

**MINUTES OF THE PARISH COUNCIL MEETING
HELD MONDAY 2ND NOVEMBER 2020
AT 6.30PM
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) (Amendment) Regulations 2020.

Present by video link: Cllr Mr R Flemming (in the chair)
Cllrs Mr S Attenborough, Mr S Bray, Mr D Bill, Mrs D Glenville, Mr M Hall, Mrs L Hoelmer, Mr R Hoelmer, Mr K Lynch, Mrs M Lynch, Mr R Mayne, Mr N Robinson, Mrs M Sherwin (joined the meeting during item 102), Mrs P Spence, Mr B Walker & Mr H Wilkins

In attendance by audio link: Hazel Thomasson (Principal Officer)
Juliet Perry (Responsible Financial Officer/Deputy Principal Officer)
Andy Harrison (Estates Officer) (left the meeting after Item 104)
R Parrish (Project Officer)

Present by video link: Burbage PCSO Darren Stretton (left the meeting after Item 101)
One member of the public (joined meeting by video link at 98. & joined by audio link at Item 105)

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

98. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Mr D Findlay and Mrs A Hall. Proposed by Cllr Mr Lynch, seconded by Cllr Mr Williams and agreed by show of hands, it was

RESOLVED- that all apologies be accepted.

99. DECLARATIONS OF INTEREST

No declarations of interest were made by Members at this time.

100. MINUTES OF MEETING HELD 5TH OCTOBER 2020

The minutes of the Parish Council meeting held 5th October 2020, having been circulated to all Members, were considered. Proposed by Cllr Mrs Spence, seconded by Cllr Mr Bill and agreed by show of hands, it was

RESOLVED- that the minutes of the meeting held 5th October 2020 be approved and signed by the Chairman.

101. LOCAL POLICING TEAM UPDATE

PCSO Darren Stretton gave a verbal update of policing issues within the parish and answered Members' questions. He then left the meeting.

102. CORRESPONDENCE

102.1 Resident letter re: Rugby Road recreation ground

Late correspondence had been received and circulated to all Members for consideration. The resident in attendance was invited to speak but was unable to connect by audio.

Cllr Mrs Sherwin joined the meeting during this item.

102.2 LCC NATIONAL HIGHWAYS AND TRANSPORT (NHT) PUBLIC SATISFACTION SURVEY

The NHT Public Satisfaction Survey had been received as a late item of correspondence and was considered. Proposed by Cllr Mr Williams, seconded by Cllr Mr Bray and agreed by show of hands, it was

RESOLVED - that the survey be completed and submitted on behalf of the Council by the Traffic Issues Working Party

103. PARISHIONERS' QUESTION TIME

No member of the public raised any question at this time.

104. ESTATES OFFICER'S REPORT

The Estates Officer gave a verbal report, including updates on flooding issues around Hinckley Road recreation ground, Blackways Meadow, Brookside and across the parish. He answered Members' questions and left the meeting after this item.

105. DEVELOPMENT OF LAND ADJACENT TO HINCKLEY ROAD RECREATION GROUND CAR PARK

The Principal Officer had attended an online appointment with solicitor Frances Webster of Wellers Hedleys to obtain legal advice on this issue, as requested by Members at a previous Council meeting. A summary of the advice given by the solicitor had been circulated to all Members.

Following discussion, proposed by Cllr Mr Williams, seconded by Cllr Mr Mayne and agreed by show of hands, it was

RESOLVED - that the Principal Officer initially makes contact with the site developer with the aim of reaching an agreement on the position and future maintenance of the site boundary and that, if that can be achieved, the developer covers the cost of documenting that agreement.

106. EXTERNAL AUDIT

The Responsible Financial Officer asked Members to note the conclusion of the external audit and receipt of the certified annual return (audited) 2019/20 as circulated. It was also noted that there had been no matters of concern raised and the documents were now available for public inspection.

107. COMMUNITY INSURANCE RENEWAL

The Responsible Financial Officer presented and asked Members to consider quotations for the renewal of the Parish Council Community Insurance due 17th November 2020, as outlined by Came & Company in a document which had been circulated to all Members. Proposed by Cllr Mr Hall, seconded by Cllr Mr Williams and agreed by show of hands, it was

RESOLVED - that the quotation received from Hiscox insurance on a three year long term agreement be accepted.

108. MILLENNIUM HALL DEVELOPMENT CONTRACT

The Principal Officer reported that a signed statement of final account had been received from Mercer Building Solutions Ltd requiring a signature on behalf of the Council to conclude the contract for the Millennium Hall development. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Flemming, it was

RESOLVED - that the Principal Officer should sign the statement of final account with Mercer Building Solutions Ltd, on behalf of Burbage Parish Council.

Cllr Mrs Sherwin recorded her thanks to the Principal Officer and the Responsible Financial Officer/Deputy Principal Officer for their work in resolving the best possible outcome for the project.

109. PROJECT SUGGESTIONS

The Principal Officer invited Working Parties, Task and Finish Groups, and individual Members to submit costed project suggestions and budget requests for 2021/2022 by 5pm on 12th November 2020 at the latest, to be considered by the Finance & General Purposes Committee at their next meeting.

110. REPORTS AFFECTING BURBAGE

Due to remote connection issues, the Chairman agreed to receive Agenda Item 20 (a) at this point.

County Cllr Stuart Bray gave a verbal update on issues including the closure of The Limes in Hinckley and the provision of free school meals during school holidays to children eligible to receive them in term-time.

111. NEIGHBOURHOOD PLAN

Cllr Mr Flemming gave a verbal update and reported that no further meeting was likely to be held until the new year.

Cllr Mr Bill informed the meeting that the former clerk to Sapcote Parish Council, Mr Mike Guntrip, had sadly died. It was agreed that the Council should send written condolences to his family, in liaison with Sapcote Parish Council.

112. WORKING PARTY REPORTS

112.1 Budget

Minutes of a meeting held 15th October 2020 had been circulated to all Members. The Responsible Financial Officer highlighted the recommendations made. Proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming and agreed by show of hands, it was

RESOLVED - that the minutes and following recommendations from the Budget Working Party meeting held 15th October 2020 be approved.

1. Open Spaces Working Party to work towards a green space strategy and management plan for all green spaces.
2. The Budget Working Party to report into Finance & General Purposes Committee.
3. Virements as detailed.

112.2 Traffic Issues

No meeting had been held since the last meeting of the Council. Cllr Mr Walker reported that a meeting was to be held on 3rd November 2020.

113. BURBAGE COMMUNITY LIBRARY

Cllr Mr Wilkins gave a verbal update. The County Council had provided the Library with new computers, photocopier and phone.

114. REMEMBRANCE SUNDAY

Cllr Mr Williams outlined the latest arrangements for Burbage Remembrance commemorations on behalf of the Remembrance Working Party.

115. PRINCIPAL OFFICER'S REPORT

The Principal Officer gave a verbal report to Members including an update on the rectification works to Hall 2 floor at Millennium Hall and the possible transfer of ownership of the early years play area off Amber Way.

The Principal Officer reported an increase in inquiries being signposted to the Parish Office by both Borough and County Councils. This was adding to Officers' already heavy workload. Cllr Mr Bray, as leader of the Borough Council, asked to be informed of any future incorrect signposting.

The Principal Officer gave a positive report of recent biodiversity training which she and the Estates Officer had attended.

116. MEMBERS ATTENDING MEETINGS OF OUTSIDE ORGANISATIONS

No reports were made.

117. STANDING COMMITTEE & SUB-COMMITTEE REPORTS

117.1 Planning

The minutes of Planning Committee meetings held on 12th & 26th October 2020 had been circulated to all Members. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Williams and agree by show of hands, it was

RESOLVED - that the minutes of the Planning Committee meetings held on 12th & 26th October 2020 be confirmed.

117.2 Finance & General Purposes

Minutes of a Finance & General Purposes Committee meeting held on 19th October 2020 had been circulated to all Members. Proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming and agreed by show of hands, it was

RESOLVED - that the minutes of the F&GP Committee meeting held on 19th October 2020 be confirmed.

117.3 Staffing

Minutes of a Staffing Committee meeting held on 29th September 2020 had been circulated to all Members. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Wilkins and agreed by show of hands, it was

RESOLVED - that the minutes of the staffing meeting held on 29th September 2020 be confirmed.

117.4 Coronavirus sub-committee

The minutes of Coronavirus Sub-Committee meeting held on 15th October 2020 had been circulated to all Members. Proposed by Cllr Mr Lynch, seconded by Cllr Mrs Sherwin and agreed by show of hands, it was agreed

RESOLVED - that the minutes of the Coronavirus Sub-committee meeting held on 15th October 2020 be confirmed.

In response to Government notification of a second period of national lockdown, starting on 5th November 2020, the Principal Officer informed members that an emergency meeting of this sub-committee was to be held on 3rd November 2020.

118. REPORTS AFFECTING BURBAGE118.1 County Council

This item was taken at Item 110.

118.2 Borough Council

Borough Cllrs Mr Flemming and Mr Lynch gave verbal reports.

There being no further business, the meeting closed at 8.17pm.