



The Parish Office  
24 Main Street  
Asfordby  
Melton Mowbray  
LE14 3SA  
Tel: 01664.812177

Website: [www.asfordbyparishcouncil.gov.uk](http://www.asfordbyparishcouncil.gov.uk)  
Email [administration@asfordbyparishcouncil.gov.uk](mailto:administration@asfordbyparishcouncil.gov.uk)

### MINUTES OF THE PARISH COUNCIL MEETING

Thursday 4<sup>TH</sup> August 2022, 7.00pm - Held at Asfordby Parish Office

#### PRESENT

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

In Attendance: Administration Manager: Helen Callaghan

Four members of the public

#### 04.08.22/1. To receive apologies for absence.

None

#### 04.08.22/2. Disclosure of Interests.

Cllr R De Burle in any matter relating to Melton Borough Council

#### 04.08.22/3. To approval and sign the minutes of previous meetings.

Minutes of the Ordinary meeting held on 30<sup>th</sup> May 2022 were approved and signed as an accurate record of the meeting.

Also Noted Developer Public Meeting on 7<sup>th</sup> July

Asfordby NHP W/P meeting 26<sup>th</sup> July

#### 04.08.22/4. Chairmans' reports.

Cllr R De Burle introduced Mrs Helen Callaghan who joined the Parish Council and has taken on the role of Parish Administration Manager

Cllr R De Burle advised 3 councillors had met with the Police & Crime Commissioner on 28<sup>th</sup> July to discuss Police charges to local tax and little service pavement parking & building a Councillor/Police relationship

#### 04.08.22/5. Public Forum

a. Letter asking for seating bench in Asfordby Valley to be relocated away from dog poo bin. Cllr R De Burle said the matter is being looked into.

b. Letter asking the Council to object to The Mill House Planning Application. Cllr R De Burle said to be discussed in section 12 of the agenda.

c. Parishioner 4 raised their concerns over the Asfordby Valley and the Asfordby Hill developments and equipment in the play areas. They also raised their concerns over speeding traffic entering the Village on the East side through the width restriction.

d. Parishioner 2 Commented there were no younger Parishioner's attending.

e. Parishioner 1 said they did not understand the abbreviations in the agenda. It was agreed going forward full wording would be used.

f. Parishioner 1 said they found it difficult to find minutes on the Parish website. Councillors assured that whilst there had been some issues with the new provider, they had now been resolved. HC invited them in to be shown how to navigate and find information on the website.

#### **04.08.22/6. Asfordby Neighbourhood Plan 2022 version**

a. To approve the recommendations of the working party meeting 26<sup>th</sup> July To move to the next stage and submit to MBC

b. To approve the application for further grant of £5000.00

Proposed	Cllr R De Burle	Seconded	Cllr m Sheldon
Approved	All in favour		

#### **04.08.22/7 Grant to Local Group**

To authorise grant support to Friends of Asfordby Garden & Association group £256.84

Helen was asked to invite the association chair person in to discuss future plans and funding. Advise RDB of date agreed

Moved	Cllr R De Burle	Seconded	Cllr J Whitehead
Approved	All in favour		

#### **04.08.22/8. Adult Outdoor Exercise Facility Jubilee Park**

To appoint a working party to recommend positioning, design, layout and costs preparatory to entering bringing to Council for approval

- Pre entering into a prescribed procurement process. RDB to contact MBC for advice
- Cllr J Whitehead to lead the working party and Helen to assist with the plan design and equipment cost

Moved	Cllr R De Burle	Seconded	Cllr K De Burle
Approved	All in favour		

#### **04.08.22/9. Recreation & Risk Management Reports / Issues**

Approval of finalised Council expenditure for Jubilee Celebrations £???

The chairman asked for a summary of expenditure incurred and monies raised to be drawn up and brought to the next meeting

#### 04.08.22/10 Finance, Resources & Personnel Reports

a. PKF final closing report for 2019/2020 and 2020/2021

The Chairman advised that the COVID lockdown imposed by Central government had caused serious difficulties for the Parish in completing the internal Audits However both years had been signed off by the external auditor PKF Littlejohn and the certificates would be published on the Parish web site.

b. To accept the PKF associated costs of £1400.00 and £2130.00 and approve payment.

Moved	Cllr R De Burle	Seconded	Cllr m Sheldon
Approved	All in favour		

#### 04.08.22/11 Financial Matters. (List of Payments)

June £9092.93 submitted for approval, note a repayment adjustment of £1958.00

List of payments for July £5401.59

Moved	Cllr P Lamb	Seconded	Cllr R de Burle
-------	-------------	----------	-----------------

Approved by all Councillors

#### 04.08.22/12. Planning Applications

a. **Mill Lane** Agreed by all Members to send a letter of objection to MBC on the grounds relating to conservation and the compromising of the Victorian bridge. RdB / Helen action

b. **Asfordby Hill Main Road** Agreed by all Members a representative to attend the MBC meeting to discuss the bus stop location and to request new and additional play equipment.

Council to contact LCC regarding a possible speed limit reduction from 30mph to 20mph from Pre Crompton Road to Asfordby Hill roundabout. Helen to action

c. **Woodhouse Road** No Member had any objections.

#### 04.08.22/13. Delegations

The chairman advised members that the Administration Manager position would need to be delegated with authority to incur expenditure and to carry out essential tasks on the Parishes behalf, proposing the below delegations

a. To authority to issue summonses on behalf of Council

b. To incur expenditure up to £500 per calendar month on the purchase of essential equipment and materials for the maintenance of the Parish office and its environs

Proposed	Cllr R De Burle	Seconded	Cllr m Sheldon
Approved	All in favour		

#### 04.08.22/14. Queens Green Canopy Initiative

Chairman proposal to plant an Oak tree to support this initiative

a. All Members agreed and Helen to research tree varieties and costings. Action HC

b. Members to think about where to plant a tree and bring to next meeting. Action all

#### 04.08.22/15. Leicester Caravan Club

Proposal to allow the hire of the Parish field and Hall 21-23 October inc

Agreed by all Members

Cost proposals to be brought to next meeting

HC to review and report

#### 04.08.22/16. Play Scape

Essential repairs to play equipment at annual inspection. As per report

- a. Glendon Close £1485.00 + vat
- b. Jubilee Park £400.00 + vat
- c. Crompton Road £225.00 + vat

Moved Cllr R De Burle

Seconded

Cllr J Whitehead

Approved All in favour

#### 04.08.22/17. Jubilee Park Play area repairs

Rocking Horse further reported essential repairs Wicksteed ROSPA accredited inspection.

Total parts and installation £2295.96 inc vat

Proposed Cllr R De Burle

Seconded

Cllr P Lamb

Approved All in favour

#### 04.08.22/18. Work Live Leicestershire

Leicestershire employment initiative, getting people back to work.

Approval to hire small room 4 sessions at £20.00 each, to include kitchen facilities

Proposed Cllr R De Burle

Seconded

Cllr P Lamb

Approved All in favour

#### 04.08.22/19. New Bank Account

Deferred for further information to bring back to next meeting. Action Cllr Lamb / HC

#### 04.08.22/20. Electronic Payment System

Helen presented functionality and cost options assuming £30,000.00 pa usage

Initial cost	Cost % per transaction	Other Cost	Times Est £30,000 p.a.	Total	Provider
£50 Del fee	1.6%	£10 + vat monthly DD	£480	£650	barclaycard
£149 + vat	1.69%	---	£507	£656	other

All Members agreed the Barclay Card Reader was the best option. HC to action

All Members agreed the Barclay Card Reader was the best option.

Helen to arrange.

Proposed	Clr R De Burle	Seconded	Clr m Sheldon
Approved	All in favour		

#### 04.08.22/21. Training Packages

To authorise training as specified for administration manager.

a. 2 Commune		£150.00 + vat	
b. Basic health & safety		£20.00 + vat	
c. GDPR basic principles		£99.00 + vat	
d. Rialtas System		Awaiting advice from Rialtas	
Proposed	Clr R De Burle	Seconded	Clr m Sheldon
Approved	All in favour		

#### 04.08.22/22. Proposal to remove to a Closed Session

No public present Not actioned

#### 04.08.22/23. Council Staffing Requirements

To re-advertise unfilled vacancies same terms as before RFO and Caretaker role

Clrs Whitehead /Clr Lamb and Clr de Burle R.as panel members ok anytime

#### 04.08.22/24. Letters/E-mails received reports

None received

#### 04.08.22/25. Date of Next Meeting

To be confirmed

#### 04.08.22/26. Meeting closed at 21.40pm

Rd