge will be needed to operate the machine but residents will need to call 999 to obtain the number to open the cabinet. The machine provides instructions on what to do and does not give a shock to the patient unless its checks show this to be appropriate.
 - b Chair to complete WEBNOS form and system to be set up. The Chair to coordinate weekly/monthly checks with submissions to the ambulance service for the machine to remain operational. AS

- 20 Parish Council Website - select new provider & Transparency Fund
 a It was agreed on looking at the different prices to go with the offer from 2commune. This is a one-off set up fee and an annual cost of £250. The Clerk to apply to the Transparency Fund for funding for the one-off cost. SB

21 Accounts & Approval of Accounts for 2015/16

- a The Clerk presented the following accounts for payment;

Cheque No.	Payee	Amount
296	LRALC - Annual Subscription	£ 152.39
297	Came & Company - Annual Insurance policy	£ 321.96
298	Redwood Pryor Ltd - Annual Audit	£ 162.00
299	S Booth - Clerks sal & exps apr/may	£ 507.97

The precept for the first half year (£4,000) was received together with the additional support grant (£27.75).

It was agreed the accounts were correct and the cheques were signed. SB

- b The internal audit report was received. This raised the following minor issues;
 -the PC should adopt an equal opportunities policy
 - the PC should have a disciplinary and grievance procedure
 - the PC should purchase its own hard drive onto which to back up the PC records (or use cloud storage)

It was agreed that the Clerk would obtain model codes from Nalc and Cllr Ingham would review these to establish codes for Kirby Bellars. CI/SB

- c The Annual Governance Statement was considered for 2015/16. It was agreed that adequate systems of internal control have been operated during 2015/16. The Chair & Clerk certified the statements.

- d The Annual accounts were presented for 2015/16. These have been reviewed by the auditor and appropriate checks have been carried out as set out in the audit report. The

accounts show total expenditure of £12374 in 2015/16. Of this £6,092 was used in support of village developments, and donations of £760 were made. Insurance and administration costs were £4,577 (including subscription, hall rental, audit fees, clerk's salary, chairs allowance, stationary etc) and £140 was spent on grounds maintenance work. The precept was £7,500. The Accounting Statement for 2015/16 was accepted and signed by the Chairman & Clerk. SB

22 Correspondence

- a Notice received from LRALC re DCLG Planning Policy Consultation and the new minimum wage of £7.20 per hr wef 1 April 16.
- b An invitation had been received to Melton BC Neighbourhood Development Plan Forum on 20 April - Cllrs Batten & Smith attended.
- c Notification of the subscription due for LRALC for 2016/7.
- d Notification that the staging date for Kirby Bellars PC for Pension auto enrolment is 1 April 2017.
- e Notice that the Electoral Review of Leicestershire has now issued its final recommendations.

23 Any Other Business - None

24 Date and time of Next Meeting

- a The next meeting of the Kirby Bellars Parish Council was scheduled for Thursday 30 June at 7.30pm in the Village Hall but will now be moved to Thursday 14 July.

Signed

Chairman of Kirby Bellars Parish Council

Date

July 2016