

**MINUTES OF THE MEETING OF KILBY PARISH COUNCIL held on Tuesday 5<sup>th</sup> June 2018, 7.30 pm at the United Reformed Church, Main Street, Kilby**

**Present:** Cllr Gail Butler ( Vice Chairman)

Cllr Gerry Tunnicliffe

Cllr Tony Kilsby

Cllr Iain Jones

Mrs Tina Cox, Clerk to the Council

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

**10/2018. Apologies for absence:** Cllr Andrew Collins (Chairman)

**11/2018. Code of Conduct: Members' Disclosure of interests and Requests for Dispensations -**  
None

**12/2018. Minutes of the previous meeting**

The minutes of the meeting of the Council held on 1<sup>st</sup> May 2018 were agreed as a true record and signed by the Vice Chairman.

**13/2018. Matters arising from the minutes of the previous meeting not included elsewhere on the agenda:**

**(a) Leicester and Leicestershire Strategic Growth Plan -** Cllr Jones gave an update on the South East Leicestershire Action Group meeting he attended, which is one of the groups branching off from the CPRE. The meeting was for those attending to share information and discuss the possibilities of the plan. Cllr Clifford advised there are several phases to go through before the plans go to government and get backing. The decision to the next phase will be in September when the initial consultation comments are considered.

**14/2018. Policy & Finance**

**(a) Financial Report to 30<sup>th</sup> April 2018 -** It was resolved that the finance report (copied to all members and filed with these minutes) was received and approved. The bank reconciliation to 30<sup>th</sup> April was signed by the Vice Chairman

**(b) To receive and approve Annual Governance and Accountability Return 2017/2018 (AGAR 2) -** Members received and approved the Certificate of Exemption AGAR2

**I. Annual Internal Audit Report 2017/2018 -** it was noted that the internal audit report had been completed by Chris Parker.

**II. Annual Governance Statement 2017/2018 -** The Annual Governance Statement was copied to all members. It is the specific responsibility of Members to complete and the Chairman to sign. Members agreed the responses and the statement was approved and completed.

**III. Accounting Statements 2017/2018 -** the Accounting Statements 2017/2018 was explained to the members, approved by the Council, signed by the Clerk and Vice Chairman.

**(c) GDPR - Review and approve KPC draft policies:**

**I. GDPR Policy (copied to all members prior to the meeting)-**Received and approved by Council.

**II. Data Breach Policy (Copied to all members prior to the meeting) -** Received and approved by Council.

**III. Data Audit (Copied to all members prior to the meeting) -** Received and approved by the Council.

**(d) Use of 'Official' email addresses -** Following the introduction of the new Data Protection Regulations it has been suggested that Councillors might want to have an official email address. 2Commune, the company that support the Parish Council email and website would charge £25 per Councillor for the year. Members decided that the Working Party for Policy and Finance can discuss and make recommendations.

**(e) Review and approve working parties -** Members felt that the existing working parties arrangement worked very well and should continue as the following:

Policy and Finance - Cllr Gail Butler and Cllr Gerry Tunnicliffe

Open Spaces/Assets - Cllr Iain Jones, Cllr Gail Butler and Cllr Tony Kilsby

Planning and Environment – Cllr Andrew Collins.

**(f) Purchase of new office software, using funds from the 'transparency grant'** - Cllr Tony Kilsby remembers the software coming with the laptop when purchased. The clerk would look at systems that are on the laptop and come back with findings.

**15/2018. Open Spaces/Assets**

**(a) Update on Playground Project** – S106 money from BDC had been requested, the clerk is to provide copies of invoice/receipts for materials and Inspection Report. Cllr Kilsby will get the slide quoted.

**(b) Update on Inspection training** – Cllr Kilsby is booked to go on the training in October.

**16/2018. Planning & Environment**

**a) Planning applications and pre – application comments responded to by the Council (see summary)**

I. **David Wilson Homes, Kilby Road, Fleckney - Reserved Matters (Harborough DC)** – It was noted this was approved at the meeting held on the 1<sup>st</sup> May 2018, and that a method statement for constructors access will have to be approved before construction commences.

II. **18/05/EIASCR 73a solar panel farm, Foston Lodge Farm, Welford Road, Kilby LE8 5WD** – To date a formal application had not been received.

III. **Update on willows on Wistow Green** – Clerk has emailed the Forestry Team Leader at LCC for an update.

**b) Drain collapse outside the United Reformed Church and update** – Although the drain had been repaired it was felt that it was still problematic. Excess water was being held, without being drained away and Cllrs felt that this would then start to crack the tarmac once again. The clerk would follow up.

**c) Fly – tipping in layby** – A District campaign had been launched, the clerk had sourced some leaflet and signage. Although there had not been any recent activity it was felt that the leaflets on the noticeboard and signage in the layby might act as a deterrent.

**17/2018. Public Forum**

**a)** One of the speed cushions on Spinney Road, coming into the village has been removed. Cllr Jennings advised the meeting that it had been reported to him that it was loose and he reported it to the Leicestershire Highways.

**Meeting closed:** 8.56pm

**Next meeting:** Tuesday 4<sup>th</sup> September 2018 at 7.30pm at United Reformed Church, Kilby