

# Kirby Bellars Parish Council

Minutes of the Annual Meeting held on 31 May 2018 at 7.30pm, at the Village Hall.

Present Cllr Smith (Chair), Cllrs. Batten, Ingham, Howe.  
In attendance Sue Booth, Victoria Webster

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1 Apologies - Cllrs Woolin, Hutchinson

2 Dispensations - None requested

3 Chairman's Report

There have been two particularly important events for Kirby Bellars this year. Firstly, after continuous pressure on Severn Trent Water Authority, their promise of a rerouted sewage main from Great Dalby, has been delivered. The works were carried out with minimal impact and villagers were kept reasonably informed. This summer will really prove one way or other if the fix implemented has rectified the issue that has blighted the village for over 40yrs.

And secondly was the greatest issue - the operation of a pig farm on Main Road that blighted many individuals' domestic lives. After much pushing a practical outcome has been achieved, namely that the operators had to desist from pig farming but have been given permission to erect 3 dwellings on the site instead of the pig sheds. Although it wasn't the ideal outcome for the villagers and the Parish Council – it was the most pragmatic to ensure the end of the Pig farm operation.

Other issues that still affect the village life are: -

The continued theft of lead from the church. Although the Parish Council are not able to offer financial support in respect of the fabric of the church it does encourage and support activities to raise funds to recover the roof.

And vehicle speeds across the top of the village on the A607. The Parish Council have investigated the use of vehicle activated Speed signs that display the actual speed of the vehicle though the County Council Highways Department but the costs of any such scheme appear to be prohibitive at the present time. The Parish Council will endeavour to explore other avenues to help control speeds across the top of the village.

4 Acceptance of Office & Register of Interests

- a Cllr Howe is to complete a new Register of Interest Form.  
All councillors confirmed no changes were needed to their Form. VW

5 Election of Chair

Resolved Cllr Smith be elected Chairman

6 Election of Vice Chair

Resolved Cllr Ingham be elected vice Chairman

- 7 Appointment of new Parish Clerk  
Victoria Webster has been appointed the new Parish Clerk with effect from 14 May 2018 (to allow a short overlap for handover from the out-going clerk).
- 8 Election of Responsible Financial Officer  
Resolved that Victoria Webster, the Parish Clerk be appointed the RFO
- 9 Internal Auditor  
Resolved that Richard Willcock be appointed internal auditor. But noted that this may need to be revisited later in the year.
- 10 Responsible person planning  
Resolved not to appoint a responsible person planning.
- 11 Heritage and Tree wardens  
None appointed.
- 12 Risk Assessment
- a The Council's insurance is due for renewal and further to receiving three quotes which were considered by councillors it was agreed to place the insurance through Came & Company with Inspire for a 3 year period ending 31 May 21. The premium this year is £ 381.87. There were no assets purchased to add to the asset register. SB
  - b The risk assessment completed by the Clerk was accepted. The four 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 at the present time but it was noted that a new set of Model Standing Orders and Financial Regulations have been issued by Nalc and that these should be considered for adoption (with modifications as necessary) later in the year. VW
  - 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 and it was agreed that no amendments were needed at this time
  - f The Reserves Policy, the Health & Safety Policy, the Complaints Procedure and the Equal Opportunities

Statement were reviewed and it was agreed that no amendments were needed at the present time.

- g The Clerks salary was reviewed and it was agreed to implement the nationally agreed settlement. This being 2% wef April 2018.

13 Minutes of the previous meeting

- a The minutes of the meeting of the 1 March were agreed.

14 Matters arising from the minutes

- a Cllr Howe is in the process of reviewing the discs.
- b The old min books have been passed to Alan Fox to take to the Wigston Archive.
- c It was noted that the Government are making some changes to the requirement in respect of Parish Councils with regard to the new General Data Protection Regulations. It was agreed this item should be on the agenda for further review.  
VW
- d It was noted that the speed sign, coming from the Leicester direction was still not repaired. The reply from LCC Highways dated 5 April indicated that this matter would be dealt with. The Clerk to follow up. VW  
The email also indicated the cost of a new flashing sign to be about £12,000. The clerk to question why it would cost so much as advertisements have been seen for the type of sign requested and these are generally around £2,000. VW
- e Cllr Howe has not yet put pictures of the village on the website to support the request by Reverend Harknett for support to submit a bid for funding for the church roof works and the proposed archaeological dig.

15 Public Participation

- a None.

16 Planning Applications

Cllr. Batten declared an interest in item 16c and took no part in the discussions on items 16a to 16e inclusive.

- a 18/00023/FUL Fields 6114, 8362, & 7400 off Thorpe Satchville Road. Conversion of barn to dwelling.  
The Parish Council had no comments on this application.
- b 18/00037/FUL Windmill Farm,  
This application has been withdrawn.
- c 18/00287/FUL rear of 33 Main Street. Propose 2 bed bungalow.  
The Parish Council made no comment on this application.
- d 18/00328/FUL Priory View, KB  
Proposed single storey extension.  
The Parish Council made no comment on this application.
- e Re appeal (17/01584/FUL) for 2 dwellings, Main Street. It was agreed that the Parish Council would send a letter of support to the appeal in respect of this application. VW

17 Melton Local Plan Modifications

- a The councillors have no comments at the present time.

18 Parish Councillor Resignation

- a Notice received from Cllr Woolin that he is stepping down as a parish councillor due to work commitments. The Clerk to advise Melton BC and commence the process to advertise the vacancy. SB

19 Funding requests - St Peters Church

- a St Peters Church has requested financial assistance with the costs of mowing the grass and cutting the hedges in the church yard. The Parish Council has budgeted £500 to support this request. SB

20 Accounts & Approval of Annual Governance Statement & Annual Accounts for 2017/18 (including receiving the Internal Audit report) together with approval of Exemption Certificate

- a The Clerk presented the following accounts for payment;

Cheque No.	Payee	Amount
352	2commune - website licence & domain	£360.00

353	Leics CC - advert clerks post	£ 120.00
354	LRALC - Annual Subscription	£ 155.71
355	D Overfield - Mowing	£ 35.00
356	Came & Company - Annual Insurance policy	£ 381.87
357	Village hall - rent for room hire	£ 50.00
358	St Peters Church - towards ground mtce	£500.00
359	Redwood Pryor Ltd - Annual Audit	£ 180.00

The precept for the first half year (£4,500) was received on 30 April 2017 together with additional support grant of £11.91.

It was agreed the accounts were correct and the cheques were signed. The bank balance at 1 May was £10800.21 and the Chair signed the Cash book (dated 31/5/17) to confirm this. SB

b The internal audit report was received. The following points were made;

- although the Chair checks the bank balance to the cash book at each meeting and signs to indicate that they are corrected, this should be minuted. It was agreed that the Clerk should minute this for each meeting together with a statement of the bank balance. VW

- it auditor recommends that all items of s137 expenditure should be identified in the minutes. VW

c As the Parish Council has both Income and Expenditure of less than £25,000, a new requirement this year is to sign an Exemption Certificate which exempts the Parish Council from an audit by the external auditors. This statement was reviewed and it was agreed that the council complies with the necessary conditions to sign the exemption Certificate. The Chair and the Clerk signed the Certificate. This certificate together with contact names and addresses to be forwarded to the external auditors and displayed on the parish council website together with the Annual Governance Statement, the Annual Accounts and the Notice of Date of Commencement of Period for the exercise of Public Rights. SB/VW

d Each statement on the Annual Governance Statement was considered in turn for 2017/18 and it was agreed that

adequate systems of internal control have been operated during 2017/18. The Chair & Clerk certified the statements

e The Annual accounts were presented for 2017/18. 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 £13087 in 2017/18. Of this £6640 was used in support of village developments, and donations of £1390 were made, of which £390 was a s137 expenditure. Insurance and administration costs were £4590 (including subscriptions, hall rental, audit fees, clerk's salary, chairs allowance, stationery etc) and £245 was spent on mowing and maintenance work. The precept was £8,750 and £540 was received from the Transparency Fund towards the additional costs of the website (including the clerk's additional time). In addition, a Vat refund of £598 was claimed. The Accounting Statement for 2017/18 was accepted and signed by the Chairman & Clerk. SB

## 21 Correspondence

- a A Radar Speed sign offer has been received from Elan City. See item 14d above. But it was noted that the approval of Highways would be required to site anything adjacent to the Main Road.
- b LCC notification of consultation on the passenger Transport Policy.
- c Notification of a new Vat reference number from HMRC.
- d Notification from Melton BC that the Melton Local Plan is now moving onto the next stage.
- e Request from Post Offices near you to put link on the Kirby Bellars website.
- f Applications for Shire Grant are now open.
- g Notice that the Leicestershire Minerals and Waste Local Plan has been submitted to the Secretary of State.
- h Invitation from Leics Playing Fields Association to join.
- i Invitation to the Annual Mayor making meeting on 15 May (previously forwarded by email on 14 April)
- j Notice of Cossington Open Gardens on 27 & 28 May - clerk displayed notice earlier in May.

- k Notice that the section 137 limit for 2018/19 is £7.86 per elector. There currently being 272 electors, the limit for Kirby Bellars PC is £2,137.
- l Notice of new date for Parish Liaison Meeting - Tuesday 19 June at 7pm in the Council Chamber, Melton.
- m Update from Superfast Broadband.
- n Notice that go ahead has been given for Melton Bypass.
- o Notice of Community Groups Engagement event at Council Offices on 4 June (6.30 -8.30)
- p Notice of the Lord Lieutenant's Final Flag on 7 June> Councillors previously notified by email.
- q Notice of Armed Services Day parade on 23 June at Leicester Cathedral (notified by email).

22 Any Other Business

- a Cllr Batten noted that as indicated in the 'Good Councillor Guide' if a parish council gives £2000 or more to group a written report should be received by the council to indicate what the funds were used for. The Parish Council currently request copies of paid invoices when grants are made in support of local body's.
- b The Chair thanked the out going clerk for her service to the parish council over the last 16 years. The Councillors presented a gift to the retiring clerk.

23 Date and time of Next Meeting

- a The next meeting of the Kirby Bellars Parish Council will be re-scheduled for Thursday 19 July at 7.30pm in the Village Hall and not 12 July as originally scheduled.

Signed

Chairman of Kirby Bellars Parish Council

Date

July 2018