MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 21 MAY 2015
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY

PRESENT: Councillors J Bateman, G Brown, Mrs M S Hendy, C Golding, R Patrick, C Porter, Mrs M Stell, M Swinfen, R Tomlin, S Oliver and C Grafton-Reed.

APOLOGIES: Councillors R Capewell and M Graves

CLERK: Mrs D S Barber – Parish Manager

1. ELECTION OF CHAIRMAN OF PARISH COUNCIL: 2015-16
   Councillor Mrs M Stell proposed that Councillor Grafton-Reed should be elected as Chairman of the Parish Council for the Municipal year 2015-16. The proposal was seconded by Councillor Hendy. The proposal was carried unanimously.

   RESOLVED: That Councillor Grafton-Reed should be Chairman of the Parish Council for Broughton Astley for the Municipal year 2015-16.

   Councillor Grafton-Reed signed his declaration of acceptance of office of Chairman of Broughton Astley Parish Council for the municipal year 2015-16.

2. ELECTION OF VICE-CHAIRMAN OF PARISH COUNCIL: 2015-16
   Councillor Swinfen proposed and Councillor Patrick seconded the nomination of Councillor Porter as Vice-Chairman of the Parish Council for the Municipal year 2015-16. The proposal was carried unanimously.

   RESOLVED: That Councillor Porter should be Vice-Chairman of the Parish Council for Broughton Astley for the Municipal year 2015-16.

3. APOLOGIES
   Apologies were received and accepted from Councillors R Tomlin, R Capewell and M Graves and District Councillor Liquorish.

4. PARISH COUNCIL VACANCIES
   Councillors considered applications from 5 suitably qualified candidates to fill the seats which were uncontested at the Parish Council election in three of the Broughton Astleywards. Three seats remain vacant.
   - One vacancy in Primethorpe Ward
   - One vacancy in Sutton Ward
   - One vacancy in Broughton Ward

   All candidates present were offered the opportunity to address the Parish Council. Dan Howe, Alan Rowe and Paul Shipman, all took the opportunity to relate information on
their personal background circumstances, employment status and reasons for seeking co-
option to the Members of the Parish Council. Robert Gahan and Sandra Parkinson declined
to address the Parish Council.

Questions to candidates
No questions were asked by the Parish Council to the candidates.

A vote for the co-option to the 3 remaining seats on the Parish Council was taken by secret
ballot and the votes counted. The result of the vote enabled Robert Gahan, Dan Howe and
Alan Rowe to be co-opted to serve on the Parish Council.
Robert Gahan agreed to represent Sutton Ward, Dan Howe to represent Broughton Ward,
and Alan Rowe Primethorpe Ward until the next election in 2019.
Councillors Gahan, Howe and Rowe signed their Declaration of Acceptance of Office and
undertaking of observance of the Code of Conduct 2007 and joined the meeting.

RESOLVED: That following co-option on to the Parish Council, Robert Gahan agreed
to represent Sutton Ward, Dan Howe to represent Broughton Ward, and Alan Rowe
Primethorpe Ward until the next election in 2019.

5. DECLARATIONS OF MEMBERS’ INTERESTS AND REQUESTS FOR DISPENSATIONS
Councillor Mrs Stell declared a non-pecuniary interest as a member of St Mary’s Church with
reference to an item in the minutes of 16 April 2015. Councillors Golding and Rowe declared
a non-pecuniary interest in item 21 of the agenda as an allotment plot holder.

6. MINUTES OF THE PARISH COUNCIL MEETING – 16 APRIL 2015
Councillor Mrs Stell questioned the wording in a paragraph from the Chairman’s Time
relating to St Mary’s Church. She was unsure as to whether it was all the Members who
wanted the fact recording that concerns were raised by the lack of assistance from the
church during the issue over the bridge repairs or was it just the opinion of Councillor
Golding. Councillor Golding agreed he had made the comment and would stand by it again.
Councillor Grafton-Reed responded that there was indeed a considerable lack of assistance
from the church during the period of the repairs to the bridge. At this point the Chairman
requested a show of hands from the Members who supported the paragraph remaining as
written, this was carried unanimously.
The Members confirmed the Minutes of the Parish Council meeting held on 16 April 2015 to
be a true record, which were approved and adopted unanimously.

7. PROGRESS AGAINST OUTANDING RESOLUTIONS
A report of progress in completing Parish Council resolutions was presented by the Parish
Manager.
849 - Councillor Brown wished it to be recorded that he has received a number of favourable
comments regarding the completed works at the War Memorial.
1055 - Councillor Bateman pointed out a typing error that should have read ‘plaque’

Councillor Tomlin joined the meeting at 7.55pm after attending a training session at
Harborough District Council.

8. APPOINTMENTS TO COMMITTEES 2015-16
Members considered the written preferences formally submitted by individuals, noting that
two Members had not submitted their preferences in time for the meeting. The Planning and
Licencing Committee had one too many candidates and Councillor Porter offered to withdraw from the nominations therefore preventing the need for a ballot. Three vacancies were announced on the Administration and Finance Committee and the Chairman looked to the Members to volunteer to sit on this Committee. Councillors Gahan, Howe and Rowe volunteered to stand on this committee. In his absence Councillor Graves was elected to the Scrutiny Committee to fill the one vacancy remaining. No ballot was therefore required to complete the appointments to committees for 2015-16.

Members then agreed the following Committee structure:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members required</th>
<th>Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration and Finance</strong></td>
<td>6 Plus Chairman</td>
<td>Capewell, Gahan, Grafton-Reed, Mrs Hendy, Howe, Porter, Rowe and Mrs Stell</td>
</tr>
<tr>
<td></td>
<td>and Vice-Chairman</td>
<td></td>
</tr>
<tr>
<td><strong>Scrutiny</strong></td>
<td>8</td>
<td>Bateman, Brown, Golding, Graves, Oliver, Patrick, Swinfen and Tomlin</td>
</tr>
<tr>
<td><strong>Planning and Licensing</strong></td>
<td>6</td>
<td>Brown, Capewell, Mrs Hendy, Patrick, Mrs Stell and Swinfen</td>
</tr>
<tr>
<td><strong>Neighbourhood Plan Delivery and Monitoring Group</strong></td>
<td>8</td>
<td>Capewell, Grafton-Reed, Mrs Hendy, Oliver, Patrick, Porter, Mrs Stell and Tomlin</td>
</tr>
</tbody>
</table>

9. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2015-16**

Members considered the preferences indicated by individual Councillors and unanimously agreed the following representation on outside Bodies:

<table>
<thead>
<tr>
<th>Body</th>
<th>Members required</th>
<th>Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Volunteer Action South Leicestershire</strong></td>
<td>1</td>
<td>Brown</td>
</tr>
<tr>
<td><strong>B.A.T.O.N.</strong></td>
<td>1</td>
<td>Mrs Stell</td>
</tr>
<tr>
<td><strong>Citizens Advice Bureau</strong></td>
<td>1</td>
<td>Howe</td>
</tr>
<tr>
<td><strong>Council for the Protection of Rural England</strong></td>
<td>1</td>
<td>Mrs Stell</td>
</tr>
<tr>
<td><strong>Leicestershire &amp; Rutland Association of Local Councils, including the Larger Councils Forum</strong></td>
<td>1</td>
<td>Porter</td>
</tr>
<tr>
<td><strong>Harborough District Leisure Trust</strong></td>
<td>1</td>
<td>Grafton-Reed</td>
</tr>
<tr>
<td><strong>National Association of Leisure Gardeners</strong></td>
<td>1</td>
<td>Golding</td>
</tr>
<tr>
<td><strong>Broughton Astley Community 'Bus'</strong></td>
<td>1</td>
<td>Brown</td>
</tr>
<tr>
<td><strong>Broughton Alive</strong></td>
<td>1</td>
<td>Brown, Grafton-Reed, Rowe</td>
</tr>
<tr>
<td><strong>Neighbourhood Watch</strong></td>
<td>1</td>
<td>Bateman</td>
</tr>
<tr>
<td><strong>Stepping Stones’ Leicestershire County Council</strong></td>
<td>1</td>
<td>Porter and Mrs Stell</td>
</tr>
</tbody>
</table>
10. SCHEDULE OF MEETINGS 2015-16
Members considered the draft schedule of meetings for the municipal year 2015-16, and notes whilst there were some inevitable clashes with District Council meetings and school holidays; if necessary to ensure a quorum, dates could be changed. The schedule of meetings was accepted unanimously.

RESOLVED: That the schedule of meetings for the municipal year 2015-16 is adopted by the Parish Council.

11. CHAIRMANS TIME

MEMBERS’ COUNCILLOR PACKS
Placed in front of you are the new councillor packs which have been produced and provided for each Member of the Parish Council. The folder contains useful documentation such as Standing Orders, Financial Regulations, Council Policies as well as spaces to place your agendas and minutes of meetings. Please ensure that when updates or new documents are provided by the Parish Office they are replaced in your folders.

2015 ELECTIONS
Now the election process has finished you will all have received an email from the Parish Manager reminding you to complete and submit your Declaration of Election Expenses to the Returning Officer within 28 days of the date of the election. This applies to ALL candidates whether the election was contested or not and whether you spent anything or not. If you would like any assistance or information with regards to filling in the form, please contact the Parish Office.

REGISTER OF MEMBERS INTERESTS
There is an obligation within 28 days of election to notify the Monitoring Officer of any amendments or changes to the Register of Members Interest or to declare any interests that were not previously declared, in which case an Amendment form is required to be sent to HDC.

If a Councillor wishes to complete a new form, this is acceptable however it is also perfectly acceptable to complete an Amendment form and send that through. Forms can be obtained from the Parish Manager.

STAFF HOLIDAYS
Please be reminded that the due to the Bank Holiday the Parish Office will be closed on Monday 25 May. The Parish Manager will be taking annual leave on Wednesday 27th and Friday 29th so please contact the Deputy Clerk, Alison in her absence.
PRESENTATION TO CHRISTINE LORD

A presentation will be made to Christine Lord in recognition of the work and dedication shown in the production of Broughton Astley Neighbourhood Plan.

1070 12. PUBLIC FORUM
The Chairman suspended the normal business of the Council at 8.20pm. No members of the public were present at the meeting. Normal business re-opened at 8.20pm

1071 13. DISTRICT AND COUNTY COUNCILLORS REPORTS

Councillor Tomlin reported that due to the new council term things are relatively quiet. He reminded Member’s that the Co-op car park will be closing for a period of a week due to resurfacing week commencing 1 June 2015. Councillor Tomlin informed the Members that although a grant of £5,000 was awarded from the New Homes Bonus Application there was an amount of opposition raised as to its use. Smaller awards were made during this round as applications were heavily oversubscribed and he suggested that a further application be made in the future.

1072 14. SCHEDULE OF PAYMENTS FOR THE PERIOD TO THE END OF APRIL 2015
The Parish Manager presented the schedule of payments made for the period until 30 April 2015. Following an explanation concerning a number of payments, the schedule of payments were received and accepted unanimously.

1073 15. FINANCIAL STATEMENTS FOR THE PERIOD TO THE END OF APRIL 2015

The Parish Manager presented the financial statements for the period ending 30 April 2015. Members observed that income and expenditure at the start of the year was generally in line with budgets.

16. APPROVAL OF THE ANNUAL AUDIT FOR YEAR ENDING 31 MARCH 2015.
That the Annual Return and supporting documents for the financial year to 31 March 2015, including the management accounts, the Statement of Accounts, the Statement of Assurance and Governance, and the Additional Assurances Review, should be approved. Councillor Golding asked that the office staff be praised in relation to the quality of work produced for the audit.

RESOLVED: That the Annual Return and supporting documents for the financial year to 31 March 2015 including the management accounts, the Statement of Accounts, the Statement of Assurance and Governance, and the Additional Assurances Review, are approved.

17. MINUTES OF THE PLANNING AND LICENSING COMMITTEE
Members received the minutes of the Planning and Licensing Committees held on 7 and 20 April 2015 and 5 May 2015; and noted the schedule of planning decisions made since the Parish Council meeting on 10 April 2015. The Chairman thanked the Members of the Committee for their continuing hard work on the deliberation of planning applications.
18. ANNUAL REVIEW OF BROUGHTON ASTLEY NEIGHBOURHOOD PLAN

Members received the draft copy of the Annual Review of Broughton Astley Neighbourhood Plan 2014-2015. It was noted that the largest change to this document was the Progress against number of dwellings allocated which has been updated to reflect the latest allocation. A typing error was indicated in Key Objective 2 which is to be amended. The Parish Manager confirmed that a full update and review will occur upon the Neighbourhood Plan fifth year.

A show of hands unanimously agreed to accept the annual review of the Broughton Astley Neighbourhood Plan.

RESOLVED: That the Annual Review of the Broughton Astley Neighbourhood Plan is accepted following a small typing amendment.

19. CHANGE OF SIGNATORIES ON THE CO-OPERATIVE BANK MANDATE

Having received the report on the background for the necessity to make changes to the signatories on the Co-operative Bank Mandate to remove Councillor Dann and add Councillor Mrs Stell; Councillor Grafton-Reed proposed and Councillor Brown seconded that the change be approved.

RESOLVED: That Councillor Dann is removed and Councillor Mrs Stell be added as signatories to the Co-operative Bank Mandate.

20. RENEWAL OF THE GENERAL POWER OF COMPETENCE

The Members received the report on the renewal of the General Power of Competence and agreed that the Parish Council wish to continue to use it. The Members understood that prior to the use of the General Power of Competence for a specific purpose or project the Parish Council will undertake a risk analysis for the project.

RESOLVED: To adopt the use of the General Power of Competence and that a risk analysis will be undertaken for each project.

21. ALLOTMENT FENCING

A report was prepared and presented to the Members on the Allotment Fencing explaining that as only £5,000 was awarded from the New Homes Bonus application there was now a significant shortfall in monies to complete the whole project. Members were asked to consider a number of options available.

Councillor Golding opened the debate by stating that he would like to see the money spent having received it. He said that he had spoken to members of the Broughton Astley Gardeners Association and have presented a further recommendation:

- Provide a new security barrier to the car park to replace the broken one to prevent unauthorised vehicle access.
- Provide a new main gate access, by the BAGA hut.
- Provide fencing from the carpark round to the gateway and go as far as possible with funds available.

This was put forward due to the low maintenance provided by metal fencing as opposed to stock fencing.

Councillor Tomlin stated that the council could apply for further funding at a later date to complete the project, to which Councillor Porter asked if Harborough District Council were likely to give any further grant money if there was as much opposition to the grant application as was indicated.

Councillor Hendy raised concerns over the amount of money to be spent on fencing the allotments in relation to the amount of income they generate and taking into account the number of incidents that had occurred over the past eleven years. Councillor Golding pointed out that they were only reported incidents that had been recorded. Councillor Grafton-Reed proposed and Councillor Bateman seconded that a fresh quotation is obtained for the fencing for the Western Williows allotment site only. A show of hands passed this proposal.
 RESOLVED: That a new quotation is obtained to place fencing and appropriate gateways to the Western Willows allotment site.

22. MEMBERS MOTION 12/15 – COUNCILLOR BATEMAN
To commence the new four year council cycle and taking into consideration an era where finances and resources are continually stretched whilst ensuring our responsibilities are met in providing the community the best value in all the services we offer, I put forward this motion to review how we communicate within the council.

In view of the large amount of staff time, paper resources used to prepare, print, pack and distribute various agenda’s, reports, minutes etc. I would like to propose that we review the following:

- The implementation of a dedicated, personal e-mail for each Member along the format of bob.smith@broughton-astley.gov.uk for the specific purpose of all council communications.

- Investigate and cost the provision of a suitable, low cost tablet computer device for each Member that can be securely connected to this email address for the above purposes.

Whilst not radical this is the way most business now operate and I believe we should explore how technology can assist and transform the way we undertake our roles and therefore I urge Members to support this motion and set us on a path towards a vast reduction in the volume of paper we use and the time and effort expended in both its production and distribution.

Time, effort and costs could potentially be saved, as well as improving the ways in which we do our business.

Councillor Bateman explained the background to his motion saying that the idea was to improve the communications within the council by reducing time, effort and costs to produce, print and distribute the various agenda’s, minutes, reports etc that are required and provided to Members. Councillor Grafton-Reed seconded the motion and opened up the motion for debate.

Councillor Tomlin explained to the Members that he had been involved in a similar exercise at Harborough District Council and that they had considered the following:

- How difficult it would be to get the tablet device back from a leaving Member?
- What training would be available to the Members in using the device?
- Is the wireless connections strong enough within the building to support all the devices required?
- Would it be possible to use a system of forwarding the information from the email accounts given to the Members personal email address?

Councillor Oliver reminded the Members that consideration must be given to the security of the uploads and downloads that would be sent on the devices as well as making the devices appropriate for use.

Councillors Tomlin and Hendy both explained how a using electronic communication had saved money in their experience. Councillor Golding stated that if the Members said no to this proposal now, the council would never move forward, this is the only way to go.

Councillor Grafton-Reed fully supported this statement and said that all his work communication is electronic.

Councillor Tomlin proposed that costings should be presented to the next Parish Council meeting to provide the Members with details on providing emails, forwarding emails, tablets

This document is also available in large print.
required and the savings that could be made. This proposal was supported unanimously by a show of hands.

RESOLVED: That further investigation is made and reported to the next Parish Council meeting giving details of costs to provide emails, tablets and savings that could be made by moving to electronic communication.

23. MEMBERS’ MOTIONS FOR NEXT PARISH COUNCIL MEETING
   None received

The meeting closed at 8.45pm

Minutes approved and accepted as correct

........................................................... Chairman

Dated .................................................