



The Parish Office
24 Main Street Asfordby
Melton Mowbray Leicestershire LE14 3SA
Telephone: 01664 812177
Website: www.asfordbyparishcouncil.gov.uk
General: administration@asfordbyparishcouncil.gov.uk
Bookings: facilities@asfordbyparishcouncil.gov.uk

Meeting of Asfordby Parish Council

To be held at 7pm in the Parish Office On **Friday 24th February 2023**

Meeting day now Friday

Access to the public from 6.50pm

The law allows for members of the public to record a Council meeting, those wishing to do so must declare that they intend doing so in advance, so that other members of the public who do not wish to be recorded are aware.

Main Agenda

Members: Chair R De Burle, Deputy Chair P Lamb, Cllr J Whitehead, Cllr K De Burle, Cllr M Sheldon,

All meetings will be recorded for the purpose of accuracy and clarity.

1. **To Receive Apologies of Absence.**
2. **Member Declaration of Interests.**
Councillor de Burle in any matter relating to Melton Borough Council.
3. **Approval of Minutes.**
Meeting minutes for Wednesday 18th January 2023.
4. **Chairman's report.**
Verbal report
5. **Public Forum (maximum individual 3 mins) (Standing order rule 3k)**
To respond to written questions, unless included elsewhere in the agenda.

To receive any verbal contributions offered by members of the public in relation to tonight's agenda.

6. Asfordby Neighbourhood Plan (NHP).

Members to note and approve the passage of the plan from MBC to the Inspection stage.

Moved Seconded Discuss Member vote

7. To approve Council policies.

It is a requirement that Councils establish and work to clear operating policies, Members are required to approve those policies prior to their publication. The below list it put forward for adoption as a block. Members are asked to read and comment prior to the meeting. A copy of each document is attached.

- a. Financial Risk Assessment.
- b. General Risk Assessment.
- c. Health & Safety Policy.
- d. Data Protection Policy.
- e. Equality & Diversity Policy.
- f. Staff Recruitment Policy.

Move to approve adoption of item a, b, c, d, e, f,

Moved Seconded Discuss Member vote

8. Parish Hall structural and damp issues.

Following Council approval to deal with structural and serious issues of damp within the parish hall. Enquiries were made within the professional sector and recommended structural specialists. Advice was to obtain and act first on a damp survey report prior to engaging the structural survey investigation. A report has been received which has identified issues and the action recommended to rectify the damp problems.

A. Damp issue.

As only 1 quotation has been sought from a highly recommended and respected company it is proposed to suspend standing orders to consider their recommendations and quotation. Documents were distributed earlier to allow time for members to fully understand the full implications so as to be able to fully contribute to any debate.

B. To suspend standing orders.

Moved Seconded Member vote

C. To Consider the detailed prospectus and Quotation.

Provider A. Has quoted £13968.00 + vat

Moved Seconded Discuss Member vote

The structural survey.

We have received 3 quotations for the undertaking of a structural survey. Members to formally appoint

- Provider A. Has quoted £630.00 + vat
- Provider B. Has quoted £790.00 + vat
- Provider C. Has quoted £725.00 + vat

Moved Seconded Discuss Member vote

9. Cemetery Extension

It is proposed to suspend standing orders to consider to approve a Cemetery Development Consultant.

Moved Seconded Member vote

We have received 2 quotations for the project, both appear from enquiries to be equally experienced and recommended. Supplied supporting information.

- Provider A. Has quoted £23,400.00 + vat
- Provider B. Has quoted £21,510.00 + vat

Moved Seconded Discuss Member vote

10. Asfordby Valley play area fencing.

Following member concerns at our last meeting. And further Councillor inspection of the site. all previous applicants (4) were contacted. Only 1 responded with a quotation to the new spec has been received.

Provider D £4135.00 + vat
Proposal to accept

Moved Seconded Discuss Member vote

11. Review COLIM church request.

Moved Seconded Member vote

12. Financial Matters.

a. To approve January 2023 list of payments no 10 value £9089.56 to be made.

Moved Seconded Member vote

b. Members to note List of receipts received Cemetery/Hall/Allotments.
Member circulation only

c. Debit card.

A debit card previously approved by members has now been received

Members to discuss.

Moved

Seconded

Member vote

d. Parish Financial 3rd quarter account update.

Members to note the position and approve publication.

Moved

Seconded

Member vote

e. Members to note and approve movement of funds between established budgets within in the 2022 /2023

Fiscal year approved budgets as outlined on the associated report.

Moved

Seconded

Member vote

13. Administration Matters.

a. Salary Payments.

- ❖ To approve the amendment of the end of month payroll submission date
- ❖ To amend Standing orders to reflect the above change to established routine
- ❖ To amend staff contracts to provide advice of mechanism for recovery in the event of default.

Moved

Seconded

Member vote

b. Administration manager six month review.

Members to note changed position.

c. Approval of 2023 calendar of Council meetings.

Moved

Seconded

Discuss

Member vote

14. Election Preparation.

Information package to follow

Moved

Seconded

Member vote

Meeting Close / Next meeting TBA.