

Bagworth & Thornton Parish Council

Serving the people of Bagworth, Merry Lees and Thornton

Minutes of the Annual Parish Council Meeting

Held Virtually on
Tuesday 4th May 2021

Present: Chair Cllr R. George, Cllr C. Allen, Cllr S. Callis, Cllr S. Malcherczyk, Cllr G. Whittingham, Cllr C. Dewdney, Cllr C. Harris from 7.26pm
Proper Officer: A. Murray
0 x Members of the Public
Cllr Boothby – H&BBC

- 21/012. The current Chairman resigned, thanked all councillors for their help over the past year.
- 21/013. **Resolution on the Election of the Chairman** - Proposed Cllr R. George remain as Chairman. **Resolution passed. Proposed by Cllr Malcherczyk, seconded by Cllr Callis and passed by unanimous vote.** Cllr George accepted the proposal and resumed his position as Chairman.
- 21/014. **Chairman's Declaration of Acceptance of Office** – Cllr George signed the Declaration of Acceptance of Office as Chairman.
- 21/015. **Resolution on the election of Vice Chairman** – Proposed Cllr G. Whittingham remain as Vice-Chairman. **Resolution passed. Proposed by Cllr Malcherczyk, seconded by Cllr Callis and passed by unanimous vote.**
- 21/016. **Resolution to accept apologies for absence.** All Members in attendance.
- 21/017. **Proposal to move Item 10 – Tabled report from Borough Councillor - to item 5 on the agenda. Resolution passed. Proposed by Cllr George, seconded by Cllr Malcherczyk and passed by unanimous vote.**
- 21/018. **Tabled report from Borough Councillors** – no written report submitted. Fly Tipping - A CPN has been issued to clean up the site on Health Road, Bagworth. Planning application 20/01350/FUL – no delegated decision made as yet. Number of consulted agencies recommend that this application is withdrawn or refused. Unlawful incursion on Heath Road, Bagworth – Stop Notice to vacate issued on 29th April, as notice has been ignored court proceedings have begun to seek an eviction order, which may take a while. In comparison to the speed of action taken on Coventry Road, Hinckley for an unlawful incursion this is not acceptable and shows the lack of regard for Borough areas outside of Hinckley.

21/012. **Resolution on the Election of Members for the following Committees / Representation. Resolution passed. Proposed by Cllr George, seconded by Cllr Malcherczyk and passed by unanimous vote.**

Finance Committee – 4 Members to include Chair of Council to be Chairman.

Cllr George (Chair)

Cllr Callis

Cllr Dewdney

Cllr Harris

Cllr Malcherczyk

Staffing Committee – 4 Members to include Chair

Cllr Whittingham (Chair)

Cllr Dewdney

Cllr George

Cllr Harris

Cllr Malcherczyk

Neighbourhood Planning Committee

All Councillors

Parish Grounds & Facilities Committee (to include QEII, Allotments & Management Plan) – to include 1 member from each ward.

Cllr Malcherczyk (Chair)

Cllr Allen

Cllr Callis

Cllr Dewdney

Cllr George

Bagworth Community Centre Representative

Cllr Dewdney

Thornton Community Centre Representative

Cllr Allen

21/013. **To receive declarations of pecuniary interest from Members on matters pertaining to the agenda. – None received.**

21/014. **Resolution to receive and approve requests for dispensation from Members on matters in which they have a disclosable pecuniary interest –None received.**

21/015. **Resolution to confirm list of bank account signatories – Members of the Finance Committee to be signatories for the Parish Council bank account, those being Cllrs George, Callis, Dewdney, Harris, Malcherczyk. All remaining members are registered on the account. Resolution passed. Proposed by Cllr Malcherczyk, seconded by Cllr Callis and passed by unanimous vote.**

21/016. **Tabled Report from County Councillor – No report received.**

21/017. **To receive questions from Members of the Public – None in attendance.**

21/018. **Planning Issues**

a. 21/00309 – Hip to gable roof – 32 Merry Lees Road, Thornton – No objection.

21/019. **Resolution to move item 7 of the agenda to item 6. Resolution passed. Proposed by Cllr George, seconded by Cllr Allen and passed by unanimous vote.**

21/020. **Resolution to approve minutes of previous minutes having been circulated and taken as read and accepted as a true record of the meeting:**

- a. **Parish Council Meeting, Monday 1st March 2021 – Resolution passed. Proposed by Cllr Whittingham, seconded by Cllr Malcherczyk and passed by unanimous vote.**
- b. **Extra Ordinary Parish Council Meeting, Wednesday 24th March 2021. Resolution passed after title date amended. Proposed by Cllr Harris, seconded by Cllr Allen and passed by unanimous vote.**
- c. **Extra Ordinary Parish Council Meeting, Friday 23rd April 2021. Resolution passed after title date amended. Proposed by Cllr Harris, seconded by Cllr Allen and passed by unanimous vote.**

21/021. **Resolution to accept balance of account and budget year to date. Report having been circulated was taken as read and accepted as a true record. Annex A. Resolution to accept accounts passed. Proposed by Cllr Malcherczyk, seconded by Cllr Allen and passed by unanimous vote.**

21/022. **Resolution to approve account for payment – The following payments were approved for payment. Proposed by Cllr Callis, seconded by Cllr Dewdney and passed un unanimous vote.**

Payee	Goods/Service	Gross	Net	VAT
PAYMENTS RECEIVED PRIOR TO MEETING				
Santander	Interest Reserve Account	£6.66		
Allotment Holder	Bagworth Allotment rental	£25.00		
HMRC	VAT Return	£9,737.03		
H&BBC	1st part of precept 2021/22	£58,500.00		
LCC	Covid-19 welfare grant	£5,000.00		
Allotment Holder	Bagworth Allotment rental	£25.00		
Whitwich Wonderers Football	Pitch Hire	£40.00		
		£73,333.69		
PAYMENTS MADE PRIOR TO MEETING				
Currys	Printer Ink	£34.99		
Legal & General	Employee Sickness Protection	£15.86		
Zoom	Zoom Conferencing	£14.39	£11.99	£2.40
Santander	Bank Charges	£13.05		
BT	Office Mobile Phone	£14.69	£12.24	£2.45
Staff Costs	Staff costs Mar /Apr 2021	£3,238.84		
Facilities Manager	Petty Cash	£26.77		
Facilities Manager	Expenses	£22.50		
Bagworth Community Centre	2021/22 Grant	£8,520.00		
Thornton Community Centre	2021/22 Grant	£9,000.00		
Currys	Computer Maintenance	£7.50	£6.25	£1.25
Currys	Computer Maintenance	£8.00	£6.67	£1.33
Came & Co	Parish Council Insurance 2021/22	£3,050.14		
		£50.85	£0.00	£7.43
PAYMENTS TO BE MADE AT MEETING				
Veolia ES (UK) Ltd	Waste Collection TCC	£151.03	£125.86	£25.17
Veolia ES (UK) Ltd	Waste Collection TCC	£23.93	£19.94	£3.99
Veolia ES (UK) Ltd	Waste Collection TCC	£23.06	£19.22	£3.84
Veolia ES (UK) Ltd	Waste Collection TCC	£23.93	£19.94	£3.99
CSL Business Machines	Photocopier Usage	£15.41	£12.84	£2.57
The Herald	Neighbourhood Plan Insert into The Herald	£462.00	£385.00	£77.00
Rigby Taylor	White Line Paint for QEII	£138.60	£115.50	£23.10
CSL Business Machines	Photocopier Usage	£167.61	£139.67	£27.94
YourLocale	Neighbourhood Plan - Regulation 14	£1,200.00	£1,000.00	£200.00
TH Smith (Sharnford) Ltd	Container Hire BCC	£48.00	£40.00	£8.00
H&BBC	Emptying 19 bins	£497.95	£414.96	£82.99
LRALC	LRALC & NALC Membership Fee	£513.65	£513.65	£0.00
TH Smith (Sharnford) Ltd	Container Hire BCC	£48.00	£40.00	£8.00
CJ Springthorpe	Ground Maintenance April 2021	£3,013.20	£2,511.00	£502.20
		£6,326.37	£5,357.58	£968.79

21/023. **To Receive Correspondence.**

Date	From	Subject	Resolution
20/03/2021	RG	Park Lane, Bagworth	LCC have accepted it is their bridleway so are responsible for the maintenance. Respond to resident explaining this and that the Parish Council have no obligation to maintain. Resolution passed. Proposed by Cllr Whittingham, seconded by Cllr Dewdney and passed by unanimous vote.
22/03/2021	RMS Sports Consultants	South Charnwood High School Sports Hall Feasibility Work	No objections, respond. Making aware of QEII project Resolution passed. Proposed by Cllr Malcherczyk, seconded by Cllr Whittingham and passed by unanimous vote.
01/04/2021	LCC	Shire Environment Grant 2021/2022	Investigate Thornton Meadow, Thornton football pitch and Maynard Park. Resolution passed. Proposed by Cllr Malcherczyk, seconded by Cllr Dewdney and passed by unanimous vote.
04/2021	Police	Newsletter	Noted.
09/04/2021	Resident	Matters in need of attention	The footpath along Station Road is being cleared by Highways. The pathways created by walkers in Maynard Park will be cleared by the Facilities Manager when time permits. There is only one Public Footpath across Maynard Park which is located at the top of Station Road next to Pallex.

21/024. **Neighbourhood Plan** – Response to H&BBC request for plan progress update to be forward by Friday 7th May. Proposed H&BBC meeting with Chief Exec, Leader of Council and Deputy Leader of the Council arranged but Parish Council Chairs not invited, next availability is June 2021. Responses to Regulation 14 received from outside agencies but only 4 responses received from residents.

21/025. **Resolution to accept the following updated Council Policies. Resolution passed. Proposed by Cllr George, seconded by Cllr Dewdney and passed by unanimous vote.**

- a. Standing Orders
- b. Financial Standing Orders
- c. Financial Risk Assessment and Internal Controls
- d. Code of Conduct
- e. Terms of reference for Finance Committee
- f. Terms of Reference for Staffing Committee
- g. Terms of Reference for Neighbourhood Plan Committee
- h. Freedom of Information
- i. Model Publication Scheme
- j. Complaints Procedure
- k. Persistent & Unreasonable Complaint Behaviour Policy
- l. Data Protection Procedures
- m. Data Breach Policy

- n. SAR
- o. Health & Safety Policy
- p. Disciplinary Procedures
- q. Grievance Policy
- r. Harassment & Bullying Policy
- s. Lone Worker Policy
- t. Media Policy
- u. Publicity & Social Media Policy
- v. Procedures for the consideration and awarding of grants and donations.

21/026. **Review of Parish Council Priority List.** All Members to study list and forward names & tasks to the Clerk where assistance can be given.

21/027. **Clerk's Update** – the power to hold Parish Council meetings virtually ceases on the 6th May 2021, thereafter all meetings will be held face to face. Clerk to consult with both Community Centres and arrange future meetings, ensuring venues are Covid-19 safety compliant and complete Parish Council Risk Assessment prior to meetings.

21/028. **QEII Sports Pavilion New Build & Current Facilities** – Meeting held with FA & Sports England regarding way forward. New plan to be drawn-up and planning application to be submitted. Additional grants to be sought. FA require a business / marketing plan. Next Parish Grounds & Facilities Committee meeting to be held on Thursday 3rd June 2021.

21/029. **Meeting closed at 8.56 pm.**

Signed Date
Chair / Vice Chair

29 April 2021 (2021-2022)

Bagworth and Thornton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 29/04/2021			
	Cash in Hand 01/04/2021		128,475.97
	ADD		
	Receipts 01/04/2021 - 29/04/2021		73,683.77
			202,159.74
	SUBTRACT		
	Payments 01/04/2021 - 29/04/2021		24,316.81
A	Cash in Hand 29/04/2021 (per Cash Book)		177,842.93
	Cash in hand per Bank Statements		
	Petty Cash	07/04/2021	0.00
	Reserve	07/04/2021	0.00
	Current	07/04/2021	0.00
	Reserve Account	29/04/2021	80,023.63
	Current Account	29/04/2021	97,819.30
			177,842.93
	Less unrepresented payments		0.00
			177,842.93
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		177,842.93
	A = B Checks out OK		

Bagworth and Thornton Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2021			
	Cash in Hand 01/04/2020		118,960.00
	ADD		
	Receipts 01/04/2020 - 31/03/2021		146,167.09
			265,127.09
	SUBTRACT		
	Payments 01/04/2020 - 31/03/2021		136,651.12
A	Cash in Hand 31/03/2021 (per Cash Book)		128,475.97
	Cash in hand per Bank Statements		
	Petty Cash 14/04/2020	0.00	
	Reserve Account 31/03/2021	65,189.94	
	Current Account 31/03/2021	63,286.03	
			128,475.97
	Less unrepresented payments		0.00
			128,475.97
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		128,475.97
	A = B Checks out OK		