

BLABY PARISH COUNCIL
MEETING OF THE ANNUAL MEETING OF PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.30pm on
Tuesday, 11th August 2020

PRESENT: Mrs S Skeemer (Chairman),
 Mr P Akroyd, Ms J Bellm, Mrs M Broomhead, Mr A Gullick, Mr M Harbot, Mr G Harding,
 Mrs S McFadden, Miss M Small, Mr Wareham, Miss L Withers (Assistant Manager),
 Mrs V Jepson (Manager) & 1 Parishioner.

1271 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Mr P Muton and Cllr Ms L Bolton, the reasons for which are approved.

1272 **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 & Agenda 5d	Personal
Mr G Harding	Burial Rights	Personal
Mrs S Skeemer	Burial Rights & Agenda 5d	Personal
Ms M Small	Burial Rights	Personal
Mr P Akroyd	Agenda 5e	Professional

1273 **3. TO CONSIDER CASUAL VACANCIES**

A resignation letter has been received from Mr M Harbot which was read out by the Chairman.

AGREED: Write to Mr Harbot to thank him for his hard work and support whilst being on the Council.

We have received 1 councillor application from Mr Richard Wooley (North Ward). Currently, we have 11 seats filled out of 16; there is 1 vacancy on the South Ward and 4 vacancies on the North ward. The Chairman read out Mr Woolley's application.

AGREED: Members considered and accepted Mr Woolley's councillor application for the North Ward of Blaby Parish Council.

1274 **4. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 7th July 2020.

The minutes of the meeting held on the 7th July 2020, were considered for accuracy, and agreed to be a true record. Proposed by Cllr Mr M Wareham seconded by Cllr Mrs M Broomhead and passed unanimously.

RESOLVED: The Chairman signed the minutes of the 7th July 2020, as approved, as a true and correct record.

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

All Members were issued with a copy of the following minutes:

- **Planning – 7th July 2020**

The minutes of the Planning committee meeting held on 7th July 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.

- **Estates & Community – 28th July 2020**

The minutes of the Estates & Community committee meeting held on the 28th July 2020 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mr P Akroyd seconded by Cllr Mr M Wareham and passed unanimously.

1275 **5. FOR DECISION**

a) To Consider Re-Opening Blaby Civic Centre

Members approved the Civic Centre risk assessment at last Full Council and considered if the building is ready to be re-opened.

AGREED: Members agreed that the Civic Centre should stay closed at present.

b) To Consider Tenant Room Lease Fees

Some of the Civic Centre tenants had August's lease fees waived. Members considered if they wished to waive the lease fees for September.

AGREED: Members agreed that any business choosing to use the building will now be charged for the days they are there and those that are not currently able to work shall not be charged.

c) To Report Update on the Council's Banking Details

Due to the forthcoming closure of HSBC, the bank has recommended to the manager that The Parish Council should apply for a HSBC Business Deposit Card that can be used at the Post Office. This card would be used to cash a cheque for the petty cash with a maximum limit of £100.00 as per the Council's Financial Regulations.

RESOLVED: Members are happy for the Manager to apply for a HSBC Business Deposit Card, in the managers name to be used for cashing cheques and withdrawing cash for the Council's petty cash, up to a maximum limit of £100.00.

d) To Consider Committee Recommendations to Council

EC.546 - TO CONSIDER THE ENDERBY FOOD BANK

Members were issued with a report from Cllr Mrs Sue Skeemer with regards to Connect Blaby Together and the Parish Council working together with Enderby Food Bank.

AGREED: Members are happy to work with Connect Blaby Together to help Enderby Foodbank by using the Parish Council as a drop off point for food donations.

RECOMMENDATION RESOLVED: Cllr Mrs Susan Skeemer, Vice-Chairman of Connect Blaby Together has proposed that the Parish Council donate a grant of £300.00 to the Enderby Food Bank to contribute to their donation of £200.00.

e) To Consider Quotations Received for the Councils Insurance

All members have been issued with insurance quotations for consideration.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Annual Premium - £4,948.23	Annual Premium - £6,984.67	Declined to quote.
Annual Premium on 3-year Long Term Undertaking - £4,680.21	Annual Premium on 3-year Long Term Undertaking - £6,984.67	
Vehicle Insurance Annual Premium - £1,198.64	Administration Fee: £75.00	
Optional Cover: Cyber Liability - £299.99	Vehicle Insurance Annual Premium - £1,178.42	
Includes FREE Cyber Risk Tool Management Kit – RRP £100.00		
Total based on Annual Premium for Council and Vehicle Cover, excluding optional extras: <u>£6,146.87</u>	Total based on Annual Premium (& 3 year) for Council and Vehicle Cover, excluding optional extras: <u>£8,163.09</u>	
Total based on Annual Premium on 3-year Long Term Undertaking for Council and Vehicle Cover, excluding optional extras: <u>£5,878.85</u>		

RESOLVED: Members wish to accept quotation number 1, on a one-year basis at a cost of £6,146.8.

f) To Consider Remembrance Sunday

Cllr Mrs S Skeemer reported to members that she had attended a Zoom meeting regarding Remembrance Sunday. It was agreed in the meeting that a video recording will take place and uploaded to YouTube for people to watch. This event will not be attended and there will be no printed order of service.

g) To Receive & Consider the 2020 Blaby Guide Meeting Notes

All members have been issued with a copy of the Blaby Guide 2020 meeting notes.

AGREED: Add the location of defibrillators in Blaby to the new guide.

AGREED: Add Blaby Guide 2020 draft to the next full council agenda on Tuesday, 8th September 2020.

h) To Consider Defibrillators in Blaby.

Members considered if they wished to purchase a new defibrillator for Blaby, as per a discussion at the last full council meeting.

AGREED: All members agreed that they do not wish to purchase another defibrillator at this time.

i) To Consider Committee Appointments

Members considered if they would like to sit on any other committees.

AGREED: Cllr Mr M Wareham would like to sit on the Planning committee.

1276 **6. FOR INFORMATION**

a) Cheque Rota.

Due to the council doing a virtual meeting the manager is approved to sign the August cheques on behalf of the Parish Council.

b) Written Reports of Representatives/District Councillors & County Councillors.

- Mr Graham Harding

All members have been issued with a copy of the Blaby District Council's 'Your Journey to Clean Air' Discovery Workshop Report

c) Parishioners Time.

Cllr Mrs M Broomhead wished to pass on thanks to the Ground Staff for the upkeep of the cemetery and the hanging baskets in the village.

AGREED: The manager will write a letter of thanks to the Ground Staff.

1277 **AUTHORISATION OF THE COUNCIL'S ACCOUNT**

All members have been issued with a copy of the August accounts.

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

HT Compliance Services Ltd	£84.00	Cemetery - Emergency Lights & Fire Alarm Checks
Plantscape	£2,624.40	2020 Floral Scheme - Hire & Planting of Lamppost & Hanging Baskets.

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£536.00	August 2020 Rates – BCC – Ground Floor
Blaby District Council	£230.00	June 2020 Rates – Cemetery
Blaby District Council	£230.00	August 2020 Rates – Cemetery
Blaby District Council	£55.00	August 2020 Rates – Server Room
Blaby District Council	£254.00	August 2020 Rates – Acorn Room
Blaby District Council	£86.00	August 2020 Rates – Oakfield Park
Blaby District Council	£644.54	BCC – Trade Waste & Paper Collection – 01.04.20 – 31.03.21

ACCOUNTS RECOMMENDED FOR PAYMENT

Leicestershire County Council	£400.00	Christmas Light Switch On – Road Closure – 30.11.18 – 29.11.19
HB Supplies	£158.00	Topsoil – Northfield Park
CSL Business Machines Ltd	£15.80	Photocopier Charges 24.06.20 – 24.07.20
Cooleraid Ltd	£18.96	Water x 4
PHS Group	£126.60	Provision of Goods & Services.

Sharnford Horticultural Ltd £117.80 Machinery Parts

COMMERCIAL CARD

Asda	£59.25	Assorted Items.
BMS Motorbitz Ltd	£24.48	Nissan Cabstar – Number Plate & Wiper
Post Office	£82.60	Stamps
CG Cars	£72.00	Supply & Fit New Tyre to Cabstar
Stuart Plumbing & Heating Services	£11.81	Lever Ball Valve - Groundstaff
B&Q	£48.00	Fence Paint
Tesco	£86.57	Petrol for Mower
Tesco	£74.64	Diesel for Red Van
Online Playgrounds	£88.80	Zipwire Seat – Oakfield Park
Vital Parts	£19.14	Parts for Oakfield Play Equipment

WAGES/EXPENSES MONTH 4

Salaries: July 2020 £8,061.41

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – July 2020	£2,260.26
H M Revenue & Customs - PAYE/NI – July 2020	£2,354.74
Erud IT Ltd – 1 st August 2020	£230.00
Support Fee, Cloud Email Safeguard & Office 365 Premium & Saas Backup	
Erud.IT – Callout Fee	£48.00
Erud IT Ltd – Saas Backup For Microsoft 365	£8.64
WaterPlus – Northfield Park – 03.04.2020 – 24.07.20	£89.17
WaterPlus – Leicester Road – 01.03.20 – 01.06.20	£314.73
Southern Electric – Cemetery – 13.05.20 – 29.07.20	235.09
Public Works Loan Board - BCC	£11,372.55
Elas Business Support – Employment Law – 31.08.20	£146.40

RESOLVED: The August accounts are agreed to be a true record. Proposed by Cllr Mr P Akroyd, seconded by Cllr Mrs M Broomhead, and passed unanimously.

1278 **7. CORRESPONDENCE:**

All correspondence has been issued to Members.

a) Blaby District Council

- Letter of Appreciation

All members have been issued with a letter of thanks from Blaby District Council for the Parish Council's support during the Covid-19 pandemic.

b) Blaby District Tourism

- Wall at Fosse Park

Members were informed that The Crown Estate have allocated some wall space at the new Fosse Park West site for Blaby District Council to highlight tourist attractions.

c) Leicestershire County Council

- Decision from Meeting Held 8th July 2020

d) **Leicestershire Police**

- August 2020 - Newsletter

e) **Blaby & District Social Centre – Newsletter – Mid July 2020**

1279 **8. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

a) **Blaby Parish Councils Group**

Members received correspondence from the chairman of the Blaby Parish Council's Group to advise that the meeting scheduled for Wednesday, 2nd September 2020 has been cancelled and rebooked for Wednesday, 2nd December 2020.

1280 **9. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8:21PM