

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held at Blaby Civic Centre, 22-24 Leicester Road at 7.30pm on
Tuesday, 8th October 2019

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms J Bellm, Mrs L Bolton, Mrs M Broomhead, Mr M Harbot, Mr P Muton,
Mrs S Skeemer, Miss M Small, Mr M Wareham, Miss L Withers (Assistant Manager),
Mrs V Jepson (Manager) & 2 Parishioners.

Members are informed of the recent death of Councillor Mr Mohammed Parvez Sheikh who passed away suddenly on Saturday, 21st September 2019, a minute's silence was held in memory of Cllr. Mr Sheikh who was well-respected and had been on the Parish Council since June 2015.

1166 **1.APOLOGIES FOR ABSENCE**

No apologies received.

1167 **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

1168 **3.MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 10th September 2019.

The minutes of the meeting held on the 10th September 2019, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Julie Bellm seconded by Cllr. Marian Broomhead and passed unanimously.

RESOLVED: The Chairman signed the minute of the 10th September 2019, as approved, as a true and correct record.

b) To Receive & Adopt Committee Minutes held during September 2019:-

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

• **Planning – 10th September 2019**

The minutes of the Planning committee meeting held on 10th September 2019 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Marian Broomhead seconded by Cllr. Julie Bellm and passed unanimously.

• **Staff, Policy & Finance – 17th September 2019**

The minutes of the Staff, Policy & Finance committee meeting held on 17th September 2019 were considered for accuracy and agreed to be a true record by members of the Staff, Policy & Finance committee. Proposed by Cllr. Sue Skeemer seconded by Cllr. Michelle Small and passed unanimously.

• **Estates & Community – 24th September 2019**

The minutes of the Estates & Community committee meeting held on 24th September 2019 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr. Marian Broomhead seconded by Cllr. Sue Skeemer and passed unanimously.

1169 **4. FOR DECISION**

a) To Consider Committee Recommendations to Council

STAFF, POLICY & FINANCE COMMITTEE: Meeting held 17th September 2019

S/P.251 - TO CONSIDER QUOTATION RECEIVED FOR REPLACEMENT LAPTOP

The Council's laptop is not working properly and is due for an upgrade. Members have been issued with the following quotation for consideration: -

- 1 x Fujitsu Lifebook i3 Core 8gb Win 10 Pro 256 SSD - £746.76 + VAT
- 1 x Installation & Configuration of Laptop (1 – 2 Hours) - £80.00

Total Cost = £826.76

RECOMMENDATION RESOLVED: Purchase a new laptop at a total cost £826.76 – funds are to be taken from EMR – new/replacement equipment account.

ESTATES & COMMUNITY COMMITTEE: Meeting held 24th September 2019

E/C.215 - TO CONSIDER ENDERBY ROAD ALLOTMENTS

Plot Markers

It would be helpful to have plot markers put in place on all plots as anybody carrying out the allotment inspections will find it very difficult to know which plot number they are inspecting.

RECOMMENDATION RESOLVED: Metal plot markers are to be purchased for all plots, funds are to be taken from the EMR Allotment saving accounts.

b) To Receive & Consider of the Contents of the November 2019 Blaby Topic

All members considered the proposed contents of the Blaby Topic.

AGREED: All members are happy with the content and it will now go to print.

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

All members have been issued with a copy of the Remembrance Day meeting notes dated 20th September 2019.

1170 **5. FOR INFORMATION**

a) To Receive PKF Littlejohn LLP 2018/19 Annual Audit Report.

- (i) The external auditor's PKF Littlejohn LLP has advised the audited Annual Return for Blaby Parish Council for the year ended 31st March 2019 is concluded.

From the report the following is reported:-

- The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9. Box 9 should read £1,218,804. Please ensure amendments are corrected in the prior year comparatives when completing next year's AGAR.

(i) The external auditor's fee to be paid is £1,000.00 + VAT.

RESOLVED: Pay the fee of £1,000.00 + VAT for the external auditor PKF Littlejohn LLP.

b) Cheque Rota.

All members are reminded that they need to visit the HSBC with two forms of identification to allow them to sign the bank mandate.

Until all members have been to identify themselves the bank mandate will not be updated.

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

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

Cllr Mrs Julie Bellm – Launch of Housing, work and Life Skills Programme

Blaby District Council are delivering a bespoke programme for individuals who are furthest from the labour market to support them into meaningful work experience and employment. The programme will take a holistic approach, providing a caring and supportive approach.

Sessions will be delivered between 10th October 2019 until 12th December 2019 and are 2 hours in duration and will run one day per week. Topics include Mindfulness, confidence building, cyber security, making the most of your community, healthy eating, budgeting and debt, tenancy management, CV writing and mock interviews.

Individuals wanting to take part in the programme will have their needs assessed in all areas of life, linking them to the programme or making onward referrals to services that help with other issues such as mental health.

Delivered by Blaby District Council with a range of partners, the programme will take place at the Council offices in Narborough.

Cllr Mrs Broomhead – Annual Parish Seminar

On Tuesday, 1st October Councillors Graham Harding, Marcus Wareham & Marian Broomhead attended the District council's Annual Parish Seminar, there were presentations from the District Council's Planning team.

After a short break a presentation was given by Sgt Ian Tuckwood, Hinckley and Blaby(NH) Deputy NPA Commander.

We were then given a short update on Early help prevention and making Blaby District a healthy place to live and work.

Unfortunately, the speaker for Leicestershire Highways was unable to attend due to illness but because of severe flooding in the county officers were dealing with this emergency so were unable to send a replacement. Considering it was a very wet evening it was well attended.

COMMENTS: Blaby Parish Council have nothing in place in the event of floods.

AGREED: An Evacuation Plan is to be added to the next Estates and Community committee agenda.

d) Parishioners Time - None.

1171 6. AUTHORISATION OF THE COUNCIL’S ACCOUNT

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Blaby District Council	£291.77	Balance - Grass Cutting – April 2019 – June 2019
Southern Electric - Electricity	£115.47	Northfield Park Toilet Block 01.05.2019 – 29.07.2019
Southern Electric - Electricity	£816.14	BCC Leicester Road 15.05.2019 – 08.08.2019
Southern Electric - Electricity	£258.26	Oakfield Park – 01.05.2019 – 29.07.2019
PKJ Littlejohn LLP	£1,200.00	External Auditors Fee 2018/19.
Trinity College	£410.00	Allotment Land Rent – 6 th April 19 – 10 th Oct19
Information Commissioner’s Office	£40.00	Data Protection Registration Renewal.
Karen Fitzpatrick	£446.00	Reindeer - Deposit

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£528.00	October 2019 Rates – BCC – Ground Floor
Blaby District Council	£197.00	October 2019 Rates – Cemetery
Blaby District Council	£54.00	October 2019 Rates – Server Room
Blaby District Council	£250.00	October 2019 Rates – Acorn Room
Blaby District Council	£85.00	October 2019 Rates – Oakfield Park
Cash	£51.06	Petty Cash Top-Up

ACCOUNTS RECOMMENDED FOR PAYMENT

Espo	£210.68	Stationery & Cleaning Materials.
Workstuff UK Ltd	£201.59	Grounds Staff Uniform
CSL Business Machines Ltd	£62.94	Photocopier Charges 22.08.19 – 23.09.19
CSL Business Machines Ltd	£246.00	Rental for photocopier 11.09.2019 – 10.12.2019

Cooleraid Ltd	£9.48	Water x 2 19L
Dulux Decorator Centres	£343.75	Paint for Parks
Water Plus	£116.01	Oakfield Park – 29.05.2019 – 29.08.2019
Graff Werk	£380.00	Restoration to Oaks Community Room – Oakfield Park
Robert Acton Product Development	£120.00	10 x Litter Picking Bag Holders

COMMERCIAL CARD

Arco Ltd	£256.01	Ground Staff Uniform
R&R MOT Centre Ltd	£55.00	MOT – Nissan Cabstar
Escapade	£24.97	2 x Elf Costumes
DVLA	£262.50	Nissan Cabstar Road Tax – 12 Months
PAT Testing Expert	£234.00	PAT Testing Training Course
A.T Houghton	£63.32	Parts for strimmer

WAGES/EXPENSES MONTH 6

Salaries: September 2019 £7,703.78

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – September 2019	£2,596.07
H M Revenue & Customs - PAYE/NI – September 2019	£2,040.08
Erud IT Ltd – 1 st October 2019	£221.36
Support Fee, Cloud Email Safeguard & Office 365 Premium	
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.08.2019 – 12.09.2019)	£58.74
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.09.2019 – 12.10.2019)	£58.74
ELAS Business Support – Employment Law - 31.10.19	£146.40
Mr Terry Such – Christmas Fair Ride Deposit	£1,000.00
De Carle Physiotherapy	£2,400.00

RESOLVED: The October accounts were agreed to be a true record. Proposed by Cllr. Marian Broomhead seconded by Cllr. Laura Bolton, and passed unanimously.

1172 **7. CORRESPONDENCE:**
All correspondence has been issued to Members.

a) Blaby District Council

- Blaby District Sports Award
 This year Blaby District Council is celebrating ten years of their Sports Awards and are pleased to announce that nominations are now open.
- Parish Liaison Meeting Notes – 5th September 2019

- Chairman’s Charity Bingo Evening – 30th October 2019
Members are invited to attend Blaby District Council’s Chairman’s Bingo evening, which is being held on Wednesday, 30th October 2019
AGREED: Cllr Mrs Broomhead, Cllr, Mr Muton, Cllr Mr Harding, Cllr Miss Small, Cllr Mr Wareham, Mrs Jepson and Miss Withers to attend.

b) Leicestershire County Council

- County Service for Leicestershire – 13th October 2019
Members are invited to attend the County Service for Leicestershire which is to be held at St Mary’s Parish Church, Melton Mowbray on Saturday, 13th October at 10.30am.
- Quarterly Parish Clerk Operational Meeting – 11th September 2019

c) Leicestershire Police

- **Service of Hope & Remembrance – 23rd October 2019**
A service of hope and remembrance to mark National Hate Crime Awareness Week to be held in Leicester Cathedral on Wednesday, 23rd October at 5.30pm.
AGREED: Cllr Marian Broomhead and Cllr Sue Skeemer to attend.

- **Your Local Policing Newsletter – October 2019**

- **Leicestershire Police Intercultural Evening Invitation**

The Chief Constable extends a warm invitation to join him for the Annual Leicestershire Police Inter-Cultural Social Evening to be held at the Police Headquarters on Thursday, 14th November 2019 at 7.00pm.

AGREED: Cllr Graham Harding and Cllr Marcus Wareham to attend.

- d) **Blaby & District Social Centre – Minutes, 19th September 2019 & Agenda, 17th October 2019.**

1173 **8. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

a) New Councillor

We have received 1 councillor application from Mr Matthew Page (South Ward). Currently we have 10 seats filled out of 16; there are 2 vacancies on the South ward and 4 on the North Ward. The Chairman read out Mr Page’s application.

AGREED: Members considered and accepted Mr Page’s councillor application for the South Ward of Blaby Parish Council.

1174 **9. CHAIRMAN’S TIME**

Cllr Marian Broomhead apologised for not attending the Chairman at Home event.

Thank you all for attending.

MEETING CLOSED: 8:15PM