

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held at Blaby Civic Centre, 22-24 Leicester Road at 7.30pm on
Tuesday, 9th April 2019

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms J Bellm, Mrs M Broomhead, Mr M Harbot, Mrs S McFadden, Mr P Muton,
Mr M Sheikh, Mrs S Skeemer, Mrs V Jepson (Manager) & 1 Parishioner.

1103 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Mrs Gutteridge the reason for which is approved.

1104 **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

1105 **3. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meeting held on the 12th March 2019.

The minutes of the meeting held on the 12th March 2019, were considered for accuracy and agreed to be a true record. Proposed by Cllr Mr Sheikh and seconded by Cllr Mrs Broomhead and passed unanimously.

RESOLVED: The Chairman signed the minute of the 12th March 2019, as approved, as a true and correct record.

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

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

• **Staff, Policy & Finance – 5th March 2019**

The minutes of the Staff, Policy & Finance committee meeting held on 5th March 2019 were considered for accuracy and agreed to be a true record by members of the Staff, Policy & Finance committee. Proposed by Cllr Mrs McFadden and seconded by Cllr Mrs Skeemer and passed unanimously.

• **Planning – 12th March 2019**

The minutes of the Planning committee meeting held on 12th March 2019 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr Ms Bellm and seconded by Cllr Mrs Broomhead and passed unanimously.

• **Estates & Community – 26th March 2019**

The minutes of the Estates & Community committee meeting held on 26th March 2019 were considered for accuracy and agreed to be a true record by members of the Estates & Community committee. Proposed by Cllr Mr Akroyd and seconded by Cllr Mrs McFadden and passed unanimously.

1106

4. FOR DECISION

a) To Consider De Carle Physiotherapy Room Requirements

Oakfield Room

At a previous meeting the occupier of the Oakfield Room made a report to the committee about her current lease agreement and the option to relocate to the Hawk Room. It was resolved that De Carle Physiotherapist was to relocate from the Oakfield Room on the ground floor of the Civic Centre to the Hawk Room which is situated on the first floor of the Civic Centre.

Since this meeting De Carle Physiotherapist would now like to propose to Council that she stays in the Oakfield Room for a further year's contract at the rate agreed by the committee in March 2019.

RESOLVED: Members approved De Carle Physiotherapist's request for a year's contract as of the 1st October 2019 – 30th September 2020 at an inclusive fee of £800.00 per calendar month. After this term has finished the rent will be reconsidered but no further reduction will be given.

Hawk Room

Two organisations have shown an interest to lease the Hawk Room:-

- Tenant number 1 is currently tied into a contract and is required to give 3 months' notice to quit which means they wouldn't be able to move in until July and they would also need to change the flooring as it would need to be a wipe clean surface.

DECLINED: Members don't feel this organization would be a suitable tenant for the Hawk Room.

- Tenant number 2 is a charity who is able to lease the Hawk Room with immediate effect.

RESOLVED: The Bodie Hodges Foundation is to lease the Hawk Room for a 12 month period from the 1st May 2019 – 30th April 2020 at a fee of £525.00 + VAT per calendar month.

b) To Report update on Council Insurance Claims

Oakfield Park

In October 2018 vandalism occurred to the community building situated on Oakfield Park, since then we have been having problems trying to get an organisation to fix the damage, the problem was passed to the Councils insurance company who have sent several people out to quote for the work but as yet still no work has been completed.

The insurance company have now said the Council can arrange for the works to be completed and they would offer a cash settlement on receipt of quotations less our excess of £250.00.

The manager is currently seeking quotations for the works required.

RESOLVED: The manager is given delegated powers to accept a cash settlement from the insurance company for the works required once all quotations have been received.

Vehicle Damage

The Nissan Cabstar got hit on the 7th March whilst driving along the Southway, this was reported to our insurance company on the same day but as yet the gentleman who hit our vehicle hasn't reported it to his insurance company even though it was his fault.

If liability isn't accepted we can still claim from our insurance company but it may affect next year's claim.

Quotations for the works required are currently being sourced.

c) To Report Update on Shires Community Climate Change Grant Application

Leicestershire County Council – SHIRE Community Climate Change Grant has funding for community projects which help to improve the energy efficiency of community buildings and make local environmental changes to help reduce carbon emissions.

Grants were available for:

- EPC's (Energy Performance Certificate) or DEC's (Display Energy Certificate) of community buildings
- Installation of energy efficiency measures such as new heating systems, roof or cavity wall insulation or low energy lighting
- Installation of renewable energy systems

Blaby Parish Council applied for this grant earlier in the year for an Energy Performance Certificate (EPC) to be carried out to the toilet block situated on Northfield Park.

An Energy Performance Certificate (EPC) provides us with an indication of the energy efficiency of the property. The certificate will contain information about the property's typical energy costs and will recommend ways to reduce energy use to make the property more energy efficient.

We have been successful in our grant application and will receive £112 towards the £150 cost for the EPC to be carried out.

d) To Consider LRALC Membership Renewal

Members consider the LRALC membership renewal fee of £779.69:-

NALC Membership = £360.12 & LRALC Membership = £419.57.

RESOLVED: Accept the annual membership renewal for a total price of £779.69.

The LRALC Annual General meeting is to be held on Saturday, 15th June from 10am – 3pm at Leicestershire County Council's headquarters, a representative is invited to attend.

AGREED: Cllr Mrs Broomhead will attend the LRALC Annual General meeting on behalf of the Parish Council.

e) To Consider CCTV Audit Report

All members have been issued with a copy of the CCTV audit report for the CCTV situated at Blaby Civic Centre, Oakfield Park and Waitrose.

AGREED: Add this item to the next full council agenda for further consideration.

f) To Consider Protocol in the Event of a Death of a Senior Member of the Royal Family

Plans have been put in place by the County and City Councils, in association with the Lord-Lieutenant and other partners, to ensure an appropriate response in the event of the death of a senior member of the Royal family.

All members have been issued with a copy of the National Association of Civic Officers Civic Handbook – A best practice where it states that those councils with flagpoles will wish to pay particular heed to the need to be precise about the management of the timing of raising and lowering the flag and having the flag at half-mast.

RESOLVED: Purchase a Union Jack flag and a condolence book in preparation for the event of the death of a senior member of the Royal Family.

AGREED: Members do not feel the need to consider this matter any further at the moment and will be guided by the LRALC.

g) To Consider Blaby Town Business Group Events

Members have been issued with information about the Blaby Today Business Group events.

- Bunny Hop – Saturday, 20th April

AGREED: Cllr Mrs Broomhead and Cllr Mrs McFadden are happy to add the bunny feet stencils to the floor around the village in support to the local businesses for this town centre event.

- Great British Day in Blaby - Saturday, 8th June between 11am – 3pm

h) To Consider the Hire of Oakfield Park

Fitness Sessions

An enquiry has been made about whether it would be possible to run a game based fitness session on Oakfield Park on Thursday evenings, 7pm until 8pm.

AGREED: Members are happy for the fitness sessions to take place on Oakfield Park as long as the organisation has their own public liability insurance and they avoid the football pitches.

Sunset Yoga

An enquiring has been made about whether it would be possible to use part of Oakfield Park for outdoor yoga sessions, it is hoped 5 - 6 sessions could be ran over the summer in the evening.

AGREED: Members are happy for the sunset yoga to take place on Oakfield Park as long as the organisation has their own public liability insurance and they avoid the football pitches.

i) To Consider Community Allotment Project

The Blaby Local Area Coordinator presented to the committee a request for an allotment for the Blaby Community Allotment Project.

Proposal:

- One plot on Blaby allotments to be dedicated space for community use
- To promote positive health and wellbeing and reduce isolation

What we would need

1. Agreement from Parish council for a 12 month project
2. To include and update the Allotment Society members on plans moving forward
3. Support from Local Area Coordinator to apply for grant funding
4. Link to Connect Blaby Together – possible bank of volunteers

What will this cost?

- No cost to Blaby Parish Council funds – the allotment will need separate grant funding
- Possibility of a Shire grant for the 12 month period

Ideas on what this will fund:

1. Seating – will be a priority, part of target population will be older generation, or those with long term medical conditions who will need seating to access the space for any length of time
2. Compost toilet – eco-friendly, no drainage required
3. Raised beds – to make the allotment as accessible for everyone as it can be
4. Plants – make sure it is sustainable for 12 months

AGREED: Members think this is a great idea and are very happy to support the project.

AGREED: Offer Plot 4 East to the Blaby Community Allotment Project.

Grant Funding

AGREED: Cllr Mr Akroyd is happy to complete the grant funding application form on behalf of the project.

AGREED: Any grant money received to the Parish Council for this project will to be kept in an Earmarked Savings Account on behalf of the Blaby Community Allotment Project.

1107

5. FOR INFORMATION

a) Cheque Rota.

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

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

c) Parishioners Time.

Cllr Mr Sheikh

The local resident who had complained about a lamp post being situated right outside of their house has been informed by Leicestershire County Council that it can be moved but it would be at the residents cost as the lamppost was there before they had moved into the property.

Cllr Mrs McFadden

There is a lot of litter behind the railings of Bouskell Park.

AGREED: Request this litter is removed by Blaby District Council.

Cllr Mrs Skeemer

It is proposed that the Keep Britain Tidy event planned for Sunday, 14th April is deferred to a later date in the year.

AGREED: All members agreed to this.

1108 **6. AUTHORISATION OF THE COUNCIL'S ACCOUNT**

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Water Plus	£211.29	Enderby Road Allotments – 22.12.18 – 01.03.19
B K Entertainment	£261.25	25% Deposit for Inflatables & Go Karts
Intratest Ltd	£1,020.00	Lamp post structural Inspection
Detector Fire & Security	£2,418.00	CCVT Waitrose, Civic Centre & Oakfield Park
Pee Wee Toilet Hire	£228.00	Event - Toilet Hire
Wilson Alarm System Ltd	£111.60	Intruder Alarm Annual Service.
Trinity College	£410.00	Allotment Land Rent – 11 th Oct 2018 – 5 th April 19
Mr David Hopkins	£220.00	The Glewy Alien Show – Summer Funday
ECO Approach Ltd	£150.00	Energy Performance Certificate – Northfield Park
J H Promotions Ltd	£210.00	Punch & Judy Deposit – Summer 2019 Event

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£526.25	April 2019 Rates – BCC – Ground Floor
Blaby District Council	£196.92	April 2019 Rates – Cemetery
Blaby District Council	£54.10	April 2019 Rates – BCC - Server Room
Blaby District Council	£254.10	April 2019 Rates – BCC - Acorn Room
Blaby District Council	£81.98	April 2019 Rates – Oakfield Park
Cash	£52.88	Petty Cash top-up

ACCOUNTS RECOMMENDED FOR PAYMENT

CSL Business Machines Ltd	£69.36	Photocopier charges 21.02.19 – 20.03.19
Gibbs & Dandy	£24.96	Building materials for Cemetery

Milner's Bakers	£128.00	Catering Services
Cooleraid Ltd	£18.96	4 x bottles of water at Civic Centre

COMMERCIAL CARD

Coles plant centre	£50.00	Plants for Cemetery
St Thomas Road Service	£107.23	Diesel – Nissan Cabstar
Alexandra Stone	£40.00	Top soil for Memorial Garden Lutterworth Road

WAGES/EXPENSES MONTH 12

Salaries: March 2019 £8,069.70

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – March 2019	£2,642.10
H M Revenue & Customs - PAYE/NI – March 2019	£2,280.85
Erud IT Ltd – 1 st April 2019	£187.52
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.02.2019 – 12.02.2019)	£58.74
Talk Talk – Line Rental & Fibre Business Broadband & Telephone (13.03.2019 – 12.04.2019)	£58.81
Avensure (18.03.2019 – 18.04.2019)	£132.82
ELAS Business Support – Employment Law – 31/03/2019	£146.40

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

1109 **7. CORRESPONDENCE:**

All correspondence has been issued to Members.

a) **Leicestershire Police**

- **Newsletter – April 2019**

b) **Blaby & District Social Centre – Minutes, 21st March 2019 & Agenda, 18th April 2019.**

1110 **8. TO REPORT STAFFING MATTERS**

The manager would like to advise all members of Council that she is the only member of staff in the office at present and asks that everybody is patient with her during this time, she will try her best to keep on top of the workload but there may be a bit of a delay.

AGREED: The next Estates & Community committee meeting which is scheduled to be held on Tuesday, 23rd April is to be cancelled. The next meeting to be held is full Council on Tuesday, 14th May 2019.

1111 **9. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.**

1112 **10. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8.30PM