



DES福德 PARISH COUNCIL ANNUAL MEETING

**Held at 7.30pm on Wednesday 11th of May 2016
at Desford Library, Main Street, Desford.**

Councillors present - J Minto, S Houghton, R Camamile, C Crane, P Crane, B Hutt, A Lewis, M Peel, Z Rood, P Sims (part of meeting), A Stretton.

Also present - Martin Broomhead, Clerk to the Council

MINUTES

1/2016 ELECTION OF CHAIRMAN

It was proposed, seconded and RESOLVED that Cllr Juliette Minto would be Chairman of Desford Parish Council for the coming year.

Cllr Minto signed the acceptance of office form.

2/2016 ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and RESOLVED that Cllr Sue Houghton would be Vice-Chairman of Desford Parish Council for the coming year.

Cllr Houghton signed the acceptance of office form.

3/2016 APOLOGIES

Apologies were received from Cllr S Wakefield.

4/2016 DECLARATIONS OF INTEREST

There were no declarations of interest.

5/2016 TO RECEIVE AND CONFIRM AS ACCURATE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20th OF APRIL 2016

The minutes of the Parish Council meeting held on 20 April were accepted, with minor amendments, as a true record of the proceedings at that meeting.

6/2016 TO RECEIVE AND CONFIRM MEETING DATES FOR THE COMING YEAR

The Clerk presented a proposed schedule of meetings for the coming year and, with one amendment relating to the Botcheston Village Hall Management Committee, were accepted by Council.

7/2016 TO RECEIVE AND CONFIRM APPOINTMENTS TO COMMITTEES, WORKING GROUPS AND TO OTHER ORGANISATIONS

Following consideration of the report presented by the Clerk, the following appointments were approved for the various Committees, Working Groups and Other Organisations.

Committee or WG	Membership	
Resources Committee	C Crane S Houghton B Hutt	A Lewis M Peel A Stretton
Planning Committee	P Crane A Lewis	M Peel A Stretton
Staffing Committee	C Crane B Hutt	S Houghton A Stretton
Allotments WG	P Crane P Sims	A Stretton
Procurement WG	P Crane S Houghton B Hutt	J Minto M Peel P Sims
Cemetery WG	C Crane A Stretton	Z Rood
Procedures WG	R Camamile P Crane B Hutt	J Minto M Peel
Leics and Rutland PFA Reps	S Houghton A Lewis	

Committee or WG	Membership	
Neighbourhood Plan WG	P Crane M Peel	
Desford in Bloom WG	P Crane B Hutt	J Minto
Desford VH Committee	P Crane Z Rood	
Botcheston VH Committee	C Crane A Lewis	
Barns Charity	R Camamile P Crane	
Sport in Desford Representatives	C Crane A Lewis	
Cat/Neovia Liaison Committee	C Crane P Crane	A Stretton
Community Groups Liaison Officer	A Stretton	

It was noted that the meeting time set for the Desford VH Committee wasn't very convenient (being 4.00pm on a Friday). It was agreed that the Chairman of that Committee be asked to reconsider and set a more appropriate time.

In addition, Council agreed that, if a Member is aware that they will not be able to attend a particular meeting, then they should endeavour to organise a substitute Member to attend that meeting. (They may ask the Clerk to help in finding an available Member). This is particularly important for the 3 Committees where a quorum of 3 Members is required.

8/2016 TO RECEIVE AND CONFIRM OR ADOPT THE FOLLOWING COUNCIL POLICIES

The following documents were circulated for consideration by Council.

a) Standing Orders

These were considered and re-confirmed by Council, although it was noted that further minor amendments were required and that these would be addressed in the near future.

b) Financial Regulations

These were considered and adopted by Council.

c) Code of Conduct

This was considered and re-confirmed by Council.

d) Freedom of Information Statement

This was considered and re-confirmed by Council.

e) Complaints Procedure

This was considered and re-confirmed by Council.

f) Committee Terms of Reference and Constitution

Council agreed to ask the Procedures Working Group to review these and add them to the website as soon as possible.

9/2016 RESOURCES COMMITTEE

a) The following recommendations of the Resources Committee meeting (held on 10 May 2016) were received by Council.

RECONCILIATIONS OF APRIL BANK STATEMENTS

The Clerk indicated that, as the RBS Rialtas Finance System had not been closed down for the end of the Financial Year 2015/16, it had not been possible to produce a reconciliation up to the end of April. The Clerk indicated that he expected that a full reconciliation would be available for the June meeting. This was noted by Council.

INCOME & EXPENDITURE TO DATE

The Clerk indicated that, similar to the item above, an up-to-date Income and Expenditure statement up to the end of April 2016 had also not been possible to produce. However, details of all receipts and proposed payments were included in the report submitted to the meeting under Item 6 below. This was noted by Council.

UPDATE ON WORK WITH THE INTERNAL AUDITOR

The Clerk indicated that he had agreed a timetable with Richard Willcocks, DPC's Internal Auditor, that would allow for all checks to be carried out in time

for the Annual Return to be presented to Council at their meeting on 15 June. This would then allow time to submit the Annual Return to Grant Thornton, the External Auditors, by 24 June, the required deadline for submission. This was noted by Council.

TO CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON THE INSURANCE RENEWAL POLICIES

It is recommended to Council:

- a) That the 3-year quotation for Desford Parish Council and the Desford Village Hall Management Committee in the sum of £4,556.51 per annum with Aviva be accepted. (Renewal date 1 June 2016).
- b) That the 3-year quotation for Sport in Desford in the sum of £3,055.75 also with Aviva be accepted. (Renewal date 1 June 2016).
- c) That, in addition to the above, the 3-year quotation for the renewal of the Insurance for the Barns Charity in the sum of £273.75pa with Hiscox be also accepted. (Renewal date 9 June 2016).

These were all approved by Council.

TO RECEIVE AND APPROVE THE DRAFT FINANCIAL REGULATIONS

The revised Financial Regulations are adopted by Council.

TO CONSIDER WHO TO APPOINT TO REPLACE LEICESTERSHIRE CC IN THE PROVISION OF THE COUNCIL'S WEBSITE

It was agreed to recommend to council that 2Commune should be appointed to set up and run the Council's website. Set-up costs would be £650.00 and Annual Support cost would be £400.00 pa. This was agreed by Council.

TO RECEIVE A QUOTATION FOR PRINTING OF THE DPC NEWSLETTER

To recommend to Council the acceptance of a quote from MB Sign Design for £135.00 for the printing of 500 plain-paper copies of the Newsletter. This was accepted by Council.

TO RECEIVE A QUOTATION FOR HBBC TO EMPTY THE DOG-BINS

The Clerk indicated that P Richards Environmental Service had apparently ceased trading. Hence, a quotation was sought for HBBC to empty the dog-bins, as set out below.

To empty 12 dog-bins - £17.76 per week

(This equates to £923.52 per annum).

To empty any additional dog-bin - £1.48 per week.

It is recommended that an order be placed and that HBBC be asked to commence this task as soon as practicable. Council accepted this recommendation..

b) To RECOMMEND that invoices up to the 11th of May be paid and to NOTE the income recently received

Invoices for payment

Invoice	Net Invoice	VAT	Total
Clerk's salary for April	£1,038.08	£0	£1,038.08
Tax & NI related to the salary	£369.92	£0	£369.92
G Burley & Sons - April invoice	£812.56	£162.51	£975.07
Toner Giant - Laserjet cartridge	£56.39	£11.28	£67.67
P Richards Environmental Service	£93.75	£0	£93.75
R Lomas - April invoice	£105.00	£0	£105.00
Eon - 7 Stars Road	£54.73	£2.74	£57.47
Came & Company	£4,556.51	£0	£4,556.51
(Insurance Premium for DPC & Desford VH).			
Came & Company	£3,055.75	£0	£3,055.75
(Insurance Premium for Sport in Desford).			
Came & Company	£273.75	£0	£273.75
(Insurance Premium for Barns Charity).			

Other Cheques for Approval

M Wood (from DiB Account - payment made twice in error)	£25.00
MB Sign Design (Newsletter printing)	£135.00

The above invoices and cheque requests were approved by Council for payment.

Receipts up to 30 April 2016

First precept payment	£58,500.00
VAT refund	£2,501.84
Allotment rent	£450.04
Cemetery fees	£735.00
Desford in Bloom donations	£2,392.26

Transfers

Transfer from current account (00292087) to Reserve account (91074253)
- £55,000.00.

The Council noted the above receipts and transfer.

10/2016 COUNTY AND BOROUGH COUNCILLOR REPORTS

D Sprason CC and HBBC Cllrs Surtees and Sutton were not present.

Cllr Camamile CC indicated that the new Mayor and Deputy Mayor at HBBC would be appointed next week.

Cllr C Crane took the opportunity to update the meeting with regard to the library. A meeting had been held between reps from Desford Community Hub and Lead Councillors and officers from the County Council on 11 May and further information was awaited.

PARISHIONERS PARTICIPATION

There were no members of the public present.

11/2016 PLANNING AND NEIGHBOURHOOD PLAN

a) To receive Planning Committee minutes

Cllr P Crane indicated that the Planning Committee meeting scheduled for 9 May had been inquorate and hence there was nothing to report.

b) To receive information on Applications, Withdrawals, Refusals, Approvals and Appeals

Cllr P Crane stated that there had been no response on any planning issue, except for an application on Leicester Lane, where concerns were expressed about the visibility splay.

c) Update on the Neighbourhood Plan

Cllr P Crane stated that 3 community events had been held in the last few days and that 85 people had attended and expressed views on what might be in the plan.

A discussion ensued about how to reach a wider cross-section of local residents and it was agreed that training in social media websites such as Facebook and Twitter could be useful. It was agreed that AL, JM and AS would try to organise some training.

PC also confirmed that she and Bernard Grimshaw would attend the networking event on 24 May.

12/2016 TO UPDATE THE SITUATION RE SPEED WATCH AND HGVs (including the correspondence about Forest Rise)

Council expressed deep frustration with the lack of progress, particularly with regard to HGVs taking inappropriate routes through the village.

It was agreed that the Clerk would write to the new PCC, the Chief Constable and the Chief Executive of Leicestershire County Council expressing the

Council's deep concerns about HGVs creating dangerous hazards and causing damage in the village. The Clerk was also asked to write to HBBC asking for the Street Wardens to visit the areas of concern to try and reduce illegal parking.

13/2016 CLERKS REPORT

Residents Day and Community Awards

Details of this event which is to be held on the 7th of July 2016 were circulated.

Removal of Highway Rights - 102, Newbold Road, Desford

Leicestershire CC are seeking the Council's views on the proposal to extinguish highway rights over a section of footway outside 102, Newbold Road.

The Clerk was asked to find out more information about the land ownership relating to this area.

LCC Shire Community Grants

Information was circulated about the County Council's Shire Community Grants.

Presentation on Section 106 Funding by HBBC

The Clerk reminded Council that Planning Officers from HBBC will be attending our next meeting. If there are specific issues that you'd like to raise, please let the Clerk know.

Two further Policies for adoption

In addition to those policies considered under Item 8/2016 above, the Grievance Policy and the Disciplinary Policy were considered and adopted by Council.

Pickards Recreation Ground

The Clerk asked if anyone had had any feedback on the notice asking dog-owners to treat Pickards Recreation Ground with more respect. Cllrs indicated that there hadn't been any negative feedback and there had been some positive feedback from parents of younger children.

14/2016 INFORMATION EXCHANGE

Cllr Hutt suggested that Community Probationers might be used to tidy up Pickards Recreation Ground (and possibly other areas). Cllr C Crane said that he had already registered the Council with the Probation Service to help with

tidying up the cemetery. Hence, Council agreed that both ideas should be pursued.

Cllr Peel informed the meeting that he and the Clerk would be meeting up with Burleys the new contractor on the 13th of May to express concerns about some elements of their service to date.

Cllr Stretton mentioned that a minor amendment was required in the Newsletter.

She also suggested that a wild-flower area could be created in Pickards Recreation Ground.

Finally, she reminded everyone that the Desford Carnival would be held on Sunday the 15th and urged everyone to attend.

Cllr Rood said that the memorial garden in the cemetery needed weeding. MP agreed to look into this and possibly raise it with the new contractor.

Cllr Lewis expressed concerns about the lack of repair to the wet-pour area in Pickards Recreation Ground. MP and the Clerk agreed to take action on this the following morning.

Cllr P Crane asked if the resident who raised the issue of the new light columns in Church Lane could be responded to.

She also referred to the HBBC Growth Workshop she had attended and said that the process of identifying new areas for development had begun.

She also asked for the website to be brought up to date.

Cllr Houghton said that a grant had been successfully applied for from the Parish and Community Infrastructure fund. This was for works around the changing rooms on Kirkby Road playing fields.

The Chairman closed the meeting at 9.15pm.