

NEWTOWN LINFORD PARISH COUNCIL MEETING



You are summoned to attend the meeting of the Newtown Linford Annual Parish Council Meeting virtually via Zoom.us on Wednesday 5th May 2021 at 7.30 p.m. following the Annual Parish Meeting at 7.15pm, at which your attendance is required.

Meeting ID: 835 1767 9452

Password: 492725

Signed by the Clerk *Hannah Shaw*

1. **Election of the Chairman**
To receive nominations, election of the Chairman and signing of the Declaration of Acceptance of Office.
2. **Election of the Vice-Chairman**
To receive nominations and election of the Vice-Chairman
3. **Record of attendance.**
4. **Apologies for absence.**
5. **Confirm and sign minutes of the April Meeting.**
6. **Declaration of Parish Councillors' personal and/or prejudicial interests on agenda items.**
7. **Police Matters and NHW Update**
8. **Report by County Councillor Deborah Taylor.**
9. **Report by Borough Councillor David Snartt.**
10. **Village Governance and Residents**
11. **Planning: Buildings and Tree Issues - report by Tree Warden if in attendance.**
 - **Decisions**
 - a) P/21/0272/2 - Rear of 48 Groby Lane, Newtown Linford - Erection of one detached dwelling and garage - Grant Conditionally 21/04/21.
 - **Comments submitted through Planning Explorer**
 - **Discuss**
 - b) P/21/0744/2 - Ivy House Farm, 72 Main Street - Refurbishment of windows retaining original frames, cutting out perished timber and splicing in sections of new frame. Re-glaze with heritage slim profile double glazing. Replacement of existing non-original casement windows.
 - **Trees**

c) The following comments have been received from Tree Warden, Brian Anderson, regarding the Duty of Care Tree Inspections 25/04/21:

"Hi Hannah

I have looked round the three sites at the trees mentioned in survey and agree with what is said in the survey. However, there is one exception to this. That is the Western Poplar 0079 in Groby Lane Cemetery. This is a major tree in the Cemetery and at this time of year looks superb with a lovely fragrance. I do agree it needs some of the uprights pruning out but at present it looks pretty solid to me. It would be a shame for this to go at this time. The survey has got this tree down as Hybrid Black Poplar 0079.

Regards Brian."

12. Bob Bown Memorial Field

13. Village Magazine.

14. Parish Council Website/Facebook Page.

- Facebook group has remained at 348 members.

15. Village Hall.

- The right to bid for assets of community value (ACV) – Parish Councils or local community groups can nominate both privately and publicly owned assets which meet the definition of community value. Nominations can be submitted to CBC. If an asset is listed and then comes up for sale, the right will give the community six months to put together a bid to buy it. Further details can be viewed at <https://www.charnwood.gov.uk/pages/communityrighttobid> Councillors to consider nominating the Village Hall as an Asset of Community Value.

16. Highways, footpaths, street furniture, traffic, transport.

- LCC Wildflower Verge Scheme – Markfield Lane site has now been registered and a Wild Places webpage has been set up on the NatureSpot website for parishioners to record sightings of wildlife and wildflowers. LCC will fund an additional parish webpage to promote the work of the Newtown Linford Biodiversity group and use it as a platform to involve the wider community. The NatureSpot parish sites encourage local people to help map the natural history interest of the area, including that found in the general parish landscape, as well as defined sites such as parks, churchyards, road verges and as well as their own gardens. Councillors to consider the £50 annual maintenance fee charged after the first 12 months. NatureSpot is a registered charity.

17. Churchyard and cemetery.

18. Correspondence.

19. Members' Code of Conduct

- To re-adopt the Members' Code of Conduct.

20. Annual Governance Policies and Procedures

- To review and adopt the following policies and procedures:

- a) Cemetery Fees and Regulations 2021
- b) Complaints Policy 2021

- c) Data Protection Policy 2021
- d) Dignity at Work Policy 2021
- e) Equal Opportunities Policy 2021
- f) Financial Regulations 2021
- g) Freedom of Information Policy 2021
- h) General Reserves Policy 2021
- i) Grant Awarding Policy and Procedure 2021
- j) Grievance and Disciplinary Procedure 2021
- k) Health and Safety at Work Policy 2021
- l) Standing Orders 2021
- m) Website Accessibility Statement 2021
- n) Zero Tolerance Policy 2021

21. Exercise of Public Rights

- To consider and approve the dates set for the period of exercise of public rights of the unaudited Annual Governance and Accountability Return (accounts are for the year ended 31st March 2021), as follows:

Monday 14th June 2021 to Friday 23rd July 2021.

Clerk to publish notice on Monday 7th June 2021.

22. Annual Governance and Accountability Return 2020/2021 Part 3

- To consider, approve and for the Chairman and Clerk to sign Section 1 Annual Governance Statement 2020/2021 of the Annual Governance and Accountability Return 2020/2021 Part 3.

23. Appointment of Committees

- To consider and appoint membership of the following committees for 2021/2022:
 - a) Complaints Committee – Three Councillors, one to be the Chairman
 - b) Staffing Committee – Two Councillors, one to be the Chairman
 - c) Bob Bown Memorial Field Committee – Three Councillors, one to be the Chairman

24. Terms of Reference

- To review, agree and adopt the Terms of Reference for the following committees:
 - a) Complaints Committee
 - b) Staffing Committee
 - c) Bob Bown Memorial Field Committee

25. Risk Assessments

- To review and approve the following Risk Assessments and Risk Register for 2021/2022:
 - a) Bob Bown Memorial Field and Play Park Risk Assessment 2021
 - b) Cemetery and Closed Churchyard Risk Assessment 2021
 - c) Newtown Linford Parish Council Risk Register 2021

26. Scheme of Delegation

- Councillors are asked to review the motion to provide for delegation to the Clerk, any decision that must be made if the council is incapacitated and unable to hold a meeting.

27. Reports on Meetings and Trainings by Clerk and Councillors.

28. Items of interest or for future meetings.

29. Finance.

- To consider, approve and for the Chairman to sign Section 2 Accounting Statements 2020/2021 of the Annual Governance and Accountability Return 2020/2021 Part 3

Authorisation for payment of invoices: -

| | | | |
|--------------------------|--------|--------------------------------|----------|
| 22/04/21 | P Lowe | Internal Audit | £300.00 |
| 22/04/21 | APB | Bus Shelter Rent 2021/2022 | £30.00 |
| Payments Pending: | | | |
| 30/04/21 | H Shaw | Zoom renewal with 50% discount | £71.94 |
| 30/04/21 | H Shaw | Salary | £1049.38 |
| 30/04/21 | H Shaw | Broadband & Out of Plan Calls | £63.25 |

Bank Balances:

| | |
|-------------------------------------|--------------------|
| Business Current Account @ 29/04/21 | £ 2,099.94 |
| Business Reserve Account @ 29/04/21 | £ 83,037.50 |
| Total | £ 85,137.44 |

30. Dates of next Parish Council Meeting.

Monday 28th June 2021 7.15pm Village Hall (TBC)

Monday 26th July 2021 7.15pm Village Hall (TBC)

