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Meeting Minutes of Asfordby Parish Council - 30th May 2022 at 1900 hrs

Members: Cllrs P Lamb, K De Burle, J Whitehead, M Sheldon, R De Burle

30.5.22.1 To Receive Apologies of Absence.
Cllr M Sheldon

30.5.22.2 Disclosure of Interests.
Councillor de Burle in any matter relating to Melton Borough Council

30.5.22.3 Approval of Minutes.
Annual Parish Meeting on Tuesday 3rd May 2022
Annual meeting of the Council Tuesday 3rd May 2022

To resolve the minutes of the above meetings be signed as a correct record of the meeting. Meeting minutes were reviewed by all members. A vote was held and all members agreed that the minutes for both the Parish Meeting and the Annual Meeting to be a true and accurate record of the meetings held.

30.5.22.4 Chairman's report.
Interviews have been conducted for potential staff – to be discussed later in the meeting at agenda item no: 10

30.5.22.5 Public Forum (maximum individual 5mins) (Standing order rule 2g)

To consider any questions or representations relating to tonight's agenda raised by members of the public.
No members of the parish were present.

Ronalds

30.5.22.6 To Consider and approve the annual internal Audit report including.

- a. To acknowledge the report and review its content and decide if any response is appropriate.

Cllr R De Burle moved that a response should be sent in relation to points raised within the report which the council feel are not correct & true.

Move: Cllr R De Burle. Second: Cllr P Lamb Vote: All

- b. To approve the content of the report.

Cllr R De Burle moved to not accept the content of the report.

Move: Cllr R De Burle Second: Cllr J Whitehead Vote: All

- c. To approve the publication of the report and its submission to PKF Littlejohn

Cllr R De Burle moved to send the AGAR report as it is to PKF Littlejohn

Move: Cllr R De Burle Second: Cllr J Whitehead Vote: All

- d. To approve and confirm Monday 13rd June to Friday 22nd July as the dates for the period for the exercise of public rights.

Cllr R De Burle moved to approve the publication of The Notice of Public Rights

Move: Cllr R De Burle Second: Cllr P Lamb Vote: All

30.5.22.7 To approve the correction of 3 transfer errors in the 2022/23 Budget Document reviewed by Internal Auditor.

Cllr R De Burle moved to approve the transfer errors on Budget Documentation

Moved: Cllr R De Burle Second: Cllr P Lamb Vote: All

30.5.22.8 Lead Member Reports, Brief overview of activity 5 mins max.

- a. Parish Hall and street Furniture – Councillor Sheldon and Lamb

Email received from the Art Crafts and Garden Produce group.

Cllr P Lamb moved to approve community discretionary rates for this event. Council are very pleased to be able to support this venture within the community.

Cllr P Lamb has brought to council attention that the Rocking Horse within the children's play area, has been found to have a damaged bearing which needs to be fixed. A quotation has been provided for this work at £1913.30 inc. VAT. Requested this be added to the next agenda for council approval.

- b. Cemeteries, Allotments, and Green Spaces – Cllrs K De Burle & M Sheldon.

- a. To approve a quotation for work to tidy the Glendon Play area

Cllr K De Burle moved to approve expenditure of £2,250 to improve the left hand side of the children's play area. To tidy up old and broken trees, remove undergrowth and to add hedge wips along the fence to create a nice and secure hedgerow.
Cllr R De Burle suggested asking to ensure the wips are double planted to ensure the best hedge if this is possible.

Moved: Cllr K De Burle Second: Cllr J Whitehead Vote: All

- b. To consider a request to place a kerb around an ashes plot

Cllr R De Burle moved to consider placing a kerb around the ashes plot.

Full Council discussed this and requested more information regarding the type & size of kerbing requested. To ensure this will fit into the surrounding area and to also be appropriately fitted by a qualified stonemason.

Moved: Cllr R De Burle Seconded: Cllr K De Burle Vote: All

- c. Finance, Resources inc. Personnel and Governance - Cllrs R De Burle & P Lamb
To approve the list of payments for May 2022 with a value of £6,250.55

Moved: Cllr R de Burle Seconded: Cllr P Lamb Vote: All

Cllr R De Burle provided a working document for consideration by council to show how Council will be implementing the new pricing structure to the allotments.
Pricing structure of 16.55 for a 300m allotment was agreed earlier in the year. This is a working document to show how each different sized allotment fits within this pricing structure.

- d. Communities and Recreation - Cllrs J Whitehead & K De Burle
Nothing new to report

30.5.22.9 To Consider moving into closed session, as per the 1960 (Admission to meetings act) for the consideration of sensitive staffing matters.
No parishioners present to move into closed session

30.5.22.10 Matters to be considered.
Summarise applications received for Senior Administrative Officer.

- a. Senior Administrative Officer – discussed with council the interview process and have recommended to offer the role to applicãte 1 if accepted, the successful applicant will be asked to commence work on the 2 week of July. (W/C 11th)

30.5.22.11 Meeting Close
Meeting closed at 21.16

Supporting Documents: List of May's Monthly payments.

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