



## NEWTOWN LINFORD PARISH COUNCIL

The Parish Council meeting was held virtually on Wednesday 5<sup>th</sup> May 2021 at 7.30 pm via Zoom.

### **0328/21 Election of the Chairman**

Cllr. Rob Haylock nominated Cllr. Sue Pritchard as Chairman and this was seconded by Cllr. Vicki Lightfoot.

**Resolve:** Cllr. Sue Pritchard was re-elected as Chairman and signed the Declaration of Acceptance of Office.

### **0329/21 Election of the Vice-Chairman**

Cllr. Sue Greasley stepped down as Vice-Chairman after 5 years in the role.

Cllr. Sue Greasley nominated Cllr. Tim Porte as Vice-Chairman and this was seconded by Chairman, Cllr. Sue Pritchard.

**Resolve:** Cllr. Tim Porte was elected as Vice-Chairman with immediate effect. The Chairman thanked Cllr. Sue Greasley for her commitment and support whilst serving as Vice-Chairman over the last 5 years.

### **0330/21. Members present:**

Councillors Sue Pritchard (Chairman), Tim Porte (Vice-Chairman), Stuart Eyre, Sue Greasley, Rob Haylock, Vicki Lightfoot and Tara Pickles.

Also in attendance: Clerk - Hannah Shaw and Borough Councillor - David Snartt.

### **0331/21. Apologies for absence:**

There had been no apologies received. Full Council present.

### **0332/21. Confirm and sign minutes of the 27th April 2021 meeting:**

These were approved and duly signed by the Chair.

### **0333/21. Declaration of Parish Councillor's personal and/or prejudicial interests on agenda items:**

There were no new declarations of interest.

The Chairman represents the Gardening Club on the Village Hall Committee.

The Chairman is a member of the Management Committee at Lingdale Golf Club.

Councillor Tara Pickles represents the Council on the Magazine Committee.

### **0334/21. Police Matters and NHW reports:**

Crime statistics received for April 2021 - 1 x Vehicle Crime - Van stolen. No further specific details were available.

**Resolve:** Noted.

### **0335/21. Report by County Councillor Deborah Taylor.**

Councillor Taylor was not in attendance and no report was received.

**0336/21. Report by the Borough Councillor, David Snartt.**

Due to the close proximity of meetings, there was no new report.

**Resolve:** Noted with thanks.

**0337/21. Village Governance and Residents:**

Nothing to report

**0338/21. Planning: Buildings and Tree Issues:**

- **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.

**Resolve:** Noted.

- **Comments submitted through Planning Explorer**

There were no new comments submitted to report

- **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.

**Resolve:** No Objection

- **Trees**

c) The following comments had 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."*

**Resolve:** Comments Noted. Councillors asked the Clerk to contact Micky Boddy of Symbiosis to discuss a possible tree management plan in place of felling the Poplar tree, as per the Duty of Care Tree Inspection.

**0339/21. Bob Bown Memorial Field:**

Nothing to report

### **0340/21. Village Magazine:**

The Chairman reported the statement from the Parish Council regarding the approved TRO restrictions had been included in this month's Parish Council magazine article.

### **0341/21. Parish Council Website/Facebook Page:**

The Clerk reported Facebook group membership had remained at 348 members.

**Resolve:** Noted.

### **0342/21. Village Hall:**

The Chairman reported the Village Hall Committee were reviewing their Covid-19 risk assessment and were seeking further guidance from officers at CBC with regards Covid safe reopening.

**Resolve:** Noted

Councillors discussed nominating the Village Hall under The right to bid for assets of community value (ACV) scheme, supported by the Village Hall Committee.

Parish Councils or local community groups can nominate both privately and publicly owned assets which meet the definition of community value. 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.

**Resolve:** Councillors voted unanimously in favour of nominating the Village Hall as an Asset of Community Value. Clerk to submit application to CBC.

### **0343/21. Highways, Footpaths, Street Furniture, Traffic and 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 have offered to 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. NatureSpot is a registered charity and request an annual £50 maintenance fee after the first 12 months.

**Resolve:** Councillors voted unanimously in favour of paying the £50 annual maintenance fee charged after the first 12 months in support of the Newtown Linford Biodiversity group, providing there was no long term commitment involved. Clerk to check terms and conditions and action accordingly.

### **0344/21. Churchyard and Cemetery:**

The Clerk reported the wording on the Grants of Exclusive Rights of Burial were now out-of-date as the legislation they refer to had been repealed and was no longer valid. A new book is required at a cost of:

- a) £338 plus VAT for a part leather bound bespoke book
- b) £318 plus VAT for a cloth bound bespoke book
- c) £110 plus VAT for a cloth bound generic book

**Resolve:** Councillors voted in favour of option c, a cloth bound generic book at a cost of £110 plus VAT. Clerk to place an order with Shaw & Sons Ltd.

### **0345/21. Correspondence:**

Charnwood Borough Council – Agile Working update. Email received 05/05/21.

**Resolve:** Noted. Clerk to cascade to Councillors via email.

### **0346/21. Members’ Code of Conduct**

To re-adopt the Members’ Code of Conduct.

**Resolve:** Councillors readopted the Members’ Code of Conduct.

### **0347/21. 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

**Resolve:** Councillors reviewed and adopted all of the above policies and procedures.

### **0348/21. 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 31<sup>st</sup> March 2021).

**Resolve:** Councillors considered and approved the dates set for the period of exercise of public rights as follows: Monday 14<sup>th</sup> June 2021 to Friday 23<sup>rd</sup> July 2021. Clerk to publish notice on Monday 7<sup>th</sup> June 2021.

### **0349/21. 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.

**Resolve:** Councillors considered and approved Section 1 Annual Governance Statement 2020/2021 of the Annual Governance and Accountability Return 2020/2021 Part 3. The Chairman and Clerk signed Section 1 Annual Governance Statement 2020/2021.

### **0350/21. 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

**Resolve:** Councillors considered and appointed membership as follows:

- a) Complaints Committee - Chairman, Cllr. Sue Pritchard, Cllr. Rob Haylock and Cllr. Vicki Lighfoot.
- b) Staffing Committee - Chairman, Cllr. Sue Pritchard and Vice-Chairman, Cllr. Tim Porte.
- c) Bob Bown Memorial Field Committee - Chairman, Cllr. Sue Pritchard, Cllr. Stuart Eyre and Cllr. Sue Greasley.

#### **0351/21. 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

**Resolve:** Councillors reviewed, agreed and adopted the Terms of Reference for the above committees.

#### **0352/21. 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

**Resolve:** Councillors reviewed and approved the above Risk Assessments and Risk Register for 2021/2022. Clerk to review every 6 months.

#### **0353/21. Scheme of Delegation**

Councillors were 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.

**Resolve:** Councillors unanimously agreed that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority will be reviewed monthly at meetings of the council after the delegation was put in place, until such time a decision is made to rescind the agreement when the Covid-19 outbreak is stable.

#### **0354/21. Reports on Meetings and Training by Councillors and Clerk:**

Clerk to attend LCC Parish Clerks' Liaison Meeting 07/05/21.

**Resolve:** Noted.

**0355/21. Items of Interest or for future meetings:**

The Chairman reported there had been no further update received from LCC Highways regarding the TRO restrictions for Main Street.

**Resolve:** Noted.

**0356/21. 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.

**Resolve:** Councillors considered and approved Section 2 Accounting Statements 2020/2021 of the Annual Governance and Accountability Return 2020/2021 Part 3. As per the requirements, the RFO had signed Section 2 Accounting Statements 2020/2021 prior to the meeting on 22/04/21 following Internal Audit. The Chairman signed Section 2 Accounting Statements 2020/2021.

**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
<b>Payments Pending:</b>			
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
<b>Total</b>	<b>£ 85,137.44</b>

Copies of the bank transactions for the month are attached to the filed hard copy of the minutes.

**0357/21. Dates of the next three Parish Council Meetings:**

Monday 28<sup>th</sup> June 2021 7.15pm  
Monday 26<sup>th</sup> July 2021 7.15pm  
Monday 23<sup>rd</sup> August 2021 7.15pm

The meeting closed at 8.20pm

Signed by Chair:-.....

Dated:-.....

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