

Appleby Magna ANNUAL Parish Council Minutes

May 7 2020, 7.30pm, remote access via Zoom meetings

Present: - Cllrs Emma Bird (Chair), Andy Whitehurst, Aaron Parmar, Sue Mitchell, Anita Hansen, Lindsay Swinfield Clerk.

The meeting held via Zoom remote contact – no queries received prior to the meeting – this meeting recorded and hard copy notes taken.

2030 Cllr Bird opened the meeting as retiring Chair - with nominations to elect a Chairman for the Parish Council – Cllr Whitehurst nominated Cllr Emma Bird as Chairman – it was **RESOLVED**, unanimous to elect Cllr Bird as Chairman of Appleby Magna Parish Council. Cllr Bird signed the Declaration of Acceptance of Office, to be counter-signed by the Clerk.

Open forum for members of the public and press - Nil

2031 Apologies – Nil.

2032 In accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interests in items on the agenda. Clerk to report any written requests for dispensation in respect of items on the agenda.

2033 Cllr Bird invited nominations for Vice Chairman of Appleby Magna Parish Council – Cllrs nominated Cllr Whitehurst, it was **RESOLVED**, unanimous.

2034 Minutes of the Parish Council meeting held 5 March 2020 were endorsed and signed – **RESOLVED** unanimous, April 2020 meeting cancelled due to lockdown re Covid-19, items added to this meeting.

2035 Members reviewed delegation arrangements to committees and the following were unanimously **RESOLVED**:

- Sports & Recreation Club: Cllr Emma Bird to continue to liaise with the Club on behalf of the Parish Council.
- Sir J Moore Foundation – Cllr Sue Mitchell to continue to liaise on behalf of the Parish Council as a Trustee of the Foundation.
- Flood support group and resilience plan group – Cllrs Sue Mitchell & Anita Hansen to represent the Parish Council.

2036 Members agreed to appoint Mr Martin Cooke (if he agrees) as Internal Auditor for the Parish Council for 2021, via LRALC.

2037 Members set the date of 1 April 2021 for the Annual Parish Meeting.

2038 Members had reviewed Standing Orders and Code of Conduct – **RESOLVED**, unanimous.

2039 Members had reviewed the Parish Risk Assessment, and **RESOLVED** unanimously to accept this.

2040 Members had reviewed the Council's Asset Register, and **RESOLVED** unanimously to accept this.

2041 Members had reviewed the Financial Regulations and **RESOLVED** unanimously to accept this.

2042 Members had reviewed all key Council documents and **RESOLVED** unanimously to accept them without amendments.

2043 Decisions made under delegated powers – Nil.

2044 Police / Neighbourhood Watch Matters – all crime reports can be viewed at www.Police.uk and type in the relevant postcode – however reports are always one month behind.

Please ring 0116 2222222 or 101 or Crimestoppers 0800 555 111 to report suspicious behaviour or crimes. Police Sergeant 531 Mark Watson, mark.watson@leicestershire.pnn.police.uk

2045 Planning Consultations

- a. 20/00488/FUL, 3 Hillside – erection of single storey rear extension & roof lights – no comment.
- b. 20/00543/DEM, Parkfield Crescent, demolition of garages (prior notification) – no comment.
- c. 20/00462/TCA, 7 Garton Close, works to group of Hawthorn trees (unprotected, conservation area) – no comment.
- d. 20/00375/FUL, land adjacent to 71 Top St, conversion of ancillary building to one dwelling with two storey rear extension & increase in roof height – no comment.
- e. 20/00602/FUL, Unit 1 Westminster Ind Est Measham, change of use to fitness centre – retrospective, no comment.

2046 Planning Decision Notices

- a. 231 Tamworth Road, erection of detached garage – refused.
- b. Parkfield Crescent – demolition of garages, prior approval received.
- c. 3 Hillside – erection of single storey rear extensions and alterations – granted.

2047 Allotment Matters

- a. Legal matter re resident encroaching onto Council land. In hands of the Solicitor and a Barrister.
- b. Section 106 funding – the Clerk had completed and sent the relevant S106 form to NWLDC, but has not received a response, some delay due to Covid-19 issues.
- c. All allotments now taken but a waiting list will be compiled.

2048 Footpaths, Hedgerows & Street Matters

- a. 3D village signs – waiting for Highways to approve site positions – Google maps have been issued.
- b. Traffic control signs – may be included as part of the budget reserves – defer to June meeting.

2049 General items for consideration

- a. Section 106 for play equipment – payment received, waiting for lockdown to ease to enable the new play ship to be fitted, removal of the existing train on hold.
- b. Section 106 for new mower – Clerk to request full details of mowing and maintenance required for the recreation field – including details of cricket pitch mowing and type of mower required.
- c. Flood information and Severn Trent works – ongoing items including S/Trent works and areas that require further remedial work; more details required for early warning flood systems – Cllr Mitchell to obtain further details and costs.
- d. Kissing gates and benches – following the latest detailed report on both, some work is required but this will be on hold until lockdown measures are clarified.
- e. Defibrillators – Cllr Hansen will carry out regular checks and a wireless motion sensor will be fitted to the Top Street defibrillator.
- f. Junction 11 Liaison group update – meetings cancelled due to Covid-19, however a utilities works map has been issued (on PC web site) and the IM Properties community fund panel has been agreed – Clerk will sit on the panel.
- g. Christmas tree lights/celebration – quotes received to date seem expensive, it was unanimously agreed that other options are investigated.
- h. Covid-19 update – members and the Clerk are working well together to ensure Parish issues are dealt with and taken forward where possible. The voluntary assistance scheme is working really well with 35 volunteers and many residents being assisted.
- i. VE Day – the Parish Council ran a draw/paint your idea of VE Day celebrations – four winners were selected and prizes given.
- j. A casual vacancy has arisen for the Parish Council – following procedure this has been advertised by NWLDC.
- k. Free school bus – there is major concern over the possibility that some children will not be able to use the free school bus to Ibstock (does not apply to existing users).

2050 Approval of Financial Statements & Payments

- a. The payment list and bank reconciliation were reviewed and approved, **RESOLVED**, unanimous.
- b. Members had received a copy of the end of year bank reconciliation and associated documents, these were approved, **RESOLVED**, unanimous.
- c. Members approved the annual financial report from the Internal Auditor, **RESOLVED**, unanimous.
- d. The Annual Governance statement was approved, unanimous **RESOLVED**.
- e. The Accounting Statement was approved, unanimous **RESOLVED**.
- f. The AGAR was approved, unanimous **RESOLVED**.
- g. The final budget against actual figures had been reviewed and approved, **RESOLVED** unanimous.
- h. Members noted the Notice of appointment of date for the examination of electors rights will be posted on notice boards and the web site as per legislation – remote access may be granted.
- i. The annual insurance quote had been received from insurers BHIB for £638.95, other quotes had been received, but following a comparison exercise it was proposed to accept the quote **RESOLVED**, unanimous.
- j. The bacs list was reviewed and signed, **RESOLVED** unanimous.
- k. Neighbourhood Watch signs – **RESOLVED** unanimous to purchase the signs at a maximum cost of £200.00.
- l. Zoom remote access facility annual subscription – **RESOLVED** unanimous to conduct PC meetings via remote access until meetings in public approved.
- m. HP ink automatic replacement – monthly payment of £7.99 – **RESOLVED** unanimous.

2051 Ideas for written piece – Parish News Line

- a. All allotments now taken, however a waiting list will be in place for those who wish to place their details on the list.
- b. Dog waste signs have been produced, these depict light hearted visuals, but the message is clear – please pick up after your dog. During Covid-19 lockdown more people are out and about exercising their dogs – please help the Parish to remain a lovely place to live. The signs will be placed around the Parish as soon as possible.

The meeting ended at 8.50 pm.

Date of next meeting: [June 4 2020 @ 7.30pm via Zoom remote access.](#)