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## NOTICE

### **A Meeting of the Parish Council**

**Will be held at 19.00pm in the Parish Office on Thursday 8<sup>th</sup> February 2024**

### **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. To Receive Apologies of Absence.**

**2. Member Declaration of Interests.**

**3. Approval of Minutes.**

Meeting minutes for Friday 22<sup>nd</sup> December 2023.

**4. Questions received from Parishioners in writing.**

The Chairman will acknowledge receipt, and pass to Council for future consideration unless included elsewhere in the agenda.

One letter received:

**5. Public Forum.**

The Chairman will receive verbal submissions from the attending public on any matter included in the meeting agenda. (Standing order rule 3k applies maximum individual submission 3 mins)

**6. Chairman's report.**

**7. Melton Borough Council Open Spaces Strategy & Action Plan 2024.**

The Open Spaces Strategy and Action Plan 2024 Report.

Members to discuss and decide on the council's response, if any.

Moved

Seconded

Discuss

Vote

**8. Fire Safety Inspection.**

Verbal report.

With the approval of Council, Leicestershire Fire & Rescue Service carried out a Fire Safety Inspection on 24.01.24. The below issues were reported as requiring attention.

- a. The premises has no Electrical Installation Condition Report (EICR) and has not had one for some time.
- b. Not all emergency lighting was working.
- c. All employees must complete a Fire Awareness training course. (none Have)
- d. One employee must complete Fire Warden training. (and become designated fire warden)
- e. The Parish has no fire safety report.

The Proposal is to adopt the Parish fire safety report. To approve an unknown but relatively small expenditure from the allocated budget to bring **a & b** to legal requirements, actual amount to be reported at a future meeting. To authorise the expenditure of £165.00 + vat from the training budget for Fire Awareness training & Fire warden training for employees.

Moved                      Seconded                      Discuss                      Vote

## 9. Parish Council Website.

### Verbal report.

The council has received sudden unexpected notice that our website provider 2 Commune, who currently provides for over 400 local councils is to cease trading on 31<sup>st</sup> March 2024. This is an extremely serious matter because, 1. We are required by law to maintain a fully functioning web site. 2. Building a new dedicated site and transferring all our records including total history is complex, time consuming and requires considerable professional knowledge.

We are left with little time to find a new provider to ensure the integrity of the established council website.

Options available:

- a. To allow the company supplying our current website technology (the parent provider) to become our new provider. There are however concerns about following this line. (verbal explanation) we do not know if they have the capacity to handle the transfer of 400 new councils.
- b. To move to a new local council website provider of which there are several. However, skill levels are questionable.
- c. Move to a professional sector provider, who offers the expertise and knowledge to effect the change and protect our records over the available period without compromising our legal position.

The Comparable costs 2 Commune pa £480.00 / New player at £ TBC.

Moved                      Seconded                      Discuss                      Vote

## 10. Cemetery legal Issue.

Report only: Members are already aware of the background, which because of its sensitivity has been dealt with in closed session.

- a. It is now on the agenda simply to create a record and bring what was a serious matter of mis management in our provision of burial services at the Hoby road cemetery into the public domain. The matter which I do not intend to expand on happened under a previous administration and has involved the complainant's legal advisors, with ongoing discussions since July last year, and has recently been settled at a cost of £1,200.00.

Members I ask you to authorise the payment of £1,200.00 In full and final settlement of the matter.

Moved                                      Seconded                                      Discuss                                      Vote

- b. Following the above, and to ensure that matters of the kind never happen again Council propose to engage all staff who work in the burials side of our responsibilities to undertake Exclusive Rights of Burial training with the Institute of Cemetery & Cremation Management at a cost of £190.00 + vat per person these costs will be met from our training budget.

Moved                                      Seconded                                      Discuss                                      Vote

- c. To subscribe to membership of the Institute of Cemetery & Cremation Management, at a cost of £100.00 per year. This will provide council with support and updates on legislation.

Moved                                      Seconded                                      Discuss                                      Vote

**11. Cemetery Extension Progress Report.**

Members will know that the work in opening up the cemetery extension is proceeding at a pace, because of that we are fast approaching the time when a large number of decisions will have to be made. The complexity of the considerations required will be challenging, and often require site meetings with service providers to achieve a cemetery which we and the village can be proud of. The final result will remain our legacy for years to come. And for that reason, it has to be done in properly. To that end I intend to form a working party of all councillors to deal with the day-to-day decisions to get it right.

Proposal to form a working party to move forward with the cemetery extension.

Moved                                      Seconded                                      Discuss                                      Vote

**12. Grounds Maintenance Contract 2024/25.**

**Verbal report.**

Members to receive a report, discuss and consider how the council should move on the 2024/25 contract for Ground Maintenance.

Background: Last year for reasons out of our control we experienced many issues....and complaints. Traditionally we meet with our chosen provider in December to iron out problems / deal with changes in requirements and agree a contract price. This year that hasn't happened because our contractor is not responding to our requests to meet. We are aware of difficulties that exist that may be contributing to the situation and are totally sympathetic, however without dialogue we are unable to proceed and the season approaches rapidly.

Council is looking for your support to meet with other providers to determine their availability and price to provide all or part of our requirements should we find it necessary to call on them.

Moved                                      Seconded                                      Discuss                                      Vote

**13. Financial Matters.**

- a. To approve list of payments made.

December 2023 list of payments no 11 value £12,330.75

Moved                                      Seconded                                      Discuss                                      Vote

January 2024 list of payments no 12 value £13,155.85

Moved                                      Seconded                                      Discuss                                      Vote

- b. Members to note December & January list of payments received Cemetery/Hall/Allotments.  
Members circulation only.

**14. Administration Matters.**

- a. Internet banking has now been set up. To maintain defensible integrity when making payments. After discussing the matter with our administration manager and receiving her approval. I propose that we grant delegated authority to manage Internet banking on council's behalf to Cllr J Whitehead.

Moved                      Seconded                      Discuss                      Vote

- b. To replace as approved in minutes 26.10.23/11 the CiLCA mentoring for the administration manager with CiLCA training at a cost of £330.00. This is already provisioned in the training budget

Moved                      Seconded                      Discuss                      Vote

**15. Facilities Charging Update.**

Members to note the change of wording.

**16. To Receive any submissions from the public on important matters not including in the agenda.**

(Standing order rule 3k applies maximum individual submission 3 mins)

**17. Proposal to move to a Closed Session as required by law to discuss matters relating to staffing.**

Moved                      Seconded                      Member vote

**Meeting Close / Next meeting TBA.**