

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.30pm on
Tuesday, 13th October 2020

PRESENT: Mrs S Skeemer (Chairman),
Mr P Akroyd, Ms J Bellm, 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.

1290 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Mrs S McFadden and Cllr Ms L Bolton the reasons for which are approved.

1291 **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 & Item 8b	Personal
Mr P Muton	Burial Rights	Personal
Ms M Small	Burial Rights	Personal

1292 **3. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 8th September 2020.

The minutes of the meeting held on the 8th September 2020, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mrs M Broomhead seconded by Cllr Mr M Wareham and passed unanimously.

RESOLVED: The Chairman signed the minutes of the 8th September 2020, as approved, as a true and correct record.

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

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

• **Planning – 8th September 2020**

The minutes of the Planning committee meeting held on 8th September 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 – 15th September 2020**

The minutes of the Staff, Policy & Finance committee meeting held on 15th September 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 Mrs M Broomhead and passed unanimously.

• **Estates & Community – 22nd September 2020**

The minutes of the Estates & Community committee meeting held on the 22nd September 2020 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mr M Wareham seconded by Cllr Mrs M Broomhead and passed unanimously.

1293

4. FOR DECISION

a) To Consider Adopting a Long Service Award Scheme Policy

All members were issued with a copy of the Long Service Award Scheme policy.

AGREED: Members agreed that a £50.00 voucher and a certificate would be awarded for any Long Service Award but members do wish to discuss this further at the next Staff, Policy & Finance committee meeting on Tuesday, 1st December 2020.

AGREED: Adopt the Employment Policy 16 - Long Service Awards.

b) To Consider Quotation to Purchase a New Laptop

Members were asked to consider the purchase of a new laptop for the office staff.

The office currently only has one laptop but in such unprecedented times, another laptop would be useful should the staff need to work from home.

Laptop

The quotation supplied from the Parish Council's IT company: -

A359, Core I5, 8Gb, 256Gb SSD, Windows 10 Pro Laptop priced at £554.55 plus Installation & Configuration at £80.00 + VAT.

RESOLVED: Members wish to accept the quotation of £554.55 for a new laptop and £80.00 + VAT for the installation and configuration of the new laptop.

Members considered the purchase of two new computer monitors which include built in speakers as this will allow the office staff to manage their workload much easier.

Monitors

The quotation supplied from the Parish Council's IT company: -

24" Iiyama Screen - £136.57 + VAT each

Trust 1.3Mb external webcam - £23.26 + VAT each

A display port adaptor may be required to enable dual screen working at a cost of £22.95 + VAT each.

Setup and installation - £40.00 + VAT each

RESOLVED: Members wish to accept the quotation of £399.66 + VAT for the new screens, webcams, display port adaptors and set up.

c) To Consider Council Transport

Members considered the purchase of a Council bike to be used by a member of the ground staff team. This member of staff uses a bike to travel between sites during working hours and to lock the parks every evening.

AGREED: Members agreed to purchase a bike, that will belong to the Council but for the groundsman to use.

RESOLVED: Members agreed to a limit of £500.00 for the purchase of the bike and accessories.

d) To Receive & Approve the Proposed 2020 Blaby Guide

All members were issued with a copy of the proposed 2020 Blaby Guide.

AGREED: Members will email in local walks to be added to the Blaby Guide and when this is complete, it will be sent to print.

e) To Receive & Consider Remembrance Sunday Meeting Notes – 10th September 2020

All members were issued with a copy of the Remembrance Planning meeting notes dated Thursday, 10th September 2020.

There will be no Remembrance Sunday parade this year. Instead a service will be recorded at All Saints Church and uploaded to the internet for people to watch.

Members considered if they wished to purchase two wreaths for Lutterworth Road and Northfield Park.

Wreaths

RESOLVED: Purchase two wreaths (S.137) from The Royal British Legion priced at £22.00 each with proceeds going to the Poppy Appeal.

AGREED: Cllr Mrs S Skeemer will lay a wreath on Lutterworth Road on Saturday, 7th November 2020.

AGREED: Cllr Mrs M Broomhead will lay a wreath at Northfield Park on Wednesday, 11th November 2020 at 11am.

f) To Consider Quotations for Pest Control

At the last Estates & Community committee meeting members considered the following pest control quotations where it was agreed to gain more information regarding the trapping and removal of the moles before committing to a decision.

Quotation 1	Quotation 2	Quotation 3
<p>The treatment to control and eradicate the moles will take 4 weeks and includes the removal of the moles.</p> <p>I have also noted that there is a Badger's Sett at the Cemetery but we cannot remove this as it is protected.</p>	<p>With moles we carry out a 3 visit treatment.</p> <p>On the initial visit we will survey the area where the hills have appeared to identify the active runs. When we find the active runs we will dig into them and insert a trap. We place traps in several of the runs the moles are using.</p> <p>We will then mark the areas where we have laid traps and come back in approximately 7-10 days to check them, remove any moles we have caught, reposition and repeat the steps from the</p>	<p>The cemetery would need 3 separate visits, one week apart to treat the moles and the total cost includes the removal of the moles.</p>

	initial visit. We will then repeat this process again.	
£200.00 + VAT	£699.00 + VAT	£225.00 + VAT

Members received a report outlining how the moles are caught and disposed of and considered how to proceed.

RESOLVED: Accept quotation number one at a cost of £200.00 + VAT.

g) To Consider Wildflower Verge Scheme.

All members have been issued with correspondence received from Leicestershire County Council with regards to Wildflower Verge Scheme.

Members considered if they would like to take part in the Scheme which forms part of the council’s wider work to tackle climate change and commitment to becoming carbon neutral by 2030.

Leicestershire County Council have seen some excellent results of wildflowers flourishing along our roadsides, helping to improve biodiversity, and encouraging wildlife to the areas.

AGREED: Members wish to seek further information on the scheme and discuss the outcome at the next Estates and Community committee meeting on Tuesday, 27th October 2020.

h) To Consider Policing in Blaby

Members considered correspondence from the Police Commander for Hinckley and Blaby, enquiring into having a desk within the Civic Centre for the Police to work from.

AGREED: As the Northfield Room is the only room available for use, but is currently hired out most days, members have agreed to allow the Police to use the Northfield Room as a ‘hot desk’. They will need to contact the Parish Council to check when the room is available.

i) To Consider Committee Recommendations to Council.

EC.564 - TO CONSIDER QUOTATION RECEIVED FOR OAKFIELD PARK PICNIC BENCHES

The Parish Council received a recommendation for more picnic benches within Oakfield Park due to high demand. The suggestion has been made that three picnic benches would suffice.

Quotation 1	Quotation 2	Quotation 3
Our recycling benches are weather-resistant and can be left year round at their place of installation. They don’t rot or splinter, they are humidity repellent,UV-resistant and owing to steel reinforcements –	Made from recycled plastic. There are thousands of them in hundreds of locations across Britain in public and private locations like schools, public parks, hospital grounds, village	Manufactured from 100% recycled plastic material Will never rot, splinter or corrode

dimensionally stable. Their rugged design provides protection from vandalism. A high level of seating comfort is guaranteed.	greens. Will comfortably seat four adults or six children and uses the classic A-frame design that we're all so familiar with.	Can last up to 5 times longer than timber! Strong, durable and wear resistant Does not splint or splinter & resistant to insects & bacteria Our recycled plastic is manufactured to have an attractive wood grain effect Completely maintenance free
£660.00 + VAT	£319.50 + VAT	£588.00 + VAT

Members are also asked to consider the purchase of a wheelchair friendly picnic table for Oakfield Park. This would sit nicely alongside the inclusive play area and would be a great addition to what is a very inclusive park. A wheelchair friendly picnic bench is priced at £319.50 + VAT.

RECOMMENDATION RESOLVED: Accept quotation number 2 and purchase two benches at a cost of £319.50 + VAT each totalling £639.00 + VAT. Funds are to be taken from the EMR New & Replacement savings account.

RECOMMENDATION RESOLVED: Accept the quotation to purchase one wheelchair friendly bench at a cost of £319.50 + VAT. Funds are to be taken from the EMR New & Replacement savings account.

j) To Report Update on S.106 Monies

All members were issued with correspondence received from Blaby District Council's S.106 Monitoring Officer who advised the Planning Obligations Monitoring Group met to consider the District Council's S106 Funding application for £30,000.00 + VAT towards Blaby Oaks, All-Weather Footpath connecting Countesthorpe Country Park with Hospital Lane.

Members are advised the Monitoring Group agreed to approve the above grant application and this project will be funded from held Countesthorpe Parish S106 Off Site Open Space funds on this occasion as the reasons for this decision included:

- The proposed path would provide benefit to both Blaby and Countesthorpe residents and improve connectivity to the wider area for Countesthorpe residents
- Phase 1 funding for the path was approved from held S106 funds for Blaby

Funds currently available is £45,905.57.

Also in March 2020 it was reported that the following funds were due: -

- 13/0941/OX & 15/1031/RM - £58,996.52 – Money to be spent on ‘Maintaining and improving open space within Blaby Parish Council.

It was agreed by committee that all funds would be used for a redevelopment project for Northfield Park.

k) To Report Update on Emergency Light & Fire Alarm Testing

The Parish Council recently had the Emergency Lights and Fire Alarm testing carried out. The parks and cemetery passed but the Civic Centre needs some work to be carried out.

RESOLVED: Members agreed to accept the quotation of £541.38 to have the electrical works carried out at the Civic Centre.

l) To Consider 2020 Meeting Dates

All members were issued with a copy of the remaining 2020 meeting dates.

Members considered the following changes due to only doing virtual meetings: -

Estates & Community

- Tuesday, 27th October - Remain
- Tuesday, 24th November – Add
- Tuesday, 8th December – Remove (Moved to 24th November)

Planning

- Tuesday, 8th December – Add (Replaces Estates & Community meeting)

AGREED: Members are happy to adjust the meeting dates.

1294 **5. FOR INFORMATION**

a) Cheque Rota.

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

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

c) Parishioners Time - None.

1295 **AUTHORISATION OF THE COUNCIL’S ACCOUNT**

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

2Commune Ltd	£60.00	Website Accessibility Statement
The Community Heartbeat Trust	£45.60	Defibrillation – Replacement Electrodes
SLCC	£30.00	National Conference
Ashwell Maintenance Limited	£66.00	Annual Maintenance of Gas Boiler
Gibbs & Dandy	£227.64	Maintenance Materials – Oakfield Park
The Play Inspection Company Ltd	£324.00	Independent Playground Inspection x 4 Sites
Workplace Inspection Services Ltd	£318.78	LOLER – Lift Inspection

HT Compliance Services Ltd	£384.00	Oakfield Park, Northfield Park & Civic Centre - Emergency Lights & Fire Alarm Checks
Information Commissioner's Office	£40.00	Data Protection Registration Renewal
LRALC	£20.00	Website Accessibility Training
LRALC	£40.00	Employment Law Training
LRALC	£40.00	Councillor Training – Mr R Woolley
Phoenix Lifting Systems Ltd	£150.00	Annual Lift Service

ACCOUNTS PAID UNDER STANDING ORDER 13C

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

ACCOUNTS RECOMMENDED FOR PAYMENT

Espo	£202.31	Cleaning Materials & Stationery
Readings	£720.00	Civic Centre Valuation
British Recycled Plastic	£1,260.00	3x Picnic Benches for Oakfield Park
CSL Business Machines Ltd	£150.00	Rental for photocopier - 10.09.20 – 10.12.20
Cooleraid Ltd	£9.48	Water x 2
Sharnford Horticultural Ltd	£218.08	Mower Service & Parts
Dulux Decorator Centres	£82.88	Paint & Brushes for the Cemetery

COMMERCIAL CARD

Amazon	£10.99	Parts for Water Bowser
Screwfix	£439.99	Generator for Cemetery
R&R MOT Centre	£151.00	Nissan Cabstar MOT & Repairs
HSDOnline	£36.09	Groundstaff – Weedkiller
Post Office	£82.60	Stamps
Amazon	£5.04	Key Covers
Online Playgrounds	£24.60	Bolt Caps – The Crescent
Online Playgrounds	£70.80	Beaver Park Gate Spring & Pin Torx Key S
Jeff Hardware & DIY	£12.98	Materials - Parks & Cemetery

WAGES/EXPENSES MONTH 6

Salaries: September 2020 £7,914.29

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – September 2020	£2,195.23
H M Revenue & Customs - PAYE/NI – September 2020	£2,299.69
Erud IT Ltd – 1 st August 2020	£233.49
Support Fee, Cloud Email Safeguard & Office 365 Premium, Saas Backup & Exclaimer for Office 365.	
British Recycled Plastic – 3x Picnic Benches for Oakfield Park	£1,260.00
Southern Electric – Civic Centre – Gas – 01.08.20 – 30.09.20	£54.48
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (02.07.20 – 18.09.20)	£235.20

WaterPlus – Allotments – 01.06.20 – 01.09.20	183.82
WaterPlus – Leicester Road – 01.06.20 – 01.09.20	£314.41
WaterPlus – Cemetery – 03.06.20 – 29.09.20	£57.25
Southern Electric – BCC Leicester Road - 01.05.20 – 01.08.20	758.48
ES Solutions – 15% Deposit - Parish Noticeboard Parts	£441.18
ELAS Business Support – Employment Law – 31.10.20	£146.40
DVLA – 12 Months Road Tax – Nissan Cabstar	£265.00
BHIB Annual Insurance – 28.08.20 – 28.08.21	£4,948.23
Zoom Video Communications Inc. – 24.09.20 – 23.10.20	£14.39

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

1296

6. CORRESPONDENCE:

All correspondence has been issued to Members.

a) **Leicestershire & Rutland Association of Local Councils**

- NHS QR Code Posters & Contact Logs

b) **Blaby District Tourism**

- Parish Seminar

AGREED: Ms J Bellm would like to attend the Green Agenda meeting.

- **Climate Change 2020 – 2030 Update**

AGREED: No further action required at present, but the Planning Committee will be renamed the Planning and Environment Committee to reflect the involvement with future environmental plans.

c) **Blaby District Tourism**

- Tourism Wall Map

d) **Leicestershire Police**

- October 2020 - Newsletter

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

1297

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

a) **LRALC - Training**

Members were informed of the Councillor & Chairman training which is still running by zoom meetings up until the end of the year, at a cost of £40.00 per person.

AGREED: Cllr Ms Bellm would like to attend the 12th November Chairman's Training session.

AGREED: Cllr Mr Gullick & Cllr Mr Wareham would like to attend the Chairman's Training but will wait until an evening session is available next year.

b) **Blaby Foodbank**

All members were issued with correspondence received from the Pastor of the Congregational Church and Chair of Churches Together, asking Blaby Parish

Council if they could use a room or some land at the Civic Centre to house the Foodbank.

AGREED: Members agreed that whilst the Parish Council cannot help, they wish to support Churches Together in their venture.

c) Blaby District Council Newsletter

All members were issued with a copy of the Blaby District Councils newsletter.

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

All members were issued with correspondence from Blaby District Council regarding the replacement Air Quality Action Plan.

AGREED: Add this item to the November Full Council agenda for further consideration.

e) Green Flag Award

Members were informed that the Parish Council has gained the Green Flag Community Award for Oakfield Park.

1298 **8. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8:40PM