



Minutes of the Annual Meeting of Sibbertoft Parish Council held on Tuesday 7th May 2019 at 8pm in the Reading Room, Berkeley Street, Sibbertoft

Present: Cllrs Kershaw, Brunel-While, Gibbs, Holmes, Tomlinson and Walpole and 6 parishioners

2036. Election of:

It was RESOLVED to elect the following:

- i. Chairman – Cllr Kershaw
- ii. Vice Chairman – Cllr Brunel-While

2037. Election of Officers:

It was RESOLVED to elect the following:

- i. Highways Liaison – Cllr Kershaw
- ii. Storm Drains – Cllr Walpole
- iii. Neighbourhood Watch/Police Liaison – Cllr Gibbs
- iv. Lights & Rural Footpaths (Incl. mowing & weed spraying) – Cllr Walpole
- v. Parish Council Internal Controls Officer- Cllr Brunel-While
- vi. Defibrillator / VETS – Cllr Gibbs
- vii. Recreation Ground – Cllr Putt

2038. Receive and approve apologies for absence

It was RESOLVED to accept the apologies of absence for Cllr Putt

2039. Receive and approve for signature the minutes of the meetings of 2nd April 2019.

It was RESOLVED to accept the minutes as a true representation of the meeting of 2nd April.

2040. Public Participation

A member of the public expressed concern regarding the storm drains still awaiting clearance, especially on the Aerodrome Road and Westhorpe. Cllr Kershaw has volunteered to clear the drains at Westhorpe. It was suggested a community clearance team may be required in the future. Another member of the public asked if the speed sign data was available. Cllr Kershaw reported that he and Cllr Gibbs will be reprogramming the machine and download all the data to date. In future the results can be posted on the Council website.

2041. Receive declarations of interest under the Council's Code of Conduct relating to business in the agenda.

None

2042. Matters arising and outstanding from the meeting of the 2nd April 2019

i. Councillors email addresses

A few Councillors have yet to move over to the new email addresses.

ii. Dog Waste

Posters and possibly some paint have been requested, however, it does not seem to be a major issue currently

- iii. **Playground Inspection**
An accompanied inspection has been requested

2043. Correspondence

- i. Mr Gilbert
- ii. Great Annual Savings

2044. Internal Audit and AGAR

- i. **Internal Audit review**
Audit complete with no findings

It was RESOLVED to certify as exempt from AGAR PKF Littlejohn review

- ii. **Annual Governance Statement**
RESOLVED to approve and sign

- iii. **Accounting Statement**
RESOLVED to approve and sign

2045. Bus Service 59/60

It was RESOLVED not to contribute to the fund this financial year. Clerk to investigate the legal powers to contribute should it be deemed financially viable in the future.

2046. Annual Insurance Renewal

RESOLVED to renew with BHIB as this is year 3 of a 3yr long term agreement.

2047. Clerk Salary

Resolved to accept the Clerk's annual salary review

2048. Pensions Regulator

The Clerk reported that the re-declaration of compliance had been completed

2049. Policy review

It was agreed to renew the following policies at the next meeting:

- i. Standing Orders
- ii. Financial Regs
- iii. Training Policy
- iv. Health & Safety
- v. Equal Opportunities
- vi. Complaints Procedure
- vii. Risk Assessment
- viii. Record Management & Document Retention
- ix. Data Protection
- x. Data Breach
- xi. Subject Access Request

The policies due for renewal at the July meeting are:

- i. Sickness and Absence
- ii. Grievance
- iii. Disciplinary Policy & Procedure

2050. Reports:

i. Recreation Ground Inspection

It was reported some of the equipment was covered in bird poo. Cllr Holmes to look into anti bird strips

ii. Neighbourhood Watch & VETs

Leaflets are to be delivered around the village.

It was questioned if there was a requirement and viability for a village CCTV system.

iii. Highways

The survey team has marked up some potholes for repair.

It was questioned if there was a requirement for z bend or chevron signs installed on the Naseby Road.

2051. Planning Applications

i. DA/2019/0054 - 4, Beeches Close, Sibbertoft – Work to oak tree subject to Tree Preservation Order DA248 – *Granted*

ii. DA/2017/1255 – Westhorpe House, Welford Road, Sibbertoft – New outbuilding – *Granted*

iii. DA/2019/0308 - 53, Welland Rise, Sibbertoft - New pitched roof to replace existing flat roof to double garage and rear utility room

It was RESOLVED to make no observations and no objections

2052. Finance

Bank Balances as of 1 st April 2019	£17,817.54
Lloyds – Sheet No 21	£7468.42
Nationwide Sheet No 200	£10349.12

RESOLVED, the monthly bank reconciliation for March was checked and signed by the Chairman

i. Payments:

BACS

EON (Maintenance)	90.66
EON (Usage)	276.99
Leicestershire Gardens (Feb 19/028, Mar 19/049)	420.00
S Vickers - Clerks salary (Apr)	391.86
Community Heartbeat Trust	18.00
Mark Bickerstaff (replaces item 1962 on 6/11/18)	20.00
BHIB Insurance	416.83

Direct Debit

IONOS	1.00
Norse - Green Waste	36.00

Retrospective authorisation

M Holmes – Wordpress (Paid 08/01/19)	39.24
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ii. Receipts

Bank Interest	2.55
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2053. Future agenda items

i. CCTV

ii. Chevrons or z bend signs

iii. Step ladder for Speed sign maintenance

iv. War memorial bench seat

2054. Date of next meeting

The next meeting will be held on Tuesday 4th June 2019 at 7.30pm followed by the Annual Meeting of the Parish.

Cllr. Kershaw thanked those present for their attendance, and officially closed the meeting at 9.05pm.

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Chairman

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Date