



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)

## **DRAFT MINUTES OF THE PARISH COUNCIL MEETING**

**Thursday 15<sup>th</sup> August 2024, 7.00pm - Held at Asfordby Parish Office**

**PRESENT:**       **Members:** Cllrs; R De Burle, J Whitehead, K De Burle, and S Pitt Miller.

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

**Guests:** No members of the public in attendance.

### **15.08.24/1. To receive apologies for absence.**

Apology for absence received from Cllr P Lamb.

**Resolved:**       Apologies accepted.

### **15.08.24/2. Members Disclosure of Interests.**

Cllr R de Burle disclosed a non-pecuniary interest on agenda item 11 due to being an allotment tenant.  
Cllr K de Burle disclosed a non-pecuniary interest on agenda item 11 due to being an allotment tenant.  
Cllr J Whitehead disclosed a non-pecuniary interest on agenda item 10 due to being a Girl Guide leader.

### **15.08.24/3. Approval of Minutes.**

**Resolved:**       The Minutes of the Annual Meeting of Asfordby Parish Council held on 28.05.2024 were approved by all and signed as an accurate record of the meeting.

The minutes of the Extraordinary meeting of Asfordby Parish Council held on 27.06.24 were approved by all and signed as an accurate record of the meeting.

### **15.08.24/4. Questions received from Parishioners in writing.**

None received.

### **15.08.24/5. Public Forum.**

No public in attendance.

### **15.08.24/6. Chairman's report.**

The Chair reported that work on the cemetery extension has faulted.

The Chair would like to remind members of the public there is an established method to raise questions with the council.

**15.08.24/7. Financial Matters.**

- a. To receive the Parish Financial 1<sup>st</sup> Quarter expenditure against budget statement.

**Resolved:** Member received and noted.

- b. To receive, consider and sign the 1 Quarter Bank Reconciliation.

**Resolved:** The Bank Reconciliations were received, approved and duly signed.

- c. To approve and sign May 2024 list of payments number 2 value £20,148.51

**Resolved:** May 2024 list of payments were approved and signed.

- d. To approve and sign June 2024 list of payments number 3 value £24,499.50

**Resolved:** June 2024 list of payments were approved and signed.

- e. To approve and sign July 2024 list of payments number 4 value £13,335.08

**Resolved:** July 2024 list of payments were approved and signed.

Members noted May/June/July list of payments received Cemetery/Hall/Allotments.

**15.08.24/8. Administration Matters.**

- a. To consider and approve adding Cllr Sam Pitt Miller as a signatory on the Council HSBC, Melton Building Society and Cambridge Building Society bank accounts.

**Resolved:** It was approved to add Cllr Sam Pitt Miller as a signatory on the Council HSBC, Melton Building Society and the Cambridge Building Society bank accounts.

- b. To discuss and consider opening a Local Council Easy Access Deposit account with the Hinckley & Rugby Building Society.

**Resolved:** The Chair said that when council have employed a Proper Officer/RFO they would apply to open an account.

- c. To confirm action required following the approval to adopt the Internal Auditor’s recommendations action for 2023-2024.

Areas for consideration or improvement	Recommendation
1. Accounting Records	Input to REALTUS by the RFO and RFO access to on-line bank accounts
2. Visibility and Verification of Bank accounts balances	At least monthly balance check by the RFO
3. Internet Banking arrangements	RFO to be Service Administrator and Councillors authorisers
4. Sign-off of Bank Reconciliations	Should not be done by the Chair or Bank signatories
5. Credit references	Consider policy application
6. HSBC bank balance well above protected £85,000	Consider risk
7. Interest rates on deposited funds (MBS)	Review interest rates
8. General Reserves higher than recommended	Adopt a Reserves policy and comply with the Guidance
9. Income Receivable checks and Bank Reconciliations	Would be facilitated by RFO having access to on-line Bank accounts

**Resolved:** Recommendations 1, 2, 3, & 9 - The Chair said due to the administration Manager only being delegated RFO until such time Council have recruited an RFO, Council cannot implement these recommendations until an RFO has been recruited.

Recommendation 4 - Has been implemented.

Recommendation 5 – Council will review the policy and will remove the credit reference section.

Recommendation 6 – Council will review available options.

Recommendation 7 – Reviewed with Melton Building Society and they have confirmed no other interest rates are available for parish council.

Recommendation 8 – To produce a Reserves policy for approval by council.

**15.08.24/9. Staff Member booking application.**

**Resolved:** The staff member can hire the hall at the current Non-Commercial Community & Family Gatherings & Parties, Health, Fitness & Learning rate.

**15.08.24/10. Request for Brownie Macmillan coffee morning.**

**Resolved:** Council will support the initiative and will waiver the hire charge to hold the coffee morning. Council expressed the event is to be communicated to the whole community and the Brownies present to council at a meeting following the coffee morning.

**15.08.24/11. Allotment Tenancy.**

- a. Members to consider relaxing the rules to include the Melton Area.

**Resolved:** To amend the allotment tenancy rules & regulations to include neighbouring parishes. This will be capped at a maximum of 20% of the allotments and the hire charges will be double the fee of Asfordby parishioners. Asfordby parishioners will have priority over non-parishioners.

- b. Members to consider a trial of reducing the size of the untenanted allotments.

**Resolved:** Allotment Plot 3 to be reduced from one plot into 3 plots. The plots will be in price band category A.

**15.08.24/12. Parish Council Website.**

Following the resolution at meeting 08.02.24/9 to move the council website to Market-u, providing it would meet council requirements, council have not received the information that requirements would be met. Council to discuss and approve to remain with Cuttlefish, the parent company of 2 Commune who have been maintaining the website since 2 Commune ceased to trade on 31<sup>st</sup> March 2024.

**Resolved:** To abandon the resolution passed on 08.02.24/9 and adopt the Cuttlefish proposition.

**15.08.24/13. Leicestershire County Council Snow Warden Scheme.**

LCC are looking for Parish and Town Councils to participate in the Snow Warden Scheme.

**Resolved:** To adopt the LCC Snow Warden Scheme with two members of staff to undertake the training provided by LCC.

**15.08.24/14. Cemetery extension.**

Issues with contracted consultant.

**Resolved:** The Chair to write to the contracted consultant to try and resolve the issues, questioning the progress against the plan and time frame provide by the consultant in December 2022.

**15.08.24/15. To Receive any submissions from the public on any urgent and important Parish matter not including in the agenda.**

None received.

**15.08.24/16. Proposal to move to a Closed Session as required by law to discuss matters relating to staffing matters.**

**Positions Vacant – RFO.**

To discuss terms and conditions of contact and salary for the position.

**Resolved:** The position of RFO to be advertised for eight hours a week with an hourly rate of £15.00.

The chair to write the advert for the position.

**Meeting closed at 10.08pm.**

**Date of Next Meeting:** To be confirmed