

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON THURSDAY 14 MAY 2020
BY ZOOM VIDEO AND WEB CONFERENCING**

PRESENT: Councillors: G Brown, R Capewell, R Davis, R Gahan, D Glenis, C Golding, C Grafton-Reed, M Graves, D Howe, G Mallaghan, S Oliver, R Patrick, C Porter, and Mrs M Stell

ALSO PRESENT District Councillor Dann

CLERK: Mrs D Barber – Parish Manager

APOLOGIES RECEIVED: Cllr Swinfen
Cllr Shipman

APOLOGIES NOT RECEIVED:

1. ELECTION OF CHAIR OF THE PARISH COUNCIL 2020-21

As the meeting was being held by video conferencing, nominations for Chair were requested to be made by Members prior to the meeting. Councillor Grafton-Reed was the only name nominated for the position of Chair for the Municipal Year 2020-21. Councillor Grafton-Reed confirmed he was happy to stand as chair. A secret ballot took place and Councillor Grafton-Reed was duly elected Chair.

2544/05/2020

RESOLVED: That Councillor Grafton-Reed is elected Chair of the Parish Council for Broughton Astley for the Municipal Year 2020-21.

Councillor Grafton-Reed has been sent his declaration of acceptance of office to sign as Chair of Broughton Astley Parish Council for the Municipal Year 2020-21 by electronic means.

2. ELECTION OF VICE-CHAIR OF THE PARISH COUNCIL 2019-20

Three nominations were received for Vice-Chair for the Municipal Year 2020-21. A secret ballot took place where two nominees came out in equal place. A further secret ballot took place and Councillor Howe was duly elected at Vice-Chair.

2545/05/2020

RESOLVED: That Councillor Howe is elected Chair of the Parish Council for Broughton Astley for the Municipal Year 2020-21.

2546/05/2020 **3. APOLOGIES**

Councillor Howe has been sent his declaration of acceptance of office as Vice-Chair of Broughton Astley Parish Council for the Municipal Year 2020-21 by electronic means.

Apologies were received from Cllr Shipman and Cllr Swinfen which were accepted by the Members.

2547/05/2020 **4. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**

No declarations were received.

5. MINUTES OF THE PARISH COUNCIL MEETING

Members confirmed that the Minutes of the Parish Council Meeting held on 19 March 2020 and the Extraordinary Parish Council Meeting held on 28 April 2020 to be a true record. A show of hands accepted unanimously that the minutes were a true record of the meetings.

2548/05/2020 **RESOLVED: That the minutes of the Parish Council Meeting held on 19 March 2020 and the Extraordinary Parish Council Meeting held on 28 April 2020 are accepted as a true record.**

2549/05/2020 **6. PARISH COUNCIL RESOLUTIONS**

The Parish Manager provided some additional information to some of the outstanding resolutions when requested. The report of progress in completing Parish Council resolutions was presented and accepted.

2550/05/2020 **7. APPOINTMENTS TO COMMITTEES**

Members considered the preferences formally submitted by individuals. After all preferences had been taken into consideration a ballot was required for the Neighbourhood Plan Delivery and Monitoring Group. Following the ballot Councillors Gahan, Graves, Mallaghan, Oliver and Porter were assigned to the Neighbourhood Plan Delivery and Monitoring Group.

Members then agreed the following Committee Structure.

Administration and Finance Members required: 6 plus Chair and Vice-Chair of Parish Council	Councillors Capewell, Gahan, Grafton-Reed, Graves, Howe, Oliver, Porter and Shipman
Personnel Members required: 4	Councillors Brown, Glenis, Mallaghan and Patrick
Planning and Licensing Members required: 6	Councillors Brown, Davis, Patrick, Shipman, Mrs M Stell and Swinfen.
Neighbourhood Plan Delivery and Monitoring Group Members required: 5 – plus Chair and Vice-Chair of Parish Council and Chair of Planning and Licensing Committee	Councillors Gahan, Grafton-Reed, Graves, Howe, Mallaghan, Oliver, Porter, and Mrs M Stell

2551/05/2020 **8. REPRESENTATIVES FOR OUTSIDE BODIES**

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

Voluntary Action South Leicestershire Members required: 1	Cllr G Brown
B.A.T.O.N Members required: 1	Cllr Mrs M Stell
Citizens Advice Bureau Members required: 1	Cllr D Howe
Council for the Protection of Rural England Members required: 1	Cllr Mrs M Stell
Leicestershire & Rutland Association of Local Councils, including the Larger Councils Forum Members required: 1	Cllr R Gahan
National Association of Leisure Gardeners Members required: 1	Cllr C Golding
Broughton Astley Community Bus Members required: 1	Cllr G Brown
Broughton Alive Members required: 1	Cllrs Grafton-Reed and Brown
Neighbourhood Plan Members required: 1	Cllr P Shipman
Stepping Stones Leicestershire County Council Members required: 1	Cllr Mrs M Stell

9. MEETING SCHEDULE 2019/20

The Members received a copy of the meeting schedule for the Municipal Year 2020-21. Following a discussion over the pattern of planning meetings in September and December 2020 with Planning and the Neighbourhood Plan Group, it was agreed to leave the schedule as received, but to convene the planning meetings at 7pm and the Neighbourhood Plan Group at 8pm.

2552/05/2020 **RESOLVED: That the meeting schedule for 2020-21 is approved.**

2553/05/2020 **10. CHAIRS NOTES**

Parish Office

Arrangements have been made for two of the office staff to work from home. Social distancing measures have been put in place to ensure the rest of the staff can continue their work in compliance with the guidelines.

The grounds maintenance staff are working well under the new guidelines. The situation is under constant review and I am talking with the Parish Manager daily.

Village Hall Refurbishment

The maintenance staff supported by a furloughed employee of Jelson's have been using the fact that the Village hall is not being used to carry out a through redecoration of the various rooms and surroundings. By the time the play school re-opens, they will be coming back to a

completed repainted and refurbished Alan Talbot room. Our other meeting rooms have also been redecorated

Community Support

The volunteer groups are still operating out of the main hall. They are still receiving new calls, but most of the work is supporting prescription and food delivery for those who are sheltering and providing cash where asked. In a survey of people helping other to do shopping, these volunteers were typically shopping for around 3 families so a ratio of 1:3 suggests the network is helping around 275-300 households or 10% of the number of houses. Many small WhatsApp groups are operating across BA and the district where neighbours have mobilised to help one another. The swap shop has proved very successful for families looking to entertain children not allowed out.

Significant funding has been secured by Broughton Alive for the work to continue and to look at re-starting many of the smaller social groups (stroke club etc) when it is permissible and safe to do so.

Feedback both directly and through social media has praised the operation with many people saying that their friends in other areas do not have anything like the same level of support. We have provided strong guidance to HDC officers have taken on board e.g. for monitoring/recording activities. We have been asked to prepare a case study for the local government association magazine.

The consensus of the feedback is that some form of community support should continue after Covid-19 and the group will be looking at that and at a suitable time in the future present those plans to the Parish Council to ensure we maintain our integrated approach.

Medical centre letter

We have finally received a reply from the CCG which you all have a copy of. Essentially, they do not have capital money to provide a new medical centre despite the obvious need. Secondly, they are saying they will maximise the current site before taking any plan further. Clearly, we are in difficult times and I will be contacting HDC to understand exactly what discussions have been had on the S106 money and to try to ensure the funds do not get diverted out of BA.

Leisure Centre

I have had discussions directly with Norman Proudfoot (CEO of HDC) with regard support funding on a par with that the District Council is providing to the other two centres in the District. His advice is to submit a proposal of what we want and the background on our financial situation. (off the record comments – our prudence)

We are finalising the contract variation with Parkwood Leisure in line with the resolution passed at the extra ordinary meeting. It is critical that we keep the contract with Parkwood in place as the quickest way to re-open the centre when it is allowed.

Recreation Ground

The recreation ground will remain locked to avoid youths congregating in cars and causing a nuisance.

Dog Fouling

People will have noticed the new stickers on the HDC bins. I requested HDC to do this and the response, with some exceptions has been pretty good. The removal of the bins appears not to have caused the problem of dog poo. We still have problems with some people bagging it and then not putting it in a bin or taking it home.

When we get clear of the current problem a proposal will be brought forward to adopt dual purpose bins where there is a need for any additional capacity.

Footpaths and Cycleways

The government has announced additional funding for cycleways and footpaths. I am looking into if we can access any of this funding to support the objectives as laid out in the Neighbourhood Plan for additional cycle paths.

2554/052020

11. PUBLIC FORUM

The Chair opened the public forum at 8.15pm and as no members of the public were present reconvened the meeting at 8.16pm

2555/05/2020

12. DISTRICT AND COUNTY COUNCILLORS REPORT

Councillor Liquorish – could not be viewed or heard on Zoom but left the meeting at 8.20pm before providing a report.

Councillor Dann

Congratulations to Councillor Grafton-Reed on your re-election as Chair and to the newly appointed Vice-Chair Councillor Howe.

It goes without saying that the District Council like all other Councils has been occupied with Covid-19 and much of the work being carried out revolves around the safety and wellbeing of the residents.

The Community Hubs set up across the District have worked well. I do not have any outstanding issues causing concern for my Ward. I hope the Litter bin/Dog bin issue from several weeks ago has satisfactorily been dealt with.

The very big issue of ensuring that Business received the £25000/£10000 grants from government through the relative District Councils was a staggering piece of work carried out by the Revenue and Benefits partnership. To date almost 99% has been sent out. District Council Members have been helping to locate the last few that were not traceable. The last remaining business in my Ward was located last week.

I had an e-mail exchange with Clive regarding the Leisure Centre my last understanding was that Clive was having a meeting with Norman Proudfoot. I hope that things progress well.

My main concern now is the forthcoming planning application 19/0056/OUT The Golf Complex on Coventry Road, I do not have an issue with the development, it fits in nicely with the Parish Councils Neighbourhood Plan. I do however have reservations about traffic entrancing and exiting the site and the ability of the junction at the Mill-on the Soar to cope during busy times of the day. I know that some of my fellow Councillors feel as strong or stronger than I. Would it be possible to have a steer from Parish Council

planning team to see what common ground exists.

Councillor Dann left the meeting at 8.25pm.

Councillor Golding

To follow on from Councillor Dann's comments on the development off Coventry Road, I propose that a letter from the four District Councillors is sent to the Local Planning Authority highlighting their concerns over the vehicle movement and increase in traffic proposed as a result of the development. Leicestershire County Council has raised no objections to the possible increase of up to 4,000 vehicular movements a day on this stretch of road without putting into place any method of mitigation. I suggest one letter signed by all four District Councillors is drafted and would also recommend that the Parish Council do the same.

I can report that as at 4pm today Harborough District has had 136 positive cases of Covid-19 confirmed.

Councillor Dann already has mentioned the business grants that are available so will not dwell on this.

I would urge the Parish Council to continue with their Neighbourhood Plan Review and work towards the earliest referendum date of 6 May 2021.

Finally, a personal plea from myself to not be copied into email streams on 'reply all' unless relevant council business. If personal interaction is required, just email between the parties concerned.

Councillor Graves

I have received no further concerns or issues following the removal of the dog bins.

There are several challenges facing Harborough District Council because of the Covid-19 crisis which include the loss of income, additional IT expenses, the redeployment of staff to support the Community Hub, loss of income from car parks etc.

A Community Hub has been set up by the District Council to be able to redirect residents to their nearest suitable support network during the Covid-19 crisis.

I support the comments made by the other District Councillors over the development off Coventry Road, particularly with the potential increase in traffic and that the Mill on the Soar improvements have still not be started and are now well overdue.

13. SCHEDULE OF PAYMENTS

The Parish Manager presented the schedule of payments made for the period to 31 March and 30 April 2020. The schedule of payments and the month end statement were received and accepted unanimously by the Members with a show of hands. The Chairman signed the Bank Reconciliations, on behalf of the Parish Council.

2556/05/2020

RESOLVED: That the schedule of payments and the month end statements for the period 31 March and 30 April 2020 were received and accepted unanimously. The Chairman signed the Bank Reconciliations, on behalf of the Parish Council.

14. FINANCIAL STATEMENTS

The Parish Manager presented the financial statements for the period ending 31 March and 30 April 2020. A show of hands accepted the Financial Statements unanimously.

2557/05/2020

RESOLVED: That the financial statements for the period to the end of 31 March and 30 April 2020 are accepted.

15. SECTION 106

The Members were presented with a statement as at 30 April 2020 detailing the S106 payments and expiry dates allocated to Broughton Astley Parish Council

2558/05/2020

RESOLVED: That the statement as at 30 April 2020 detailing s106 payments and expiry dates for Broughton Astley Parish Council are accepted.

16. GRANT APPLICATION STATUS

Members were presented with a report providing the status of any grant application being applied for as at 30 April 2020.

2559/05/2020

RESOLVED: That the status report provided as at 30 April 2020 detailing the progress of any grant applications is accepted.

17. ROSPA INSPECTION REPORT

The Members noted the outstanding issues and any new issues arising since the RoSPA report of July 2019.

2560/05/2020

RESOLVED: That the review of the outstanding RoSPA report is accepted.

18. ANNUAL GOVERNANCE STATEMENT

The Parish Council received the Annual Governance Statement prepared by the Parish Manager. The Members approved the Governance Statement contained within the Annual Return unanimously and the Chair, Councillor Grafton-Reed, and the Parish Manager as Responsible Finance Officer signed the statement on behalf of the Parish Council.

2561/05/2020

RESOLVED: That the Governance Statement contained within the Annual Return is approved and signed by the Chair on behalf of the Parish Council and by the Parish Manager as Responsible Finance Officer.

19. ACCOUNTING STATEMENT

The Accounting Statement for the financial year to 31 March 2020 were presented to the Parish Council. A show of hands approved the Accounting Statement unanimously. The Parish Manager as Responsible Finance Officer and the Chair signed the Accounting Statement on behalf of the Parish Council.

2562/05/2020 **RESOLVED: That the Accounting Statement for the financial year to 31 March 2020 is approved.**

20. 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. Councillor Golding proposed and Councillor Mrs M Stell seconded that the General Power of Competence is accepted. A show of hands carried this unanimously.

2563/05/2020 **RESOLVED: To adopt the use of the General Power of Competence and that a risk analysis will be undertaken for each project.**

21. INTERNAL MINI AUDITS

Members received the report provided by the Parish Manager detailing a request to suspend the Internal Mini Audits during the Covid-19 crisis due to being unable to meet face to face with councillors. Members agreed that due to the present circumstances that it would be sensible to not undertake any further Internal Audits until the situation changes. A show of hands carried this proposal unanimously.

2564/05/2020 **RESOLVED: That the Internal Mini Audits are suspended due to the Covid-19 crisis until further notice.**

22. MEMBERS MOTIONS

No Members motions were received.

2566/05/2020 The meeting closed at 8.44pm

Minutes approved and accepted as correct

.....Chairman

Dated.....