

Gaddesby Parish Council
Minutes of the Annual Meeting of the Parish Council held at
Ashby and Barsby Parish Hall
on Monday, 13th May 2019, commencing at 6.45 pm.

Councillors Present

Mrs Jenny Hurst – Chair
 Mr Gary Fox – Vice-Chair

Mrs Pat Walton
 Mr Gordon Bigam

Mrs Trudy Toon – Clerk to the Council

Action

Co-option of Councillor

Mr Gordon Bigam was co-opted to become a member of GPC – proposed by Councillor Mrs Jenny Hurst and seconded by Councillor Mrs Pat Walton.

Elections

Councillor Mrs Jenny Hurst was elected as Chair, for a second year – proposed by Councillor Mr Gordon Bigam and seconded by Councillor Mrs Pat Walton.
 Councillor Mr Gary Fox was elected as Vice-Chair, for a second year – proposed by Councillor Mrs Jenny Hurst and seconded by Councillor Mr Gordon Bigam.
 Both Councillors confirmed that they were happy to accept these proposals and to continue with the roles of Chair and Vice-Chair.

The Clerk asked all Councillors to complete the Declaration of Acceptance of Office forms and the Declaration of Registration of Disclosable Pecuniary Interests and Other Interests forms. The Clerk would photocopy the forms; one copy would be retained on GPC file and one copy would be forwarded to the Monitoring Officer at MBC for their records.

Clerk

Councillor Vacancy

As there was a vacancy for a Gaddesby Councillor, Councillors asked the Clerk to include a notice in the church newsletter and to put notices on the village notice boards in order to advertise the vacancy.

Clerk

Apologies – Apologies were received from Councillor Mr John Simon.

Parishioner/Public Time

There were no parishioners present.

Minutes – Minutes of the previous meeting no's 2019/2020 1-6, having been circulated, were taken as read, approved and signed.

Matters Arising

1. **Neighbourhood Development Plan** – Nothing to report.

Matters Arising cont.

2. **Gaddesby Children's Play Area : Moss on the MUGA surface** – Following the April meeting, the Clerk telephoned Mr Hacker to advise that GPC were unsatisfied with the standard of workmanship and were concerned that only sections of the MUGA had been pressure washed. Mr Hacker arranged for the surface to be cleaned again with the chemical being re-applied to the surface of the MUGA.

Following inspection, Councillors were satisfied that the work had been carried out to a much better standard. The Clerk subsequently forwarded the cheque payment to Surface Renovations.

Tree Root – It had been brought to the attention of the Clerk that a tree root could possibly be seen underneath the surface of the MUGA, thus causing the surface to slightly lift. Councillor Fox agreed to visit the Play Area to look at the surface of the MUGA.

Councillor
Fox

3. **Gaddesby Lane, Barsby** – Nothing to report.
4. **PAYE/Payroll for Clerk** – A letter had been received from HMRC to advise that as the Clerks earnings from GPC are below £118 per week this may mean that the Council do not need to operate PAYE but the Clerk would be required to include the income on the employment page of the tax return. Where asked for a PAYE reference the Clerk was advised to write 'None'.
- This is because a Parish Clerk is considered an office holder and therefore any income is chargeable to tax as employment income and are earnings for Class 1 NIC purposes. It should not be considered Self-Employment income. Further guidance could be found online.
- A copy of the letter was given to all Councillors for their future reference.
5. **Water Leak, Baggrave End, Barsby** – The Clerk reported that water was still leaking from the area and that Severn Trent Water had been informed and were currently liaising with homeowners in the area.

6. **Street Lighting, Gaddesby** –
- Corroded Street Light Column, Park Hill, Gaddesby/Leaning Street Light Column, The Cottage, 5 Chapel Lane, Gaddesby** – The Clerk telephoned Ms Sandra Townson at E.ON to report both the corroded street light column which is situated on Park Hill and the leaning column which is situated on Chapel Lane. The Clerk was informed that a representative from E.ON would make a site visit to assess both the columns.
- Ms Sandra Townson at E.ON advised that the condition of the columns should be checked as part of the ongoing maintenance programme.
- Lanterns attached to wooden poles, Paske Avenue, Gaddesby** – An email had been received from Mr Josef Curry, a technician for Western Power Distribution to advise that, it was his understanding, that the wooden pole situated outside number 26 Paske Avenue, which housed a street light lantern, was rotten. Mr Curry advised that no other services were attached to the pole, it only housed the lantern. The Clerk believed this may also apply to the pole which is situated outside number 40 Paske Avenue. Mr Curry was of the understanding that the pole may have been gifted to GPC; the Clerk along with Councillors had no knowledge of the wooden pole ever being gifted to GPC.
- Mr Curry agreed to visit Paske Avenue, Gaddesby in order to clarify the condition of both the wooden poles.

Matters Arising cont.

7. **Community Active and Rural Enterprise (CARE)** – Notification had been received that a ‘Community Planning Day’ would take place on Thursday, 16th May 2019 at Ashby and Barsby Parish Hall. Councillor Hurst advised Councillors that the session would now run from 10am until 1.30pm and that she would be attending the meeting on behalf of GPC. The purpose of the day would be to explore issues, discuss ideas and together develop a plan to help with homecare within the community.
8. **Bright Light, on the O² and Vodaphone Cabin, Great Dalby Road, Ashby Folville** – Councillors were pleased to note that the bright light had been switched off.

Councillor
Hurst**Correspondence**

1. **LRALC : Annual General Meeting** – Notification had been received from LRALC that the appointment of a representative from GPC was required to attend their forthcoming Annual General Meeting on Saturday, 15th June 2019 from 10am until 3pm at LCC’s headquarters at Glenfield. Councillors were unable to attend due to other commitments; the Clerk would advise LRALC.

Clerk

Correspondence was either emailed or made available to Councillors as necessary.

Planning Matters

- a. **Entrance To The Track Off The Lane, Barsby, LE7 4RH** – Application submitted by Mr Peter Featherstone and Mrs Stella Harvey for the proposed erection of a dwelling. Councillors resolved to support the application.
- b. **Firs Farmhouse, 11 Chapel Lane, Gaddesby, LE7 4WB** – Application submitted by Mr Terrance Warom for a proposed single storey rear kitchen extension. Councillors resolved to support the application.

Clerk

Clerk

‘For Information Only’

- c. **Estate Grain Store Site, Great Dalby Road, Ashby Folville, LE14 2TU** – Application submitted by the Smith Carington Settlement 1988 for a proposed new general purpose agricultural/livestock building.
- d. **Nether End, 7 Ashby Road, Gaddesby, LE7 4WF** – Application submitted by Mr S Middleton for a proposed single storey side extension and a pergola structure to the rear of the dwelling. Councillors resolved to support the application.

Clerk

MBC Planning Officer/Independent Planning Agent:

The Clerk forwarded an email to both the Chief Executive at MBC, Mr Edd De Coverly and to the Leader of the Council, County Councillor Orson. A response had been received from Mr De Coverly to advise that Adele Wylie, the Council’s Director for Law and Governance would review the matter and would respond accordingly. A response had yet to be received. Councillors asked the Clerk to email County Councillor Orson to enquire if any further information was available.

Clerk

Planning Decisions

a. Capon Gate, Pasture Lane, Ashby Folville, LE14 2TT – Application submitted by Mr Evans for the proposed demolition of the existing stable building, the erection of replacement stables and the erection of an agricultural barn has been granted planning permission by MBC.

b. 8 Pasture Lane, Gaddesby, LE7 4WL – Application submitted by Mrs Wendy Sutton for a proposed extension to the rear of the dwelling and loft conversion with new elevational treatment has been granted planning permission by MBC.

c. Walnut Tree Farm, 17 Main Street, Barsby, LE7 4RH – Application submitted by Mr James Troop for a proposed joinery workshop has been granted planning permission by MBC.

d. ‘The Hollies’, 6 Cross Street, Gaddesby, LE7 4WD – Application submitted by Mr A Jamieson for a proposed three bedroom, two storey dwelling has been refused planning permission following an appeal.

Representative Reports

1. Ashby and Barsby Parish Hall – Councillor Walton reported that the ‘Spring Supper’ held on Thursday, 25th April 2019 was well attended by parishioners and raised just over £600.00.

2. Barsby Village Hall Green – Councillor Hurst reported that the ‘Friends of the Village Hall Green’ workday was held on Saturday, 13th April 2019, as planned. Councillor Hurst added that the hedgehogs on the Green continued to be fed.

Review of Policies

The policies held by GPC, as listed below, were circulated to Councillors prior to the meeting for their consideration/observations/comments:

- Clerks Job Description.
- Financial Regulations.
- Standing Orders.
- Risk Management.
- Statement of Internal Control and Annual Review of the Effectiveness of Internal Control.
- Equal Opportunities.

Following consideration, the policies were approved with no amendments necessary. The Clerk was asked to revise the date in order to indicate that a review had taken place.

Clerk

Finance**Accounts paid since the last meeting:**

Barsby Village Hall Green – Green maintenance grant, total £300.00.

E.ON Energy Solutions Limited – Street light maintenance, ¼ ending 31.03.2019, £182.65 plus 20% VAT £36.53, total £219.18.

E.ON UK Plc – Street light energy, ¼ ending 31.03.2019, £536.77 plus 5% VAT £26.84, total £563.61.

Surface Renovations – Cleaning of the MUGA surface at the Gaddesby Children's Play Area, £550.00 plus 20% VAT £110.00, total £660.00.

Leicestershire and Rutland Association of Local Councils (LRALC) – Annual membership, from 01.04.2019 to 31.03.2020, total £257.39.

(LRALC membership fees £215.73 and NALC membership fees £41.66, total £257.39).

Trudy.M.Toon – Clerks salary and expenses from 01.01.2019 to 31.03.2019, salary £1,333.28, expenses £111.40, total £1,444.68.

Accounts for payment:

BHIB Ltd – Annual renewal of insurance premium 2019/2020, total £1,284.48.

Leicestershire and Rutland Playing Fields Association (LRPFA) – Annual subscription, total £30.00.

Redwood Pryor Ltd (Mr Richard Willcocks – Internal Auditor) – Internal audit of accounts, year ending 31st March 2019, £172.20 plus 20% VAT £34.44, total £206.64.

Mr N.G Pick – Playground Maintenance – Following consideration and a review of the annual maintenance fee, Councillors resolved to increase the payment to Mr Pick by £50.00 per year. This would, therefore, make the total maintenance fee £1050.00 for the forthcoming year.

N.G Pick – Playground Maintenance from 01.11.2018 to 30.04.2019, total £525.00.

Payments Received:

25.04.2019 – MBC – 1st precept payment for 2019/2020, total £7,000.00.

16.04.2019 – HMRC – VAT repayment 2018/2019, total £2,074.35.

Estimated Balances:

Barclays Bank Business Premium Account: £6,053.63.

Barclays Bank Community Account: £12,376.88.

The latest bank statements were made available for Councillors.

Bank Reconciliation : 31st March 2019:

A copy of the final bank reconciliation for the financial year ending 31st March 2019 was circulated and approved by Councillors.

Transfer of Funds:

Councillors agreed that £7,000.00 should be transferred from the Community Account into the Business Premium Account; the Clerk was asked to carry out this transaction.

Clerk

Internal Audit 2018/2019:

The Clerk met with Internal Auditor, Mr Richard Willcocks, on Thursday, 25th April 2019, when the Internal Audit was carried out.

The regulations state that the Annual Governance and Accountability Return 2018/2019 part 2 should only be completed by smaller authorities where the higher of gross income or gross expenditure was £25,000.00 or less, that meet the qualifying criteria and that wish to certify themselves as exempt from a limited assurance review.

Finance cont.**Internal Audit 2018/2019 cont.:**

It was understood that GPC should complete this Return and would be eligible to complete a Certificate of Exemption.

The Certificate of Exemption was completed by the Clerk and signed by the Chair, Councillor Hurst, this would be forwarded to the External Auditor, PKF Littlejohn LLP.

The Annual Governance Statement was completed by the Clerk and signed by the Chair, Councillor Hurst.

The Accounting Statement for 2018/2019 was completed and signed by the Clerk/RFO and signed by the Chair, Councillor Hurst.

The Audit documents must be approved and published on a public website before Monday, 1st July 2019. The Clerk would arrange for the necessary documents to be published on the Gaddesby website.

Clerk

Internal Audit Report:

Prior to the meeting the Clerk circulated to Councillors the Internal Audit Report which had been produced by Mr Willcocks. The Clerk drew to the attention of Councillors the summary of the Internal Audit Report, where the recommendations made by Mr Willcocks were discussed as follows:

Agendas – agendas for forthcoming Council meetings are published on the Council website in addition to the Council notice boards, at least three clear days before the meeting – Councillors asked the Clerk to include a general template agenda on the Gaddesby village website.

Clerk's Employment – in view of the advice now given by HMRC, the Clerk should be recognised as an employee of the Council and be provided with a formal contract of employment, which includes disciplinary and grievance procedures – The Clerk, along with Councillor Fox would look at the suitability of the NALC template contract of employment.

Representation of Councillors on other committees – if any Councillor represents GPC on any other body, then this should be published on the Council website – N/A.

Asset Register – as the asset register is not currently published on the Council's website, then this document, as at 31st March 2019, should be published by the 1st July 2019 – the Clerk would ensure that the asset register is published on the Gaddesby village website.

Clerk

Councillor
Fox &
Clerk

Clerk

Other Business

1. Willow Tree, Baggrave End, Barsby, LE7 4RB – It had been brought to the attention of GPC that a willow tree, which is situated in the highway verge opposite numbers 27 and 29 Baggrave End, Barsby appeared to have died. The Clerk reported the matter to LCC, Highway Department and to ask if they could visit the site to look at the tree.

2. MBC, Borough Election, Thursday, 2nd May 2019 – Many parishioners took the time to go to the Village Halls in Gaddesby and Ashby Folville recently in order to register their vote at the local elections. However, it had not been necessary to hold a local election within the Parish. This had not been made clear by MBC. It was felt that a notice should have been attached to the Village Hall doors and to the village notice boards to advise that it would not be necessary to hold an election – this would have saved much confusion.

The Clerk was asked to email MBC with the comments of GPC.

Clerk

Other Business cont.

3. Retiring Borough Councillor, Mrs Janet Simpson – The Clerk was asked to write to the retiring Borough Councillor, Mrs Janet Simpson to thank her for all her help and support during the last few years.

Clerk

4. Direction Bollard, South Croxton Crossroads – It had been brought to the attention of GPC that the direction bollard which is situated at the South Croxton crossroads had fallen down. The Clerk was asked to report this to LCC, Highways Department.

Clerk

Arrangements for the next meeting –
Monday, 10th June 2019 at Gaddesby Village Hall,
commencing at 6.45 pm.

The meeting closed at 8.15 pm.

Chair.