

Minutes of Hoton Parish Council Meeting

Held at Hoton Village Hall on Monday 5th March 2018 at 8pm

In attendance: Cllr Cassell (Chairman), Cllr Isbister (Vice-Chairman), Cllr Seymour, Cllr Landucci, Cllr Gane, Mrs Blain (Parish Clerk), Borough Cllr Bokor (from 8:10pm) and County Cllr Shepherd (from 8:10pm).

Questions from Members of the Public: None.

Local Policing Report: PCSO Martin sent the following report: There were no reported crimes in Hoton in January or February 2018.

Agenda Items

089/17 **To receive apologies for absence:** Cllr Eady

Resolved: To accept the apologies of Cllr Eady.

090/17 **Declarations of Interest; disclosable pecuniary, personal or personal that could lead to bias, to items on the agenda** None.

091/17 **To approve and sign the minutes of the previous meeting of the Parish Council, held 8th January 2018**

Resolved: To approve and sign as a true record.

092/17 **To co-opt a councillor for Hoton** There have been no expressions of interest in this position.

093/17 Business

(a) To agree the Council's 2018/19 website provision

Resolved: To re-approve 2Commune as the website provider.

(b) To review the Council's Risk Assessment The Risk Assessment was reviewed and it was

Resolved: To re-approve the Risk Assessment with the following changes:

To amend the risk level for Freedom of Information to 'low' and add in General Data Protection Regulations and the Transparency Code for Smaller Authorities.

8:10pm Borough Cllr Bokor and County Cllr Shepherd arrived. The meeting was suspended for the Borough and County Cllrs reports.

Borough Councillor's Report: Cllr Bokor gave the following report: The Strategic Growth Plan is open for comment. There is not yet a date for determination of the planning application for the egg laying units in Hoton.

8:25pm Borough Cllr Bokor left.

County Councillor's Report: Cllr Shepherd gave the following report: The Strategic Growth Plan is the product of ten partner organisations, including Leicestershire County Council and Charnwood Borough Council. The Government are consulting on a proposal for a Major Road Network (MRN) of England's most important routes, supporting motorways and major trunk roads that may benefit from access to funding. Cllr Shepherd will send further information when it is available.

8:30pm County Cllr Shepherd left. The meeting recommenced.

(c) To review the Council's Strategic Plan The Strategic Plan was reviewed and it was

Resolved: To make the changes discussed at the February informal meeting.

Minutes of Hoton Parish Council Meeting

Held at Hoton Village Hall on Monday 5th March 2018 at 8pm

- (d) To review the kiosk; its usage, maintenance and the rules for the display cases and book-share scheme**
The clerk will contact the insurance provider to ensure that the kiosk is adequately insured.
Resolved: To re-approve the rules.
- (e) To agree the grounds maintenance schedule for 2018** Following a discussion it was
Resolved: To add in the Burial Ground grass and hedge cutting and to re-approve the schedule for 2018.
- (f) To approve the review of the system of internal control conducted by Cllr Gane**
Resolved: To approve the review of the system of internal control.
- (g) To agree the time and date of the Annual Parish Meeting**
Resolved: That the Annual Parish Meeting shall be held on Monday 14th May 2018 at 8pm.
- (h) To appoint the internal auditor and agree the terms of reference and internal audit plan**
Resolved: To re-appoint Mrs E. Dunn as the internal auditor and re-approve the terms of reference and internal audit plan.
- (i) To approve the Neighbourhood Plan housing survey for Burton on the Wolds**
Resolved: To defer this item to the next meeting, as the survey has not been received.

094/17 Correspondence for discussion

- (a) Email from resident re horse droppings**
Resolved: To include this in the press release.
- (b) Leicestershire County Council Strategic Growth Plan Consultation**
Resolved: Not to make a response to this consultation.

095/17 To receive reports from Councillors:

- (a) Playground Safety Inspections** – Cllr Seymour reported that the weekly inspections have been carried out; there are no health and safety issues. There is a small amount of wear and tear damage to the left-hand raised bed, which will be repaired. The entry ramp to the toddler multi-unit has been repaired.
- (b) Defibrillator update** – Cllr Gane reported that the defibrillator has been purchased and is awaiting installation. A meeting will be held with the Village Hall Committee and electrician to discuss the location. Once installed, EMAS will be informed and a newsletter produced to inform residents.
- (c) Other Councillors' reports** – for information only:
 - Planning permission P/15/1946/2** Cllr Isbister reported that work has started on the land by 40 Loughborough Road, the clerk will look at the conditions attached to the permission.
 - Large hole in verge** Cllr Isbister reported that a large hole has been dug on the verge on the corner of Loughborough Road and Prestwold Lane. The clerk will report this to Leicestershire County Council.

096/17 Finances:

- (a) Financial update:** As of 31st January 2018 the Bank Account balances stood at:
Current £60, Reserve £17,382.85, giving a total of **£17,442.85**.

Minutes of Hoton Parish Council Meeting

Held at Hoton Village Hall on Monday 5th March 2018 at 8pm

(b) **To agree payments due for the month:**

Resolved: To agree to make the following payments:

Payment	Amount
Clerk's salary for 15/01 -14/02	£ 279.30
Clerk's expenses for 15/01 -14/02	£ 12.50
Clerk's salary (tax code change)	£ 26.90
Clerk's salary for 15/02 -14/03	£ 279.30
Clerk's expenses for 15/02 -14/03	£ 12.50
Clerk's salary (tax code change)	£ 26.90
Clare Blain (Lighthouse fee – January)	£ 11.12
Clare Blain (Lighthouse fee – February)	£ 11.03
M & BG Ltd (Grounds Maintenance) (£167.50 x two months)	£ 335.00
M & BG Ltd (Grounds Maintenance – Burial Ground)	£ 132.00
Pawle & Co Ltd (defibrillator cabinet)	£ 402.20
Physio Control (defibrillator)	£ 780.00
2Commune (website provision)	£ 330.00
Total	£2638.55

(c) **To approve and sign the third quarter bank reconciliation, accounts summary and forecast of receipts and payments to the year end**

Resolved: To approve and sign the third quarter reports.

(d) **To review the banking arrangements and bank mandate** The bank mandate is accurate.

Resolved: That the banking arrangements are adequate.

097/17 **To receive the Clerk's report** (a copy is filed with the minutes)

Resolved: To note receipt of this report.

098/17 **To review the hours worked by the clerk**

In the two months from 15/12 to 14/02 the clerk worked 55.5 hours. (26 contracted hours a month)

The total carried forward is -11.5 hours.

099/17 **To agree items for the press release:** Defibrillator, kiosk theft alert, horse droppings and police report.

100/17 **To receive agenda items for the next meeting:** None.

101/17 **The next meeting will be the Annual Meeting of the Parish Council, held on Monday 14th May 2018 at 8:15pm at Hoton Village Hall, this will be preceded by the Annual Parish Meeting at 8pm**

The meeting closed at 9:20pm.

These minutes are a true and accurate record _____ Date _____

CLlr Cassell, Chairman