

South Croxton Parish Council

Minutes of the Virtual Annual Parish Council Meeting held on Monday 18th May 2020 at 6.04 pm

Councillors present: Cllr JoAnn Charles (Chair), Cllr Elizabeth Norton, Cllr Dave Morris, Cllr Paul Gant, Cllr Daniel Grimley.

In attendance: Clerk – Mr SC Johnson

SC 01 20 Welcome

Cllr Charles opened the meeting and welcomed all present giving a brief explanation of the procedure using the Zoom digital platform.

SC 02 20 Election of Chairman and Vice Chairman

The sitting Chair, Cllr Jo Charles, decided to step down from the post after 4 years. Following discussion it was resolved that Cllr Dave Morris would take over the duties of Chairman for the coming year 20/21 and a Declaration of Office in the post of Chairman was signed by Cllr Morris. Cllr Paul Gant stepped down from the post of Vice Chairman; the post remains vacant.

SC 03.20 Apologies for Absence:

Cllr Steve Goodger

SC 04.20 Disclosure of Interests and Dispensation by Councillors for this meeting

No interests or dispensations were declared at the start of or during the meeting. Cllrs had been issued with a website link to the Registers of interests and each confirmed that no changes were needed.

SC 05 20 Approve by resolution Minutes of meeting held on 2nd March 2020 and virtual Extraordinary meeting held on 27th March 2020

The minutes, circulated before this meeting, were approved by resolution - proposed Cllr Charles, seconded by Cllr Norton, no objections. A query relating to the 2nd March meeting had been dealt with prior to the meeting. Clerk to add the minutes to the website and file the copy.

SC 06 20 Borough Councillor Report

Borough Councillor written report was delivered to Cllrs prior to the meeting. Cllr Grimley highlighted important issues. A copy of the report is attached to the minutes.

It was noted that the Village Hall had been successful in obtaining a grant for £275 for a table tennis table.

SC 07 20 Police Report

The report was delivered to Cllrs prior to the meeting. No crimes were reported since the last meeting. (See also Minute SC 19 20 of this report).

SC 08 20 Matters Arising from minutes of meeting held on 2nd March 2020 and virtual Extraordinary meeting held on 27th March 2020

Minute

MATTERS ARISING FROM Extraordinary Parish Council meeting held on 2nd March 2020

Confirmed:

Chairman

Date:

Para. 9 Noted that the residue of the Community Contribution Fund at the end of the financial year 2019/2020, a sum of £315.00, be transferred to the Reserve Account.

Para. 10 The minutes of the Play a Part Steering Group meeting which was held on 14th March are now available.

Para. 12 Refurbishment of the telephone kiosk housing the defibrillator is delayed due to the virus restrictions.

Para. 14 Erosion, requested to be reported to Highways, will be photographed in dry weather to enable the damage to the road to be clearly seen.

Para. 18 The Parish Council meeting scheduled for April was cancelled due to the virus situation.

MATTERS ARISING FROM Extraordinary Parish Council meeting held on 27th March 2020

Para. 1. The Internal Auditor noted that the Act permitting virtual meetings was not formally passed until 4th April 2020. However full marks were given for using initiative.

Para. 4 Despite being progressed and future undertakings given by Direct 365 to refund the cheque for £214.07 the monies have still not been repaid. The 5th May bank statement has been received.

Para.5 The end of year bank balance was £3944.14 due to the non-payment as in Para. 4 above.

SC 09 20 Review of Policies

The following Policies were reviewed/adopted and/or revised:

Asset Register	Reviewed 18.05.2020
Publication Scheme	Reviewed 18.05.2020
Business Continuity Plan	Reviewed 18.05.2020
Complaints Procedure	Reviewed 18.05.2020
Equality and Diversity Policy	Reviewed 18.05.2020
Financial Regulations	Adopted NALC Version 2019
Risk Assessment	Reviewed 18.05.2020
Members Code of Conduct	Reviewed 18.05.2020
General Data Protection Regulations	Reviewed 18.05.2020
Standing Orders	Revised April 2020 NALC Version

The policies were circulated before the meeting and will be transferred to the website.

Councillors resolved to accept the revisions unanimously.

SC 10 20 Planning Matters

No new planning applications have been received from CBC Planning since the last meeting.

A report from CBC Planning office on the latest situation about the occupied traveller's site was included in the papers sent to Councillors.

SC 11 20 Financial Matters

a) Bank Accounts and Reserves	
Statement Current Account Balance	£ 9819.64
Estimated Income to year end	£ 6826.17
Total	£ 16645.81
Estimated spend to year end	£ 11751.00
Estimated Current Account Balance	£ 4894.81
Statement Reserve Account Balance	£ 9415.20

Confirmed:

Chairman

Date:

b) Cheques to be approved at meeting & signed with appropriate distancing measures

LRALC (Subs)	£ 149.17	Chq No. 904
HMRC (April)	£ 33.40	Chq No. 905
HMRC (May)	£ 33.60	Chq No. 906
Clerk Wages (April)	£ 134.17	Chq No. 907
Clerk Wages (May)	£ 133.97	Chq No. 908
LCC (Street Lighting)	£ 519.14	Chq No. 909
Grass Cutting	£ 80.00	Chq No. 910
Insurance	£ 333.58	Chq No. 911

Total Value **£1417.03**

The balancing figures were checked against the Bank Statement for correctness.

Additional Invoices received since meeting preparation:

Norton anti-virus for PC computer	£ 59.99	Chq No. 912
Postage Stamps	£ 11.52	Chq No. 913

N.B. The additional cheques will be incorporated into the accounts at the next meeting

The cheque amounts were correlated to the qualifying documentation supplied to Cllrs prior to the meeting and agreed as being correct. Cheques will be wet signed following the meeting using appropriate distancing measures.

SC 12 20 Internal Auditors Report

This is the Internal Auditors Report which is page 4 of the AGAR (Annual Governance & Accountability Return). It was signed by the Internal Auditor on completion of her work. The Internal Auditor had also produced a written report which was included in the papers circulated prior to the meeting.

SC 13 20 Audit – AGAR (Annual Governance & Accountability Return) for approval by resolution at the meeting

Copies of all the relevant documents have been sent to Councillors prior to the meeting.

The Annual Governance and Accountability Return 2019/20 Part 2 was completed having established qualification due to the higher gross income and gross expenditure being less than £25,000. The Council resolved (using the flow chart provided in guidance documentation) to declare themselves exempt from sending the completed Annual Governance and Accountability Return Part 2 to the External Auditor for a limited assurance review.

a. The Certificate of Exemption - AGAR 2018/19 Part 2 was resolved as approved by the Council and signed by the Responsible Financial Officer and the Chairman. This document will be published on the Councils Website before 31st August 2020.

Confirmed:

Chairman

Date:

Page 4, (Completed and signed by the Internal Auditor), of the Annual Governance and Accountability Return Part 2 was noted by the meeting and will be published on the Councils website by 31st August 2020.

b. The Section 1 - Annual Governance Statement 2019/20 was completed at the meeting having considered the 9 statements in turn, resolved as approved by the Council, and signed by the Chairman and the Clerk. This document will be published on the Councils Website before 31st August 2020.

c. The Section 2 – Accounting Statement 2019/20 was completed by the Clerk and signed before presenting to the meeting and after consideration resolved as approved by Councillors and signed by the Chairman. This document will be published on the Councils Website before 31st August 2020.

1. An explanation of the Variances on the Section 2 sheet was presented to the meeting and explained by the Clerk. Councillors resolved to approve the Variances sheet. This document will be published on the Councils Website before 31st August 2020.
2. The Bank Reconciliation sheet was completed by the clerk and presented to the meeting. The figures were checked against the Councils' Bank Statements and resolved as approved by Councillors. This document will be published on the Councils Website before 31st August 2020.
3. The Notice of Public Rights and Publication of Annual Governance and Accountability Return (Exempt Authority) had been completed was tabled at the meeting with a) the notification of what exempt authorities need to do to advertise the period during which rights may be exercised and b) sheets containing a summary of the rights which will be published with the Notice. Councillors approved the Notice and notifications.
The Notice of Public Rights and Notifications will be published on the Notice Boards in the Parish and on the Councils website on 11th June 2020 before the date of commencement of the period on 15th June 2020.

SC 14 20 Play a Part Project update

The next step in the project is to go out to tender to 3 suppliers. Before doing so there are reservations regarding the appropriate documentation to be sent with the tender. Initially the matter concerned Data Protection issues. That has been resolved and the contractor would be expected to provide necessary undertakings.

The Contractual arrangements are considerable and outlined in NALC Legal Technical Notice 87, and Standing Orders, Section 18, Financial Regulations, paragraphs 11 (Contracts), 12 (payments under contracts), 17 (risk management).

A concern is that we should properly assess all the risks and take appropriate containment steps, ensuring that we do not become entangled in any legal challenges either from local

Confirmed:

Chairman

Date:

residents, suppliers, or existing legislation. Our insurance does not cover these aspects and we should not be in a position to engage in such matters.

The above guidance is an important part of taking on a possible contract value of over £25K. A separate meeting is needed to address the concerns raised.

SC 15 20 Clerks Report

The Internal Auditor appointment letter and the grass cutting contract award were circulated to Councillors between meetings for approval due to urgency of implementation. This minute confirms the former appointment, the internal auditors work having now been completed. The award of the grass cutting contract, based on the previous years price submitted in competition with other contractors, was urgent to ensure the playing field was accessible for exercise in the Covid 19 lock down.

SC 16 20 Notice Boards

A suitable manufacturer and price had been submitted and considered favourable. This had become urgent due to the disintegration of the existing boards. Councillors resolved to approve the purchase of one board sited adjacent to the obelisk. The board has now been ordered and confirmation received from LCC that the existing board was licenced by them. They have requested we liaise with the details of the replacement and installation of the new board and associated liability cover of the installer.

SC 17 20 Drains update

There is still one matter requiring attention to drains awaiting expertise/equipment to resolve. An email from LCC Highways is attached to these minutes.

The Queniborough Brook issue has been resolved the EA and LCC having been advised of the issue and decided no action was necessary on the works to the brook.

SC 18 20 Correspondence received

A mass of guidance from many organisations regarding Covid 19 help and organisational arrangements has been distributed where appropriate as received.

SC 19 20 Opportunity for Member of the Public to speak

No members of the public registered for the Zoom platform session. However an issue was raised regarding fly tipping, evidence of use of cannisters, balloons, and other items which were reported to the relevant departments by Cllr Grimley.

SC 20 20 Items for inclusion in future agenda

Continue monitoring Drains, issues from Borough Councillor and/or Police reports

SC21 20 Date of next meeting

15th June 2020

Meeting closed at 6.30 pm

Notes From the Borough Council.

Councillor Daniel Grimley, Queniborough Ward

Confirmed:

Chairman

Date:

We are currently living in the global coronavirus pandemic. At the date of writing in May the government have announced a small easing on the lockdown rules to help both businesses and residents.

Can I offer my condolences to all families that have lost loved ones and wish a speedy recovery to all that are currently ill. There has also been the adverse effect on businesses that have been forced to temporarily close such as pubs. The govt. has put in place some support for businesses including the job retention scheme etc. and help for the self-employed. Well done to those businesses that are staying open all be it with restrictions. The Golden Fleece and other local businesses are adapting their business to provide services to local residents.

I would like to give special thanks to the nhs, carers and other key workers that doing a fantastic job in very difficult circumstances. I would also give thanks to all those South Croxton who have given their time to help others.

On a personal level I have been working from home from when the lockdown measures were put in place only going out for essential shopping, collecting medication, an occasional work related journey, and, I have been taking regular walks and bike rides around the Queniborough Ward, including South Croxton.

As a reminder if any resident has an issues that they want to bring to my attention please do not hesitate to contact me via the details at the bottom of the report.

Stay Safe Everybody.

South Croxton Traveller's Site

As previously reported 4 caravans had arrived on site the occupants claim to have rented the land for a few weeks whilst the Coronavirus restrictions are in place and stated that they plan to move on once the restrictions are over.

I am told that the site is clean and tidy and portaloos have been put in place.

The view from the planners is that any enforcement action is to be suspended until after the Coronavirus restrictions are lifted. I have insisted that once restrictions are over this enforcement action is commenced if there are still breaches.

Charnwood Council Services

Charnwood services have been affected with both staff absences and a large number of staff are working from home. Charnwood Offices are currently shut to the public with people encouraged to contact by phone, email, or via the internet.

Refuse services have been affected with the Garden Waste Scheme running on a limited capacity due to absences at Serco the council's contractor. The brown bins were due to be emptied during week commencing 11th May and the next collection is planned for week commencing Monday 8th June. The brown bins should be put out before 6AM on Monday should left out until emptied which may be later on in the week.

Local Democracy is also having to adapt and with changes in legislation there have been a number of developments. The Council is not required to have an annual meeting and has postponed May's Annual Meeting. As a consequence we have not been able to elect a new Mayor and Cllr. Brenda Seaton stays as Mayor for the time being. Although mainly a civic role, the mayor does have powers in an emergency and can sign off some key decisions.

I was part of Charnwood's first Planning Committee Meeting last week held virtually via the zoom platform. To help make things run smoothly we had a number of rehearsal to test the system. The meeting was a success and other meeting are now being carried out this way. It was an interesting experience but lasted over 3 hours which was quite tiring.

Confirmed:	Chairman	Date:
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Bookings open for bulky waste collections

Residents in Charnwood will be able to book bulky waste collections from now. The borough council is resuming the service after it was suspended due to staff shortages caused by the coronavirus pandemic.

The first collections will take place on Monday May 11.

A limited number of bookings will be taken each week to ensure the Council's waste partners Serco can continue to focus resources on refuse, recycling and garden waste collections.

Bookings will be taken on a first come first served basis and residents can book collections on the Council's website or by calling 01509 634563.

The Council would like to thank residents for their patience and continued support of its refuse crews.

For more information about bulky waste collections please

visit: https://www.charnwood.gov.uk/special_collections

Borough council leader welcomes extra funding for businesses

Charnwood Borough Council leader Jonathan Morgan has welcomed the Government's announcement to provide up to an additional £617m to help small businesses across the UK who may not have qualified for earlier coronavirus support schemes.

A portion of that amount will be allocated to the borough council which has already issued more than £27 million to 2,249 businesses.

However, some local firms do not qualify for these grants and the council has lobbied government on their behalf, along with local MPs, for extra support.

Cllr Morgan said: "We certainly welcome the additional funding announced by Government as we are acutely aware that some businesses do not qualify for the other schemes.

"We have not yet been informed how much each authority will receive, but we are already working on how we can distribute the additional funding to local businesses as safely, securely and as quickly as possible.

"My advice to local businesses would be to regularly check the council's website and social media accounts for further updates.

"We are committed to supporting local businesses in these very difficult times."

The Council is still waiting for further guidance on how to administer the grants, but the Government has announced:

- this additional fund is aimed at small businesses with ongoing fixed property-related costs. The Government is asking local authorities to prioritise businesses in shared spaces, regular market traders, small charity properties that would meet the criteria for Small Business Rates Relief, and bed and breakfasts that pay council tax rather than business rates. Local authorities can choose to make payments to other businesses based on local economic need and the allocation of funding will be at the discretion of local authorities.
- businesses must be small, under 50 employees, and they must also be able to demonstrate that they have seen a significant drop of income due to Coronavirus restriction measures.
- there will be three levels of grant payments. The maximum will be £25,000. There will also be grants of £10,000. Local authorities will have discretion to make payments of any amount under £10,000. It will be for councils to adapt this approach to local circumstances.

You can follow me on Twitter @dangrimley, email cldr.daniel.grimley@charnwood.gov.uk, facebook: Cllr Daniel Grimley or tel. 01162600899. Post c/o Member Services, Charnwood Borough Council, Southfields, Loughborough, Leicester, LE11 2TX. Once current restrictions are lifted I will resume face to face contact. Cllr. Daniel Grimley

Confirmed:

Chairman

Date:

Charnwood Borough Councillor for Queniborough Ward (including Barkby, Barkby Thorpe, Beeby, Hamilton Lea, Queniborough, South Croxton and part of Thurmaston)

See SC 17 20 Drains update from LCC

Dear Parish/Town Clerk

As part of our commitment to improve the feedback we provide to our customers, we have reviewed all of the Highways related enquires that you have raised, however please note that if you have not raised your issue with the Customer Service Centre or via the Defect Report Form on the website

<https://www.leicestershire.gov.uk/roads-and-travel/road-maintenance/report-a-road-problem> it may not appear on the list below.

Listed in the Recent Reports Table below are the enquiries, with their current status, that you have raised via Leicestershire County Council's Customer Service Centre or the Defect Report Form during April 2020. This will be empty if there were no enquiries logged during April 2020.

Recent Reports Table

Date	Reference Number	Location	Description	Status	CSC/Web Ref
04/11/2019	771085	South Croxton Road, South Croxton	Ordinary Watercourse	Enforcement Passed to Officer for Response	FS154840169
04/11/2019	771082	Syston Road, South Croxton	Gully Blocked	Further Investigation Required (Automatic email sent)	FS154838825

This message was auto-generated, please do not reply to this email address. If you require any further information or assistance, please do not hesitate to contact the Customer Service Centre at

CSCParishes@leics.gov.uk

You'll no doubt be aware that the coronavirus pandemic is affecting all public services. At Leicestershire County Council, we're currently working hard to maintain our critical services. Because of this we're having to prioritise all our work and you may not get a reply as quick as usual. We're really sorry for any delay - and we hope to reply as soon as we can. Thank you for your support and understanding. For the latest updates visit: www.leicestershire.gov.uk/coronavirus-covid-19

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Confirmed:

Chairman

Date: