

BUCKMINSTER PARISH COUNCIL

Parish Council Meeting

Tuesday 10 July 2018

Present:

Councillor Liz Exton Chairman
Councillor Jill Arnold
Councillor Kate Bygott
Councillor Graham Exton
Councillor Enid Woodcock

Borough Councillor Malise Graham
Constable Sharon Roscoe

MINUTES

- 16/18-19 **Apologies for non-attendance** – Councillor Jinks
- 17/18-19 **Apologies for absence** – County Councillor Rhodes
- 18/18-19 **Approve the minutes of the Annual Meeting held on 10 July 2018** – The minutes were approved without amendment
- 19/18-19 **To receive declarations of interest both personal and prejudicial on matters arising on the agenda** – No declarations were made
- 20/18-19 **Public Participation** – Members of the public were not present
- 21/18-19 **To receive reports** – County Councillor Rhodes was absent

Borough Councillor Graham's report

Councillor Graham reported that the new chief executive of the Council was making a positive impact on the work of the Council.

Consultation on the Melton Growth and Prosperity Plan was in progress.

Notice had been given at a community forum that a proposal for Leicestershire County Council to become a unitary council was under consideration due to financial constraints. Should this be agreed the Borough Council would cease to exist. Similar proposals were under consideration by neighbouring County Councils. The proposal was likely to be resisted.

As chair of the Safer Melton Partnership Councillor Graham worked with the police to achieve the Partnership's goals.

Constable Sharon Roscoe's report

Constable Roscoe's ability to report on crimes was limited by confidentiality constraints but the police were aware of issues within the Parish.

Damage to the door of the Buckminster shop had been repaired and measures were being put in place to deter any future attempts to gain access when the shop was closed; the attack had been recorded as a burglary.

A shooting incident had been reported and was under investigation.

Concerns over the diversion of traffic through Buckminster and Sewstern had been reported to the Highways department and the police had been monitoring vehicle speeds through the villages. Warnings had been given to several motorists and at least one driver had been booked for excessive speeding; further operations would be conducted. It was suggested that a local community speed watch might assist the police in their efforts.

Police were monitoring hare coursing activities.

Action would be taken if the police were notified of untaxed vehicles and if children were being transported in vehicles without recognised safety measures..

Clerk's report

- **Banking Arrangements**

Internet banking was now in place. The clerk had been set up as the primary user and The chairman as a secondary user. The clerk would be making arrangements to set up the vice chairman as a secondary user.

- **Planning**

The concerns over flooding due to the development at 10 Timber Hill had been referred to the planning officer. The matter has been registered as a potential enforcement case and a member of the planning department was to visit the site and report to the planning officer on the action taken. The clerk would follow up the issue with the planning officer.

- **GDPR Impact on Website and Emails**

Following the request at the last meeting I have spoken to our App Office representative and he has confirmed that two generic emails could be established for the clerk and the chairman. This has been carried out for other councils and historic emails would transfer to new incumbents who took over these positions. Emails for other

councillors would be identified by name and could not transfer to new members who might replace them. While these would be additional emails for councillors, they would be secure and would meet GDPR requirements. It was agreed that protected emails would be established for the chairman and vice chairman and the web site would be secured.

- **Internal Audit**

The Internal Audit report has been completed and key aspects identified during the Internal Audit Process would be covered as a separate agenda item..

- **BMFA**

The Environment Agency had confirmed that the 1982 code of practice for model aircraft flying is the current authority. The code had been circulated to councillors. It placed requirements on local authorities to consider environmental issues at the planning stage and latterly should they become a concern.

- **Replacement Noticeboard Sewstern**

A map showing the planned location of the new noticeboard had been sent to Anglian Water, Severn Trent and Weston Power. All indicated that there should be no impact on their utilities. Western Power recommended working to HSG47 the guidance notes issued by the HSE giving safe digging advice. The submission to the LCC for the certificate required that we have a £5M insurance indemnity. The Council's insurance schedule included a £10M indemnity but the Council's insurers had been asked to confirm that the indemnity would satisfy the LCC requirements.

- **VAT**

VAT to the value of £435.53 had been reclaimed from HMRC.

- **Dog Waste Bin**

The clerk was asked to order a replacement dog waste bin.

Chairman's report

The training course that the chairman had planned to attend had been cancelled and the chairman had applied for the next available course in October.

22/18-19 **Internal Audit and Annual Governance and Accountability Return**

The Internal Audit had been completed. The auditor's report had been circulated to councillors. The Internal Auditor had made 3 recommendations:

- To develop a risk register
- To complete a fixed asset register
- To identify the nominal value of the assets in the Annual Return at section 2 Box 9

Actions to complete the two registers and identify the nominal value of the assets were in progress.

Recognising that the gross income or expenditure of the Parish Council was less than £25,000, it was agreed that the Council would certify itself as exempt from an external audit. The Annual Governance and Accountability Return 2017/18 Part 2 was duly signed by the Chairman and the Clerk/RFO.

23/18-19 **Retrospective Endorsement**

- The Annual Precept and CT support grant for 2018/19 had been awarded as £8173.92
- The clerk's salary had been agreed by the Council in July 2017 to be £250 per month

24/18 -19 **Endorsement of Council Documents**

Revised Standing Orders and Financial Regulations had been circulated prior to the meeting and were endorsed by the Council without amendment.

25/18-19 **BMFA Centre – Highway and Environmental aspects**

The clerk noted that he had received no reports of excessive noise or highway issues due to events at the BMFA Centre

26/18-19 **Parish Council Noticeboard Replacement – Sewstern**

The supplier of the new noticeboard had been asked to provide a full cost for the noticeboard and delivery charges for formal approval by the Council. A response was awaited.

27/18-19 **Planning Matters**

There had been no new applications and there were no applications awaiting approval. Other planning issues had been covered in the clerk's report.

28/18-19 **Invoices for Approval**

- Auditing Solutions Ltd Internal Audit Fee £360
- Clerk's salary June £200.00
- HMRC PAYE June £50.00
- Buckminster Village Hall 0145 £15

Payment of the invoices was approved

29/18-19 **To Approve and Sign the bank reconciliation for the current period**

Current (community) Account - £7652.66

Deposit (BMM) Account - £1153.12

Total account balance including unrepresented payments - £8180.78

The bank reconciliation was approved and signed.

30/18-19 **Correspondence Received** – No correspondence had been received

31/18-19 **Next meeting of the Parish Council** – 11 September 2018

E Exton
Chairman

Date