

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD MONDAY 13<sup>TH</sup> MAY 2019  
7PM  
BURBAGE MILLENNIUM HALL**

Present: Cllrs Mr S Attenborough, Mr D Bill, Mr S Bray, Mr D Findlay, Mr R Flemming, Mrs D Glenville, Mrs A Hall, Mr M Hall, Mr P Hall, Mrs L Hoelmer, Mr R Hoelmer, Mr K Lynch, Mrs M Lynch, Mr R Mayne, Mr N Robinson, Mr S Rooney, Mrs M Sherwin, Mrs P Spence, Mr B Walker, Mr H Wilkins, Mr P Williams

In attendance: County Cllr Ms A Wright

H Thomasson (Principal Officer), A Harrison (Estates Officer), J Perry (RFO/Deputy Principal Officer), M Harding (Customer Service Officer), R Parrish (Project Officer), A Neave (Grounds Maintenance Operative), J Bignell (Grounds Maintenance Operative), M Mellor (Caretaker/Cleaner), L Bennett (Caretaker/Cleaner)

PCSO Darren Stretton

Two members of the public

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

The meeting opened with a minute's silence in memory of former Parish Council Chairman Cllr John Moore, following a short tribute from outgoing Chairman Cllr Mr Rooney.

1. ELECTION OF CHAIRMAN

Cllr Mr Williams was proposed by Cllr Mr Lynch, seconded by Cllr Mrs Hall. There being no other nomination, it was

RESOLVED – that Cllr Mr Williams be duly elected Chairman.

Cllr Mr Rooney made a short speech and formally handed over the chain of office and Cllr Williams took the chair.

Cllr Mr Rooney and one member of the public left the meeting.

Cllr Mr Williams recorded his thanks to Cllr Rooney and to all other former councillors, who had not been re-elected, for their work over the past four years.

2. ELECTION OF VICE CHAIRMAN

Cllr Mr R Flemming was proposed by Cllr Mr Lynch, seconded by Cllr Mr Mayne. There being no other nomination, it was

RESOLVED – that Cllr M Flemming be duly elected Vice Chairman.

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Mr Williams signed his declaration of acceptance of office as Chairman.

4. APOLOGIES FOR ABSENCE

No apologies had been received.

5. DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations had been received from all elected Members.

6. INTRODUCTION TO THE STAFF TEAM

Principal Officer introduced Members to each of the Parish Council staff.

Seven members of staff then left the meeting.

The Chairman then moved the resolution to vary the order of business to allow Item 19. on the agenda as the next item.

7. LOCAL POLICING TEAM UPDATE

Burbage PCSO Darren Stretton formally introduced himself to Members and offered continued support to Councillors and the Parish Council.

PCSO Stretton then left the meeting.

8. DECLARATIONS OF INTEREST

No declarations of interest were made.

9. MINUTES OF THE MEETINGS HELD 1<sup>ST</sup> & 26<sup>TH</sup> APRIL 2019

The minutes of the meeting of the Council held 1<sup>st</sup> April 2019 and of the extraordinary meeting of the Council held 26<sup>th</sup> April 2019, having been circulated to all members, were considered. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mrs Hall it was

RESOLVED - that the minutes of the meetings held 1<sup>st</sup> April and 26<sup>th</sup> April be approved and signed by the chairman

10. 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. After some consideration of suggested amendments it was. Proposed by Cllr Mr Bray, seconded by Cllr Mr Lynch it was

RESOLVED – that Terms of Reference be revised to state that standing committees could comprise of a *maximum* of ten Members. And for this year a political balance of committee members would not apply, but would be reviewed again at the next annual parish council meeting.

11. NOMINATIONS TO STANDING COMMITTEES

The Principal Officer read out nominations for committee membership as provided by each political group. Proposed by Cllr Mr Bill, seconded by Cllr Mr Bray it was

RESOLVED – that the following nominations be accepted:

Staffing – Cllrs Mr Attenborough, Mrs Hall, Mr M Hall, Mr Lynch, Mrs Sherwin, Mrs Spence, Mr Walker, Mr Wilkins.

F&GP – Cllrs Mr Attenborough, Mr Flemming, Mrs Hall, Mr M Hall, Mr P Hall, Mr Hoelmer, Mr Lynch, Mr Robinson, Mr Walker.

Planning – Cllrs Mrs Glenville, Mrs Hoelmer, Mr Lynch, Mrs Lynch, Mr Mayne, Mr Robinson, Mrs Sherwin, Mr Walker, Mr Wilkins.

Additional nominations within the specified maximum Membership would be accepted and were to be provided to the Principal Officer.

12. APPOINTMENT OF NEW COMMITTEES

Proposed by Cllr Mr Bray, seconded by Cllr Mr Mayne it was

RESOLVED – no new committees be formed.

13. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The Principal Officer had reviewed the adopted Standing Orders and Financial Regulations, which had been circulated to all Members. Proposed by Cllr Mr Findlay, seconded by Cllr Mr Wilkins it was

RESOLVED – that item 1 a) on Page 3 of Standing Orders be amended to read that *Meetings of the council shall be held at Burbage Millennium Hall at 7pm unless the council decides otherwise at a previous meeting.*

14. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

14.1 LRALC

Cllr Mrs Sherwin advised that previously she had represented the Parish Council at LRALC meetings and is also on the board of directors. After a short discussion, proposed by Cllr Mr Mayne, seconded by Cllr Mr Flemming it was

RESOLVED – Cllr Mrs Sherwin continues to represent the Parish Council at LRALC meetings initially, with further clarification to be sought regarding the requirements for LRALC representation for the Parish.

14.2 Sport in Burbage

Proposed by Cllr Mrs Hall, seconded by Cllr Mr Wilkins it was

RESOLVED – that Cllr Mrs Hoelmer and Cllr Mrs Sherwin represent the Parish Council at meetings of Sport in Burbage.

14.3 Burbage Community Library

Proposed by Cllr Mr Lynch, seconded by Cllr Mr Bray it was

RESOLVED – that Cllr Mrs Lynch and Cllr Mr Wilkins represent the council on Burbage Community Library committee.

14.4 Neighbourhood Plan Group

Proposed by Cllr Mr Bill, seconded by Cllr Mr Mayne it was

RESOLVED – that Cllrs Mr Flemming, Mrs Hoelmer, Mr Robinson, Mrs Sherwin and Mr Wilkins represent the council on Burbage Neighbourhood Plan Group.

15. REVIEW OF LAND INVENTORY

There were no requests to view the documents relating to land in the ownership of the Parish Council.

16. REVIEW OF INSURANCE COVER

Insurance policy documents detailing the cover in place had been circulated to all Members. Proposed by Cllr Mrs Hall, seconded by Cllr Mr Flemming it was

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

17. MEMBERSHIP OF OTHER BODIES

Following some questions from Members relating to the services provided by the organisations listed it was proposed by Cllr Mr Bray, seconded by Cllr Mr Mayne and

RESOLVED – to approve Parish Council/Officer membership of the following organisations for the year 2019/20 provided that each membership fee was less than 10% greater than in 2018/19. If the increased fee for any membership was greater than 10%, Members were to be asked to reconsider at the next scheduled Parish Council or F&GP meeting:

Rural Community Council  
Leicestershire & Rutland Playing Fields Association  
Leicestershire & Rutland Association of Local Councils  
Campaign to Protect Rural England

18. REVIEW OF COUNCIL COMPLAINTS PROCEDURE

19. The council's complaints procedure had been circulated to all Members. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Robinson it was

RESOLVED – that no change be made to the council's complaints procedure.

20. GENERAL POWER OF COMPETENCE

The Principal Officer reported that the council was no longer eligible to use the 'general power of competence' as the Principal Officer does not currently hold a CiLCA qualification. Further information was provided on how this would affect council business and following discussion, proposed by Cllr Mr Mayne, seconded by Cllr Mrs Hoelmer it was

RESOLVED – that the possibility of staff undertaking CiLCA training be considered in September at a meeting of the Staffing Committee.

21. CONTINUED USE OF A VARIABLE DIRECT DEBIT

The Principal Officer reported that only one variable direct debit for pension contributions was in use at this time. Proposed by Cllr Mr Bray, seconded by Cllr Mr Robinson it was

RESOLVED – to approve the continued use of a variable direct debit

22. PARISHIONERS' QUESTION TIME

One member of the public raised questions relating to trees on Welbeck Avenue and grass verges on Rugby Road.

Cllr Mr Bray responded that both issues were County Council matters and that, as County Councillors for Burbage, both he and Cllr Ms A Wright would be willing to investigate. Cllr Ms Wright concurred.

23. NEIGHBOURHOOD PLAN UPDATE

Cllr Mr Flemming gave a verbal report and circulated a provisional timeline to Members, which indicated that the plan could be 'made' in December 2019. He agreed to provide an electronic version of the latest draft plan to the Principal Officer, for circulation to all Members.

24. NEIGHBOURHOOD PLAN SERVICE LEVEL AGREEMENT

HBBC had requested that the Parish Council enter into a new 'Service Level Agreement' for Neighbourhood Planning in the borough. The purpose of the agreement is to set out the respective responsibilities in relation to the proposal to bring into force a NDP for the area and is standard practice. Cllr Mr Flemming gave further explanation. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Bill it was

RESOLVED – that the Parish Council enters into a new Service Level Agreement with HBBC for Neighbourhood Planning purposes and the SLA document was signed by the Chairman

25. STANDING COMMITTEE REPORTS

25.1 Planning

The minutes of Planning Committee meetings held on 8<sup>th</sup> April and 29<sup>th</sup> April 2019 were presented. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Wilkins it was

RESOLVED – that the minutes of the Planning Committee meetings held 8<sup>th</sup> and 29<sup>th</sup> April 2019 be confirmed.

25.2 Finance & General Purposes

The minutes of the Finance & General Purposes Committee meeting held on 15<sup>th</sup> April 2019 were presented. Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Hall it was

RESOLVED – that the minutes of the Finance & General Purposes Committee meeting held 15<sup>th</sup> April 2019 be confirmed.

25.3 Staffing

The minutes of the Staffing Committee meeting held on 26<sup>th</sup> April 2019 were presented. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mrs Hall it was

RESOLVED – that the minutes of the Staffing Committee meeting held 26<sup>th</sup> April 2019 be confirmed.

26. REPORTS AFFECTING BURBAGE

26.1 County Council

Cty Cllrs Ms Wright and Mr Bray gave verbal reports.

26.2 Borough Council

Borough Cllr Mr Bray gave a verbal report.

There being no further business, the meeting closed at 8.14pm.