

Minutes of Sheepy Parish Council Meeting Sheepy Memorial Hall –1st May 2018

Attended by: Jim Aldridge - Chair, Pat Bingham, Amelia Bridgewater, Andrea Johnson, Brian May, Jane Nichols, Ian Papworth, Clive Stretton, Rob Ward
Mavis Bassett – Minute Clerk, 6 Parishioners, Kevin Morrell and Ivan Ould

20/18) Election of Chairman and Vice Chairman -

Chairman - Clive Stretton proposed Ian Papworth, seconded by Jane Nichols and all in agreement. .
Vice Chair – Jim Aldridge proposed Rob Ward, seconded by Brian May and all in agreement.

21/18 Signing of Declaration of Office (Chairman and Vice Chairman)

Ian Papworth signed the Declaration of Acceptance for the position of Chair.
Rob Ward signed the Declaration of Acceptance for the position of Vice Chair.

22/18 To receive apologies and approval of absences - Apologies were received from David Clarke.

23/18 Declarations of interest and request for dispensations – none

24/18 Casual vacancy created by Councillors' resignation - It was noted that Stuart Hawksworth (Wellsborough) and Pat Bingham (Sibson) had resigned with effect from 30 April and 1st May 2018. Clerk to be instructed to follow procedure and put notices on noticeboards at Wellsborough and Sibson. If no one requested an election, the Parish Council could co-opt to these positions. Letter to be sent to these Councillors thanking them for their contribution and also to previous Chair.

25/18 Parishioners Open Forum - A parishioner complained about motorbikes riding on the field near the Playing Field. After discussion it was agreed that the parishioner should speak to the farmer and motorbike owners.

26/18 To approve the minutes of the meeting held on 3rd April 2018 - The minutes were approved as a true and correct record.

27/18 Clerk's report

a) Clerk's resignation and appointment of new clerk –

It was noted that Chris Bailey had resigned at the end of April and Jason Stephenson would be the new Clerk and Responsible Financial Officer with effect from 1st May 2018. Mavis Bassett had agreed to support Jason in the handover and minutes. It was proposed and all in agreement that Mavis should be paid for up to two months. It was noted that there may be extra hours for Chris Bailey in May.

It was also noted that there had been an LRALC pay scale increase from 1st April and it was agreed that this should be paid to Chris Bailey and Jason Stephenson would start at the new rate for scp20.

b) Councillor email addresses update – to be picked up by new Clerk/John Ward. This needs to be done ASAP as part of the Data Protection focus.

c) LRALC updates – circulated.

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- d) Eon streetlights on Ratcliffe Lane – enquiry as to why they are not LED lamps –this was discussed by Parish Council in 2012 and it was decided not to take action as payback was 11 years.
- e) Eon streetlight, road sign and street sign issues at Cross Hands junction (authorisation for repair) – damage caused by RTA. Currently waiting for a quote from Eon (they have inspected), waiting for action from LCC and HBBC (resident has been waiting over a month for a resolution so C. Bailey has also logged the issue). It was agreed that the new Clerk should contact Zurich insurance re making a claim.
- f) 25 Twycross Road, Sheepy Magna (Affordable Home for sale) update – this has now been taken off the market. All parties are aware.

28/18 Reports:

- a) **County Councillor report** this had been circulated – Ivan Ould read out an email from Fiona Blockley at LCC re the speed limit on Main Road, Sheepy Magna. They had declined extending the 30mph speed limit. They said that their figures and also the mobile vehicle activated sign did not justify it and also there had been no injuries on this stretch of road. After discussion, it was agreed that Ivan would sound out Nailstone PC (who had a similar problem) to see if a joint application could be made for a 30 mph reduction. It was also suggested that residents could get up a petition and also the MP could be involved.
- b) **Borough Councillor Report** – Kevin Morrell welcomed the new Chair and paid tribute to Jim Aldridge for his achievements as Chair. Strategic Growth Plan – Kevin said that HBBC would welcome a response from Sheepy Parish Council as Councillors need to be aware that if the new by pass around Leicester falls through, it could mean that HBBC has to increase the number of houses to be built. Clive Stretton to formulate a response for Councillors to approve.
Kevin also said that the A5 was high on political agenda and David Tredinnick had asked Highways England to look at new Expressway.
It was noted that a response had still not been received from HBBC re camera in fly tipping areas.
- c) **Police & Crime figures** (February)

<i>Upton</i> : Main Road:	1x burglary	– no suspects
<i>Sibson</i> : Glebe Lane:	1x other theft	– no suspects
<i>Sheepy</i> : Riverside Close:	1x burglary	– no suspects
Main Road:	3x burglary	- under investigation

April Police newsletter circulated to Councillors.

29/18 Neighbourhood plan - Mick Toogood reported that the final version is nearing completion and timing is as per Plan. With regards to the budget that was in line with plan and they would be applying for a Locality Grant. An update would be produced for the June Gazette and they would be working with RCC/HBBC for draft on Sustainability/Environment section (this could result in a delay if there is a problem with HBBC).

30/18 Broadband - As Stuart Hawsworth had resigned there is no longer a Councillor for Broadband. After discussion, it was agreed that the information on the website for Leicestershire Superfast Broadband should be included in next month's agenda and minutes and then taken off the ongoing agendas.

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31/18 Litter and footpaths

- a) Report from litter picking team – Ian Papworth reported that the group had two new members and as there were more litter picks, the average number of bags was going down. There had been two fly tipping incidents and graffiti on Lovett’s Bridge.
- b) Surveillance camera update – no further information.
- c) Issues with dog waste in Sheepy Magna and request for waste bag dispensers - the Council discussed this request and agreed that the problem had got worse but felt that there were enough dog/waste bins around and declined the request for a dispenser. Ian Papworth to spray around offending areas.

32/18 Vehicle activated sign – Rob Ward reported that the battery needs to be replaced at Pinwall and then the sign turned around. Following that it would be placed in Sheepy Parva.

33/18 Highways matters

- a) Draft Passenger Transport Policy & Strategy
Councillors noted that a response should be forwarded by 8 June.
- b) A complaint had been received regarding unsafe parking on the path/highway (Main Rd, Sheepy) – the complaint had been forwarded to PC Cross who will investigate and speak to the residents.
- c) It was noted that the white lines were in a bad state on the junction of A444/B585, Clerk to contact Ivan.

34/18 Policies and procedures

- a) Insurance policy review – Councillors considered a Long Term Agreement (LTA) and agreed this would be beneficial, as there was no tie in, and if the Council choose to leave then the Council would pay the difference saved against the original policy cost. The 5 year LTA is £973.07, which was agreed by all present and Clerk to confirm to insurance company.
- b) GDPR (former Data Protection Act) update - Outgoing Clerk has agreed to work collaboratively with incoming Clerk where possible.
- c) Data Protection Officer update – amendment to be made by the Government to the GDPR legislation to state that a Parish Council does not require a DPO although it would be considered best practice.
- d) Recommendation for an amendment to the item 6.4 of the Financial Regulations (3 signature rule: 2x councillors with Clerk as counter-signatory) to **any 2** signatures – it was proposed by Jim Aldridge, seconded by Rob Ward and all in agreement to change to any two signatures. Clerk to amend Financial Regulations and Bank Mandate.

35/18 Planning applications & updates

	Reference	Application Details and Location	Dated
a)	18/00382/FUL	Erection of dormer bungalow with integral garage (amended scheme 16/00673/FUL): Gate Cottage, 4 Church Lane, Sheepy Magna.	23/04/18
b)	18/00385/FUL	Single Storey front & side extension, entrance gate & walls & alterations to existing 2 storey side extension: Moat House, Mill Lane, Sheepy Parva.	23/04/18

36/18 General correspondence (emailed to Councillors)

Signed:

Date:

37/18 Finance

- a) Income, expenditure and signing of cheques

Income: £15,000 precept received via BACS transfer from HBBC - 04/04/18

Date	Method	Payee	Details	Total	VAT
02/04/18	SO	Eon	Electric - streetlights	£36.73	£1.75
01/05/18	101732	LRALC	NALC/LRALC Subs	£306.23	£0.00
01/05/18	101733	Cancelled	Cancelled	£0.00	£0.00
01/05/18	101734	HBBC	Bin emptying	£250.57	£41.76
01/05/18	101735	M&BG	Grounds maintenance	£349.94	£58.32
01/05/18	101736	Angela Forsyth	Locum Clerk (April mtg)	£43.00	£0.00
01/05/17	101737	C S Bailey	Clerk salary & overtime (Apr)	£997.37	£0.00
01/05/17	101738	Zurich Municipal	Parish Council insurance	£973.07	£0.00
01/05/17	101739	HMRC	Income tax	£169.19	£0.00

- b) Litter bin service agreement for 2018/19 – increase to £1.57 per bin per service, this was agreed.
- c) RCC renewal (£60 inc. VAT) for 2018/19 – Clerk to write to RCC to find out what the Council actually get for the subscription.
- d) Bank reconciliation (end of year 2017/18) – circulated.
- e) Bank mandate update – Clerk to arrange with Bank to make changes in respect of the change in Chairman, (add Ian Papworth) and Councillor resignations.
- f) Internet banking approval for new Clerk – form needs to be completed on HSBC Business section of their website and signed as per current bank mandate.
- g) Annual Governance and Audit Return (AGAR) 2017/18 update – AGAR was sent to the internal auditor on 30th April for review and will need to be signed off at June meeting.
- h) S137 limits for 2018/19 – it was noted that this figure is £7.86 x 968 (electorate) = £7,608.48.
- i) VAT claim – claim processed and posted. Claim was for £4,653.05.
- j) HMRC payments – to be made via cheque until internet banking arranged and pay on line when internet banking facility is available.
- k) Haines Watts – Council discussed the standing order for increased charges and agreed that as this company was only started in February and a charge of £225 per annum was agreed, they were not willing to accept a 3% increase after two months. Clerk to write to Haines Watts.

38/18 Grounds maintenance updates

- a) Grass cutting schedule – Jim Aldridge reported that the cutting had started for this year but did not include Sibson, as agreed.
- b) Correspondence request for update planting of flowers in Sheepy Glade – Jim Aldridge reported that these would be planted next week.

39/18 Pension update - Council had agreed NEST pension, new Clerk to look into this

Signed:

Date:

40/18 Health and safety updates

- a) i) Risk assessment – all in agreement and signed by the Chair.
ii) Litter pickers to write a Risk Assessment.
iv) Risk assessment needs to be done on VAS. Clerk to look up LCC risk assessment on posts.

- b) PAT testing – The battery charge for the VAS needs to be checked (Clerk to arrange). All other office electricals have passed the safety checks. It was noted that the PAT test should be conducted annually.

41/18 Matters to note/add to a future agenda

- a) The outgoing Clerk had recommended up to date publications for the new clerk to purchase via the Council for reference/training purposes and LRALC training for new clerks which starts in September. Council agreed and Clerk to arrange.
- b) Review of Standing Orders – to be added to agenda later in year.
- c) Review of internal audit report – internal audit paperwork submitted 30th April and the review must be carried out by the Council in June.
- d) Approval of Annual Governance Statement (AGAR) - deadline for submission is 11th June 2018.
- e) Approval of end of year accounts (2017/18). appointment of auditor for 2018/19 (the selection of the internal auditor must be formally minuted each year - to be added to June agenda.

Meeting closed at 9.35 pm

Date of next meeting: 5th June at Sibson Village Hall (7:30pm)

Signed:

Date: