



NEWTOWN LINFORD PARISH COUNCIL MEETING

You are summoned to attend the meeting of the Newtown Linford Annual Parish Council Meeting on Wednesday 10th May 2023 in the Village Hall, following the Annual Parish Meeting at 7.15pm, at which your attendance is required.

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 and signing of the Declaration of Acceptance of Office.
3. **Declarations of Acceptance of Office**
All Councillors to sign the Declaration of Acceptance of Office.
4. **Record of attendance.**
5. **Apologies for absence.**
6. **Confirm and sign minutes of the April Meeting.**
7. **Declaration of Parish Councillors' personal and/or prejudicial interests on agenda items.**
8. **Public Participation**
To receive representations from the public on items on the agenda.
9. **Police Matters and NHW Update**
10. **Bradgate Park**
11. **Newtown Linford Biodiversity**
Councillors to consider a request from NLB for a grant of £36 to pay for the hire of the Village Hall for the Biodiversity Open Evening to be held on Tuesday 7th November 2023.
12. **Report by County Councillor Deborah Taylor.**
13. **Report by Borough Councillor David Snartt.**
14. **Village Governance and Residents**

A Notice of Vacancy in Office of Councillor published 05/05/23. CBC Elections Team will advise whether an election has been requested after the deadline date of 25/05/23.

15. Planning: Buildings and Tree Issues – report by Tree Warden if in attendance.

- **Decisions**

- **Comments submitted through Planning Explorer**

- a) P/22/2202/2 - 520B Bradgate Road, Newtown Linford - Conversion of outbuilding to ancillary accommodation (retrospective) – Objection 11/04/23

“The Parish Council has reservations about this retrospective application and would like to object, as there remains the potential for a separate dwelling to be created at a later date. If retrospective planning is granted, Councillors would like to see conditions in place that will ensure the conversion of the outbuilding to ancillary accommodation, remains as such and cannot extend to the creation of a separate dwelling.”

- b) P/23/0261/2 - 23 Main Street, Newtown Linford - Erection of single storey rear extension and changes to fenestration – No Objection 11/04/23

- c) P/23/0449/2 - Land between 151 and 185 Markfield Lane, Markfield, LE67 9PQ - Erection of detached two story dwelling house with associated parking and landscaping – Objection 11/04/23

“Councillors wish to object to this application for the following reasons:

- *The location is unsustainable; the area is served by an infrequent bus service which is currently under review by LCC and as amenities are not close to the site, vehicles would be essential in accessing schools, GP surgery, shops and leisure facilities.*
- *The negative impact on biodiversity, wildlife and habitats of an Ancient Woodland and the further loss of trees at this site, including one covered by a TPO.*
- *The history of the site; previous applications for this site and land adjacent to it have been refused planning permission and as there has been no change since previous refusals, planning permission should not be granted. Charnwood and the Forestry commission have also had to previously intervene when there has been unauthorised tree clearance at this site.”*

- **Discuss**

- d) P/23/0316/2 - Former Grey Lady Restaurant, Sharpley Hill, Newtown Linford - Demolition of existing dwelling and outbuilding and construction of replacement dwelling with amended access.

- **Trees**

- e) Tree Preservation Order 2023 – 88 Main Street, Newtown Linford – T1 Yew, T2 Spruce, Group G1 Fir, G2 Leyland Cypress.
- f) P/23/0588/2 – Orchard Cottage, 59 Main Street, Newtown Linford - Silver birch T1 - fell to ground level.
- g) P/23/0648/2 – 2 Grey Crescent, Newtown Linford – 1 x conifer – remove.

- **Licensing**

h) Bradgate Park, Deer Barn Buildings, Newtown Linford, Leicestershire, LE6 0HE

Applicant: Amy Beaumont

Details: Sale of Alcohol and Regulated Entertainment for 499 people between June 10-11, 2023

16. Bob Bown Memorial Field

To approve payment(s) of the Completion Statement in connection with the Lease of Bob Brown Field (see **Schedule One**).

17. Village Magazine.

18. Parish Council Website/Facebook Page.

Facebook group has increased to 452 members.

19. Village Hall.

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

21. Churchyard and cemetery.

- Councillors to consider membership of the The Institute of Cemetery and Crematorium Management (ICCM) at an annual cost of £95.00.

For information, the ICCM was founded in 1913 and since that time has provided policy and best practice guidance to Burial and Cremation authorities, its Corporate members. It represents its Corporate members at government level.

The ICCM is a provider of accredited education and training opportunities for those persons working within the service, its Professional members.

The aim of the ICCM is to raise standards for bereaved people through the promotion of the above.

- To note, Clerk investigating small business rates relief eligibility for the Cemetery and possible rebate. Awaiting response from CBC 20/04/23

22. Correspondence.

Invitation received from the Mayor's Office for the King's Coronation Civic Service on 07/05/23. Cascaded to Councillors 24/04/23.

23. Members' Code of Conduct

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

24. Register of Members' Interests

- Councillors to complete new forms following the (uncontested) election.

25. Annual Governance Policies and Procedures

- To review and adopt the following policies and procedures:
 - a) Biodiversity Policy 2023
 - a) Cemetery Fees and Regulations 2023
 - b) Complaints Policy 2023
 - c) Data Protection Policy 2023
 - d) Dignity at Work Policy 2023
 - e) Equal Opportunities Policy 2023
 - f) Financial Regulations 2023
 - g) Freedom of Information Policy 2023
 - h) General Reserves Policy 2023
 - i) Grant Awarding Policy and Procedure 2023
 - j) Grievance and Disciplinary Procedure 2023
 - k) Health and Safety at Work Policy 2023
 - l) Planning Policy 2023 **(NEW)**
 - m) Scheme of Delegation to the Clerk 2023
 - n) Social Media Policy 2023
 - o) Standing Orders 2023
 - p) Statement of Internal Control 2023 **(NEW)**
 - q) Training and Development Policy 2023
 - r) Website Accessibility Statement 2023
 - s) Zero Tolerance Policy 2023

26. Annual Governance and Accountability Return 2022/2023 Form 3

To consider, approve and for the Chairman and Clerk to sign Section 1 Annual Governance Statement 2022/2023 of the Annual Governance and Accountability Return 2022/2023 Part 3.

27. Appointment of Committees

- To consider and appoint membership of the following committees for 2023/2024:
 - a) Complaints Committee – Three Councillors, one to be the Chairman
 - b) Staffing Committee – The Chairman and Vice-Chairman
 - c) Bob Bown Memorial Field Committee – Three Councillors, one to be the Chairman

28. 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

29. Risk Assessments

- To review and approve the following Risk Assessments and Risk Register for 2023/2024:

a) Bob Bown Memorial Field and Play Park Risk Assessment 2023

b) Cemetery and Closed Churchyard Risk Assessment 2023

c) Newtown Linford Parish Council Risk Register 2023

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

Clerk attended CBC Liaison Meeting 20/04/23

Clerk to attend LCC Parish Clerks' Liaison Meeting 12/05/23

31. Items of interest or for future meetings.

32. Finance.

- To note, Parish Precept 1st Instalment for 2023/24 to the value of £29,809.00 was received 06/04/23.
- BHIB Councils Insurance renewal invitation received 19/04/23. Final year of 3 year agreement. To approve payment of £873.05
- To note the LRALC Internal Audit Report 2022/2023.
- To consider, approve and for the Chairman to sign Section 2 Accounting Statements 2021/2022 of the Annual Governance and Accountability Return 2021/2022 Part 3.
- **Authorisation of agreed expenditure and regular payments for the 2023/2024 Financial Year:**

EY Bookkeeping	Payroll Services	£161.90 pa.
Annual Subscriptions	LRALC/NALC, SLCC, ICO, RCC, Footpath Association	Varies
Internal Audit	LRALC	£220.00
External Audit	Moore UK	£360.00 TBC
Staff Salary	Hannah Shaw	Monthly payments as determined by EY Bookkeeping
Pension contributions	NEST	Monthly direct debit as instructed
Tax and NI contributions	HMRC	As instructed by EY Bookkeeping
Loan Repayment	PWLB	Twice yearly payments of £2468.06
Broadband and landline	BT	Monthly payments. Variable with out of plan calls, otherwise regular charges of £62.47
Public and Employers' Liability Insurance	BHIB Council Insurance	Annual Payment of £873.05 due now

Date of Publication: Wednesday 3rd May 2023

Grounds Maintenance	Firetree	Monthly payments of £1230.55 until Feb '24 inclusive
Village Hall Rent	APB	Quarterly payments of £750.00
Defibrillator Emergency Telephone System	Community Heartbeat	Annual payment of £120.00
Website Hosting, Licence and Support	2Commune	Annual payment of £552.00 TBC for 2024
Street Lighting Maintenance Recharge 2023/2024	LCC	Annual payment of £5595.64 TBC
Christmas Tree	Malcolm Brewin	Approx £400 TBC
Village Magazine	Village Magazine Committee	Annual payment/donation of £650.00

- **Appointment of Internal Auditor for the 2023/2024 Financial Year**
- **Authorisation for payment of invoices:**

31.03.23	NEST	Pension Contributions	£61.08	
11.04.23	LRALC Limited	LRALC & NALC Membership Fees 2023/24	£346.49	
11.04.23	Barkers Printers	A5 Coronation Party Flyers	£40.00	S137
17.04.23	Firetree	Grounds Maintenance 2023/2024 Inv. 2 of 12	£1,230.55	
19.04.23	APB	Bus Shelter Rent	£30.00	
26.04.23	P. Mulvihill	King's Coronation Expenses	£34.99	S137
28.04.23	H. Shaw	Salary April 2023	£1,226.36	
28.04.23	H. Shaw	Broadband and Out of Plan Calls	£73.00	
Total Expenditure			£3,042.47	

Bank Balances:

Business Current Account @ 29/04/23 £ 2,087.35
 Business Reserve Account @ 29/04/23 £94,063.65

Total **£96,151.00**

Bank Reconciliation:

Carry Forward figure £ 68,702.34
 Expenditure - £ 3,042.47
 Income + £ 30,491.13
Balance **£ 96,151.00**

33. Dates of next Parish Council Meeting.

Wednesday 14th June 2023 7.15pm

Wednesday 19th July 2023 7.15pm

Schedule One

<p>COMPLETION STATEMENT Newtown Linford Parish Council Commercial Lease of Bob Brown Field</p>
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Rent Payable - 3 May 2023 - 24 June 2023	£42.03
Surveyors Fee (inc VAT)	£300.00
Advertisement Fee (inc VAT)	£300.00
<u>TOTAL PAYABLE TO CBC</u>	<u>£642.03</u>

<u>ADD:</u>		
	Garrett-Long Solicitor Fees	£400.00
	VAT	£80.00
	Telegraphic Transfer Fee	£30.00
	VAT	£6.00
	Land Registry Fee	£50.00
	<u>TOTAL PAYMENTS</u>	<u>£566.00</u>

<u>BALANCE DUE FROM CLIENT FOR COMPLETION</u>	<u>£1,208.03</u>
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Garrett-Long Solicitors Limited Client Account
Barclays Bank Loughborough Branch Leicester