

## Kirby Bellars Parish Council

Minutes of the Annual Meeting held on 14 May 2015 at 7.30pm, at the Village Hall.

Present Cllr Smith (Chair), Cllrs. Batten, Howe, Ingham, Woollin.  
In attendance Cllrs Orson, Hutchinson

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- 1 Election of Chair  
Resolved Cllr Smith be elected Chairman
- 2 Election of Vice Chair  
Resolved Cllr Woollin be elected vice Chairman
- 3 Acceptance of Office & Register of Interests
  - a All councillors completed the acceptance of office form and undertook to complete and return a Register of Interests Form to the Clerk. ALL
- 4 Chairs Report
  - a Updates on all current issues are provided within the minutes.
- 5 Apologies - None
- 6 Dispensations - None
- 7 Election of Responsible Financial Officer  
Resolved that Sue Booth, the Parish Clerk be appointed the RFO
- 8 Internal Auditor  
Resolved that Richard Willcock be appointed internal auditor.
- 9 Responsible person planning  
Resolved that Cllr Batten be responsible person planning.
- 10 Heritage and Tree wardens  
Roger Came has agreed to continue in his role as the Heritage & Tree warden.

- 11 Risk Assessment
- a The Clerk has obtained 3 quotes for Insurance as the previous the current three year agreement with Came & Company comes ends on 31 May. Following review of the policies offered and the cost of each policy it was agreed to enter into a further three year agreement with Came & Company at a first year premium of £323.01. SB
  - b The risk assessment completed by the Clerk was accepted. The three village seats are to be checked by the Chair to ensure they are in a good safe condition. AS
  - c Standing Orders & Financial Regulations. It was agreed to defer this until the next meeting. The Clerk to send copies of drafts to all councillors. SB
  - d The Statement of Internal Control was reviewed and it was agreed that no amendments were needed at this time.
  - e The Clerks job description was reviewed. It was agreed no amendments were needed at the present time.
  - f There is no increase in salary for the Clerk as previous national agreements have covered the next 12 months. (2 year deal wef Jan 15).
  - g A copy of the Code of Conduct to be sent to all councillors. SB
  - h Leics CC have offered a new email address of the form [clerk@kirbybellarspc.org](mailto:clerk@kirbybellarspc.org). It was agreed to defer this as it was felt the cost was too high and there is current uncertainty as to the future of the existing web pages offered which may mean that the email address would then need to be changed again in the near future.
  - i A new bank mandate was completed by all present. All councillors are required to provide copies of ID as set out in the schedule to the clerk to support their registration as a signatory. It was agreed to reduced the required number of signatories on cheques to two (from three). See para 22d. ALL
- 12 Minutes of the previous meeting
- a The minutes of the meeting of the 5 February were agreed.
- 13 Matters arising from the minutes

- a The plaque for the clock and cupola to recognise service by past chairmen and councillors is now in place.
- b The Chair reported on a further price for the bus shelter base. In view of the relatively high cost of the project the clerk was asked to make a Section 106 claim against the proposed housing development in the Asfordby Parish as it was felt that this bus shelter would also be of use to residents of the proposed housing development. SB

14 Public Participation

- a Cllr Orson reported on the importance of Neighbourhood Plans. He also informed the meeting of the boundary review that is currently underway and noted that PC's will have an opportunity to comment.
- b Cllr Hutchinson reported that more consultation will be likely on the proposed Melton Plan in June. It is anticipated that fibre optic broadband will be available in the area within the next 18 months.

15 Planning Applications & enforcement

- a 15/1031/COU Asfordby former Station yard, Station Road  
Poly tunnel and agricultural buildings  
No comments
- b 15/00155/FUL The Brambles, 29 main Street, KB  
Single storey side extension  
There were no comments on this application.
- c 15/00241/FUL The Lazy Acre, 27 Main Road, KB  
Change of use of existing single storey outbuilding from studio/workshop to Granny Annexe  
No objection to this application.

16 STWA & Sewer Smells

- a The Clerk has contacted Miranda Snell for an update. This has been received and indicates that the recent smells have been due to a failure in the dosing at Great Dalby. It would seem that there has been a change in personnel (yet again) and that control of the issue has lapsed with the usual consequences for Kirby Bellars. It was agreed that the Clerk should write to the Chief Executive of STWA again

threatening that we will involve the local MP again and if necessary the media. The Clerk to invite representatives (including the new manager for the pumping station) from STWA to the next meeting. SB

- 17 Village Enhancement including tidying Old Lock area.
- a Following discussion between the Chair and Mrs Fox it has been agreed to close the gap that has currently been left in the protective fencing. It was agreed that more media presence was needed to increase the interest of local residents. Cllr Howe undertook to look into this. It was also agreed to work toward a 'picnic type' event in the summer (July?). It was noted that further work is required before an event can take place on the land. Cllr Ingham undertook to investigate methods for dealing with the level of weeds in the area and it was noted that a further working party would be needed. AS/DW/CI/AH
- 18 Reference Groups
- a The Chair asked to be included (via Cllr Hutchinson) in the notification from MBC of any future meetings which take place.
- 19 Bus Shelter
- a See para 13b above.
- 20 Defibrillator
- a The Clerk to investigate the possibility of grant monies to assist in the purchase of a defibrillator. SB
- 21 Dates of future meetings
- a Meetings are scheduled for 2 July, 10 September and 3 December for the remainder of 2015. In 2016 meetings are scheduled for 4 February, 12 May, 30 June, 29 September and 8 December.

## 22 Accounts

a The Clerk presented the following accounts for payment;

Cheque No.	Payee	Amount
258	Kirby Bellars Vill Hall - room rent	£ 40.00
259	LRALC - Annual Subscription	£ 153.47
260	Redwood Pryor Ltd - Annual Audit	£ 156.00
261	D Overfield - mowing	£ 35.00
262	S Booth - Clerks sal & exps apr/may	£ 515.34
263	Came & Company - Annual Insurance policy	£ 323.01
264	A smith - reimbursement of printing costs	£15.98

It was agreed the accounts were correct and the cheques were signed. SB

b The internal audit report was received. This raised one minor issue, regarding the need to provide a pension scheme for employees before the staging date for the pc. The staging date is April 2017. The meeting accepted the report. SB

d The auditor reminded councillors that legislation is currently going through parliament removing the need for more than one signature on a cheque. This council currently requires three. It was also suggested that Standing Orders be amended in preparation for the possible future use of online banking arrangements. Standing Orders are to be reviewed at the next meeting. SB

e Annual accounts were presented for 2014/15. These have been reviewed by the auditor and appropriate checks have been carried out as set out in the audit report. The accounts show total expenditure of £6521 in 2014/15. Of this £2,070 was used in support of village developments, and donations of £570 were made. Insurance and administration costs were £3,742 (including subscription, hall rental, audit fees, clerks salary, chairs allowance, stationary etc) and £140 was spent on grounds maintenance work. The precept was £6,750. The Accounting and Annual Governance Statement for 2014/15 was accepted and signed by the Chairman.

- 23 Correspondence
- a Notice received of the dates for councillor training. Cllr Howe to be booked on the session on 8 June. SB
  - b Funding request from the Church for mowing & painting seats. It was agreed to increase the support this year to £320. SB
  - c Neighbourhood planning letter from Brandon Lewis MP
  - d Hoby & Rotherby PC suggested working together on Neighbourhood planning. (See 24c below).
  - e Jim Worley re Planning guidance & change to delegated scheme for PA - NPPF to be used as dominant policy framework

- 24 Any Other Business
- a It was agreed to investigate the status of the BT phone box in the village (ie operative ?) DW
  - b It was agreed to look at possible sources of funding for a bench on the green. CI
  - c The Clerk to put Neighbourhood Planning on the agenda for the next meeting. SB
  - d The Clerk to obtain copies of the Parish Councillor Guide for new councillors. SB

- 25 Date and time of Next Meeting
- a The next meeting of the Kirby Bellars Parish Council will be on Thursday 2 July at 7.30pm in the Village Hall.

Signed

Chairman of Kirby Bellars Parish Council

Date

July 2015