

BLABY PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
To be held in the Oakfield room, Blaby Civic Centre
at 7.30pm on Tuesday, 14th September 2021

PRESENT: Mrs S Skeemer (Chairman),
Mrs M Broomhead, Mr G Harding, Mrs S McFadden, Miss M Small, Mr Wareham,
Mrs S Clifton (Admin Assistant) & Mrs V Jepson (Manager).

1406 **1. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Cllr Ms Bolton, Cllr Mr Mutton & Cllr Mr Akroyd the reasons for which are approved.

1407 **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 & Agenda Item 8b	Personal
Miss M Small	Burial Rights	Personal

1408 **3. MINUTES**

a) To Receive, Approve & Sign the Minutes of the Meetings held on the 3rd August 2021.

The minutes of the meeting held on the 3rd August 2021, were considered for accuracy and agreed to be a true record. Proposed by Cllr. Mrs Broomhead, seconded by Cllr Mr Wareham and passed unanimously.

RESOLVED: The Chairman signed the minutes of the 3rd August 2021, as approved, as a true and correct record.

b) To Receive & Adopt Committee Minutes held during August 2021:-
All Members were issued with a copy of the following minutes:

• **Planning – 3rd August 2021**

The minutes of the Planning committee meeting held on 3rd August 2021 were considered for accuracy and agreed to be a true record by members of the Planning committee. Proposed by Cllr. Mr Harding, seconded by Cllr. Mrs McFadden and passed unanimously.

• **Staff, Policy & Finance – 17th August 2021**

The minutes of the Staff, Policy & Finance committee meeting held on 17th August 2021 were considered for accuracy and agreed to be a true record by members of the Staff, Policy & Finance committee. Proposed by Cllr. Mr Wareham, seconded by Cllr. Mrs Broomhead and passed unanimously.

1409

4. FOR DECISION

a) To Receive PKF Littlejohn LLP - 2020/21 Annual Audit Return

(i) PKF Littlejohn LLP, external auditors have completed their review of the Annual Governance & Accountability Return (AGAR) for Blaby Parish Council for the year ending 31st March 2021.

Members have been issued with a copy of the external auditor's report and certificate. The report states "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.

Other matters not affecting our opinion which we draw to the attention of the authority - None".

(ii) 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 Receive the New Council Logo & Letterhead

All members are happy with the new Parish Council Logo & Letterhead.

c) To Consider the Great Big Green Week

A national week of events celebrating action on climate change, in September communities across the country will join for the Great Big Green Week. It will be the biggest event for climate and nature ever in the UK.

AGREED: No further action is to be taken.

d) To Consider Blaby District Councils Scrutiny Works Programme

All members have been issued with a copy of Blaby District Councils Scrutiny Work Programme 2021/22 document.

Blaby's Scrutiny Commission is now starting to develop its work programme and Blaby District Council would like to invite parish and town councils to nominate topics for review.

AGREED: Members have no comments to make.

e) To Report Update on the Council vehicles

All members have been issued with the update report on the sale and purchase of new and replacement council vehicles.

AGREED: The report is noted.

RESOLVED: It is reported that with the sale of the Citroen Belingo, the Nissan Cabstar, and the Trailer there is approx. £5,500.00 to purchase the second vehicle.

f) To Consider Casual Vacancies

It has been proposed that members of the Council could promote ways to invite parishioners to join the Parish Council and become volunteer councillors, it is proposed having a table in the precinct and engaging with the local residents.

AGREED: Members will hold an event in the precinct on Saturday, 2nd October from 11am.

AGREED: Notices are to be made for the table along with leaflets which are to be handed out.

The leaflets are to include bullet points to make it easy reading and an explanation of what is expected of a Parish Councillor.

Newsletter

It has been proposed to create a newsletter which could be delivered to every household in Blaby, this could be used to advertise the role of a Parish Councillor and to help encourage members of the public to join the Parish Council.

AGREED: Consider this item at a future meeting once members have completed the event in the precinct on the 2nd October 2021.

g) To Report Update on Blaby Civic Centre Office Renovation

All members have been issued with photographs of the newly renovated Parish Council office, which is looking very modern.

Northfield Room

The Northfield Room has also been painted in the same colour scheme, a chair and desk has been moved into room along with additional accessories.

RESOLVED: Purchase a banner for the front railings advertising the new Hot Desk.

Reception Area

As the Parish Office has now been newly decorated it is proposed that the reception area is also redecorated and updated,

AGREED: Dispose of the furniture in the reception area.

AGREED: Paint the walls in the reception area the same colour as the Parish office and the Northfield Room.

AGREED: All the staff training certificates need to have new matching picture frames.

RESOLVED: Purchase a couple of chairs, a small coffee table and a small high table for the signing in book.

Oakfield Room

RESOLVED: Purchase picture frames, one photo frame is to display a picture of the current Chairman wearing the chain of Office and the second picture frame is to display all the Parish Councillors.

h) To Consider Remembrance Service

Meeting Minutes & Agenda

All members have been issued with the minutes of the meeting held on the 6th August 2021 along with the agenda for the meeting held on the 10th September 2021.

Ordering of Wreaths

RESOLVED: Purchase 2 x wreaths for Remembrance Day.

Laying of the Wreaths

- Lutterworth Road Memorial – Chairman, Cllr Mrs Skeemer
- Northfield Park Memorial – Vice-Chairman, Cllr Mrs Broomhead

Northfield Park Service

AGREED: A service is to be held at Northfield Park Memorial, at 11am on Thursday, 11th November.

i) To Consider the McMillan Coffee & Cake Event – Friday, 17th September 2021

The McMillan coffee morning has been arranged for Friday, 17th September, 11am – 1pm in the Oakfield Room at the Civic Centre.

AGREED: The following members have agreed to help:-

- Mrs Skeemer
- Mrs Broomhead
- Mrs McFadden
- Mr Harding

Members are reminded to bring in any cakes or raffle prizes in before 10am on Friday, 17th September.

j) To Consider Hinckley National Freight Interchange Consultation

Blaby District Council has been formerly consulted on the Statement of Community Consultation, for the Hinckley National Rail Freight Interchange, for which an application for a Development Consent Order is being prepared.

AGREED: No Comments.

1410 **5. FOR INFORMATION**

a) Cheque Rota.

RESOLVED: Cheques are to be signed at the end of the Council session by Cllr Mr Harding & Cllr Mrs Skeemer.

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

c) Parishioners Time.

It is reported there is a lot of speeding around Blaby especially in the following locations:-

- Winchester Road
- Hospital Lane
- Enderby Road

AGREED: Write to Leicestershire County Council Highways Department, the Police and the local MP, Mr Alberto Costa to encourage them to introduce a speed watch programme or speed humps around the village.

1411 **6. AUTHORISATION OF THE COUNCIL'S ACCOUNT**

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

ACCOUNTS AUTHORISED AT PREVIOUS MEETINGS

Aubergine 262 Ltd	£420.00	Logo Trademark
Midland Lift service	£288.00	Annual Loler inspection

The Play Inspection Company Ltd	£333.60	Independent Playground Inspection x 4 Sites
PKJ Littlejohn LLP	£960.00	External Auditors Fee 2020/21.
Phoenix Lifting Systems Limited	£679.20	Annual Service & Supply of Key Switch
Finding Fitness Ltd	£3,600.00	Summer Holiday Club – National Lottery
Blaby Methodist Church	£100.00	Hire of Church Hall – Summer Fitness – Oakfield Park
NALC	£90.00	Accreditation Fee

ACCOUNTS PAID UNDER STANDING ORDER 13C

Blaby District Council	£536.00	Rates – BCC – Ground Floor
Blaby District Council	£55.00	Rates – Server Room
Blaby District Council	£265.00	Rates – Cemetery
Blaby District Council	£86.00	Rates – Oakfield Park
Blaby District Council	£254.00	Rates – Acorn Room
Blaby District Council	£144.00	Rates – Oakfield Room

ACCOUNTS RECOMMENDED FOR PAYMENT

As Time Goes By	£1,776.00	Balance for Forge Corner & Northfield Clocks
Agillco Workplace Ltd	£30.17	Photocopier Charges – 14.07.21 – 14.08.21
Cooleraid Ltd	£4.74	Water x 19L
Cooleraid Ltd	£33.48	Water x 19L
Coltman Bros Ltd	£72.03	Parks Maintenance
PHS Group	£139.08	Provision of Goods & Services.

COMMERCIAL CARD

Argos	£290.95	Office chairs and coffee table
Wickes	£7.70	Materials – Allotment Tap
Tesco	£45.00	Fuel – Vehicle
Tesco	£98.70	Fuel - Equipment
Argos	£60.00	Habitat Nest of Coffee Tables – Northfield Room
Dunelm	£45.50	Assorted Items – Northfield Room
Asda	£37.20	Assorted Items
Online Playgrounds	£46.00	Gate spring – Oakfield Park
B & Q	£117.00	Paint – BCC Offices
Jeff Hardware DIY	£18.73	Replacement Tap for Allotment

WAGES/EXPENSES MONTH 5

Salaries: August 2021

£7,436.84

DIRECT DEBITS/STANDING ORDER/BACS

LCC – Pensions – August 2021	£2,591.56
H M Revenue & Customs - PAYE/NI – August 2021	£2,335.71
Arthur J. Gallagher - Motor Fleet Insurance 01.09.21 – 31.08.22	£464.92
Came & co – Council Insurance – 01.09.21 – 31.08.22	£6,695.81
Lakul Communications – IT Support – 1 st September 2021	£168.00
Inty Ltd – IT – 1 st September 2021	£15.53
Thorps Residential Lettings Ltd – Tenancy Fees & Bond – Fairford Accountants Limited	£1,020.00
Thorps Residential Lettings Ltd – Tenancy Fees & Bond – MID.point Security Systems Ltd	£510.00
WaterPlus – Allotments – 14.06.21 – 01.09.21	£192.47
WaterPlus – Leicester Road – 04.06.21– 01.09.21	£579.95
Southern Electric – BCC Leicester Road - 02.05.21 - 01.08.21	£866.35
Southern Electric – Gas - Leicester Road - 01.08.21 – 31.08.21	£13.51
Southern Electric – Cemetery – 13.05.21 – 29.07.21	£159.42
Southern Electric – Oakfield Park – Elec – 13.05.21 – 29.07.21	£211.95
Southern Electric – Northfield – Elec – 13.05.21 – 29.07.21	£91.53
Alex Dunn – Chapel Electrical Works	£360.00
The Christmas Decorators - 50% Deposit – Christmas Lighting Scheme	£17,593.20
HazExperts Limited – Disposal of Allotment Oil	£319.80
We Sell Any Van – Citroen Belingo Deposit	£2,720.00
R H Commercial Vehicles Ltd	£28,110.00
ELAS Business Support – Employment Law - 31/09/2021	£146.40
The Society of Local Council Clerks – National Conference 2021	£447.00
Graffwerk Limited – Northfield Park Street Art - Ballance	£1,950.00

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

1412

7. CORRESPONDENCE:

All correspondence has been issued to Members.

a) LRALC – AGM – Saturday, 18th September 2021

LRALC's AGM is to be held on Saturday, 18th September at 10.00am.

AGREED: Cllr Mrs Broomhead will attend the LRALC – AGM on behalf of the Parish Council.

b) LRALC – September 2021 Newsletter.

c) Blaby & District Social Centre – Committee Newsletter – 19th August 21

d) Leicestershire Police – August 2021

e) Blaby District Council Local Centre Recovery Planning Underway – Press Release

f) Blaby District Council – Tourism Partnership Meeting Minutes

Members have been issued with the minutes from the August Tourism Partnership meeting held on the 5th August 2021.

1413 **8. CORRESPONDENCE RECEIVED AFTER ISSUED OF AGENDA: FOR INFORMATION ONLY**

a) Leicestershire County Council Trading Standards News

b) Oakfield Room – Blaby Elves Request for Room Hire

All members have been issued with correspondence from Pastor Julie Newitt of Blaby Congregational Church who has said:-

You very kindly agreed at a previous meeting to allow the 'Blaby Elves' to use the Oakfield Room on the ground floor as a 'drop in hub' to help and support the people of Blaby.

We know that currently the main door to the Civic Centre is locked, and we would place somebody at the entrance to allow access for those who wished to come to the Hub.

We would also take and keep for 3 weeks names and phone numbers for track and trace purposes. All tables and anything else used during the morning session would be cleaned and washed after each use.

We will limit the number of people in the room at any one time to reduce the spread of disease.

We would like to use the room on Thursdays from 10.00am to 12.30pm.

AGREED: Members approved the request for Blaby Elves to use the Oakfield Room free of charge on a month's trial basis.

AGREED: A member of Blaby Elves must be on site to meet and greet any visitors.

AGREED: There will be no parking facilities for visitors to the Hub.

c) Blaby Town Centre Business Meeting notes – 8th September 2021

All members have been issued with a copy of the Blaby Town Centre meeting notes from the 8th September 2021.

1414 **9. CHAIRMAN'S TIME**

Thank you all for attending.

MEETING CLOSED: 8.45PM

