

**BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.30pm on
Tuesday, 13th April 2021**

PRESENT: Mrs S Skeemer (Chairman),
Ms L Bolton, Mrs M Broomhead, Mr G Harding, Mrs S McFadden, Mr P Muton,
Miss M Small, Mr Wareham & Mrs V Jepson (Manager).

Minutes Silence - The Duke of Edinburgh Prince Philip

The chairman read out the following statement:-

It is with great sadness that we have learnt of the death of The Duke of Edinburgh Prince Philip, who supported his country over many decades with the upmost dedication and distinction. He was a much-loved member of our monarchy and will be sorely missed.

On behalf of the people of Blaby, I wish to convey our deepest sympathy and thoughts to Her Majesty Queen Elizabeth II and the rest of the Royal Family at this terribly sad time.

Councillor Mrs Sue Skeemer
Chairman of Blaby Parish Council

1 minute's silence was held.

1345 **1. APOLOGIES FOR ABSENCE**

No apologies received.

1346 **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

1347 **3. TO CONSIDER CASUAL VACANCIES**

Resignation letters have been received from Cllr. Mr A Gullick & Cllr. Mr R Woolley which were read out by the Chairman.

AGREED: Write to Cllr. Mr Gullick & Cllr. Mr Woolley to thank them for their hard work and support whilst being on the Parish Council.

Due to these two resignations we now only have 9 councillors out of 16.

1348

4. MINUTES

a) To Receive, Approve & Sign the Minutes of the Meetings held on the 9th March 2021.

The minutes of the meeting held on the 9th March 2021, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mrs Broomhead and seconded by Cllr. Mr Wareham and passed unanimously.

RESOLVED: The Chairman signed the minutes of the 9th March 2021, as approved, as a true and correct record.

b) To Receive & Adopt Committee Minutes held during March 2021:-

All Members have been issued with a copy of the following minutes:

- **Planning – 9th March 2021**

The minutes of the Planning committee meeting held on 9th March 2021 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Mr Muton and seconded by Cllr. Mr Harding and passed unanimously.

- **Estates & Community – 23rd March 2021**

The minutes of the Estates & Community committee meeting held on the 23rd March 2021 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr. Mr Wareham and seconded by Cllr. Mrs McFadden and passed unanimously.

1349

5. FOR DECISION

a) To Consider Future Council & Committee Meetings

Member discussed the future of face to face council meetings and were all issued with a proposed risk assessment for the re-opening of the Civic Centre for council meetings.

AGREED: Adopt the risk assessment for the re-opening of the Civic Centre for Council meetings.

b) To Consider the Councils Website Provider and Quotations Received

Since the introduction of The Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 came into force on the 23rd September 2018 we identified that our Council's website needs to be updated to be compliant.

The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities.

All members have been issued with quotations along with a copy of the complete website proposal documents.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Full report has been issued to all members for consideration.	Full report has been issued to all members for consideration.	Full report has been issued to all members for consideration.
TOTAL COST (NEW) £1,274 + VAT or £1,573 + VAT Plus extras.	TOTAL COST (NEW) £1,782 + VAT Plus, any extras.	TOTAL COST (EXISTING) £435.00 + vat

RESOLVED: Accept quotation number 1 at a cost of £1,573.00 + VAT for the set up and running of a new Council website plus the optional extras.

c) To Consider Recommendation to Council
ESTATES & COMMUNITY COMMITTEE: Meeting held 23rd March 2021

EC.623 - TO CONSIDER NORTHFIELD PARK PROJECT

RECOMMENDATION RESOLVED: Use the £15,000 in the EMR Savings Account for Play Equipment towards this project.

d) To Consider CCTV Maintenance Quotation

We have been having problems with the CCTV camera in the reception area of the Civic Centre, the camera has been replaced but we are still experiencing problems with the picture quality.

It has been advised that the CCTV connections require some attention.

<u>Quotation 1</u>
To make good the CCTV connections in the Server Room at Blaby Civic Centre.
TOTAL: £300.00 + VAT (max price)

RESOLVED: Accept the quotation of a maximum cost of £300.00 + VAT for the CCTV cabling work at the Civic Centre.

1350

6. FOR INFORMATION

a) Cheque Rota.

RESOLVED: Due to the council doing a virtual meeting the accounts are approved for the manager to sign the April cheques on behalf of the Parish Council.

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

c) Parishioners Time – None.

1351

7. AUTHORISATION OF THE COUNCIL'S ACCOUNT

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Intratest Ltd	£1,110.00	13 x Lamp post structural Inspection 2021 -2023
Leicestershire County Council	£1,621.44	Cemetery – Tree Works
Wilson Alarm System Ltd	£118.80	Intruder Alarm Annual Service
NBB Recycled Furniture	£1,080.00	4 x Benches.
TIE	£48.00	Memorial Plaque x 2 - Cemetery
Trinity College	£410.00	Allotment Land Rent – 11.10.20 – 05.04.21

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£538.25	April 2021 Rates – BCC – Ground Floor
Blaby District Council	£53.90	April 2021 Rates – Server Room
Blaby District Council	£261.90	April 2021 Rates – Cemetery
Blaby District Council	£86.78	April 2021 Rates – Oakfield Park
Blaby District Council	£258.90	April 2021 Rates – Acorn Room
Cash – Mrs V Jepson	£98.15	Petty Cash Top-Up

ACCOUNTS RECOMMENDED FOR PAYMENT

CSL Business Machines Ltd	£242.45	Photocopier Charges – 12.01.21 – 14.03.21 7 Rental for photocopier – 11.03.21 – 10.06.21
Supplies for Industry Cooleraid Ltd	£33.60 £9.48	Ground Staff Uniform – Traffic Coats Water
Ebay - Mr Scriven	£9.55	Mobile Phone Covers & Screen Protector.

COMMERCIAL CARD

EH Smith	£63.30	Top Soil – Cemetery
Net World Sports	£29.93	Basketball Nets – Northfield & Oakfield
Magnet Expert	£15.32	Noticeboard Magnets
Tesco	£40.99	Fuel – Equipment
Tesco	£40.01	Diesel for Nissan Cabstar
Tesco	£85.01	Diesel for Nissan Cabstar
Tesco	£67.67	Diesel for Nissan Cabstar
Zoom Video Communications Inc.	£14.39	24/03/2021 – 23/04/2021
Workwear Express	£177.73	Groundstaff Uniform
Supplies For Industry	£33.60	Groundstaff Uniform
Smarty	£14.00	Mobile Phone Contract x 2 Sims

WAGES/EXPENSES MONTH 12

Salaries: March 2021

£7,006.54

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – March 2021	£2,315.92
H M Revenue & Customs - PAYE/NI – March 2021	£2,098.10
Erud IT Ltd – 1 st April 2021 – IT Support	£233.49
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.03.21 – 12.04.21)	£34.86
WaterPlus – Allotments – 01.12.20 – 01.03.21	£145.44
WaterPlus – Northfield Park – 13.01.2021 – 03.04.21	£53.38
WaterPlus – Leicester Road – 07.12.20 – 03.03.21	£275.65
WaterPlus – Cemetery – 19.01.21 - 29.03.21	£31.72
Southern Electric – BCC Leicester Road - 02.11.20 - 01.02.21	£933.19
Alex Dunn Electrical	£90.00
ELAS Business Support – Employment Law - 30/04/2021	£146.40
Legal & General – Hymans Robertson - Ill Health Cover - 2021	£912.20

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

1352

8. CORRESPONDENCE:

All correspondence has been issued to Members.

a) LRALC – Membership Renewal

All members have been issued with a copy for the NALC & LRALC membership renewal documents at a total price of £849.40:-

- LRLAC Membership fee for 2021/22 = £463.04
- NALC Membership fee for 2021/22 = £386.36

RESOLVED: Pay LRALC & NALC membership at a total price of £849.40.

b) Leicestershire Police – March 2021.

c) Blaby & District Social Centre – Committee Newsletter – March 2021.

1353

9. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY

a) Lateral Flow Tests

We have been contacted by Leicestershire county Council's Local Area Coordinator (Blaby) who has asked if we could store and give out lateral flow tests, for local residents.

AGREED: Members agreed we are unable to assist with this request as there is only currently 1 member of staff in the office.

1354 **10. STAFFING MATTERS**

The Chairman passed the next agenda item to Cllr Mrs Small, Chairman of the Staff, Policy & Finance committee.

a) Full Time Groundsman

Mr Pullen joined the Parish Council on Tuesday, 6th April as our new full-time groundsman / handyperson.

b) Assistant Manager

The Councils Assistant Manager submitted her letter of resignation on the 6th April 2021 making her last working day for Blaby Parish Council as Thursday, 6th May 2021.

A discussion was held regarding advertising for a new member of staff.

AGREED: Advertise for a full-time admin assistant.

AGREED: The manager and chairman of the staff, policy & finance committee are given delegated powers to agree a salary scale and write a job description for the new full-time admin assistant.

1355 **11. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8.16PM