



ANNUAL MEETING OF DES福德 PARISH COUNCIL

Held on Wednesday 15th May 2024 at 7:30pm at Desford Library

MINUTES

In Attendance:

Desford Parish Council – Cllr Jo Vavasour (Chair) Cllrs P Crane, Cllr C Oakes, Cllr P Treadwell, Cllr S McMillan, Cllr Z Rood, Cllr B Treadwell, Cllr E Clark, Cllr A Winner and Cllr C Crane also Pip Gould (Clerk to the Council), Julie Frost (Admin Assistant) and Alex Stretton (Deputy Clerk)

Also in Attendance: Borough Cllr Robin Webber-Jones

Parishioners: None

1. Election of Chairman (and signing of acceptance of office)

It was **Resolved** to re-elect Cllr Jo Vavasour as Chairman. Nominated by Cllr Crane and seconded by Cllr Oakes.

2. Election of Vice-Chairman

There were no nominations or expressions of interest at this meeting.
It was **Resolved** to defer this agenda item to the Council meeting in June.

3. Apologies: To note apologies and valid reasons.

There were no apologies.

4. Declarations of Interest

The Clerk declared an interest in Agenda item 9 as she is related to a contractor.

5. To receive and confirm as accurate the Minutes of the Parish Council meeting held on Wednesday 15th April 2024

It was **Resolved:** to accept and sign the minutes as a true record.

6. County and Borough Council Reports.

County Councillor Peter Bedford provided a yearly summary.

Borough Councillor Robin Webber-Jones presented a report, the key points were:

St Martins Drive grass verge parking. Cllr Webber-Jones has been advised that bollards are a possibility if the Parish Council would take on responsibility for maintaining the land. Clerk to approach contractor about costs to do this and take to next meeting.

Severn Trent/leak on Peckleton Lane there is an issue ongoing, it has been confirmed that an extra storage tank is required to help with capacity, Cllr Webber Jones is in contact with the consumer council for water, the Secretary of State and Severn Trent Water. Cllrs offered a vote of thanks to Borough Councillors.

7. Parishioners Participation

(The meeting of the PC is adjourned to enable the opening of the public participation)

No members of the public were in attendance.

8. Update and recommendations from Working Groups:

a) DiB WG – 13.05.24.

A meeting has taken place with DiB and other working groups to review how the Parish Council and village groups work together and this partnership agreement will continue to be reviewed over the coming weeks.

b) Procurement WG – N/A

c) Procedures WG – 15.05.24.

The minutes of the meeting were noted.

d) Allotments WG – 07.05.24.

The minutes of the meeting were noted.

e) Cemetery WG – 30.04.24.

The minutes of the meeting were noted.

f) Heritage WG – 07.05.24.

The minutes of the meeting were noted.

g) Staffing WG – N/A

9. To receive and consider the recommendations of the Resources Committee meeting held on 10th May 2023, including consideration of the Council’s Bank Accounts, the payment of invoices, other financial proposals, quotes for work and financial summary of budgetary analysis and current project portfolio.

a. To receive bank statements for April 2024.

Council received, considered, and **approved** the bank statements and reconciliation for April 2024.

Bank Reconciliation at 30/04/2024			
Cash in Hand 01/04/2024			192,224.60
ADD			
Receipts 01/04/2024 - 30/04/2024			102,781.91
			295,006.51
SUBTRACT			
Payments 01/04/2024 - 30/04/2024			13,260.65
			281,745.86
Cash in Hand 30/04/2024			281,745.86
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	30/04/2024		108.48
01 Current Account 087	30/04/2024		29,170.24
02 Grants & Projects Reserves 25	30/04/2024		8,041.31
03 Precept & General Reserves 07	30/04/2024		189,191.39
04 Debit Card 515	30/04/2024		934.24
05 Desford in Bloom & Heritage 06	30/04/2024		54,300.20
			281,745.86
Less unrepresented payments			
			281,745.86
Plus unrepresented receipts			
			281,745.86
Adjusted Bank Balance			281,745.86
A = B Checks out OK			

b. To receive and approve the Cashbook statement up to the end of April 2024 and recommend payment of invoices.

Council noted the cashbook statement up to the end of April 2024 and **resolved** to approve the payment of invoices.

April	
Opening Bank Balance	192,224.60
Expenditure	12,178.88
Vat	1,081.77
	13,260.65
Income	
Precept	89,514.50
Bank Interest	263.01
Allotment rents	33.00
Cemetery	370.00
Dib/Heritage	3,329.26
Misc Income	52.67
Earmarked Allotment	
Deposits	50.00
VAT Refund	9,169.47
	102,781.91
Exp: Inc Insurance	14,759.54
Exp Less Income	14,040.86
(Bank Int/Allotment/Cemetery)	
Closing Bank Balance	281,745.86

Direct Debits/On-line payments from account ...515				
Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.67	£9.99	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4
Amazon Plastic Wallets	£13.32	£2.67	£15.99	8
Amazon 2nd Class stamps	£9.85	£0.00	£9.85	7
Amazon Folders	£4.37	£0.87	£5.24	8
Amazon Paper	£19.82	£3.98	£23.80	8
Defib Pads approved/signed off Aprils FC minutes	£460.00	£92.00	£552.00	
Replacement Laptop approved/signed off Aprils FC minutes	£482.50	£96.50	£579.00	
Hinckley & Bosworth BC Rates for KRRG	£187.15	£0.00	£187.15	
Totals	£45.95	£4.27	£1,236.10	

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - April	£2,984.27	£0.00	£2,984.27	28
Payment to HMRC for Tax and NI relating to April salaries	£503.40	£0.00	£503.40	29
NEST Pensions (Employer and Employee contributions) April	£125.52	£0.00	£125.52	31
Waterplus - Allotments Water Due on 10-14th Month	£24.90	£4.98	£29.88	19B
Waterplus - Cemetery Water Due Inv quarterly (Next July 24) but paid by DD each month	£21.59	£0.00	£21.59	19A
BT Invoice May due on 14th month	£57.97	£11.59	£69.56	9
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.18	£61.07	5
Npower Street Lighting due on 3/4 Month	£218.72	£10.94	£229.66	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
HBBC - Bin Collections Inv 4003348154 Pickards and KRRG	£498.42	£99.68	£598.10	20
S Hopkinson - Handyman April 2024	£112.50	£0.00	£112.50	32
CFS Computers: Data Transfer Clerks Computer	£95.00	£0.00	£95.00	3
RS Roofing Specialists KRRG Changing rooms Roof Repairs	£680.00	£136.00	£816.00	15
SJG Building Services - The Wheel remove and replace damaged brick work and repoint	£280.00	£0.00	£280.00	15
Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber	£150.00	£30.00	£180.00	17
Playdale Inv 55171 Botcheston Inspection of Jungle Climber	£150.00	£30.00	£180.00	17
Sam Morris - Internal roof repairs at KRRG	£634.00	£0.00	£634.00	15
Totals	£8,924.68	£800.86	£9,725.54	
DESFORD IN BLOOM				
Lisa Sly Expenses for plants	£34.50	£2.00	£36.50	DIB
The Flag Shop - 8 x D Day Flags	£63.00	£12.60	£75.60	Heritage
Totals	£97.50	£14.60	£112.10	

c. The financial summary of budgetary analysis to April 2024.

Resources presented additional budgetary analysis to Cllrs and there followed an in-depth budgetary analysis discussion and normal expenditure was as expected.

The Committee had considered and noted the income and expenditure for the month and compared month and year to date figures against the budget.

See Cashflow analysis and **Appendix A** – Summary of receipts and payments.

Council received, noted, and **approved** this item.

d. The following quotes were recommended to Full Council:

- The Picnic Bench at Botcheston playground a quote from SJG Building Services for £320 NET to replace all the wooden struts and slats. Councillors acknowledged the declaration of interest from the Clerk and **Resolved** to accept the quotation.
- The Roundabout at Kirkby Road Recreation Ground Quote from DCM Surfaces £3,740 NET with a warranty period for this work of 5 years. The Clerk advised this was an unbudgeted expense. It was **Resolved** to accept the quotation.
- DiB Expenditure: JDL Services quote to carry out a check on all metal hanging basket brackets for load holding safety and provide a report at £1 per bracket to a maximum of £225 and, following submission of report and approval, the supply of hardware and refit/secure any brackets that are deemed unsafe at £5 per bracket to a maximum cost of £1125. It was **Resolved** to accept the quotation.
- DiB Expenditure for the Mosaic project at **£56.96**. It was **Resolved** to accept the quotation.
- LRALC for new Councillor training at £50 per candidate x 2. It was **Resolved** to agree to this expenditure.

The Resources Committee **Recommended** an amendment to standing orders and financial regulations to allow the Clerk to automatically book training for new Councillors or re-elected Councillors every 4 years to Full Council for consideration. It was **Resolved** that this amendment should be included in both documents.

- **A budget of £500 for the Cemetery Memorial Gardens improvements**

It was **Resolved** to agree to this budget.

- **Changes to Cemetery Fees**

£200 for a single plot including the Deed of Grant.

£300 for a double plot including the Deed of Grant.

£100 for a purchase of a cremation plot including Deed of Grant.

£200 Headstone and Memorial fees.

£100 for A cremation flat tablet.

Councillors **Resolved** to agree to the increases to the cemetery fees, and proposed changes to simplify the document.

Councillors **Resolved** that the cemetery fees should be reviewed annually by the Resources Committee.

9.1 Review arrangements and renewal Policies for insurance cover in respect of all insured risks and consider the SiD Insurance contribution.

Insurance Premiums	
Policy	23/24 Premium
Desford PC Main Policy	8859.22
Sport in Desford Policy	7584.67
Desford Village Hall Policy	485.52
Botcheston Village Hall Policy	434.74
Barns Charity Policy	427.69
Cyber Policy	194.88
	£17,986.72

It was **Resolved** to accept and approve payment for all the insurance policies. **S111 Local Government Act 1972.**

Based on the premiums received Councillors **Resolved** that the **SiD contribution** for 24-25 be set at **£3000.**

9.2 Approval of current subscriptions to external bodies

NALC (National Association of Local Councils) £296.48

LRALC (Leicestershire and Rutland Association of Local Councils) £750.00

SLCC (Society of Local Council Clerks) £244.00

It was **Resolved** to approve the subscriptions. **LGA 1972 s143**

10. To receive the minutes of the Planning Committee held on 13th May 2024 plus an update on any applications received since that meeting. **Town and Country Planning Act 1990, sch 1, paragraph 8**

Planning applications 17th April - 13th May

1. Ref: 24/00334/HOU Lyndale, Lindridge Lane, Desford

Details: Two storey rear extension

Decision: comment that any extension should be in keeping with the existing building which we would like listed as a Local Heritage Asset.

2. Ref: 24/00376/TCA The Rectory, 27 Church Lane, Desford

Details: T1 Rowan tree - remove

Decision: no objection

3. Ref: 24/00384/FUL 44 Newbold Road, Desford

Details: Demolition of existing workshop and garages, erection of a detached dwelling and alterations to existing retained garage.

Decision: comment that the parking space available to the existing dwelling (No.44) will be reduced to 2 spaces if a house is built according to the plan submitted.

4. Ref: 24/00408/CONDIT Greyhound Inn, Main Street, Botcheston

Details: Variation of condition 2 (plans) attached to planning permission 21/01377/FUL to accommodate a modified layout.

Decision: no objection

Discharge of condition:

1. Ref: 23/01115/HOU & 24/00361/DISCON 56 High Street, Desford

Details: application to discharge condition 3 (brick samples), Condition 5 (hardstanding materials), Condition 6 (drainage)

Decision: no objection

11 Membership of Committees and Working Groups

11.1 Appointments were made to cover some of the existing vacancies on Committees and Working Groups.

Committee, Working Group or Organisation	Membership	
Resources Committee	C Crane C Oakes S McMillan	P Treadwell A Winner E Clark
Planning Committee	P Crane A Winner B Treadwell	P Treadwell C Oakes E Clark
Staffing Working Group	C Crane J Vavasour B Treadwell	Z Rood C Oakes S McMillan
Allotments Working Group	P Crane C Oakes	E Clark B Treadwell
Procurement Working Group	P Crane B Treadwell S McMillan	C Crane C Oakes J Vavasour
Cemetery Working Group	C Crane S McMillan	Z Rood P Treadwell
Procedures Working Group	P Crane B Treadwell P Treadwell	C Oakes VACANCY
Neighbourhood Plan Working Group	P Crane C Oakes	C Crane A Winner
Desford in Bloom Working Group	P Crane B Treadwell	VACANCY
Heritage Working Group	P Crane B Treadwell	E Clark
Desford Village Hall Committee	P Crane S McMillan	P Treadwell
Botcheston Village Hall Committee	C Crane	VACANCY
Barns Charity	P Crane	E Clark
Sport in Desford Representatives	C Crane	A Winner
Cat/Neovia/Griffin Liaison Committee	C Crane	P Crane

11.2 Review of Committee, Sub-Committee and working Group Terms of reference.

It was **Resolved** to defer this agenda item to the Council meeting in August.

12. Calendar of Meetings

A calendar of meetings for 24/25 were circulated and **APPROVED**.

Full Council Meeting Dates as follows:

(All to be held on 3rd Wednesday evening of each month at 7.30pm).

15 May 2024

19 June 2024

17 July 2024

21 August 2024

18 September 2024

16 October 2024 (at Botcheston Village Hall)

20 November 2024

18 December 2024

15 January 2025

19 February 2025 (at Botcheston Village Hall)

19 March 2025

16 April 2025

Planning Committee

Planning Committee meetings should be held at 6.30pm on the **first Monday of each month**, unless re-arranged due to a Bank Holiday.

Resources Committee

Resources Committee meetings should be held at 7.00pm on the **second Wednesday of each month**.

Working Groups

Staffing Working Group – when required.

Allotments Working Group – 1st Tuesday of the month, March to November

Procurement Working Group – 1st Wednesday of the month.

Cemetery Working Group – when required.

Procedures Working Group – 1st Monday of the month following the Planning Committee

Neighbourhood Plan Working Group – when required.

Desford in Bloom Working Group – 2nd Monday of the month.

Heritage WG – when required.

13. Review of Policies and Terms of Reference, including the adoption of updated and amended Policies

A list of Policy review and adoption dates was presented to Council. Cllrs noted that the Procedures WG review all Policies and ToRs on a rolling basis throughout the year.

Policy	Last review	Date adopted/re-adopted
Biodiversity Policy	05.02.24.	21.02.24.
Civility & Respect Protocol	06.11.23.	13.12.23.
Code of Conduct for Members	06.03.23.	15.03.23.
Code of Conduct for Officers	06.03.23.	15.03.23.
Complaints Procedure	06.11.23.	15.11.23.
Councillor Vacancies Policy	19.07.23.	19.07.23.

Data Breach Policy	04.03.24.	20.03.24.
Data Protection Policy	04.03.24.	20.03.24.
Disciplinary Policy	23.04.24.	15.05.24.
Document Retention Policy	04.03.24.	20.03.24.
Equality Policy	04.12.23.	13.12.23.
Environment Policy	23.04.24.	15.05.24.
Financial Regulations	15.06.23.	19.07.23.
Financial Reserves Policy	06.03.23.	15.03.23.
Freedom of Information Policy & Publications Scheme	05.02.24.	21.02.24.
Grievance Policy	23.04.24.	15.05.24.
Health & Safety Policy	04.09.23.	20.09.23.
IT Policy	04.12.23.	13.12.23.
Lone Working Policy	04.12.23.	13.12.23.
Media Policy	06.11.23.	15.11.23.
Privacy Policy	04.12.23.	13.12.23.
Risk Assessment Policy	04.12.23.	13.12.23.
Risk Register/Asset Register	23.04.24.	15.05.24.
Safeguarding Policy	20.09.23.	20.09.23.
Standing Orders	02.10.23.	11.10.23.
Statement of Internal Control	03.04.23.	19.04.23.
Training Policy	04.12.23.	13.12.23.
Vexatious Complaints Policy	05.02.24.	21.02.24.

13.1 Review of Standing Orders

It was **Resolved** to defer this agenda item to the Council meeting in July.

13.2 Review of Financial Regulations

It was **Resolved** to adopt the new Model NALC 2024 Financial Guidelines and defer this item to the Council meeting in June.

13.3 Review of Code of Conduct, Officer & Member

It was **Resolved** to adopt the Code of Conduct, Officer & Member Policies.

13.4 Review of Statement of Internal Control

It was **Resolved** to adopt the Statement of Internal Control

13.5 Review of Grievance Policy

It was **Resolved** to accept the changes and adopt the Grievance Policy

13.6 Review of Disciplinary Policy

It was **Resolved** to accept the changes and adopt the Disciplinary Policy

13.7 Review of Environmental Policy

It was **Resolved** to defer this item to June following a change in wording requested by Cllr Winner.

14. Review of Allotment Rules

Resolved: These were reviewed by the Allotment WG and Councillors approved re-adoption.

15. Review of Asset Register

Resolved: This was viewed and approved.

16. Review of Risk Register

The Clerk presented an updated copy of the risk register extracted from Scribe.

Resolved: This was viewed and approved.

17. To consider and approve documents relating to the 2023-2024 AGAR.

17.1 To receive the Annual Internal Auditor’s Report 2023/2024.

Resolved: Council noted and accepted the content of the internal auditor’s report.

17.2 To consider recommendations or matters arising from the internal auditor’s report.

Resolved: Council noted the recommendations, some of which have already been adopted in the new financial year. And additionally agreed to the recommendation to move the public participation and County & Borough updates to the beginning of the meeting.

17.3 To complete and sign the Annual Governance Statement 2023-2024.

Resolved: Council reviewed each line of the Annual Governance Statement and completed it.

17.4 To receive and sign the Accounting Statements 2023-2024.

Resolved: Council reviewed the approved to accept the accounting statements.

17.5 To receive and consider the bank reconciliation 2023-2024.

Resolved: Council reviewed the approved to accept the bank reconciliation.

17.6 To receive and consider the explanation of variances.

Resolved: Council reviewed the approved to accept the explanation of variances.

17.7 To receive and consider the breakdown of reserves held.

Resolved: Council reviewed the approved to accept the breakdown of Reserves held.

17.8 To agree the dates for the period of public rights.

Resolved: Council reviewed the approved the period of public rights as commencing on Monday 3rd June 2024 and ending on Friday 12th July 2024.

18. Clerk’s Report.

Councillors agreed that the Kings Portrait will be located in the Church Hall.

Councillors requested that the Clerk approach St Martins to offer to locate the Coronation Bench on the village Green.

The Clerk updated Councillors on the current situation regarding the Church wall and Councils obligations to insure the Grade II listed structure. A structural survey by the Councils Insurers to establish a suitable level of insurance is at a cost of £590 NET.

19. Information from Councillors (not for debate or decision).

Cllr Crane offered a vote of thanks to Sport in Desford for their community environmental work.

20. To consider exclusion of the Press and the Public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

It was **Resolved** to exclude the Press and Public from the meeting.

21. Staffing update.

Resolved: Council noted the staffing update and agreed to make the Deputy Clerk role permanent and agreed other confidential matters.

Members of the public are always welcome to attend Council meetings.

The Meeting closed at 21.25pm

Chair

Date