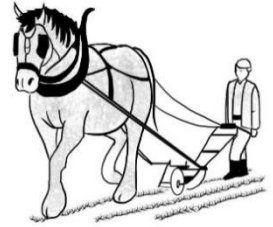


Kirkby Mallory, Peckleton & Stapleton Parish Council



Minutes of meeting held at Peckleton Village Hall on Tuesday 21st May 2024

Present: Cllr A Porter (S), Cllr S Sykes (P), Cllr J Newbury Smith,

In Attendance: Mrs A Stretton (Clerk and RFO), Cllr R Webber-Jones (HBBC), Cllr M Sheppard-Bools (HBBC).

There were 11 members of the public present.

Presentation of the Stan Pitt Award

Cllr Porter welcomed everyone and introduced Sally Sharpling (daughter of Stan Pitt) who presented awards to the winner of the Stan Pitt Award, Peter Chick, and finalists Stapleton Village Hall Committee, Diane Lucking, Kate Strong and Andy Bools.

24/069 To appoint a Chairman and sign Acceptance of Office form.

RESOLVED: On the proposal of Cllr Newbury-Smith, seconded by Cllr Sykes, Cllr Porter was appointed Chairman and signed the acceptance of office.

24/070 To appoint a Vice-Chairman and sign Acceptant of Office form.

RESOLVED: On the proposal of Cllr Sykes, seconded by Cllr Porter, Cllr Hill was appointed Vice-Chairman.

24/071 Welcome/Apologies for Absence

RESOLVED: Apologies were accepted from Cllr M. Hill (P), Cllr F Barson (KM) and Cllr C Gerrard (S).

24/072 Declarations by Members of Pecuniary and Non-Pecuniary Interests (in relation to Agenda items) including requests for dispensations.

RESOLVED: None.

24/073 To review, approve and sign the minutes of the Parish Council meeting held on Tuesday 16th April 2024

RESOLVED: On the proposal of Cllr Newbury-Smith, the minutes of the Parish Council meeting held on the 16th April 2024 were approved and the Chairman signed them.

24/074 Parishioners Question Time

Questions were raised about the following:

- A blocked drain on Main Street, Peckleton.
- A further dumping of car park scrapings from the industrial estate on to the verges of the Common.
- A large track formed through part of the common
- A request for 'litter pick in progress' signs.
- proposed sale of the Old School Room in Kirkby Mallory and the council was asked to help by writing to the rector.
- Traffic in Kirkby Mallory during an event at the track on the 4th May with a request to find out why it happened and what is being done to prevent a recurrence.
- Comments on a judicial review of the noise abatement notice.
- Flooding on Stapleton Road in Kirkby Mallory.
- Litter from Caterpillar site blowing on to the Common

24/075 Review of representation on, or work with, external bodies and arrangements for reporting back.

24/075.1 Caterpillar/Neovia Liaison Group

RESOLVED: Cllr Sykes appointed.

24/075.2 Charitable Trustee for Stapleton Village Hall

RESOLVED: Cllr Newbury Smith appointed.

24/075.3 Peckleton Village Hall Committee

RESOLVED: Cllr Sykes appointed.

24/075.4 To grant authority to the Chair and Vice Chair to represent Council at external meetings.

RESOLVED: agreed.

24/075.5 To grant authority to the Chair to delegate attendance at external meetings.

RESOLVED: agreed.

24/075.6 Arrangements for reporting back from the above external bodies.

RESOLVED: At Council meeting following meeting with external body, unless urgent.

24/076 Review and adoption of appropriate Standing Orders and Financial Regulations.

RESOLVED: Council approved the adoption of the Standing Orders. It was agreed to review the new Model Financial Regulations issued by NALC at the June meeting.

24/077 Review of inventory of all the Councils Policies and Procedures.

RESOLVED: On the proposal of Cllr Porter, the following policies and procedures were adopted:

- Data Protection Policy
- Data Breach Policy
- Document and Record Retention Policy
- Freedom of Information Act
- Loans and Investment Policy
- Equality and Diversity Policy
- Statement of Internal Control
- Code of Conduct
- Dispensation Request Form
- Application for Using Parks or Pitches
- Communications Policy
- Mission Statement
- Scheme of Delegation
- Register of Gifts

24/078 Complaints Committee

24/078.1 To appoint the Complaints Committee and elect the Chairman of Complaints Committee.

RESOLVED: Cllrs Newbury Smith, Gerrard and Hill were appointed to the Complaints Committee.

Cllr Hills was appointed as Chairman.

24/079 Staffing Committee

24/079.1 To appoint the Staffing Committee and elect the Chairman of Staffing Committee and review staffing policies.

RESOLVED: Cllrs Newbury Smith, Barson and Gerrard were appointed to the committee and Cllr Newbury Smith appointed Chairman.

24/080 To receive the following annual reports:

24/080.1 Peckleton Village Hall Report

RESOLVED: No report received.

24/080.2 Stapleton Village Hall Report

RESOLVED: Noted.

24/080.3 County Councillor's Report

RESOLVED: No report received.
24/080.2 Borough Councillor's Report
RESOLVED: Noted.

24/081 Situation Updates.

24/081.1 Crime Statistics – to note the latest report for March 2024.

RESOLVED: Council noted the statistics listed below:

Stapleton:

Burglary 1
Criminal damage and arson 1
Violence and sexual offences 1
Peckleton
Vehicle Crime 1
Kirkby Mallory
Anti-social behaviour 2
Violence and sexual offences 1
Other Theft 1

Clerk to chase up local police for an update on recent crime statistics.

24/081.2 Playground inspections – to note the monthly inspection reports and consider any actions arising from them.

RESOLVED: Council noted the reports and that there is damage to the wheel of one of the moveable goals at Stapleton.

24/081.3 Traffic Calming- to receive an update on conversations with LCC Highways and other traffic related matters in the Parish.

RESOLVED: Council noted that LCC have provided further information about the proposed location of posts for the MVAS in Kirkby Mallory and requested information from the Parish Council. Clerk to circulate information about location of posts on the KM email list. Council to consider who will be responsible for moving and charging the MVAS once installed.

24/081.4 Peckleton Village Hall – damp issues - to receive an update.

RESOLVED: Council noted that Soul Architects have attended to carry out a detailed survey of the building.

24/081.5 Change of Parish Name – to receive an update

RESOLVED: No update received. Delays caused by land registry. Clerk continues to liaise with solicitors.

24/081.6 Application for Asset of Community Value – Old School Room – to receive an update and agree any actions.

RESOLVED: Council noted that HBBC have approved the request to add the old School Room to the Community Asset register but that this applies to only part of the property – the school room and part of the grounds, but not the house. Council agreed to write to the vicar in support of the old school room committee.

24/082 Finance

24/082.1 To review and approve the Bank Reconciliation for April 2024

RESOLVED: Cllr Porter reported that she had reviewed and signed the previously circulated bank reconciliation.

24/082.2 Bill Payment list –approve the bill payment list for May 2024.

RESOLVED: On the proposal of Cllr Newbury Smith, Council approved the following payments:

A Stretton	Clerk Salary	£801.32
HMRC	PAYE	£15.40
Mike Smith	Playground Inspections	£40.00
Mike Smith	Grounds Maintenance	£410.00
Stapleton Village Hall	Room Hire	£25.00
Peckleton Village Hall	Room Hire	£25.00

Cuttlefish	Website and email provision	£594.00
A Stretton	(Expenses) Flowers for Stan Pitt Award	£30.00
		<u>£1,940.72</u>
NEST	Staff Pension	£55.51
EE	Parish Mobile Phone	£21.10
		<u>£2,017.33</u>

24/082.3 To agree 2 councillors to authorise the online payment of the accounts listed in the above bill payment listings.

RESOLVED: It was resolved that Cllrs Newbury Smith and Porter would authorise the online payments. Clerk to email once payments set up ready for authorisation.

24/082.4 To review the cashflow forecast.

RESOLVED: Council noted the cashflow forecast.

24/082.5 To consider a payment to the new CCLA Deposit Account.

RESOLVED: Awaiting confirmation of account opening from CCLA.

24/082.6 To receive the Annual Internal Auditor's Report 2023/2024.

RESOLVED: Noted. Clerk to update website with financial documents including risk register, budget and asset register.

24/082.7 To consider recommendations or matters arising from the internal auditor's narrative report.

RESOLVED: Noted.

24/082.8 To complete and sign the Annual Governance Statement 2023-2024.

RESOLVED: Cllr Porter read through each statement and councillors approved the completion of the form.

24/082.9 To receive and sign the Accounting Statements 2023-2024.

RESOLVED: Council noted and approved the report.

24/082.10 To receive and consider the bank reconciliation 2023-2024.

RESOLVED: Noted.

24/082.11 To receive and consider the explanation of variances.

RESOLVED: Noted.

24/082.12 To receive and consider the breakdown of reserves held.

RESOLVED: Noted.

24/082.13 To agree the dates for the period of public rights.

RESOLVED: Noted and agreed.

24/082.14 To consider any expenditure required for DDay decorations.

RESOLVED: Council approved expenditure up to £50 for decorations for the noticeboards.

24/083 Planning

To consider the following planning applications and any received since the publication of this agenda.

24/083.1 24/00415/LBC - To replace existing windows with new wooden heritage windows to match existing style at 2 Church Lane, Stapleton.

RESOLVED: Noted.

24/084 Correspondence

24/084.1 Emails regarding traffic problems during an event in Kirkby Mallory

RESOLVED: Noted. Clerk to liaise with the track and highways over this and relay any information to the village.

24/084.2 Email reporting a damaged lamp post on Dadlington Lane, Stapleton

RESOLVED: Noted.

24/084.3 Email from Kirkby Mallory Old School Room Committee about its proposed sale.

RESOLVED: Noted. See item 24/081.6

24/084.4 Email from a parishioner about the Council's Biodiversity Policy.

RESOLVED: Noted. Council will continue to bear biodiversity in mind when commenting on planning items and encourage parishioners to inform the parish council and/or HBBC about key habitats and species that

may influence planning decisions. Council agreed to continue to consider how best to implement the biodiversity policy.

24/085 Clerks Report – to note the content.

RESOLVED: Noted. Council noted that light in the Peckleton defibrillator is still not working, although the defibrillator is working. Clerk liaising with LCC.

24/086 Members Exchange – for information and suggestion of future agenda items only.

RESOLVED: Council noted that lights have been attached to trees on the LCC verge/green space on Desford Lane, Peckleton. A councillor will check them to ensure they are not damaging the trees.

24/087 Date of Next Council Meeting: Annual Parish Meeting – Tuesday 28th May at Stapleton Village Hall and Tuesday 18th June at Stapleton Village Hall.

The meeting closed at 8.59pm.