

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD FRIDAY 29<sup>TH</sup> MAY 2020  
AT 6PM  
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present by video link:	Cllrs Mr S Attenborough, Mr D Bill, Mr R Flemming, Mrs D Glenville, Mr M Hall, Mrs L Hoelmer, Mr R Hoelmer, Mr K Lynch, Mrs M Lynch, Mr N Robinson, Mrs M Sherwin, Mrs P Spence, Mr B Walker, Mr H Wilkins, Mr P Williams
Present by audio link:	Cllr Mrs A Hall
In attendance by audio link:	H Thomasson (Principal Officer)
In attendance by video link:	A Harrison (Estates Officer) J Perry (RFO/Deputy Principal Officer) R Parrish (Project Officer)
In attendance without video or audio:	One observer

***These minutes are subject to approval at the next meeting of the Parish Council***

1. ELECTION OF CHAIRMAN

Cllr Mr Flemming was proposed by Cllr Mr Williams, seconded by Cllr Mrs Hall. There being no other nomination, by a show of hands it was

RESOLVED - that Cllr Mr Flemming be duly elected Chairman.

Cllr Mr Williams made a short speech and presented the chain of office to the camera, to be handed to Cllr Flemming at a later date.

Cllr Mr Flemming signed a paper of acceptance of office, which he presented to the camera, then took the chair and recorded his thanks to Cllr Williams for his service as Chairman.

2. ELECTION OF VICE CHAIRMAN

Cllr Mr Lynch was proposed by Cllr Mr Flemming, seconded by Cllr Mr Williams. There being no other nomination, by a show of hands it was

RESOLVED - that Cllr Mr Lynch be duly elected Vice Chairman.

Cllr Mr Lynch signed a paper of acceptance of office, which he presented to the camera.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Mr S Bray, Mr D Findlay and Mr R Mayne. Proposed by Cllr Mr Fleming, seconded by Cllr Mrs Hall it was

RESOLVED - that all apologies be accepted.

4. DECLARATIONS OF INTEREST

No declarations of interest were made.

5. MINUTES OF MEETINGS HELD 2<sup>ND</sup> MARCH 2020 & 15<sup>TH</sup> MAY 2020

The minutes of the meeting of the Council held 2<sup>nd</sup> March 2020 and of the extraordinary meeting of the Council held 15<sup>th</sup> May 2020, having been circulated to all Members, were considered. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mrs Spence it was

RESOLVED - that the minutes of the meetings held 2<sup>nd</sup> March and 15<sup>th</sup> May 2020 be approved and signed by the chairman.

6. REVIEW OF DELEGATION ARRANGEMENTS & TERMS OF REFERENCE

The Principal Officer had reviewed the adopted document relating to delegation arrangements and terms of reference for committees, which had been circulated to all Members. With the amendment of the review date, proposed by Cllr Mr Fleming, seconded by Cllr Mrs Spence, it was

RESOLVED - that Terms of Reference and delegation arrangements be accepted.

7. DECISIONS MADE UNDER COVID-9 DELEGATION POWERS

The Principal Officer reported that the following decisions had been taken under emergency delegated authority by the Principal Officer, Chairman and Vice-Chairman in mutual agreement between 8<sup>th</sup> and 15<sup>th</sup> May 2020:

1. Subscription renewal to NALC & LRALC £1460.30 (increase 5.5%)
2. Subscription renewal to CPRE £36.00 (no increase)
3. Renewal of electricity supply contract for all sites with Scottish & Southern for a period of 2 years

Further to the Millennium Hall Development working party held Tuesday 21<sup>st</sup> April 2020, via conference call, the recommendations of the working party had been accepted and actioned as follows:

4. Instruct Ridge & Partners LLP to carry out a building defect survey of Hall 2 £1396
5. Instruct County Drains Leicester Ltd to carry out a drainage survey of Hall 2 £360.00

8. NOMINATIONS TO STANDING COMMITTEES

The Principal Officer read out nominations for committee membership as provided by each political group and the following committee memberships were agreed:

Planning

CLRs Mr Attenborough, Mr Flemming, Mrs Hoelmer, Mr Lynch, Mrs Lynch, Mr Robinson, Mrs Sherwin, Mr Walker, Mr Wilkins, Mr Williams

Finance & General Purposes

CLRs Mrs Glenville, Mrs Hall, Mr Hall, Mr Hoelmer, Mr Lynch, Mr Mayne, Mr Robinson, Mr Walker, Mr Williams

Staffing

CLRs Mr Attenborough, Mrs Hall, Mr M Hall, Mr Lynch, Mrs Sherwin, Mrs Spence, Mr Walker, Mr Wilkins.

9. APPOINTMENT OF NEW COMMITTEES

There were no representations for the appointment of new committees.

10. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The Principal Officer had carried out a full review of the adopted Standing Orders and updated them in line with NALC Model Standing Orders. A draft revised document had been circulated to all Members.

Further explanation was provided by Cllr Mr Williams and the Principal Officer. All members were given an opportunity to ask questions and make comment on the proposals.

With the addition of a requirement to invite relevant Borough Councillors (together with County Councillors) to full Council meetings, proposed by Cllr Mr Williams, seconded by Cllr Mr Bill it was

RESOLVED - to adopt the revision as drafted.

The Responsible Financial Officer had reviewed the Financial Regulations and a draft revised document, clearly showing the suggested amendments, had been circulated to all Members. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Williams, it was

RESOLVED - to adopt the revisions as drafted.

11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES11.1 Leicestershire & Rutland Association of Local Councils

Cllr Mrs Sherwin was willing to continue as Council representative on the LRALC. Proposed by Cllr Mr Walker, seconded by Cllr Mr Williams, it was

RESOLVED - that Cllr Mrs Sherwin continues to represent the Council on the LRALC, reporting any meetings attended to full council.

11.2 Sport in Burbage

Following discussion, proposed by Cllr Mrs Hoelmer, seconded by Cllr Mrs Sherwin, it was

RESOLVED - that there be no Council representation on Sport for Burbage; that any future request from Sport in Burbage be referred, in the first instance, to the Open Spaces Development working party.

11.3 Burbage Community Library

Cllr Mr Wilkins was willing to continue as Council representative on the Burbage Community Library committee. Cllr Mrs Lynch wished not to continue as a second representative. Following discussion, proposed by Cllr Mr Lynch, seconded by Cllr Mr Williams it was

RESOLVED - that the Council appoints one representative only on the Burbage Community Library committee; that Cllr Mr Wilkins continues as the Council's representative, reporting any meetings attended to full council. A substitute to be arranged Cllr Wilkins is unable to attend any meetings.

11.4 Hinckley National Rail Freight Interchange Parishes Forum

Cllrs Mr Bill, Mr Hall, Mr Lynch, Mrs Sherwin and Mr Williams were willing to continue to represent the Council on the Hinckley NRFI Parishes Forum. Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Hoelmer it was

RESOLVED - that Cllrs Mr Bill, Mr Hall, Mr Lynch, Mrs Sherwin and Mr Williams continue to represent the Council on the Hinckley NRFI Parishes Forum, reporting any meetings attended to full council.

12. REVIEW OF INSURANCE COVER

A schedule of insurance detailing the cover in place had been circulated to all Members. Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Sherwin it was

RESOLVED - that having reviewed the current level of cover no amendments to the policy were required.

13. MEMBERSHIP OF OTHER BODIES

Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Sherwin it was

RESOLVED - to renew membership of the following organisations:  
Rural Community Council at a cost of £60  
Leicestershire & Rutland Playing Fields Association at a cost of £30

14. CONTINUED USE OF A VARIABLE DIRECT DEBIT

Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Sherwin it was,

RESOLVED - that the continued use of a variable direct debit for pension contributions and business rates be approved.

15. PARISHIONERS' QUESTION TIME

No parishioner was visible or audible. When asked by the Principal Officer if any parishioner wished to raise a question, no indication was given of any request.

16. ESTATE OFFICER'S REPORT

A written report by the Estates Officer had been circulated to all Members. The Estates Officer gave a verbal update and answered questions from Members.

17. PRINCIPAL OFFICER'S REPORT

A written report by the Principal Officer had been circulated to all Members and on request this report was read out by the Principal Officer. The report included updates on the progress of Council projects, management of Council services, staffing issues, Millennium Hall development matters and public order issues on Council land. The Estates Officer provided supplementary information to points raised by Members.

18. STANDING COMMITTEE REPORTS

18.1 Planning

The minutes of Planning Committee meetings held on 9<sup>th</sup>, 16<sup>th</sup> & 30<sup>th</sup> March, 6<sup>th</sup> & 20<sup>th</sup> April and 11<sup>th</sup> May 2020 had been circulated to all Members. Proposed by Cllr Mrs Lynch, seconded by Cllr Mr Lynch it was

RESOLVED - that the minutes of the Planning Committee meetings held on 9<sup>th</sup>, 16<sup>th</sup> & 30<sup>th</sup> March, 6<sup>th</sup> & 20<sup>th</sup> April and 11<sup>th</sup> May 2020 be confirmed.

18.2 Finance & General Purposes

The minutes of the Finance & General Purposes Committee meeting held on 16<sup>th</sup> March 2020 had been circulated to all Members. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Lynch it was

RESOLVED - that the minutes of the Finance & General Purposes Committee meeting held 16<sup>th</sup> March 2020 be confirmed.

18.3 Staffing

The Principal Officer reported that this committee had not met since the previous Council meeting. A meeting was to be arranged when advice had been received regarding the current financial year's recommended pay increases for Council employees.

19. REPORTS AFFECTING BURBAGE

19.1 County Council

No County Councillor was present. The Principal Officer read out a report received from County Cllr Mr S Bray.

19.2 Borough Council

Borough Cllr Mr R Flemming reported that no meetings had been held.

There being no further business, the meeting was closed at 7.27pm.