

**MINUTES OF A MEETING OF KILBY PARISH COUNCIL held on Tuesday 6th September 2016
at the United Reform Church, Main Street, Kilby**

Present: Cllr Gerry Tunnicliffe (Chairman)
Cllr Andrew Collins (Vice Chairman)
Cllr Gail Butler
Cllr Iain Jones
Cllr Tony Kilsby
Mrs Julie Whitehouse, Clerk to the Council

Also present: Cllr David Jennings (District and County Councillor) and 3 members of the public

16. Apologies for Absence – none

17. Code of Conduct: Members' Disclosure of interests and Requests for Dispensations relating to items on the agenda – none

18. Public Forum – Resolved to move to end of Agenda

19. Minutes of the previous meeting

The minutes of the meeting of the Council held on 7th June 2016 were agreed but it was noted that Cllr Butler had been co-opted rather than elected, as stated in the minutes.

20. Matters arising from the minutes of the previous meeting not included elsewhere on the agenda:

- a) Defibrillator Rota** - Cllr Kilsby advised that the Defibrillator rota had not operated smoothly over the past 3 months. Some volunteers were having difficulty with computer data entry and Cllr Kilsby agreed to contact each volunteer prior to their turn to offer assistance.
- b) Painting of Phone box housing Defibrillator** - it was resolved to use a contractor/professional for painting the phone box and the Clerk would contact Blaby District Council to see if they could assist. Paint and full instructions already in the Council's possession.
- c) Play Equipment** - it was noted that the climbing frame had been removed and that replacement equipment could be costly, possibly £20,000, although there was Section 106 money available to contribute to the cost. Cllr Kilsby produced a written proposal for a self-build climbing frame and invited the meeting to look at a scale model he had constructed. The idea was well received and the Clerk was asked to investigate if such a project was possible with regard to S106 funding, insurance etc.
- d) Transparency Code Grant** – the Clerk suggested that the option to apply for further grant monies should be held for the moment until future needs assessed and this was agreed.
- e) Weight Restriction Signs** – After the June meeting Cllr Jennings had contacted County Highways to raise missing sign and cutting back foliage from existing sign, however it was noted that the foliage did not appear to have been cut back to date.

21. Flooding – Issues raised following heavy rain of August bank holiday weekend, thought there may be potential problem with storm drains. Agreed Clerk would follow up on contact made by Cllr Jennings with an email to Ann Carruthers (Assistant Director, Highways and Transport) to request update.

22. Maintenance of Assets and Open Spaces

- a) Litter Bin** - It was noted that the Parish Council would be charged by the District Council for the emptying of the litter bin on the play park with effect from 1st October 2016.
- b) Annual Inspection** – It was noted that Wicksteed had carried out the annual inspection of the Play Park equipment on 5th September 2016 and the resulting report was copied to all Councillors for consideration.

23. Administration and Staff Matters

- a) Clerk's Salary** – it was resolved that the Clerk's salary be paid at SPC16.
It was further agreed that the Clerk's offer and contract of employment should be prepared, based on the NALC model, to include the role of Responsible Financial Officer. Cllr Butler to action in conjunction with the Clerk.
- b) Pension Auto enrolment** – It was resolved to bring the staging date forward from 1st May 2017 to ensure early compliance. Clerk to action.

- c) **New Website** – noted that the new website was up and running with the old one closing on 31st August 2016. Meeting the transparency code requirements was noted as a priority but the Clerk confirmed that old photographs from leicestershirevillages.com had been copied and text saved for possible future use and as time permitted. Efficient process for submitting articles/photographs to be investigated by the Clerk.
- d) **Councillor Training** – Noted that Cllr Butler had attended the LRALC Councillor Training on 5th September 2016 and had found it very interesting and informative.
- e) **Superfast Broadband Forum** – Noted that Cllr Collins had attended and overall feedback to LCC was that rural areas had been rather neglected. Superfast Broadband expected to be live in Kilby by Summer 2017.
- f) **Office Printer** – purchased from Transparency Code Grant - noted
- g) **Melton Brooksby College** – resolved that request to publicise leisure courses be denied as considered too far away and more local options available.

24. Planning Applications and Decisions

Cllr Collins covered the applications as per attached planning summary and noted the withdrawal of the application for Kilby School (16/0783/LBC). Cllr Jennings reported that Highways observations were awaited on the Leicester Road/Foston Road application (16/0843/OUT).

25. Policy & Finance

- a) **Annual Return** – the Clerk reported that the Annual Return had been audited by Grant Thornton and had now been published on the website.
- b) **Financial Report** to 31st July 2016 – resolved that the finance report (copied to all members and filed with these minutes) be received and approved. The bank reconciliation to 31st July 2016 was signed by the Chairman.
- c) **Budget** – various discussions took place and it was agreed that the Clerk would supply further information and adjust the format to enable further consideration. It was noted that the budget needed to be finalised and ready for approval at the January meeting.
- d) **Code of Conduct** – resolved that the Code of Conduct be adopted by the Council.
- e) **Financial Regulations** – further deliberation required and Councillors requested to submit comments to the Clerk within 21 days of meeting.
- f) **Standing Orders** – further deliberation required and deferred to future agenda.
- g) **Publication Scheme Guide** – further deliberation required and deferred to future agenda.

26. Correspondence Received (letters, emails, flyers, consultations, information from other bodies)

- a) *Leicestershire and Rutland Association of Local Councils*
 - i) Newsletter 2016 No. 4 copied via email to all Members
 - ii) LRALC Member Survey (ends 7th October 2016)
 - iii) Reminder on Pensions Auto Enrolment - see 7 b) above

Clerk to complete Member Survey. All other items noted.
- b) *Blaby District Council*
 - i) Council Tax Support Scheme Consultation (ends 28th September 2016)
 - ii) Ageing Well Guide – included on website
 - iii) 2016 Sports Award Nominations – included on website
 - iv) BB19 bus programme – included on website
 - v) Opening of Whetstone Depot – included on website

All noted.
- c) *Leicestershire County Council*
 - i) Minerals and Waste Consultation (ends 23rd September 2016) – noted.
 - ii) Superfast Leicestershire Survey (ends 2nd October 2016) - noted that Cllr Collins responded.
- d) *Leicestershire Police*
 - i) Report of increased hate crimes following referendum in June and commitment from Local Beat Team to investigate and resolve any such incidents in the area - noted.

27. Public Forum – (postponed from item 18.) – none.

The meeting closed at 9.05 pm

Next meeting: Tuesday 8th November 2016 at 7.30 pm at United Reform Church, Kilby