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Annual Meeting of Asfordby Parish Council

To be held at 7.00pm in the Parish Office On Wednesday 17th May 2023

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,

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

1. Election of Chairman.

Nomination:	Seconded:	Debated:	Vote:
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Chairman to sign the declaration of acceptance of office.

2. Election of deputy Chairman.

Nomination:	Seconded:	Debated:	Vote:
Nomination:	Seconded:	Debated:	Vote:

3. To Receive Apologies of Absence.

4. Member Declaration of Interests.

5. Approval of Minutes.

Meeting minutes for Friday 24th February 2023

6. Chairman's report and reply to questions asked.

- a. Parish Hall damp works have been completed These works we are assured will completely eradicate the serious damp issues which effected the hall. And protect the infrastructure for many years
- b. We invite any ex-councillor to have a look
- c. Pitched and flat roof work has been completely and unearthed a future problem of no felt under tiles.
- d. Asfordby Valley play area fencing work has been completely refurbished
- e. The Barclaycard machine has been approved and the council can now take card payments.
- f. Council have contracted for regular cleaning of the bus shelter it is expensive

Matters raised by members of the public at our last meeting.

- ❖ The rules in relation to fidelity/fraud & theft regarding adopting a debit card for day-to-day purchases made by the PC and can assure all present that there is adequate insurance and assurance in place to ensure the PC is protected from any fraudulent activity should it occur.
- ❖ Wage rates not meeting minimum rate raised by a member of the public.

Written questions,

A parishioner has written asking the council to seek approval of LCC to authorise the verges on approach roads leading into the village from Melton, between the roundabout and the first houses being developed into wildflower verges.

7. Matters Arising

Updates from previous meetings (see attached from LCC)

Intro by chair-Administration Manager report

- a. Speeding issues Eastbound & Westbound entering & exiting Asfordby.
Speeding issues Asfordby Hill.
Speed reduction Asfordby Hill due to new housing development.
- b. Bus shelters. LCC have approved a bus shelter on the main street opposite the old garage + waiting for LCC regarding moving station lane bus shelter and putting bollards in.

8. Parish Title Deeds

Following comment about green spaces made by developers during the N.H.P examination we have conducted a review of all land and property owned by the council,

We found that the parish hall, its playing field, and the Hoby Road/Loughborough Road cemetery and allotments are not registered with the land registry as part of the Parish estate. We had understood that the matter had been dealt with by a previous administration in 2017/18.

It is proposed to instruct the Parish solicitor who holds all other parish title deeds to register these areas. Estimated costs - Solicitor £1,450.00 + valuation costs £1000 and Land Registry costs (unknown) estimated total £3,000 to £3,250: Proposal is for approval of £3,250.00

Moved

Seconded

Discuss

Member vote

9. Cemetery and Allotment Working Party: (Report attached)

A working party meeting held on Wednesday 20th April discussed issues relating to the Cemetery and Allotments operated by the PC. This first meeting dealt with priority matters only and seeks to provide clarity in the Contract wording in relation to the letting, and maintenance of Council allotments and facilitate the re letting of abandoned plots.

- a. Approval is sought for the implementation of the recommendations for allotment plot preparation and process for allocation of plots to new tenants and amendments to the contract to reflect the proposals made in the report.
- b. Allotments Contract. The version listed on the website following minor amendment to be brought to the next meeting for approval, should be adopted as the only version in play and be distributed to all allotment holders with their bills when they are next issued.
- c. Approval is sought for proposals at a / b and included in the report.

Moved Seconded Member vote

10. Parish Finance.

- a. Year end 2022/23 Member Overview. (Documents attached)

Members to consider and approve

Moved Seconded Member vote

- a1. Members to approve and authorise the AGAR year end reports

Moved Seconded Member vote

- b. Proposal to modify virements to reflect the amount spent. To allow underspends to return to current budget.

Moved Seconded Member vote

- c. . Proposal to move underspend from 2022 /2023 budget into hall toilet project.

Moved Seconded Member vote

- d. To approve February 2023 lists of payments no 11 value £21,298.39

Moved Seconded Member vote

- e. To approve March 2023 list of payments no 12 value £26,309.48.

Moved Seconded Member vote

- f. To approve April 2023 list of payments no 12 value £11,473.26

Moved Seconded Member vote

- g. Members to note List of receipts received Cemetery/Hall/Allotments. (Member circulation only)
- h. Members to approve removal of outstanding balance of £595.00 for room hire from the sales ledger 2018/19.

Following the dissolution of the administration, administrative errors were found in the accountancy system. Most errors were resolved. This one remained unresolved. Action needs to be taken to remove the balance from accounts.to allow them to balance.

Moved Seconded Member vote

- i. Debit card. Report Members to note

- The proposal for provision of a second debit card in the name of a councillor is not allowed, and as such will not be progressed.

11. Asfordby NHP.

To approve the Plan-It X Consultancy Support during Neighbourhood Plan Examination invoice for £1,500.00+vat.

Moved Seconded Member vote

12. Planning Applications

- a. The Crescent – Single story extension (Documents enclosed)
- b. Hall Drive – Single story extension (Documents enclosed)

Members to consider if any action is required

13. Staff Training Matters

To approve for the Cleaner and caretaker/handyman to undertake a Health & Safety course at a cost of £25.00+vat per person

Moved Seconded Member vote

To approve for the caretaker/handy man to undertake a ROSPA training course at a cost of £320.00+vat

Moved Seconded Member vote

14. Equipment Purchase

To approve the purchase of a laptop computer for remote use in the office £1,009.03+vat (including software)

Moved Seconded Member vote

15. Recreation, All weather Exercise footpath 1 third mile Jubilee Park

Members to consider the proposal to provide an all-weather to circle the field to provide

	Natratex/Concrete	Natratex/Wood	Tarmac/Concrete	Gravel/Wood
G Fletcher	£77,454.24+vat	£71,851.52+vat		
Premier		£84,516.81+vat		£49,350.24+vat
Truman			£61,908.64+vat	£35,839.54+vat
	Moved	Seconded		Member vote

16. Proposal to remove to a Closed Session as required by local Government law to discuss matters relating to staffing.

Moved Seconded Member vote