

**BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held at Blaby Civic Centre, 22-24 Leicester Road at 7.30pm on
Tuesday, 11th June 2019**

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms J Bellm, Mrs M Broomhead, Mr M Harbot, Mrs S McFadden, Mr P Muton,
Mr M Sheikh, Mrs S Skeemer & Mrs V Jepson (Manager).

1122 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Mr M Harbot the reason for which is approved.

1123 **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	Personal
Mr P Muton	Burial Rights	Personal

1124 **3. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 14th May 2019.

The minutes of the meeting held on the 14th May 2019, were considered for accuracy and agreed to be a true record. Proposed by Cllr Mrs M Broomhead seconded by Cllr Mrs S Skeemer and passed unanimously.

RESOLVED: The Chairman signed the minutes of the 14th May 2019, as approved, as a true and correct record.

b) To Receive & Adopt Committee Minutes held during May 2019:-
All Members were issued with a copy of the following minutes:

• **Estates & Community – 28th May 2019**

The minutes of the Estates & Community committee meeting held on 28th May 2019 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mr P Muton seconded by Cllr Mrs M Broomhead and passed unanimously.

1125 **4. TO CONSIDER AUDIT 2018/19:-**

a) To Receive Year End Accounts – 31st March 2019

All members have received a copy of the 31st March 2019 Year End accounts.

The reports show the following items:-

- Balance sheet at 31st March 2019
- Income & Expenditure Account for the year ended 31st March 2019
- Bank Reconciliation Statement at 31st March 2019

RESOLVED: The Chairman and Manager signed the year-end balance sheet at 31st March 2019.

b) Risk Register – Review Checklist

Members considered the contents of the Risk Register – Review Checklist.

AGREED Members approved the contents of the Risk Register.

c) To Consider Council Funds

RESOLVED: Members considered and approved the Councils earmarked reserves with no changes to be made.

d) Receive the Internal Auditor’s Report of the 29th May 2019

All members are in receipt of the Internal Auditor’s report dated 29th May 2019, which states the following internal controls have been considered, the Council is asked to consider this report as part of its annual review of the effectiveness of its internal audit procedures.

- Proper Bookkeeping
- Standing Orders & Financial Regulations & Payment Controls
- Risk Management Arrangements
- Budgetary Controls
- Income Controls
- Petty Cash Procedures
- Payroll Controls
- Asset Controls
- Bank Reconciliation
- Year End Procedures

RESOLVED: Pay Mr Shaw, Internal Auditor a total of £99.00 for carrying out Blaby Parish Councils internal audit for the 2018/19 financial year.

e) Appointment of Internal Auditor for the 2019/20 Financial Year

RESOLVED: Appoint Mr Shaw at a cost of £22.00 per hour to carry out the Internal Audit for the 2019/20 Financial Year.

AGREED: A letter of engagement is to be sent and is to confirm Internal Audit will be carried out in accordance with the Governance and Accountability for Local Councils – a Practitioner’s Guide 2014 (England), in particular with regard to paragraph 2.74.

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5. To Consider Audit 2018/19 – Section 1

Completion of the Annual Governance Statement - Section 1.

AGREED: All members are in receipt of the Annual Return for the Year Ended 31st March 2019.

RESOLVED: Blaby Parish Council acknowledges its responsibility for the preparation of the statement of accounts and for the Council’s internal controls and confirm that to the best of its knowledge and belief, with respect to the Council’s statement of accounts for the year ended 31st March 2019 in section 1, that;

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. **YES**
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. **YES**
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances. **YES**
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. **YES**
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. **YES**
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. **YES**
7. We took appropriate action on all matters raised in reports from Internal and external audit. **YES**
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements. **YES**
9. Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. **N/A**

RESOLVED: The Chairman and Manager signed Section 1 of the Annual Return for the Year Ending 31st March 2019.

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6. To Consider Audit 2018/19 – Section 2

Completion of the Annual Governance Statement - Section 2.

RESOLVED: Blaby Parish Council acknowledges that the year ended 31st March 2019 the accounting statements in the annual return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be for the year ended 31st March 2019 in section 2.

RESOLVED: The Chairman and Manager signed Section 2 of the Annual Return for the Year Ending 31st March 2019.

RESOLVED: The Annual Governance Statement, approved by Council, is to be submitted for Audit.

1128 **7. FOR DECISION**

a) To Consider Summer Funday

Members considered the following fun day stall game quotations:-

QUOTATION 1	QUOTATION 2
5 Side stall games Build a Burger £65 Ball in a Bucket £35 Coconut Shy £35 Giant Building Blocks £35 Splat the Rat £35 No staff so volunteers would be required Include these in the wristband/token	1 Side stall game Coconut Shy inc 100 prizes 10fr x 8ft Staff included Generator included
TOTAL - £153.75 (this includes a 20% discount)	TOTAL - £495 + VAT

RESOLVED: Accept quotation number 1 for the hire of 5 side stall games priced at £153.75.

Funday Expenditure

Members are informed the summer funday expenditure is currently at £9,341.35.

b) To Consider Public Open Space – Jelson, Winchester Road, Blaby
11/0811/1/OX Land off Winchester Road (North of Blaby Golf Course), Blaby

Jelson served a Notice of Practical Completion in relation to the open space for the above site, this notice is dated 29/06/18 and therefore the 12-month maintenance period is due to expire on 29/06/19.

As part of Blaby District Council's Development Monitoring service this site has been monitored over the course of its construction. As a result, an officer in the planning department has confirmed a site visit was made recently and the Public Open Space Areas have been completed in accordance with the approved plans.

As the aforementioned Open Space is to be transferred to Blaby Parish Council it is recommend the Parish Council carry out a site visit to ensure we are satisfied with the area and it is acceptable from a maintenance perspective. It is important the Parish Council raise any concerns in relation to this open space area and its maintenance as soon as possible so any issues can be addressed prior to the transfer of this land.

AGREED: Arrange a site visit for week commencing the 17th June 2019.

c) To Consider Parks Site Visit & Working Party

At the January Estates & Community committee meeting members were issued with a copy of the independent playgroup inspection reports for the following Council owned recreational grounds:

- Northfield Park
- Oakfield Park
- The Crescent
- Scouting Way

AGREED: A site visit is arranged for 10am on Tuesday, 2nd July, meeting at Blaby Civic Centre to discuss any maintenance works required or projects for these recreational grounds.

d) To Receive & Consider Blaby Business Group Meeting Notes – 14th May 2019

All members have been issued with a copy of the Blaby Town Centre Improvement meeting notes dated 14th May 2019.

It is queried if the local retailers such as Aldi could get involved with the Blaby Community Allotment project and if a survey could be carried out of the footfall in Blaby 6 months after the closure of Waitrose.

AGREED: Ask at a future business meeting if this would be possible, if so, pass Aldi's contact details on to the Blaby Local Co-ordinator.

AGREED: Request Blaby District Council research the footfall and whether the closure of Waitrose has affected other local businesses.

e) To Consider a Parish Charter for Blaby District

The purpose of a Parish Charter is to provide a framework that sets out how the District and Town/Parish Councils can work together in partnership to get the best results for residents living in the Blaby District. The Parish Charter is something that other local authorities have introduced, and Blaby District Council is seeking our views on whether this is something we would like to develop with Blaby District.

Members have been issued with a copy of the North West Leicester's Parish Charter.

Blaby District Council have asked:-

- Do you think it would be useful for Blaby to have a parish charter? Yes
- If yes would you like to be involved in developing this? Yes –
Cllr Mrs Broomhead and Cllr Mr Harding would represent this on behalf of the Parish Council.
- What key elements do you think the charter should include?

AGREED: Add this item to the next full council agenda for further consideration.

f) To Consider Volunteer Litter Picking Date

As previously stated, Blaby District Council has received funding from Central Government for community-based work. The funding has been used to set up a volunteer litter picker's scheme.

AGREED: Contact Blaby District Council to request 2 volunteers litter picker's pack for a litter picking day to be held on Sunday, 29th September 2019 where everybody will meet in the precinct.

g) To Consider Chairman & Vice-Chairman Procedure

A lengthy discussion was held about whether members were happy with the way the Chairman and Vice-Chairman's are appointed each year for the Council & Committees.

The following proposal was stated which members voted upon:-

The chairman and vice-chairman are to be voted and appointed for a 1-year term, after this term the current vice-chairman is automatically appointed as chairman for the following year, this procedure would be for the council and all committees.

A paper ballot was taken with the following results:-

- Yes = 4
- No = 4

Cllr Mr Harbot had already written to the council to comment he would vote against the idea that the vice-chairman of the council should automatically become chairman. With Cllr Mr Harbot's opinion considered the vote is **DECLINED**.

AGREED: No change is to be made to the way chairman's and vice-chairmen's are appointed to the council and committees.

h) To Receive & Approve the Contents of the June 2019 Edition of the Blaby Topic

All members have been issued with the proposed June 2019 edition of the Blaby Topic.

RESOLVED: Members approved the Blaby Topic which will be sent to the printers the following morning for delivery as soon as possible.

i) To Receive & Consider Remembrance Day Parade & Service Meeting Notes

Members have been issued with correspondence regarding this year's Remembrance Day Parade and Service.

It is queried if the Councils PA system could be used for this year's event.

AGREED: Members are happy for the group to use the Councils PA system, but any damage must be paid for immediately.

1129 **8. FOR INFORMATION**

a) Cheque Rota.

RESOLVED: Cheques are to be signed at the end of the Council session by Cllr Mr P Muton & Cllr Mrs M Broomhead.

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

Report received from Cllr Mrs M Broomhead

On the 6th June Councillors Mrs Broomhead & Mrs Skeemer attended this very moving service, it was also an honour to have in the congregation a veteran of the D-Day landings, the music and readings were just right for the commemoration service.

THE POEM

A Quiet Place
 It's quiet here- so quiet
 Standing on this hill
 But if I stand here too much longer
 My eyes with tears will fill
 Looking down- I am there again
 On that beach- just down below
 Then I remember so
 That beach - it was hell on earth
 Where no man - should ever go
 I remember
 I was down there
 I should know
 Don't cry now ...dear old soldier
 That was many years ago.

c) Parishioners Time – None.

1130 **9. AUTHORISATION OF THE COUNCIL'S ACCOUNT**

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Legal & General – Hymans Robertson	£11.93	Ill Health Cover – 2019 (Balance)
P & J Entertainments	£670.50	Balance – Summer 2019 Funday Sand Pits
B K Entertainment	£783.75	Balance - Inflatables & Go Karts 4 – 10 Years
Tony Metcalfe	£450.00	Go Karts – 6 Years Plus
Flowing Events	£250.00	Hire of Pepe Camper Van – Summer Funday 2019
Mike's Donkeys	£325.00	Balance of Donkeys Summer fun day 2019
Scott Kayes	£1,500.00	Summer Funday 2019 – Fair Rides
Jonathan Barker	£1,600.00	Summer Funday 2019 – Fair Rides
Uncle Mick	£260.00	Crazy Golf for Summer Fun Event 2019
Mr Kevin Shaw	£99.00	Internal Audit Fees – 2018/19.
Blaby Audio	£138.00	PA System Set Up - Summer Funday

HT Compliance Services Ltd	£384.00	BCC, Cemetery & Northfield Park - Emergency Lights & Fire Alarm Checks.
HT Compliance Services Ltd	£1,464.00	Electrical Installation Works – Blaby Civic Centre, Northfield Park & Cemetery
Plantscape	£2,511.60	2019 Floral Scheme - Hire & Planting of Lamppost & Hanging Baskets.
Rialtas Business Solutions Ltd	£702.00	Year end closedown
GlastonBlaby	£300.00	Donation – Charity Event.

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£528.00	June 2019 Rates – BCC – Ground Floor
Blaby District Council	£197.00	June 2019 Rates – Cemetery
Blaby District Council	£54.00	June 2019 Rates – Server Room
Blaby District Council	£250.00	June 2019 Rates – Acorn Room
Blaby District Council	£85.00	June 2019 Rates – Oakfield Park
Cash	£52.74	Petty Cash top-up

ACCOUNTS RECOMMENDED FOR PAYMENT

CSL Business Machines Ltd	£39.21	Photocopier Charges 19.04.19 – 20.05.19
CSL Business Machines Ltd	£246.00	Rental for photocopier 11.06.2019 – 10.09.2019
Milner's Bakers	£95.55	Catering Services
Cooleraid Ltd	£53.70	Annual Maintenance & Water.
Midland Access Control	£84.00	Service - Net2 Door Entry System
Coltman Bros Ltd	£97.83	Park Items
Water Plus	£66.92	Cemetery – 26.02.2019 – 29.05.2019
Water Plus	£315.78	Leicester Road – 01.03.2019 – 01.06.2019

COMMERCIAL CARD

St Thomas Road Services	£90.81	Diesel – Nissan Cabstar
St Thomas Road Services	£88.77	Fuel – Cemetery Tools
Amazon	£97.98	Fertiliser for Planters
Amazon	£43.46	3 x Office Desk Mats
Amazon	£8.98	Strimmer Head
Hawgrips	£105.40	Flowers for Planters
Stuart Plumbing & Heating Supplies	£12.36	Allotment Water Tap & Water Bowser Tap
Amazon	£18.48	Book of Condolence
Amazon	£1.75	Union Jack Flag
Amazon	£98.70	Litter Bin for The Crescent
Ticket Printing UK	£56.48	Summer Funday Wristbands
PTS Ltd	£14.73	Summer Funday Tokens

Amazon	£6.86	Cellophane Wrap
D & G Baltic Ltd	£7.48	Gaffer Tape
Dancover	£27.84	Marquee Screws

WAGES/EXPENSES MONTH 3

Salaries: June 2019 £7,153.69

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – June 2019	£2,134.22
H M Revenue & Customs - PAYE/NI – June 2019	£1,265.32
Erud IT Ltd – 1 st April 2019 & Office 365	£221.36
Erud IT Ltd – Installation of business desktop, keyboard & monitors x 3	£2,525.70
PJ Rhodes – Vehicle Repairs	£302.62
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.04.2019 – 12.05.2019)	£59.10
ELAS Business Support – Employment Law - 30.06.19	£146.40
Terry Such & Sons – Balance Summer Funday 2019	£1,100.00

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

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10. CORRESPONDENCE:

All correspondence has been issued to Members.

a) Village Areas Needing Attention Received During May 2019.

b) Blaby District Council

- Parish Liaison Meeting Notes - 9th May
- Achievement Awards Nomination Open

c) Leicestershire County Council

- 2019 Annual Parish Liaison Event – 8th July 2019

AGREED: Councillors Mr Harding, Mrs Broomhead, Mr Akroyd & Mr Sheikh wish to attend the Leicestershire County Council 2019 Annual Parish Liaison event.

- Temporary Traffic Regulation Order – Blaby bypass
- Meeting Papers – 15th May 2019

d) Leicestershire Police

- **June 2019 Newsletter**

e) Armed Forces Day – Saturday, 22nd June 2019

Members have been invited to join the celebration of Armed Forces Day on Saturday, 22nd June, the event will be held at Leicester Cathedral at 10.30am.

AGREED: Councillors Mrs Broomhead, Mrs Skeemer & Mrs McFadden wish to attend the Armed Forces Day on Saturday, 22nd June 2019.

1132 **11. Correspondence Received After Issue of Agenda: For Information Only.**

a) Blaby CCTV

Members are informed that the CCTV system in Waitrose will be lost when they close after the 17th June, after this date the site will be locked up and inaccessible.

b) Blaby District Open Space Assessment 2019

Blaby District Council has now commissioned Ethos Environment Planning to undertake an Open Space Assessment for the District. The aim of the study is to assess the quality, quantity and accessibility of publicly accessible open space. The results of the study will then be used to help inform future Local Planning documents.

c) Hoisting of Armed Forces Day Flag

The Chairman of Blaby District Council, Councillor, Mr Iain Hewson, is inviting our Parish Chairman and guest, to attend the Council's Armed Forces Raising the Flag Ceremony to be held on Wednesday, 26th June at 10.15am at Blaby District Council Offices, Narborough.

AGREED: The Parish Chairman and guest wish to attend the Hoisting of Armed Forces Day Flag on behalf of the Parish Council.

d) Blaby District Council's Parish Seminar

Blaby District Council would like to know what parish councillors want to hear about at this year's Parish Seminar.

AGREED: If members have any subjects they wish to be discussed at the Parish Seminar they are to let the manager know.

1133 **12. STAFFING MATTERS**

RESOLVED: Standing Order No.24 is to be invoked. That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information.

a) Senior Grounds Person / Handy Person

Interviews for the role of Senior Grounds Person / Handy Person were carried out on Monday, 10th June 2019.

b) Receptionist / Admin Clerk

On Friday, 7th June 2019 the Receptionist / Admin Clerk left the employment of Blaby Parish Council.

AGREED: Discuss this role at the next Staff, Policy & Finance committee meeting.

RESOLVED: Standing Order No.24 is to be revoked.

1134 **13. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8.50PM