

**Gaddesby Parish Council**  
**Minutes of the Parish Council Meeting**  
**held on Monday, 8<sup>th</sup> June 2020, commencing at 6.45 pm.**

**Councillors Present**

Mr Gary Fox – Chair  
 Mr John Simon – Vice-Chair

Mr Gordon Bigam  
 Mrs Jenny Hurst

Mrs Trudy Toon – Clerk to the Council  
 County Councillor Mr J T Orson  
 Borough Councillor Mr Robert Child

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**Action**

Due to the Covid 19 outbreak, the meeting was held virtually via ‘Zoom’.

**Apologies** – Apologies were received from Councillor Mrs Pat Walton.

**Parishioner/Public Time**

There were no parishioners present.

**Minutes** – Minutes of the previous meeting no’s 2020/2021 1-7, having been circulated, were taken as read, approved and signed.

**Matters Arising**

1. **Councillor Vacancy** – The vacancy for a Gaddesby Councillor continued to be advertised on the village notice boards.
2. **Neighbourhood Development Plan** – Councillor Simon reported that the Gaddesby Parish Neighbourhood Development Plan was proceeding to examination and that an independent examiner would be chosen shortly.
3. **Gaddesby Children’s Play Area : Tree Root** – Councillor Simon advised that an acknowledgement had been received to the letter sent to the insurers of Mr and Mrs Lockwood.
4. **Great Dalby Road, Ashby Folville, LE14 2TU** – Following a further email sent to LCC, Highways Department regarding the poor condition of the carriageway at Great Dalby Road, Ashby Folville, a response had been received to advise that a ticket has been raised. The matter had yet to be resolved.
5. **Overgrown Ash Tree, Gaddesby Lane, Barsby** – Nothing to report.

**Matters Arising cont.**

- 6. Additional Street Nameplates, Baggrave End, Barsby, LE7 4RB and Church Lane, Barsby, LE7 4RF** – Following an email sent to MBC, Ms Jodie Farlow confirmed that, although, two new street nameplates had been installed at Church Lane, Gaddesby, two further nameplates would be installed in Barsby. Ms Farlow advised that all street nameplate installations were on hold due to the lack of grounds maintenance staff in relation to Covid 19.
- 7. Development of Land at Holme Farm, Rearsby Lane, Gaddesby, LE7 4XE** – As requested the Clerk forwarded an email to County Councillor Orson along with Borough Councillor Child to outline the initial request from GPC regarding the possibility of a section 106 agreement and the CIL grant in relation to the development. County Councillor Orson forwarded an email of response from Mr Jim Worley, Assistant Director for Planning and Delivery at MBC. The response advised that anything can be requested, although it has to be related to the development. Mr Worley advised that in this instance it would be a section 106 agreement – a request for funding. Rather than a CIL which is a grant. GPC should make a request via the planning application consultation. The project should be specified, the sum requested (and if part of a wider whole how the share has been arrived at) and generally as much information as possible. MBC decide and assess what is legitimate under the Regulations and the committee decide if it is achievable as part of their overall decision on all issues. LCC, Highways Department must give their approval. As Councillors were unsure if permission had yet to be granted, the Clerk was asked to email Mr Joe Mitson, the Case Officer, at MBC to ask if the application had been approved and if not, would there still be time to submit a section 106 application? Councillors considered vehicular activated signage (VAS) when entering Gaddesby village along Rearsby Lane in order to deter speeding motor vehicles. Following discussion, it was agreed to submit a section 106 application for the installation of a VAS along Rearsby Lane near to the Holme Farm Development, if possible. The Clerk would liaise with Councillor Fox.
- 8. Bright Light on the 02 and Vodafone Cabin, Great Dalby Road, Ashby Folville, LE14 2TU** – Nothing to report. As the light remained on the Clerk would telephone again.
- 9. The Manor, Folville Street, Ashby Folville, LE14 2TE** – Councillor Bigam advised Councillors that during the last month the noise levels at The Manor, Ashby Folville had reduced and that the contractors were starting work at a slightly later time in the mornings. Unfortunately, however, the contractors continued to work on Saturday afternoons. Councillors resolved to monitor the situation.
- 10. Development of a GPC Website** – Councillor Simon confirmed with 2commune Limited that GPC wished to accept their quotation and would like to proceed with the setup and development of a website. Councillor Simon advised that once payment had been received the setup and website training could commence. (See Finance for payment).

Councillor  
Fox &  
Clerk

Clerk

Councillor  
Simon

## Correspondence

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

## Planning Matters

**a. Orchard Cottage, 2 The Lane, Barsby, LE7 4RH** – Application submitted by Mrs Michelle Keen for the proposed erection of a one-bay extension to the rear of the two-bay garage with room above. Councillors resolved to support the application.

Clerk

**b. Field OS 8900 Folville Street, Ashby Folville, LE14 2TE** – Application submitted by Mr and Mrs Cardus for the proposed use of land for the siting of two Habitat Park Homes to form two single storey semi-detached dwellings.

Clerk

Amended plans had been received in relation to the application.

Councillors remained concerned regarding the suitability of the type and style of the proposed dwellings within the centre of the conservation village of Ashby Folville.

The Clerk was asked to write to MBC to advise that the previous comments submitted still applied; the Clerk would include a copy of the original letter.

**c. Rose Cottage, 16 Baggrave End, Barsby, LE7 4RB** – Application submitted by Mr Alan Palmer and Mrs Ann Hefford for the proposed demolition of the existing dwelling and the erection of a replacement dwelling, the demolition of outbuildings and the erection of a single storey dwelling. The erection of two garages/carports.

Notification had been received that an appeal had been submitted to the Secretary of State in relation to the application.

## Planning Decisions

**a. Street Record, Church Lane, Ashby Folville, LE14 2TA** – Application submitted by Mrs Angela Patton, for the proposed works to the following trees, has been granted consent to work on trees by MBC:

- Lift crown to approximately 8ft of one Yew Tree and to sever one metre of Ivy.
- Remove the basal epicormic and to sever the Ivy of two Lime Trees.
- Lift crown to approximately 8ft of one further Yew Tree and to sever one metre of Ivy.
- Remove the basal epicormic and major deadwood of one Lime Tree.
- Sever the Ivy and clip the basal epicormic growth of a further Lime Tree.

**b. Land to the West of No. 2 Baggrave End, Barsby, LE7 4RB** – Application submitted by Mrs Ross-Wilson, for the proposed coppicing to ground level, a group of multi-stemmed crack willows and hazel trees, has been granted consent to work on trees by MBC.

## Representative Reports

**1. Ashby and Barsby Parish Hall** – Nothing to report in the absence of Councillor Walton.

**2. Barsby Village Hall Green** – Councillor Hurst reported that the ‘Feast Day’ which had been due to take place on Saturday, 4<sup>th</sup> July 2020 had unfortunately been cancelled due to the Covid 19 outbreak.

**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.

After a review of the policies, Councillors noted the following amendments:

- Risk Assessment – GPC uses a contractor to maintain Gaddesby Playground grass. This contractor holds public liability insurance. Any hazards/defects are reported to the Clerk.  
It was agreed to take out ‘This contractor holds public liability insurance’.  
The Clerk would make this amendment.
- Standing Orders – Point 50 – All mobile telephones shall be switched off during Council meetings.  
It was agreed that the amendment should state ‘All devices should be switched to silent during Council meetings’.  
The Clerk would make this amendment.
- Virtual/Remote Meetings – In view of the restrictions in place due to the Covid 19 crisis and the changes in legislation to allow Parish and Town Councils to meet and operate/function via virtual methods, it was understood that Parish Councils should make an inclusion within their Standing Orders to include the current situation. Councillor Fox agreed to look into this and would propose a suitable paragraph at the July meeting for GPC to adopt.

Once the amendments had been carried out, the Clerk would re-circulate the documents.

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

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

BHIB Limited – Annual renewal of insurance premium 2020/2021, total £1,301.58.

John Booth Arboricultural Consultants Ltd – Professional Fee, re: Arboricultural Consultancy Services – VAT only, total £95.00.

E.ON UK Plc – Street light energy, ¼ ending 31.03.2020, £566.66 plus 5% VAT £28.33, total £594.99.

E.ON Energy Solutions Limited – Street light maintenance, ¼ ending 31.03.2020, £182.65 plus 20% VAT £36.53, total £219.18.

Leicestershire and Rutland Association of Local Councils (LRALC) – Annual membership from 01.04.2020 to 31.03.2021, total £232.08.

(LRALC membership fees £188.16 and NALC membership fees £43.92, total £232.08).

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

Mr N G Pick – Playground Maintenance from 01.11.2019 to 31.04.2020, total £525.00.

Trudy.M.Toon – Clerks salary and expenses from 01.01.2020 to 31.03.2020, salary £1,333.28, expenses £109.10, total £1,442.38.

Redwood Pryor Ltd (Mr Richard Willcocks – Internal Auditor) – Internal audit of accounts, year ending 31<sup>st</sup> March 2020, £170.00 plus 20% VAT £34.00, total £204.00.

Councillor  
Fox &  
Clerk

**Finance cont.****Accounts for payment:**

2commune Ltd – UKLC ‘Classic’ local council website, £525.00 plus 20% VAT  
£105.00, total £630.00.

**Payments Received:**

None.

**Estimated Balances:**

Barclays Bank Business Premium Account: £10,073.60.

Barclays Bank Community Account: £3,513.73.

The latest bank statements were made available for Councillors.

**Internal Audit Report:**

Prior to the meeting the Clerk circulated to Councillors the Internal Audit Report which had been produced by Mr Richard 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:

- Budget – That an appropriate, ie, standard form of words is used to minute the approval of the annual budget and precept (see section 4.6 of the Internal Audit Report Checklist for the specific wording).  
This suggestion was noted by the Clerk and Councillors.
- Payroll – That 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. Therefore, it was understood that disciplinary and grievance procedure documentation were necessary.  
Councillor Fox would look into this.

**Internal Audit 2019/2020:**

Following the completion of the 2019/2020 Internal Audit, the regulations state that the Annual Governance and Accountability Return 2019/2020 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.

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. The Chair, Councillor Fox, would sign the Certificate and this would be forwarded to the External Auditor, PKF Littlejohn LLP.

The Annual Governance Statement was completed by the Clerk and would be signed by the Chair, Councillor Fox.

The Accounting Statement for 2019/2020 was completed and signed by the Clerk/RFO and would be signed by the Chair, Councillor Fox.

The Clerk would liaise with Councillor Fox with regard to signing arrangements.

The Audit documents must be approved and published on a public website before the 31<sup>st</sup> August 2020. The Clerk would arrange for the necessary documents to be published on the website.

Councillor  
Fox

Councillor  
Fox & Clerk

**Other Business**

**1. 'Zoom' Meeting Arrangements** – As 'Zoom' meeting time slots were only available at each full hour or half an hour, Councillor Simon suggested to Councillors that it may be preferable to start the GPC meeting at either 6.30pm or 7.00pm. Following consideration, Councillors agreed that the 'Zoom' meetings should commence at 7.00pm.

Councillor  
Simon

**2. Thank You** – On behalf of GPC, Councillor Simon thanked retiring Chair, Councillor Hurst for all her hard work, dedication and commitment over the last two years as Chair to GPC. All Councillors added their own thanks.

**3. Clerks Remuneration** – Councillors asked the Clerk to obtain details of the latest salary scale for part-time Clerks.

Clerk

**Arrangements for the next meeting** –  
Monday, 13<sup>th</sup> July 2020 at commencing at 7.00 pm.

The meeting closed at 8.00 pm.

Chair.