



2021/173 - Minutes of the ANNUAL MEETING of Sibbertoft Parish Council, followed by an Ordinary Meeting held on Tuesday 18th May 2021 at 7.30pm.

The meeting was held in the restaurant area of the Red Lion Public House, Sibbertoft

Present:

CLLrs: Brunel-While (Vice-Chairman), Ellis, Holmes, Kershaw (Chairman), Putt, Tomlinson, Walpole

Clerk: P Stephenson

Public: No members of the public were present

2403. Election of Chairman and Vice-Chairman

- i. Cllr Kershaw was nominated and unanimously elected as Chairman and accepted the Office
- ii. Cllr Brunel-While was nominated and unanimously elected as Vice-Chairman and accepted the Office
- iii. Both Councillors stated that they would prefer to be known as Chair and Vice-Chair respectively. It was **RESOLVED** that these are the titles to be used.

2404. Election of Officers

It was **RESOLVED** to appoint the named Councillors to the following Offices:

- i. Highways Liaison Officer – Cllr Kershaw
- ii. Police Liaison Officer and Neighbourhood Watch Officer – Cllr Tomlinson
- iii. Lights and Rural Footpaths Officer – Cllr Walpole
- iv. Parish Council Internal Controls and HR Officer – Cllr Brunel-While
- v. Defibrillator Service Check Officer – Cllr Putt
- vi. Recreation Ground H & S Officer – Cllr Ellis
- vii. Litter-picking Co-ordinator – Cllr Tomlinson
- viii. Website Administrator – Cllr Holmes

2405. Receive and approve apologies for absence

No apologies, all Councillors present

2406. Receive and approve for signature the minutes of the meeting 6th April 2021.

It was **RESOLVED** to accept the minutes as a true representation of the above meeting

2407. Public Participation

No public participation.

2408. Receive declarations of interest under the Council's Code of Conduct relating to business in the agenda.

None declared

2409. Matters arising and outstanding from the meeting of the 6th April 2021

- i. Weed (Herbicidal) Treatment – IMS contractors have completed the first treatment this year 15/5/2021.

2410. Communication – all communication has been circulated to all Councillors prior to the meeting

- i. NCALC – Weekly updates that included information on training, response to the death of Duke of Edinburgh, elections and face-to face meetings. Council **RESOLVED** no further action to be taken.
- ii. Bus Service Uno 60/59 – New published timetable and £250 subscription now due. Council **RESOLVED** to pay the subscription as previously agreed.

- iii. Karen Pell, Environmental Health Manager – The Council welcomed the support of the Dog Warden that will be visiting Sibbertoft in the future to support the anti-social behaviour of dog mess in and around the village. Although it is not clear how often Sibbertoft can expect a visit.
- iv. Grit Bin response from owners of 30 Welland Rise. - The owners stated that they were sympathetic towards the situation, but decided that they still wanted to redevelop the garden area including erecting a fence which would have made it very difficult for any grit bin to be accessed by the general public. The Council **RESOLVED** that all reasonable measures had been taken to reinstate the grit bin in the original location. As there was no public land nearby that it could be sited on, it was **RESOLVED** that no further action can be taken.
- v. RBLI – Information regarding the purchase of outdoor VE Day commemorate products to support the work of the RBLI as a possible alternative to donating money to the Poppy Appeal in November was discussed and the Council **RESOLVED** that this agenda item could be deferred until the July to allow for Councillors to further investigate the possibility of purchasing items later in the year.

2411. Duke of Edinburgh

There was a request that some kind of memorial could be established following the death of the Duke of Edinburgh. The request was discussed and many suggestions were offered by Councillors. It was **RESOLVED** that a joint memorial of some kind e.g. planting of a tree or other could be purchased to celebrate both the Queens Jubilee, 'Platinum 75 years' and to commemorate the late Duke of Edinburgh later in the year. To be further discussed in the September Council Meeting.

2412. CPRE subscription

The Clerk summarised her written report to the Council and Cllr Walpole offered his knowledge of the organisation. It was **RESOLVED** to only enter into a one year subscription to establish the benefits that the organisation can offer.

2413. Reading Rooms Garden Waste Bin

The subscription for the waste bin is now due. It was **RESOLVED** that the Reading Rooms Committee would continue to take on the responsibility for the subscription, which may be free as the Reading Room is a registered charity. The Parish Gardener can continue to use it for any garden waste incurred from completing her role.

2414. Parish Council Insurance BHIB

The annual renewal notice has been received and following a number of amendments for cover not required the premium has been reduced to £412.27, £17.05 decrease from last year. The Council **RESOLVED** to approve the amended renewal policy.

2415. ZOOM Account

Following the relaxation in COVID regulations, the Parish ZOOM account is no longer required by the Parish Council as they are now required to meet in person. It was **RESOLVED** to stop the account as soon as is possible, taking into consideration that some members of the public may still be using it for village activities due to the Reading Rooms not being available. Cllr Holmes to investigate who still needs access and close down the account when appropriate.

2416. Weed Spraying Service

It was **RESOLVED** to approve a fixed price 3 year contract with IMS Welford for providing a biannual herbicidal treatment for the village. Cost of each treatment £100.00 plus VAT.

2417. Grass Cutting and Strimming Service

It was **RESOLVED** to approve a fixed price 3 year contract with Leicestershire Gardens, Market Harborough for providing a grass cutting and strimming service for the village. Cost of each cut £225.00 no VAT payable.

2418. Bus Shelter, Noticeboards and Pig Planters

The Chair thanked Cllrs Putt and Ellis for cleaning the bus shelter and noted that the Noticeboards had also been cleaned. The Reading Rooms noticeboard was identified as needing painting or oiling and the Clerk volunteered to oil the wooden frame. The pig planters were identified as having signs of rust and it was **RESOLVED** to look at maintenance needed later in the year.

2419. Parish Council Email Hosting

Following a number of difficulties with the existing IONOS 1 & 1 provider experienced by some Council members, it was **RESOLVED** to move to another hosting service. It was **RESOLVED** that the new provider would be FastHosts.co.uk and that the domain name would be changed to SibbertoftPC.gov.uk in line with current recommendations. The cost of this would be £86.18 per year, an increase of £57.38.

2420. Recreation Ground

- i. **Inspection** - The Council have received notification from RoSPA that the annual inspection is due for the Recreation Ground, cost £68.50 plus VAT. It was **RESOLVED** that the Councillor responsible for the Recreation Ground will accompany the inspector at an additional cost of £42.00 plus VAT and that a bespoke layman's risk assessment be purchased, £30.00 plus VAT to assist the Councillor when completing the weekly H & S checks.
- ii. **Project Pirate Ship Clean** – It was **RESOLVED** that Cllrs Tomlinson and Ellis co-ordinate the clean of the wooden pirate ship play construction in the Recreation Ground following the previous year's RoSPA recommendations.
- iii. **Deeds for Recreation Ground and Memorial Gardens** – The deeds for both areas of land are currently held as Possessory Titles only. Three quotes were obtained by the Clerk from solicitors to change the Possessory Titles to Title Absolute ranging from £240.00 (original solicitor in Hinckley) and two other quotes from Market Harborough solicitors £530.00 & £407.00 plus VAT. It was **RESOLVED** that the Council change the titles to Title Absolute and that the original firm of Geoffrey Hill & Co Solicitors based in Hinckley be contacted by the Clerk to complete the legal work required.

2421. Reports

Highways

- i. Street Lights 19 & 21 – repairs have been made. Council also noted that there may be some future problems in acquiring suitable replacements for the older style of street lighting. Cllr Kershaw stated he would discuss this matter further with D Mooney from EON and report back to Council.
- ii. Road Repairs - No road repairs currently scheduled in the Sibbertoft area for the next 3 months; however Cllr Kershaw has been in contact with Helen Howard, Community Liaison Officer West Northants to highlight the state of the roads in and around Sibbertoft. This has resulted in Highways marking all the pot holes in and around the village and the Council are hopeful that a substantial schedule of works are now scheduled for the repair of these identified potholes. Cllr Kershaw will keep the Council informed of any outcomes.
- iii. Naseby Road sign reinstatement – The sign has still not been reinstated by Highways and is currently attached to a tree. Cllr Walpole volunteered to look into whether he can put it back in the correct place. It was **RESOLVED** that Cllr Walpole should reinstate the sign to avoid any more delay.
- iv. Speed Sign update – Cllr Kershaw reported that the long awaited pole had now been installed and that the speed sign could be erected. However, he also reported that on closer inspection of the sign, there was a loose cable which should be connected to the solar battery and as a result, will not power the sign. He has been in contact with Elan City to source a solution, but will still erect the unit and connect it to the solar power as and when he receives a new cable or another appropriate solution is found.

Recreation Ground Inspection

- v. Cllr Ellis reported that there were no current concerns regarding the Recreation Ground. She has taken away many of the posters that were weather worn and replaced them with laminated copies, as well as disposing of any out of date posters e.g. COVID regulations.

Neighbourhood Watch & Police Liaison Officer

- vi. Cllr Tomlinson reported that she had attended (via ZOOM) the PLO initial training and information meeting and that it had been beneficial regarding learning about current initiatives that the Police are establishing and understanding her new role. There are plans to establish direct links with a designated Police Officer who will work closely with the PLO's in their allocated villages to support the needs of the community. Councillors welcomed this initiative and Cllr Tomlinson will report back when Sibbertoft has its designated Police Officer.
- vii. Cllr Tomlinson reported that the theft of catalytic converters was still an ongoing problem.

2422. Planning Applications

None received

2423. Clerk

It was **RESOLVED** to accept the resignation of the current Clerk, Paula Stephenson. Last day of work to be 28th May 2021. A new Clerk has been interviewed.

2424. NCALC

The Council has received the annual subscription renewal for NCALC support, cost of £451.88, an increase of £8.53 from last year. Council **RESOLVED** to pay the increased annual subscription cost.

2425. AUDIT 2020 - 2021

- i. Internal Audit – Internal audit completed by NCALC appointed auditor. No issues raised or recommendations made. It was **RESOLVED** to approve the findings of the audit report.
- ii. AGAR Certificate of Exemption – It was **RESOLVED** to approve to certify for exemption on the basis that both payments and receipts were not in excess of £25000.00 for 2020 - 2021.
- iii. AGAR Annual Governance Statement – the statement was read out to Councillors and unanimously agreed that all the statements were true. It was **RESOLVED** to approve the Annual Governance Statement as presented to the Councillors.
- iv. AGAR The Accounting Statement – The statement was read by all Councillors and it was **RESOLVED** to approve the Accounting Statement, the Chair signing the statement to reflect approval given.

2426. Finance

It was **RESOLVED** to approve the following payment schedule for May 2021 and to ratify payments made in April and early May.

Bank Balance as at 1 st April 2021		£12015.87	
		Receipts (£)	Payments (£)
Receipts	Precept (first half received 4/05/21)	6500	
BACS:	P Stephenson – Clerks April salary		297.70
	P Stephenson – Stationery & postage claim		11.20
	BIHB Annual Council Insurance		412.27
	S Vickers – NI contribution (paid 27/04/21)		5.12
	Leicestershire Gardens – Mowing 2 cuts March (paid 27/04/21)		450.00
	Leicestershire Gardens – Mowing 1 cut April		225.00
	Leicestershire Gardens – Repair to handrail at Recreation Ground		90.00
	Spratton Parish Council – Bus 59/60 contribution 2021		250.00
	NCALC Annual subscription		451.88
	M Holmes - ZOOM May		14.39
Direct Debit:	IONOS Email Hosting Service (paid 10/05/21)		2.40
	YU Energy Lights April 2021 (paid 10/05/21)		78.86
	YU Energy (paid 9/4/21)		77.31
	Total	6500	2366.13

2427. Future agenda items

- Appointment of replacement Clerk

2428. Date of next meeting

It was **RESOLVED** that the date of the next meeting will be held on either of the following two dates, Tuesday 15th June or Tuesday 22nd June. This is dependent on availability of a suitable venue to hold the Annual Parish Meeting. Cllr's Kershaw and Brunel-While to confirm once a venue has been identified.

Cllr. Kershaw thanked those present for their attendance and the meeting was officially closed at 9.00 pm.

This is a true representation of the meeting held on 18 th May 2021 Chairman – Cllr Kershaw	Date:
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