

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD MONDAY 9th MAY 2022
AT 6.30 PM
MILLENNIUM HALL**

Present: Cllrs Mr D Bill, Mr D Findlay, Mr R Flemming, Mrs D Glenville, Mrs A Hall, Mrs L Hoelmer, Mr R Hoelmer, Mrs S Iliffe, Mr K Lynch, Mrs M Lynch, Mr R Mayne, Mr N Robinson, Mrs M Sherwin, Mr R Turner, Mr B Walker, Mr P Williams

In attendance: J Perry (Principal Officer)
K Jones (Deputy Principal Officer)
A Harrison (Estates Officer)

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

1. ELECTION OF CHAIRMAN

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

RESOLVED - that Cllr Mr Findlay be duly elected Chairman.

2. CHAIRMAN'S DECLARATION OF OFFICE

Cllr Mr Findlay duly signed a declaration of acceptance of office then took the chair.

3. ELECTION OF VICE CHAIRMAN

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

RESOLVED - that Cllr Mrs Hoelmer be duly elected Vice Chairman.

4. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Mr Attenborough, Mr Bray, Mr Hall, and Mrs Spence. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Robinson, it was

RESOLVED - that the apologies be accepted.

5. DECLARATIONS OF INTEREST

Cllr Mrs Sherwin declared an interest in agenda item 15c – subscription renewal to LRALC.

6. MINUTES OF THE MEETING HELD 4th APRIL 2022

The minutes of the meeting of the Council held 4th April 2022, having been circulated to all Members, were considered. Proposed by Cllr Mr Bill, seconded by Cllr Mr Robinson, and by show of hands, it was

RESOLVED - that the minutes of the meeting held 4th April 2022 be approved and signed by the chairman.

7. 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. There being no revisions, it was noted that for this year a political balance of committee members would not apply but would be reviewed again at the next Annual Parish Council meeting.

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:

Finance & General Purposes

Cllrs Mr Flemming, Mrs Glenville, Mrs Hall, Mr Hoelmer, Mr Lynch, Mr Mayne, Mr Robinson, Mrs Sherwin, Mr Walker, Mr Williams

Planning

Cllrs Mr Attenborough, Mr Flemming, Mrs Hoelmer, Mrs Iliffe, Mr Lynch, Mrs Lynch, Mr Robinson, Mrs Sherwin, Mr Turner, Mr Walker

Staffing

Cllrs Mr Attenborough, Mr Flemming, Mrs Glenville, Mrs Hall, Mrs Iliffe, Mrs Lynch, Mr Mayne, Mrs Sherwin, Mrs Spence

Coronavirus Sub-committee

Members discussed the coronavirus sub-committee, and it was agreed by show of hands to dissolve the coronavirus sub-committee reserving the right to reform in future if required.

9. APPOINTMENT OF NEW COMMITTEES

There were no representations for the appointment of new committees.

10. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The Deputy Principal Officer had carried out a full review of the adopted Standing Orders and updated them in line with NALC 2022 Model Standing Orders. A draft revised document had been circulated to all Members. Further explanation was provided by the Principal Officer. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Williams, and by show of hands, it was

RESOLVED - to adopt the revision as drafted.

The Responsible Finance Officer had reviewed the Financial Regulations and a draft document had been circulated to all Members with no amendments. Proposed by Cllr Mr Findlay, seconded by Cllr Mr Williams, and by show of hands, it was

RESOLVED - to make no amendments to the adopted document.

11. REVIEW CONTINUED USE OF VARIABLE DIRECT DEBITS

Members discussed the continued use of variable direct debits for business rates, pensions, and Public Works Loan. The Principal Officer appraised members of the preferential rates available for electricity if paid by variable direct debit. Proposed by Cllr Mr Bill, seconded by Cllr Mrs Hoelmer, and by show of hands, it was

RESOLVED- to continue with use of variable direct debits as existing, and that the Principal Officer look to move electricity payments to variable direct debit if preferential rates are available.

12. CONSIDER INTERNAL AUDITOR'S YEAR END REPORT

The internal auditor's year end report had been circulated to all members and was noted. The internal auditor had not raised any matters requiring action and members thanked the Principal Officer for her hard work.

13. APPOINTMENT OF REPRESENTATIVE'S TO OUTSIDE BODIES

13.1 Leicestershire & Rutland Association of Local Councils

It was noted that Cllr Mrs Sherwin continues in her capacity as a director at LRALC, and following discussion, proposed by Cllr Mr Lynch, seconded by Cllr Mr Mayne, and by show of hands,

RESOLVED - that Cllr Mr Williams continue as Council representative, reporting any LRALC meetings attended to full council.

13.2 Burbage Community Library

Cllr Mrs Spence had informed the Principal Officer she was willing to continue as Council representative on the Burbage Community Library committee. Proposed by Cllr Mr Findlay, seconded by Cllr Mr Lynch, and by show of hands, it was

RESOLVED - that Cllr Mrs Spence continues as Council representative, reporting any meetings attended to full council.

14. REVIEW OF INSURANCE COVER

A schedule of insurance detailing the cover in place had been circulated to all members and was noted. No amendments were recommended.

15. MEMBERSHIP OF OTHER BODIES

Proposed by Cllr Mr Mayne, seconded by Cllr Mr Findlay, and by show of hands, it was

RESOLVED - to renew membership of the following organisations:
 Rural Community Council at a cost of £60 (excl. VAT)
 Leicestershire & Rutland Playing Fields Association at a cost of £30
 Leicestershire & Rutland Association of Local Councils at a cost of £1533.03
 Campaign to Protect Rural England at a cost of £36

16. CORRESPONDENCE

16.1 To consider a response to the NALC Sector Finance Survey

The Principal Officer outlined the details of the NALC Sector Finance Survey. Proposed by Cllr Mr Fleming, seconded by Cllr Mr Williams, and by show of hands, it was

RESOLVED- that the Principal Officer, alongside Cllr Mr Williams, respond to the survey on behalf of Council.

16.2 To note response from the Secretary of State regarding HNRFI letter from Council

Members noted a response to the Council's letter sent to the Secretary of State regarding Hinckley National Rail Freight interchange proposals and consultation, which had been circulated to members.

17. LOCAL POLICING TEAM REPORT

The local policing newsletter for May 2022 had been circulated to all members and was noted.

18. PARISHIONER'S QUESTION TIME

There were no members of the public present.

19. ESTATES OFFICER'S REPORT

The Estates Officer gave a verbal report which provided updates on the following:

- Grass cutting
- MVAS signs
- Ongoing works at Rugby Road
- Landscaping works around Britannia Road pavilion
- Village signs project
- Regrading works at Sketchley Farm Park
- Jubilee beacon works.

20. PRINCIPAL OFFICER'S REPORT

The Principal Officer gave a verbal report which provided updates on the following:

- Land transfers – Indigo Way due to handover imminently, Amber Way also progressing
- Rugby Road final snagging works in progress

- BCAF sculpture donated to Burbage Community Library – invitation to attend unveiling, Cllr Mrs Hoelmer to attend in capacity as vice-chair
- LCC Clerks meeting
- LCC Parish Liaison event scheduled for Monday 4th July, more information to be circulated once received
- Members Highway Fund open and running until October 2022
- Community Governance Review training attended
- New Code of Conduct which had been circulated, with new register of interest form to be provided soon. Members encouraged to attend new Code of Conduct training
- Updates on support for Ukrainian refugees through HBBC
- Burbage Bowls Club holding an open day on 28th May 2022 11am to 5pm and had issued an invite to members to attend
- New cricket season commencing at Hinckley Road
- Sketchley Farm Park regrading works and all pitch renovations over the summer months
- Green Space Strategy and Management Plan
- Treescape funding, second phase now open
- PCIF funding claim for village signs project
- Utility costs
- Staffing
- Staff holidays

21. BURBAGE COMMUNITY LIBRARY

The Principal Officer read a verbal update provided by Cllr Mrs Spence.

22. MEMBERS ATTENDANCE OF OUTSIDE ORGANISATIONS

Cllr Mrs Hoelmer had attended a NALC Climate Change group meeting and informed members she would send further information out once she had received it.

23. STANDING COMMITTEE AND SUB COMMITTEE REPORTS

23.1 Planning

The minutes of the Planning Committee meeting held on 25th April 2022 had been circulated to all Members. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Robinson, and by show of hands, it was

RESOLVED - that the minutes of the Planning Committee meetings held on 25th April 2022 be confirmed.

23.2 Finance & General Purposes

The minutes of the Finance & General Purposes Committee meeting held on 11th April 2022 had been circulated to all Members. Proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming, and by show of hands, it was

RESOLVED - that the minutes of the Finance & General Purposes Committee meeting held 11th April 2022 be confirmed.

23.3 Staffing

The minutes of the Staffing Committee meeting held 25th April 2022 had been circulated to all members. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Findlay, and by show of hands, it was

RESOLVED - that the minutes of the Staffing Committee meetings held 25th April 2022 be confirmed.

23.4 Coronavirus Sub-committee

No meeting of the Coronavirus Sub-committee had been held.

24. WORKING PARTY AND TASK & FINISH GROUPS REPORTS

24.1 Traffic Issues Working Party

No meeting of the traffic issues working party had been held and Cllr Mr B Walker provided a verbal update on traffic issues and MVAS results and thanked the Estates Officer and his team for their hard work in this area.

24.2 Queen's Platinum Jubilee Task & Finish group

The minutes of the Queen's Platinum Jubilee task and finish group meeting held 13th April 2022 had been circulated to all members. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Williams, and by show of hands, it was

RESOLVED - that the minutes of the Queen's Platinum Jubilee task and finish group meeting held 13th April 2022 be confirmed.

24.3 Cricket & Football Review Task & Finish group

No meeting of the cricket and football review task and finish group had been held but members expressed thanks to the Estates Officer and Principal Officer for their ongoing efforts.

24.4 Green Space Adoptions Task & Finish group

No meeting of the green space adoptions task and finish group had been held.

25. NOMINATIONS TO WORKING PARTIES AND TASK & FINISH GROUPS

Members reviewed continuation of and nominations to existing working parties and task and finish groups and arrangements for reporting. Nominations were agreed as follows

Traffic Issues working party; Cllrs Mr Attenborough, Mr Bray, Mr Hall, Mr Mayne, Mr Robinson, Mr Walker, Mr Williams

Queen's Platinum Jubilee working party; Cllrs Mr Flemming, Mrs Glenville, Mrs Hoelmer, Mr Mayne, Mrs Sherwin, Mr Walker, Mr Williams

Cricket & Football Review working party; Cllrs Mrs Glenville, Mr Lynch, Mr Mayne, Mrs Sherwin, Mr Walker, Mr Williams

Green Space Adoptions task & finish group; Cllrs Mr Findlay, Mr Flemming, Mr Lynch, Mrs Sherwin, Mr Williams

26. REPORTS AFFECTING BURBAGE

26.1 County Council

There were no updates affecting Burbage.

26.2 Borough Council

Borough Cllr Mr Williams reported that Cllr Mrs Glenville would soon take up office as Mayor.

27. FUTURE MEETING DATES AND TIMES

A proposed schedule of meeting dates for July to December 2022, all starting at 6.30pm, having been circulated to all members was agreed and noted.

There being no further business, the meeting was closed at 7.52pm.