

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.30pm on
Tuesday, 10th November 2020

PRESENT: Mrs S Skeemer (Chairman),
Mr P Akroyd, Ms J Bellm, Ms L Bolton, Mrs M Broomhead, Mr A Gullick, Mr G Harding,
Mr P Muton, Miss M Small, Mr Wareham, Mr Woolley, Miss L Withers (Assistant
Manager), Mrs V Jepson (Manager) & 0 Parishioners.

1299 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Mrs S McFadden the reason for which is approved.

1300 **2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**

The following disclosures of interests were made:-

Mrs M Broomhead	Burial Rights	Personal
Mr G Harding	Burial Rights	Personal
Mrs S Skeemer	Burial Rights & 8b	Personal
Mr P Muton	Burial Rights	Personal
Ms M Small	Burial Rights	Personal

1301 **3. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 13th October 2020.

The minutes of the meeting held on the 13th October 2020, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mr M Wareham seconded by Cllr. Ms L Bolton and passed unanimously.

AGREED: A further discussion is required regarding agenda item 1293 a. This will be discussed at the Staff, Policy & Finance committee meeting on Tuesday, 1st December 2020.

RESOLVED: The Chairman signed the minutes of the 13th October 2020, as approved, as a true and correct record.

b) To Receive & Adopt Committee Minutes held during October 2020: -

• **Planning – 13th October 2020**

The minutes of the Planning committee meeting held on 13th October 2020 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Ms J Bellm seconded by Cllr. Mr G Harding and passed unanimously.

• **Staff, Policy & Finance – 13th October 2020**

The minutes of the Staff, Policy & Finance committee meeting held on 13th October 2020 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Mr M Wareham seconded by Cllr. Cllr Ms J Bellm and passed unanimously.

• **Estates & Community – 27th October 2020**

The minutes of the Estates & Community committee meeting held on the 27th October 2020 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr. Mrs M Broomhead seconded by Cllr. Mr P Muton and passed unanimously.

1302 **4. FOR DECISION**

a) To Consider Committee Recommendations to Council

ESTATES & COMMUNITY COMMITTEE: Meeting held 27th October 2020

EC.579 – Allotment Car Park Quotations

All members considered the following car park refurbishment quotations: -

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Up to 20 tonnes axle load in accordance with DIN 1072.	ProPave Grass and Gravel Paver Black 470x470x39	Excavate to reduce existing surface by 60mm and remove all spoil off site to licensed tip.
Creates surfaces suitable for taking heavy vehicles.	4.5 Units per m2	
Resistant to water, corrosion, and cracking.	ProPave Marker Cap White	Compact formation level and lay 'Terram' geotextile membrane.
Withstands frost and UV radiation.	E/O	
Prevents erosion and wear.	TurfTex Non Woven Separation Geotextile. 4.5m x 100m	Provide and lay 30mm compacted thickness of MOT T1 Granular subbase to form level surface.
Does not expand.	To cover 670m2	
Manufactured from LOW DENSITY 100% recycled polyethylene material.	TurfTex Non Woven Separation Geotextile. 2.2m x 100m	Provide and fix 150mm x 50mm pre cast concrete edgings bedded and haunched in concrete across entrance gates and across access to allotments to retain new car park surfacing.
Fully compliant with current Sustainable Urban Drainage (Sud') regulations.	To cover 670m2	
Patented interlocking system	Carriage Charge	
10-year manufacture Guarantee.	Based on artic delivery with forklift offload on site	
Tough and durable.	SUPPLY ONLY –	Provide and lay ACO Groundguard tile system and infill with 4mm to 10mm granite chippings.
No additional expansion joints required.	The manager may know a company that could install.	
Cost effective against other surfaces.		

<p>Come to site and excavate to a depth of 70mm below the desired finished levels as required, dependent on existing ground depths.</p> <p>Remove spoil to designated waste site.</p> <p>Lay a non-woven geotextile across the site to act as a ground stabilization and separation layer.</p> <p>Install kerbs at entrance to site and exit towards allotment road.</p> <p>Lay a 30mm blinding layer of 2-6mm hard angular stone.</p> <p>Install the Gridforce GF 40 permeable grid system and bed onto bedding layer.</p> <p>Infill whole area with 4-10mm hard angular gravel.</p> <p>Clean project area and leave completed for use.</p> <p style="text-align: center;"><u>£15,960.00 + VAT</u></p>	<p><u>£5,075.74 + VAT</u></p>	<p><u>£14,916.00 + VAT</u></p>
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RECOMMENDATION RESOLVED: Accept quotation number 1 at a cost of £15,960.00 + VAT for the refurbishment of the allotment car park.

RECOMMENDATION RESOLVED: Use the remaining £8,722 + VAT from the EMR Allotment Savings account towards the car park refurbishment.

b) To Consider Enderby Road Allotment Car Park Renovation Project

Members have approved the allotment car park renovations and considered which savings account the remaining funds are to be taken from.

All members were issued with a copy of the Earmarked Reserves as at the 31st October 2020.

RESOLVED: The remaining funds of £7,238.00 + VAT for the refurbishment of the allotment car park will be taken from EMR Purchase of Land Savings Account.

c) To Receive the Internal Auditor’s Report of the 29th October 2020

All members were issued with a copy of the internal auditor’s report dated the 29th October 2020.

There are no comments or recommendations reported.

d) To Consider the Woodlands Trust Tree Planting Scheme

At the last Estates & Community committee meeting members considered the several locations for the planting of the 420 saplings which have been delivered from the Woodland Trust.

AGREED: 250 saplings will be donated to Blaby Golf Course who will do their own planting.

AGREED: 85 saplings will be donated to Sowden Group to use within the Blaby Hall area.

AGREED: The remaining 85 saplings will be split between Northfield Park and Mill Lane Cemetery.

e) To Report Update on Loss of Income due to Covid-19

All members were issued with a report showing the total loss of income due to Covid-19.

A grant request of £10,000.00 has been submitted to LRALC to compensate for the loss of income.

f) To Consider Councillor Training

Members considered which training courses they wished to attend.

RESOLVED: Cllr Mr M Wareham and Cllr Ms J Bellm are to attend Chairman Training on Wednesday, 13th January 2021 via Zoom. Cllr Mr A Gullick is to attend the Chairman Training on Wednesday 7th July 2021 via Zoom. The cost of this is £40.00 per delegate.

RESOLVED: Cllr Ms J Bellm is to attend the Planning Nuts & Bolts Training on Wednesday, 27th January 2021 via Zoom. The cost of this is £40.00.

RESOLVED: Cllr Mr R Woolley is to attend Finance for Councillors on Wednesday, 2nd December 2020 via Zoom. The cost of this is £40.00.

g) To Report Update on the Blaby Guide

At the last Full Council meeting, members agreed to add a 'Local Walks' page to the Guide. All documents were to be received by Friday, 23rd October 2020 but no responses were received.

AGREED: Members agreed to remove the 'Local Walks' page from the Guide and send it to print.

h) Blaby District Council – Air Quality Action Plan (AQAP)

All members were issued with a copy of Blaby District Council's consultation Air Quality Action Plan.

AGREED: Members do not wish to make any comments.

1303 **5. FOR INFORMATION**

a) Cheque Rota.

Due to the council doing a virtual meeting if the accounts are approved the manager will sign the November cheques on behalf of the Parish Council.

b) Written Reports of Representatives/District Councillors & County Councillors – None.

c) Parishioners Time - None.

1304 **AUTHORISATION OF THE COUNCIL'S ACCOUNT**

All members were issued with a copy of the November accounts.

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Blaby District Council	£644.54	BCC – Trade Waste & Paper Collection – 01.11.20
The Royal British Legion Poppy Appeal	£44.00	2 x Poppy Wreaths - (S.137).
Intelligent Pest Control	£240.00	Mole Treatment - Cemetery
SLCC	£118.80	ILCA Fees – Lauren Withers
Gibbs & Dandy	£168.88	Assorted Materials
Rialtas Business Solutions Ltd	£70.80	Making Tax Digital for VAT Support Fee
Trinity College	£410.00	Allotment Land Rent – 06.04.20 – 10.10.20
LRALC	£50.00	Fire Safety & Fire Marshall Training
KC Automation	£138.00	Electric Gate Annual Service

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£536.00	November 2020 Rates – BCC – Ground Floor
Blaby District Council	£230.00	November 2020 Rates – Cemetery
Blaby District Council	£55.00	November 2020 Rates – Server Room
Blaby District Council	£254.00	November 2020 Rates – Acorn Room
Blaby District Council	£86.00	November 2020 Rates – Oakfield Park

ACCOUNTS RECOMMENDED FOR PAYMENT

Espo	£202.31	Cleaning Materials & Stationery
As Time Goes By	£1776.00	50% Deposit for Forge Corner & Northfield Skeleton Clocks
Coltman Bros	£86.35	Parks Materials
CSL Business Machines Ltd	£58.52	Photocopier Charges – 30.09.20 – 26.10.20
Cooleraid Ltd	£263.94	1 x Hand Sanitising Station & Hand Gel
Cooleraid Ltd	£4.74	Water
Sharnford Horticultural Ltd	£148.20	Consumables for Equipment

COMMERCIAL CARD

Amazon	£2.95	Office Diary
Amazon	£31.40	Shelving Unit x 2
Amazon	£21.95	Strimmer Parts
Amazon	£18.98	Lightbulbs – Civic Centre
Amazon	£119.80	Monitor Stand x 2
Flags & Flagpoles	£196.80	Green Flag Award Flagpole – Oakfield Park
Halfords	£403.00	Council Transport – Bike & Accessories
Quickdraw Supplies	£2.95	Stationery
R&R MOT Centre Ltd	£209.06	Replacement Rear Door Lock – Citroen Belingo.
Hawgrips	£129.00	Bedding Plants – War Memorials, Plante Northfield Park.
Tesco	£56.04	Diesel for White Van

Tesco	£47.74	Diesel for Red Van
Tesco	£73.31	Petrol for Mower – Cemetery
Tesco	£78.49	Diesel for Red Van

WAGES/EXPENSES MONTH 7

Salaries: October 2020 £9,300.07

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – October 2020	£3,187.89
H M Revenue & Customs - PAYE/NI – October 2020	£2,299.69
Spendlove Contracting – 2020 Grass Cutting x 15 Cuts	£6,912.00
Erud IT Ltd – 1 st November 2020	£233.49
Support Fee, Cloud Email Safeguard & Office 365 Premium, Backup & Exclaimer for Office 365.	
Erud.IT – Laptop & Computer Screens	£1,193.05
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (18.09.20 – 02.10.20)	£58.96
ELAS – HR Support – 30/11/2020	£146.40
Water Plus – Northfield Park – 03/04/20 – 24/07/20	£89.17
Public Works Loan Board – BCC	£4,346.93

RESOLVED: The November accounts were agreed to be a true record. Proposed by Cllr. Mr M Wareham seconded by Cllr. Mrs M Broomhead and passed unanimously.

AGREED: Cllr. Ms Bolton left the meeting at 8.08pm.

1305 **6. CORRESPONDENCE:**

All correspondence was issued to Members.

a) Leicestershire & Rutland Association of Local Councils

• **Blaby & District Parish Councils Group – 2nd December 2020**

A meeting will be held by zoom on Wednesday, 2nd December 2020 at 7.30pm. Cllr Mrs Skeemer & Cllr Mrs Broomhead are the Councils representatives for this meeting.

• **NALC Communication & Consultation**

All members received the following two communications:

- 2021 Election Campaign
- Standards Matter 2: Public Consultation and Public Sector Surveys

AGREED: Members do not wish to make any comments.

b) Blaby District Council

• **Business Meeting Notes – 28th October 2020**

All members were issued with a copy of the Blaby Business group meeting notes dated the 28th October 2020.

• **Environmental Crime Awareness**

Blaby District Council has seen a huge increase in environmental crime being reported since the lockdown was introduced and would like to hold campaigns focussing on Fly Tipping and Littering from Vehicles.

c) **Blaby District Tourism**

- Meeting Notes – 30th September 2020
- STEAM Review Update

d) **Leicestershire County Council**

- National Highways & Transport Public Satisfactory Survey
- Trading Standards Newsletter – October 2020

e) **Leicestershire Police – November 2020.**

f) **Building Better Hospitals – Public Consultation.**

An invitation to Parish Council's to find out more about the proposals for hospitals in Leicester - building better hospitals for the future

An online event with more information will be held on Wednesday, 18th November 2020.

AGREED: All members will receive the link to the Zoom meeting, should they wish to attend.

g) **Blaby & District Social Centre – Committee Newsletter – Mid October 2020.**

1306 **7. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

a) **Northfield Park – Remembrance Event**

Members were issued with correspondence from Rev'd Jane Micklethwaite of All Saints Church Blaby, seeking permission to hold a memorial service on Northfield Park.

b) **Funeral Director – Complaint**

Cllr. Mrs Skeemer, Chairman of the Parish Council passed this agenda item to Cllr. Mrs Broomhead, Vice-Chairman of the Parish Council due to her declared interest in this agenda item.

At the last Estates & Community Committee meeting held on Tuesday, 26th October 2020, members were issued with a complaint regarding the cemetery fees.

The complainant was working alongside a Funeral Director to inter her mother's ashes. The Funeral Director was due to pay the interment fees, prior to the interment taking place but the money was never received.

The complainant contacted the Parish Council the day after the interment to advise of unethical behaviour from the Funeral Director and to take the matter further.

AGREED: All members agreed to support the investigation.

c) **Christmas Virtual Light Switch on**

All members were issued with a copy of the 'Draft Proposal – Blaby Parish Councils' Virtual Christmas Light Switch on'.

AGREED: Members are happy to promote a Virtual Light Switch On.

AGREED: The Light Switch On will take place at 7pm on Friday, 27th November 2020.

d) Staff, Policy & Finance Committee

Cllr Mr A Gullick has written to the Manager to step down as the Chairman of the Staff, Policy & Finance Committee.

AGREED: A re-election for the staff, policy & finance committee chairman will be held at the Tuesday, 1st December 2020 meeting.

1307 **8. CHAIRMAN'S TIME**

Cllr Mrs M Broomhead wished to thank all members for the flowers and card she received following her husband's illness.

It has been a good meeting and the Virtual Switch On is very exciting. Thank you all for attending.

MEETING CLOSED: 8:54PM