

# **GLENFIELD PARISH COUNCIL**

Park House, Stamford Street, Glenfield, Leicester, LE3 8DL  
Telephone & Fax: 0116 231 2498



## **Minutes of the Meeting of the Parish Council held in the Main Hall, Park House on 18 May 2009**

**PRESENT:** L Breckon (Chair), J Garratt, R Denney, E Hudson, J Springthorpe, N Cox, T Abbott, K Russell, R Bobby, H Eppel, M Neal, J Peachey, B Neale, P Cheeseman, H Evans, J Walton, A Robotham (Clerk) and J Kneafsey (Administrative Assistant).

### **1) ELECTION OF CHAIR OF COUNCIL AND ACCEPTANCE OF OFFICE:**

- a) L Breckon was elected as Chair of the Council.
- b) L Breckon accepted the Office and signed the Declaration of Acceptance.

### **2) APOLOGIES:**

L Adlam (family).

### **3) CHAIR'S REPORT AND REMARKS:**

- a) The Chair thanked Members for their confidence in him and thanked Members and staff for their work during the last year.
- b) The Chair wished all those involved in the Euro Elections good luck.

### **4) ELECTION OF VICE-CHAIR OF COUNCIL:**

- a) L Adlam was elected as Vice-Chair of Council.

### **5) DISCLOSURES OF INTEREST:**

- a) J Springthorpe and J Peachey disclosed a personal interest in item 14 of the agenda, as they were members of the Development Control Committee at Blaby DC.
- b) R Denney disclosed a personal interest in item 8b, Ramblers' Association, as he was a member of the association.

### **6) MINUTES OF THE LAST MEETING:**

- a) **RESOLVED** that the minutes of the meeting of 20 April 2009 be approved as a correct record. The Chair duly signed these.

### **7) PUBLIC PARTICIPATION:**

- a) Public Speaking Protocol – There were no registered speakers.
- b) There were no members of the public present.

### **8) ANNUAL REVIEW**

#### **a) Committees:**

##### **i) Chairs and Vice-Chairs of Committees.**

- (1) N Cox was elected as Chair of the Community Committee.
- (2) J Garratt was elected as Vice-Chair of the Community Committee.
- (3) J Springthorpe was elected as Chair of the Property Committee.
- (4) T Abbott was elected as Vice-Chair of the Property Committee.

##### **ii) Committee Members.**

- (1) E Hudson, H Evans and M Neal were appointed to the Community Committee, to join the Chairs and Vice-Chairs of the Committee and the Council.
- (2) R Denney, R Bobby, K Russell, P Cheeseman and B Neale were appointed to the Property Committee, to join the Chair of the Committee and Chair and Vice-Chair of the Council.

#### **b) Membership of Bodies:**

It was **RESOLVED** to be members of and/or to make subscriptions to the:

- i) Leicestershire & Rutland Association of Local Councils.
  - ii) Rural Community Council.
  - iii) Leicestershire and Rutland Playing Fields Association.
  - iv) Leicestershire Footpath Association.
  - v) Ramblers' Association.
  - vi) Society of Local Council Clerks. L Breckon disclosed an interest as vice-chair of the local branch.
  - vii) Local Council Review (one copy).
  - viii) Zurich Municipal Health and Safety Service.
  - ix) Leicester Mercury.
  - x) Campaign to Protect Rural England.
  - xi) Employment Advisory Service (via LRALC).
  - xii) Sage Payroll cover.
- c) Representatives on Outside Bodies:  
It was **RESOLVED** to nominate the following representatives or observers:
- i) Glenwatch – observer B Neale.
  - ii) Association of Parish Councils (Blaby Branch) – representatives J Springthorpe and J Garratt.
  - iii) Millennium Green Trust – representative J Springthorpe.
  - iv) Heritage Warden – representative L Breckon, as Chair of Council.
  - v) Larger Council's Forum - representatives L Breckon and L Adlam.
  - vi) Police Joint Action Group (JAG) – representatives none – Clerk to attend.
  - vii) ENABLE – observers J Garratt and R Boby.
  - viii) Stepping Stones – observers R Denney and R Boby.
  - ix) Voluntary Action for Blaby District – observer L Adlam.
  - x) Blaby North Forum – observers N Cox and J Springthorpe.
- d) Working Parties:  
It was **RESOLVED** to confirm the following working parties and membership.
- i) Health and Safety, reporting to Full Council – E Hudson, J Garratt, J Springthorpe and T Abbott.
  - ii) Personnel, reporting to Full Council – L Breckon, R Denney, J Springthorpe, R Boby and T Abbott.
  - iii) Sports and Leisure Development, reporting to Full Council - R Denney, H Eppel, L Breckon, R Boby and M Neal.
  - iv) Planning Group, reporting to Full Council - R Denney, H Eppel, J Garratt, R Boby, L Beckon and E Hudson.
  - v) Glenfield Wildlife and Environment Group, reporting to Full Council - H Eppel, R Denney, K Russell and H Evans.
  - vi) Parish Pen Editorial Group, reporting to Full Council - L Beckon and J Springthorpe.
  - vii) Emergency Planning Group, reporting to Full Council - Chair and Vice-Chair of Council, the Chair and Vice-Chair of Committees plus E Hudson.
  - viii) Leisure Development within the Millennium Green, reporting to Full Council – R Boby, T Abbott, J Springthorpe, the Clerk, R Freer of Blaby DC and D Mortimer of the Millennium Green Trust.
  - ix) Internal Audit, reporting to Full Council – L Beckon, R Denney and the Clerk.
  - x) Parish Plan, reporting to the Community Committee – all members of the Community Committee.
  - xi) It was **RESOLVED** to create a Pavilion Development Working Party, reporting to Full Council, with membership of R Denney, L Breckon, R Boby, M Neal, B Neale, N Cox and P Cheeseman and with Terms of Reference to deal with the development of the Sports Pavilion, Gynsill Lane Sports Ground.
- e) Keys:
- i) **RESOLVED** that the signatories for security keys be the Clerk, R Denney and J Springthorpe.

- ii) **RESOLVED** that the confidential cabinet keys be held by the Chair and Vice-Chair of Council and the internal locked box keys by the Chairs of Committees.
- f) Finance:
- i) It was noted that the number of electors as declared in the Electoral Roll was 7801. It was further noted that the Section 137 expenditure limit for 2009/10 had been set at £6.15 per elector.
  - ii) **RESOLVED** to continue with the Co-operative Bank as the Council's bankers.
  - iii) **RESOLVED** to maintain the bank mandate as any three from A Robotham, R Denney, J Springthorpe, R Boby, E Hudson, M Neal and K Russell.
  - iv) **RESOLVED** that the Fidelity Insurance be set at £100,000.
  - v) **RESOLVED** that the casual user car allowance be as per the recommended National Joint Council 2009/10 figures.
  - vi) Reserves.
    - (1) **RESOLVED** to transfer £38,000 from general funds to the Sports Ground Refurbishment Reserve.
  - vii) Grants under Section 137 of the Local Government Act 1972.
    - (1) **RESOLVED** to grant Anstey and Glenfield Cricket Club £1,760 towards their ground fees. (Match fees to be charges separately.)
    - (2) **RESOLVED** to grant St Peter's Church, Glenfield up to £1,000 towards the maintenance of the burial ground.
    - (3) **RESOLVED** to grant £5,000 to Leicestershire County Council Youth Service for the provision of youth workers and youth club development. The report detailing the usage of the 2008/9 grant was noted.
    - (4) **RESOLVED** to grant Glenwatch up to £3,000. The Glenwatch latest accounts were noted.
    - (5) **RESOLVED** to grant the Glenfield Gardeners' Association £200 towards their annual show. The 2008 show accounts were noted.
    - (6) **RESOLVED** not to make a grant to Crimestoppers.
  - viii) Allowances.
    - (1) **RESOLVED** to set the Councillors' allowance for the financial year 2009/10 at £200.
    - (2) **RESOLVED** to set the Chair's allowance for the financial year 2009/10 at £375.
- 9) **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS:**
- a) J Springthorpe reported that he had attended the AGM of Blaby DC, that someone caught dumping at Gynsill Meadow had been fined and that Chestnut Road parking issues were being investigated by Planning Enforcement.
- 10) **COMMITTEES:**
- a) **RESOLVED** that the minutes of the Community Committee 26 January 2009 be received and accepted.
  - b) In consideration of the recommendations from the Community Committee, 11 May 2009, it was **RESOLVED** to:
    - i) Delete item iii of the Community Committee Terms of Reference, as detailed in the Standing Orders.
    - ii) Approve the obtaining of final costs and permissions for the installation of Christmas lights on the tree in The Square and, subject to the costs being within the budget of £6,500, the project of installing the lights be undertaken by the Community Committee.
- 11) **WORKING PARTIES:**
- a) In consideration of the Sports and Leisure Development Working Party Report of 29 April 2009 it was **RESOLVED** to:
    - i) Seek modifications to the Definitive Map so that the footpaths between the rear of the Co-op superstore and the A50, following the Rothley Brook, and the link from this footpath to the end of Glendale Avenue are included on the map.

- ii) Undertake a phased new build approach to the replacement of the sports pavilion and that the Parish Council employs an architect to design and cost such a development before further decisions are made and that results from the Parish Plan should be utilised to support any decision.
- iii) Submit to the Blaby North Forum a recommendation that funds are utilised throughout the Blaby North Area by the youth clubs for the transportation of youths to non-local facilities. Non-local facilities being defined as facilities not in the parish of those being transported but that are available to the general public in other parishes within the county.
- iv) Refer back to the Sports and Leisure Working Party the installation of a kissing gate at the main entrance of the Gynsill Lane Sports Ground.

**12) REPRESENTATIVES AND OBSERVERS ON OUTSIDE BODIES:**

- a) A report from R Denney regarding the Stepping Stones meeting of 29 April 2009 was noted.

**13) FINANCE:**

- a) **RESOLVED** that the schedule of accounts paid for the month of April 2009, totalling £34,025.20 (including salaries of £6,753.27) together with petty cash payments of £183.77 be approved and that the accounts and balances for the said month be noted and accepted.
- b) Year End Accounts 2008/9.
  - i) The Internal Auditors letter of Appointment and Declaration of Independence was received and approved.
  - ii) The Internal Auditors written report was received and noted. It was noted that there were no actions requested in the report and, therefore, that no action plan was required.
  - iii) **RESOLVED** to receive and approve the revised Year End Bank Reconciliation.
  - iv) **RESOLVED** to receive and approve the Income and Expenditure Report.
  - v) **RESOLVED** to receive and approve the Balance Sheet and Supporting Statement.
  - vi) Annual Return.
    - (1) **RESOLVED** to receive and approve the Statement of Accounts.
    - (2) **RESOLVED** to receive and approve the Annual Governance Statement.
    - (3) **RESOLVED** to receive and approve the Annual Internal Audit Report to the Parish Council.
- c) **RESOLVED** to receive and approve the Statement of Accounts Section 1 Variance Report.

**14) PLANNING:**

- a) **RESOLVED** to receive and note the Planning Report, as circulated.

**15) CLERK'S REPORTS:**

- a) Health and safety issues.
  - i) The Clerk reported on the remedial work that was being undertaken at the sports pavilion following the failure of the floor.
- b) General Report.
  - i) Children's Act 2004 – The Clerk reported that, following his attendance at a seminar regarding the Act, it was considered that Glenfield Parish Council should look into the preparation of a policy to cover related issues and that CRB checks were not required for councillors or staff.
  - ii) Equality and Human Rights Commission – Equality Bill 2011 – Details had been circulated. Further information was available in the office and, given the council's policies; it was considered the council was working well within the rules and guidelines.
  - iii) HMRC payment of PAYE and NI – The HMRC had incorrectly advised the council that it had underpaid PAYE and NI for the financial year 2008/9. The error was due to the HMRC failing to register that year end returns had been made on-line and that a credit was due on the parish council's account, £100, because of this.

- iv) Deferment of Non-Domestic Rates – Whilst we had been advised that we could apply for a deferment of payment of the increase in non-domestic rates the Clerk (and Responsible Financial Officer) did not consider that this would be an option that the parish council should pursue.
- v) Police and Community Together Project (PACT) – in consideration of the report by the Clerk it was **RESOLVED** to authorise, in principle, the upgrade of the police office by volunteers.
- vi) The Clerk reported that he had responded to a report of dumping on Station Road. An address of the person responsible had been identified and the matter was with Blaby DC.
- vii) The Clerk reported that he had responded to a report that two persons were damaging the hedge to the side of the entrance to Gynsill Meadow. Blaby DC owned and was responsible for the land and had now taken the situation in hand. N Cox asked that the staff be commended for their rapid reaction to the issue, that could have created an entrance for an illegal encampment.

**16) CORRESPONDENCE:**

- a) The Correspondence List, as circulated, was received and noted.
- b) In consideration of a request from Glenfield Bowling Club to review the 2009 charges it was **RESOLVED** to maintain the charge as set by the Property Committee on 3 November 2008.  
B Neale and K Russell left the meeting.
- c) Leicestershire County Council re improvements and maintenance of the public rights of way – Councillors were asked to advise the Clerk by the end of May 2009 of any areas that should be reported.
- d) Minutes Leicestershire Safer Communities Strategy Board, 19 March 2009 – these were available in the office.
- e) Blaby DC Scrutiny Committee work programme 2009/10 – It was **RESOLVED** to suggest both the planning system and anti-social behaviour team for reviews.
- f) Leicestershire Rural Partnership conference 19 June 2009 – H Eppel to attend.

There being no other business the Chair declared the meeting closed at 9:55 pm.