

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
To be held in virtual Meeting by Zoom at 7.30pm on
Tuesday, 8th December 2020

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

1308 **1. APOLOGIES FOR ABSENCE**

No apologies received.

1309 **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 |
| Ms M Small | Burial Rights | Personal |

1310 **3. TO PRESENT LONG SERVICE AWARD**

Mrs Gaynor Smith had been presented with a Long Service Award for her 22 years of service to Blaby Parish Council.

AGREED: Send Mrs Smith a congratulations from all at Blaby Parish Council.

1311 **4. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 10th November 2020.

The minutes of the meeting held on the 10th November 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 10th November 2020, as approved, as a true and correct record.

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

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

• **Planning – 10th November 2020**

The minutes of the Planning committee meeting held on 10th November 2020 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr Mr G Harding seconded by Cllr Ms J Bellm and passed unanimously.

• **Estates & Community – 24th November 2020**

The minutes of the Estates & Community committee meeting held on the 24th November 2020 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mrs M Broomhead seconded by Cllr Mr M Wareham and passed unanimously.

1312 **5. FOR DECISION**

a) To Receive PKF Littlejohn LLP - 2019/20 Annual Audit Return.

All members have been issued with a copy of the external auditor's report for the year ending 31st March 2020.

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- The smaller authority has not addressed the 'except for' matter raised by the external auditor when qualifying the prior year AGAR. Section 2, Box 9 should have been restated to read £1,218,804.
- Section 2, Box 10 for the current year is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £401,752
- Unpaid direct debits as at the year-end have been incorrectly included as items of expenditure and as reconciling items in the bank reconciliation. The figure in Section 2, Boxes 8 should read £503,196.

The external auditor's fee to be paid is £800.00 + VAT.

RESOLVED: Pay the fee of £800.00 + VAT for the external auditor PKF Littlejohn LLP.

b) To Review the Annual Plan

All members have been issued with a copy of the Councils Annual Plan along with the comments and actions.

AGREED: Add an objective around Climate Change to the Annual Plan.

c) To Consider the Eko-Joe Project

On Saturday, 28th November Cllr Mr Wareham, Cllr Mrs Skeemer & Cllr Mrs Broomhead met with a representative from EkoJoe.

RESOLVED: Members wish to charge EkoJoe £50.00 for the hire of the plot and a further £50.00 for the hire of the shed and additional seating area, totalling £100.00 for the year.

d) To Consider Blaby Village Hand Sanitisers

Blaby District Council have asked if the Parish Council would maintain and adopt hand sanitising stations if they were supplied within the village.

AGREED: Members agreed they did not want to manager or maintain hand sanitising stations due to staff shortages.

e) To Report Update on Christmas Light Switch On

The Virtual Christmas Light Switch On

After the success of the Virtual Christmas Light Switch On, members considered if they would like to work with an outside events organisation for the Parish Council's future events.

AGREED: Members agreed that a specification would need to be written for the Parish Council's events and this would need to be added to the contract finder for tenders to apply.

AGREED: Cllr Ms J Bellm and Cllr Mr P Akroyd will write a specification for Contract Finder, that will be approved at the next Full Council Meeting to be held on Tuesday, 12th January 2021.

Shop Window Competition

Members considered if they would like to run a Virtual Christmas Shop Window Competition this year. Each business taking part will email a picture to the Parish Council which will be displayed on Social Media for parishioners to vote on. The winning business will receive the engraved shield and a certificate.

AGREED: Members wish for the Shop Window Competition to go ahead.

f) To Consider the 2021 Calendar of Meetings

All members have been issued with a copy of the proposed 2021 calendar of meetings.

AGREED: Members are happy to agree the proposed meeting dates for 2021.

g) To Consider Blaby Town Centre Business Meetings

Blaby District Council's High Street Co-ordinator has asked the Parish Council to consider re-instating the Blaby Town Centre Business Meetings via Zoom on a six-weekly basis. They have asked if the Manager of the Parish Council will co-ordinate the meetings and take minutes.

AGREED: Members wish for Blaby District Council's High Street Co-ordinator to arrange the meetings and take minutes, but the Parish Council representatives are happy to continue to attend the meetings.

h) To Consider the Census Local Engagement

Members have been issued with correspondence received from a representative for the Office for National Statistics as a Census Engagement Manager along with a copy of a Councillor handbook and the Census poster, a copy of the poster has been added to the Parish Council's website and noticeboard to raise awareness.

1313 **6. FOR INFORMATION**

a) Cheque Rota.

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

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

• Blaby District Parish Group Meeting on Zoom

Cllr Mrs S Skeemer and Cllr Mrs M Broomhead attended the Blaby District Parish Group meeting, hosted by LRALC. Both reports have been noted.

- Climate Change Engagement Day

Cllr Ms J Bellm and Cllr Mrs M Broomhead attended a virtual Climate Change Engagement Day, hosted by the Centre for Sustainable Energy (CSE) and organised by LRALC.

There is an expectation that each council will develop their own Climate Change action plan which focuses on not just the work of the council but also as an organisation for example, procurement of energy supplies for the civic centre.

Additionally, CSE have developed guidance for councils to input to their Neighbourhood Plans.

AGREED: Cllr Ms J Bellm, Cllr Mrs M Broomhead, Cllr Mr G Harding and Cllr Mr P Muton will form a small working party group to focus on the creation of an action for the Council.

AGREED: Cllr Ms J Bellm will sign up to the CSE communications pilot.

c) Parishioners Time.

None.

1314 **AUTHORISATION OF THE COUNCIL'S ACCOUNT**

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

| | | |
|------------------------------|-----------|---------------------------------------|
| PKF Littlejohn LLP | £960.00 | External Auditors Fee 2019/20 |
| Rockstar Marketing Group Ltd | £4,250.00 | Virtual Christmas Light Switch On |
| Christmas Plus | £144.00 | Outdoor Christmas Trees |
| LRALC | £40.00 | Meeting Confidence – Manager Training |

ACCOUNTS PAID UNDER STANDING ORDER 13C

| | | |
|------------------------|---------|-------------------------------|
| Blaby District Council | £536.00 | Dec 2020 Rates – BCC – GF |
| Blaby District Council | £230.00 | Dec 2020 Rates – Cemetery |
| Blaby District Council | £55.00 | Dec 2020 Rates – Server Room |
| Blaby District Council | £254.00 | Dec 2020 Rates – Acorn Room |
| Blaby District Council | £86.00 | Dec2020 Rates – Oakfield Park |

ACCOUNTS RECOMMENDED FOR PAYMENT

| | | |
|---------------------------|-----------|---|
| Loros | £100.00 | Musical Village Donation |
| Alex Dunn Electrical | £970.00 | Light Switch On Electrical Works |
| ES Solutions | £2,941.20 | New Noticeboard & Backboards |
| Actavo | £494.20 | Barriers - Events |
| Coltman Bros | £69.86 | Fence Materials - Cemetery |
| CSL Business Machines Ltd | £35.07 | Photocopier Charges – 26.10.20 – 15.11.20 |

COMMERCIAL CARD

| | | |
|---------------|---------|--------------------------|
| Amazon | £13.48 | Office Cable |
| Amazon | £28.54 | Costume - Events |
| Amazon | £18.99 | Amazon Echo |
| Amazon | £22.99 | Electric Tyre Pump |
| Amazon | £16.44 | Duct Tape – Ground Staff |
| ElectroMarket | £88.00 | Snow Machine - Events |
| Eckman | £100.97 | Umbrellas - Events |

| | | |
|--------------------|---------|-----------------------------------|
| Poundland | £40.10 | Fairy Lights - Events |
| Wilko | £18.00 | Tinsel - Events |
| K Tee Tyres | £65.00 | New Tyre for Red Van |
| Asda | 86.66 | Voucher & Sundries |
| Sainsburys | £25.00 | Thank You Gifts |
| Online Playgrounds | £379.20 | Grass Mats – Oakfield Park |
| Vital Parts | £16.74 | Parts for Oakfield Play Equipment |
| ScrewFix | £220.47 | Groundstaff Tools |

WAGES/EXPENSES MONTH 8

Salaries: November 2020 £7,789.96

DIRECT DEBITS/STANDING ORDER/BACS

| | |
|--|------------|
| LCC – Pensions – November 2020 | £2,291.27 |
| H M Revenue & Customs - PAYE/NI – November 2020 | £2,262.95 |
| As Time Goes By – 50% Deposit – Clocks | 1,776.00 |
| Erud IT Ltd – 1 st December 2020 | £233.49 |
| Support Fee, Cloud Email Safeguard & Office 365 Premium, Backup & Exclaimer for Office 365. | |
| Erud.IT – Computer Cables | £43.25 |
| Thorp’s – Tenancy Fees | £750.00 |
| Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.10.20 – 12.11.20) | £58.74 |
| Southern Electric – Gas Leicester Road 01.10.20 – 31.10.20 | £103.58 |
| ELAS Business Support – Employment Law - 31/12/2020 | £146.40 |
| The Christmas Decorators – Christmas Lights | £17,593.20 |

RESOLVED: The December accounts were agreed to be a true record. Proposed by Cllr Ms J Bellm seconded by Cllr Mrs M Broomhead and passed unanimously.

1315 **7. CORRESPONDENCE:**

All correspondence was issued to Members.

a) Blaby District Council

• Blaby District Plan 2021-24 Stakeholder Consultation

Blaby District Council is continually striving to improve services and ensure that they are delivering effectively to make Blaby District a great place to Live, Work and Visit. As the plans comes to an end, Blaby District Council are now reviewing their priorities and would like to hold a consultation with stakeholders.

Members are asked to complete a survey to help Blaby District Council decide what they need to do over the next three years.

- **Census 2021 Support Centres in Blaby District Parish Councils**

The Office for National Statistics (ONS) have been working to recruit Census Support Centres across England and Wales. Blaby District is one of the areas where they have been unable to recruit any centres. The third phase of recruitment is about to begin. Funding will be provided to any successful organisations for training and support.

AGREED: Members wish to discuss this further at the next Full Council Meeting on Tuesday, 12th January 2021.

AGREED: Add this item to the January full council agenda for Cllr Mr Akroyd to report further on this matter.

- b) **Leicestershire Police – December 2020**

- c) **Blaby & District Social Centre – Committee Newsletter – Mid November**

- d) **CSP e-Newsletter – Winter 20/21.**

1316 **8. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

- a) **Leicestershire County Council Meeting Notes - 2nd December 2020**

All members have been issued with a copy of the meeting notes dated 2nd December 2020.

- b) **Whetstone Pastures Garden Village**

All members have been issued with a letter from Tritax Symmetry, Development Director with regards to the Whetstone Pastures Garden Village.

AGREED: Cllr Ms J Bellm and Cllr Mrs M Broomhead wish to attend a presentation workshop which is being held on Wednesday, 13th January 2021.

AGREED: Add this item to the January Planning committee agenda for further consideration.

1317 **9. CHAIRMAN'S TIME**

As it's the last Full Council Meeting, I would like to wish everybody a Merry Christmas and a Happy New Year. Thank you all for attending.

MEETING CLOSED: 8:35PM