

BLABY PARISH COUNCIL
MEETING OF THE ANNUAL MEETING OF PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.00pm on
Tuesday, 12th May 2020

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

1235 **1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**

The following members have put themselves forward for Chairman of the Council for the coming year.

- Mrs Sue Skeemer
- Mrs Marian Broomhead

A paper ballot was taken from all members to nominate their chosen chairman of the Parish Council for the 2020/21 term.

RESOLVED: Cllr Mrs Skeemer is elected Chairman of the Parish Council for 2020/21.

1236 **2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**

Members proposed Cllr Mrs Broomhead as Vice-Chairman of the Parish Council for 2020/21.

RESOLVED: Cllr Mrs Broomhead is elected Vice-Chairman of the Parish Council for 2020/21.

1237 **3. SIGNATURE BY CHAIRMAN & VICE-CHAIRMAN OF DECLARATION OF ACCEPTANCE OF OFFICE**

The elected Chairman and Vice-Chairman will each sign the Declaration of Acceptance of Office, witnessed by the Manager.

1238 **4. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Mr Akroyd the reason for which is approved.

1239 **5. 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 Mutton	Burial Rights	Personal
Ms M Small	Burial Rights	Personal

1240 **6. TO CONSIDER COMMITTEE & WORKING PARTY APPOINTMENTS**

Members considered if a maximum for each committee should be reintroduced.

AGREED: Members agreed a maximum of 8 members should be reintroduced on each committee, including the Chair and Vice-Chair of the Parish Council.

Members considered if sub-committees should be a smaller group of members.

AGREED: Members agreed there should be a maximum of 5 members on each sub-committee.

AGREED: Committee & Working Party appointments are approved as follows:-

<p><u>Staff, Policy & Finance Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mr Graham Harding 2. Miss Michelle Small 3. Mr Marcus Wareham 4. Ms Julie Bellm 5. Mr Andy Gullick 6. Vacant</p>	<p><u>Social Events Working Party</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mrs Susan Skeemer 2. Mrs Marian Broomhead 3. Mr Paul Muton 4. Ms Laura Bolton 5. Mrs Stella McFadden</p>
<p><u>Estates & Community Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mr Merv Harbot 2. Mr Paul Muton 3. Mr Marcus Wareham 4. Mr Paul Akroyd 5. Ms Laura Bolton 6. Mrs Stella McFadden</p>	<p><u>Publicity Working Party Group</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Mrs Marian Broomhead 2. Mr Graham Harding 3. Ms Laura Bolton 4. Mrs Stella McFadden 5. Vacant</p>
<p><u>Planning Committee</u> Chairman (Ex-Officio) Vice Chairman (Ex-Officio) 1. Ms Julie Bellm 2. Mr Paul Akroyd 3. Mr Merv Harbot 4. Mr Graham Harding 5. Miss Michelle Small 6. Mr Paul Muton</p>	

1241 **7. TO CONSIDER APPOINTMENTS TO OTHER BODIES****RESOLVED:** Appointments to Other Bodies are as follows: -

Name of Organisation	P.C. Representative 2019/20	P.C. Representative 2020/21
Blaby District Parish Councils Group (LRALC) (2 Members – usually Chair & Vice-Chair of the Council)	Mrs M Broomhead & Mr G Harding	Mrs S Skeemer & Mrs M Broomhead
Blaby Town Centre Business Meetings (2 Members, usually Chair of the Council and Chair of the Estates & Community committee plus the manager)	Mr G Harding, Mrs S Skeemer & Mrs V Jepson	Mrs S Skeemer, Chair of Estates Committee & Mrs V Jepson
Blaby & District Social Centre Committee	Mr M Sheikh	Mrs S Skeemer & Mr M Wareham
Churches Together in Blaby – Remembrance Day Service & Parade	Mrs M Broomhead & Mrs S Skeemer	Mrs M Broomhead & Mrs S Skeemer
Turner Educational Foundation	Mr G Harding	Mr G Harding
Blaby Tourism Group	Mrs M Broomhead	Mrs M Broomhead & Mr P Muton

AGREED: Representatives are to submit a written report to the Council.1242 **8. MINUTES****a) To Receive, Approve & Sign the Minutes of the Meeting held on the 21st April 2020.**

The minutes of the meeting held on the 21st April 2020, were considered for accuracy, and agreed to be a true record. Proposed by Cllr Mrs Broomhead seconded by Cllr Mr Wareham and passed unanimously.

RESOLVED: The Chairman is to sign the minutes of the 21st April 2020, as approved, as a true and correct record.

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

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

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

The minutes of the Estates & Community committee meeting held on the 28th April 2020 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mr Harding seconded by Cllr Ms Bolton and passed unanimously.

1243 **9. TO CONSIDER PLANNING APPLICATIONS, REPORTS & CORRESPONDENCE: -**

a) **Reports from Blaby District Council**

- **20/0387/HH – 84 Broadmead Road, Blaby:** - Single storey rear extension. **APPROVAL**
- **20/0100/HH – 13 Ridley Close, Blaby:** - Demolition of existing detached garage with two storey side extension and part two storey single storey rear extensions including increasing the roof height of previously approved side extensions. **APPROVAL**

b) **Plans from Blaby District Council**

- **20/0443/ADV – 1 Forge Corner, Enderby Road, Blaby:** - Display of 2x signs
COMMENTS: No comments.
- **20/0463/HH – 6 Clark Gardens, Blaby:** - Single storey rear extension and roof replacement.
COMMENTS: No comments.

c) **Correspondence**

Plans and reports received during March/April 2020

All members were issued with a report of all plans and reports that were received during March and April.

Reports – March 2020

- **20/0161/FUL – Ice House, Bouskell Park, Blaby:** - Removal of existing railings and installation of new estate railings surrounding the Ice House – **APPROVAL**
- **20/0156/HH – Balmore House, Winchester Road, Blaby:** - Increase width of existing drop kerb – **APPROVAL**
- **20/0261/FUL – Unit B1, Blaby Business Park, Rose Way, Blaby:** - Erection of 1.8m gates and mesh fencing – **APPROVAL**

Plans – March 2020

- **20/0199/HH – 21 Laurel Road, Blaby:** - Submission of revised plans altering the roof lights to roof lanterns on the original plans.
COMMENTS: No comments.
- **20/0776/HH – 16 Ripon Drive, Blaby:** - Single storey front extension.
COMMENTS: No comments.
- **20/0387/HH – 84 Broadmead Road, Blaby:** - Single storey rear extension.
COMMENTS: No comments.

Notification of Formal Decision

- **20/0176/NMAT – Unit 3, Blaby Business Park, Rose Way, Blaby:** - Revision of plans – **Accepted by Blaby District Council.**

Reports - April 2020

- **20/0776/HH – 16 Ripon Drive, Blaby:** - Single storey front extension – **APPROVAL**

Discharge of Condition – Ice House, Blaby.

Members have been issued with a Discharge of Condition letter from Blaby District Council for the Ice House – **Noted.**

1244 **10.FOR DECISION**

a) To consider Blaby Parish Council Members Survey Results

All members were issued with a copy of the members survey results, below are a list of the questions asked: -

Q1. How Satisfied are you with the way in which full Council meetings are run?

AGREED: Members agreed the Chair needs to take more control during meetings.

AGREED: The Vice-Chairman will monitor which members wish to speak and they will be responsible to make the Chairman aware of the speaking order.

Q2. Do you feel you are able to make your voice heard at Council meetings?

AGREED: When members wish to speak, names will be noted by the Vice-Chairman of the Council or Committee by a show of hands, they will then in turn be asked to speak by the Chairman.

Q3. Are you happy with the way in which Council papers are issued in advance of the meetings?

AGREED: Yes, members are happy with the way documents are distributed and it is confirmed staff members are more than happy to assist members with accessing the information if required.

Q4. Do you think there is a hierarchy at Council meetings where some members opinions are given more weight than others?

AGREED: Members agreed it may feel like there is a hierarchy for new members. The Chair should ensure that new members are aware of procedures, explain each item and ensure everything is delivered clearly.

Q5. What do you think about the length of Council meetings?

AGREED: No issues.

Q6. Do you feel you are given enough training opportunities to fulfil your role as a Councillor?

AGREED: Members are informed of any LRALC training courses available.

Q7. Is enough time devoted to each agenda item?

AGREED: Most of the time, yes. Members agreed that the Chair will ask at the end of each agenda item if any members have anything further to add.

Q8. Do you think it would be a good idea to re-introduce 'sub-committees' (where a small number of Councillors work together on specific projects)?

AGREED: Members agreed there should be sub-committees for new projects, going forward.

Q9. What improvements or changes would you like to see to the way Council meetings are run?

AGREED: Try a change of layout with the Chair and Manager sitting in front of the projector screen.

b) To Consider Tenant Room Lease Fees

It was agreed at the last Full Council meeting that the tenants would receive a rent-free month in April. Members considered if they would like to offer the tenants a rent-free month for June.

RESOLVED: Members agreed to let the tenants of the Civic Centre have June rent-free.

AGREED: Add this item to the next Full Council agenda for further consideration for July's rent.

1245 **11. FOR INFORMATION**

a) Cheque Rota.

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

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

c) Parishioners Time. – None.

d) To Report Update on Agreed Actions from the Last Council Meeting

1227. TO CONSIDER CASUAL VACANCIES

ACTION: A letter has been sent to Mr Page.

1229. To Report Update on Northfield Park – Circus Ground Damage

ACTION: 7 tonnes of soil was laid, rolled, and then grass seeded.

To Consider Zoom Subscription

ACTION: The Zoom subscription has been purchased and is active.

To Consider Business Continuity Plan

ACTION: The Business Continuity Plan has been adopted and added to the list of policies.

1246 12.AUTHORISATION OF THE COUNCIL’S ACCOUNT

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Legal & General – Hymans Robertson	£1,218.77	Ill Health Cover - 2020
Fields in Trust	£65.00	Annual Membership.

ACCOUNTS PAID UNDER STANDING ORDER 13C

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

ACCOUNTS RECOMMENDED FOR PAYMENT

JP Services	£100.00	Roller Groundwork Repairs to Northfield Park
Sign Here	£69.88	Opening Times Sign – Oakfield Park
NALC	£60.00	Local Council Awards Scheme – Registration Fee
CSL Business Machines Ltd	£110.34	Photocopier Charges 24.02.2020 – 24.04.2020
Ellis Whittam Ltd	£2401.08	Insurance & Health & Safety Cover for Blaby Parish Council

COMMERCIAL CARD

Tesco	£81.35	Fuel – Cemetery & Park Mower
Tesco	£74.79	Diesel for Red Van
Zoom	£14.39	Monthly Subscription
Activewear	£22.90	Hi-Vis Coat - Groundstaff
Amazon	£35.10	Latex Work Gloves - Groundstaff
Amazon	35.73	Leather Work Gloves - Groundstaff
Amazon	£47.90	Waterproof Coats - Groundstaff
Workwear Express	£46.53	Groundstaff Uniform
The Grass People	£53.74	Grass Seed for Cemetery

WAGES/EXPENSES MONTH 1

Salaries: April 2020 £8,401.57

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – April 2020	£2,372.95
H M Revenue & Customs - PAYE/NI – April 2020	£2,338.13
Erud IT Ltd – 1 st May 2020	£221.36
Support Fee, Cloud Email Safeguard & Office 365 Premium	
DuraSport – Resurfacing at Northfield Park	£6,048.00
ELAS Business Support – Employment Law - 30/04/2020 & 31/05/2020	£292.80

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

1247 **13. CORRESPONDENCE:**

All correspondence was issued to members.

a) **Blaby District Tourism Partnership**

- Minutes of the meeting held – 18th February 2020

b) **Leicestershire Police**

- Leicestershire Police – May 2020

c) **Blaby & District Social Centre – Committee Newsletter – Mid April 2020.**

1248 **14. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY – None.**

1249 **15. CHAIRMAN'S TIME**

Thank you all from the bottom of my heart. I promise to give 100% to the Parish Council and not let you down.

MEETING CLOSED: 8:04PM