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## MINUTES OF THE PARISH COUNCIL MEETING

Friday 22<sup>th</sup> December 2023, 7.00pm - Held at Asfordby Parish Office

**PRESENT:** Members: Cllrs; R De Burle, P Lamb, J Whitehead, K De Burle.

**In Attendance:** Administration Manager: Helen Callaghan

**Guests:** One members of the public.

**22.12.23/1.** To receive apologies for absence.

None

**22.12.23/2.** Members Disclosure of Interests.

None

**22.12.23/3.** To approve and sign the minutes of previous meetings.

Minutes of the Parish Council Meeting held on 26.10.2023 were approved by all and signed as an accurate record of the meeting.

Moved Cllr R de Burle

Seconded Cllr K De Burle

Member vote All in favour

**22.12.23/4.** Chairman's report.

The Chairman reported that the Council had been engaged in a number of interesting projects on behalf of the Parish since the last meeting, which he wished to bring to the notice of the public.

1. The Chair reported the long fought for Parish NHP has finally achieved status with Melton Borough Council, and could now be used to influence decisions regarding planning applications.
2. The Chair reported the Parish orchard for the Queens Green Canopy initiative, comprising of a number of mixed fruit trees had been planted in Jubilee Park with the help of the Guides, Brownies, Councillors & members of the public.
3. The Chair reported the new Christmas tree light switch on, led by Father Mark was well attended a great success.
4. The Chair reported the long awaited Parish Council Facebook group is now up and running, and it is our hope that many people will join it to participate and share important information about issues in the Parish.
5. The Chair spoke on the Melton Local Plan consultation being run by Melton Borough Council from 6<sup>th</sup> November to the 7<sup>th</sup> January, and expressed disappointment that the Asfordby ward councillors had not contacted the parish council to advise on the consultation.

6. The Chair said that due to the public forum having being repeatedly abused by some members of the public attempting to introduce new subjects, which was disrupting the progress of the essential business of Council, which needed completing. It was his prerogative to ensure the smooth running of the meeting, and tonight it would be removed from the early part of the agenda. Parishioners would now be able to raise any matters of concern in writing up to midday on the day preceding the meeting. Space will in future be provided for public input on non- agenda items after the main business is concluded, subject to the rules.

**22.12.23/5. Written Questions Received.**

None received.

**22.12.23/6. Grant to Local Group.**

Members authorised an S137 payment for the sum of £299.34 to the Friends of Asfordby Garden and Wildlife Group.

Moved Cllr R de Burle      Seconded Cllr J Whitehead      Member vote all in favour

**22.12.23/7. Provision of New and Replacement Signs.**

Members discussed the quotations and agreed to purchase 11 signs from provider A, at a cost of £774.62 + vat.

Moved Cllr R de Burle      Seconded Cllr J Whitehead      Member vote all in favour

**22.12.23/8. Replacement of Broken Parish Dog Waste Bins.**

Members discussed the replacing of 13 dog waste bins, and installing dog waste bins on Leah Way and Saxelby Road. Members agreed to increase the number of dog waste bins to be purchased from 13 to 18, with a maximum spend of £3595.00 + vat from provider A.

Moved Cllr K De Burle      Seconded Cllr P Lamb      Member vote all in favour

**22.12.23/9. To Approve Council Policies.**

- a. Members discussed and adopted the Council's Co-Option Policy.

Moved Cllr R de Burle      Seconded Cllr P Lamb      Member vote all in favour

- b. Members discussed and adopted the Allotment contract as the only version in play.

Moved Cllr R de Burle      Seconded Cllr P Lamb      Member vote all in favour

**22.12.23/10. Budget and Precept 2024/25.**

Members received the estimated year-end financial statement and draft 2024/25 budget proposal, and were asked to note the considerable increase in the costs of all brought in professional services and specifically water, electricity and gas. It was further noted that LRALC had increased their charges in excess of 60% Members were asked to approve the use of funds as outlined below to reduce the precept requirement and impact on local taxation.

- a. The transfer of any surplus from the 2023/24 budget, estimated figure £9,922.83.
- b. The expected self-generated income for 2024/25 estimated £23,016.25.
- c. The transfer of £44,611.32 from the Jubilee park footpath reserve.  
Estimated total provision from local generated income and reserves is £77,550.40.

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote All in favour

d. Members approved the budget for 2024/25 fiscal year at £220,270.00.

Moved Cllr R de Burle                      Seconded Cllr K De Burle                      Member vote All in favour

**22.12.23/11. Financial Matters.**

a. Members approved payments and noted lists of receipts received for Cemetery/Hall/Allotments.

October 2023 list of payments no 7 value £11,082.57.

Moved Cllr R de Burle                      Seconded Cllr J Whitehead                      Member vote All in favour

November 2023 list of payments no 8 value £14,087.67.

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote All in favour

b. Members noted the Parish Financial 2<sup>nd</sup> quarter accounts and approved publication.

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote All in favour

c. Members noted the Bank Reconciliation Statements.

d. Members discussed and approved increasing the debit card spend cap to £500.00 for the administration manager.

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote All in favour

**22.12.23/12. Administration Matters.**

a. Members discussed and approved to remove all former employees and councillors that are signatories on the council's bank and building society accounts, and to add current councillors to all accounts.

Moved Cllr R de Burle                      Seconded Cllr K De Burle                      Member vote All in favour

b. Members discussed and approved the proposed photocopying charging structure.

Moved Cllr R de Burle                      Seconded Cllr J Whitehead                      Member vote All in favour

c. Members discussed and approved the proposed allotment charging protocol.

Moved Cllr R de Burle                      Seconded Cllr J Whitehead                      Member vote All in favour

**22.12.23/13. Village Community Tea / Coffee Morning.**

Members discussed and approved a parishioner running a weekly tea / coffee morning on a 12 week trial period. (Subject to confirmation and formal acceptance of specified operating conditions)

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote All in favour

**22.12.23/14. To receive any verbal observations from members of the public in relation to tonight's meeting.**

None received.

**22.12.23/15. Proposal to remove to a Closed Session as required by local Government law to discuss matters**

relating to staffing and other sensitive administration matters.

Moved Cllr P Lamb      Seconded Cllr R de Burle      Member vote All in favour

Meeting closed at 10.15pm.

Date of Next Meeting: To be confirmed

A handwritten signature in blue ink, appearing to be 'R de Burle', is located in the lower right quadrant of the page.