

EAST GOSCOTE PARISH COUNCIL

Minutes of the Annual General Meeting held on Wednesday 20th May 2015
at 6.30pm in the Village Hall.

Present:

Mr D Eden
Mrs S Gerrard
Mr P Hickling

Ms S Lander
Mr J Malpus
Mrs C Duffy

Mrs C Taylor (Admin Assistant)

Mrs L Pizer (Clerk)

2 Members of the public

15/010

Election of Chairman

Sally Lander was elected as Chairman and duly signed the declaration of office.

15/011

Election of Vice Chairman

John Malpus was elected as Vice-Chairman and duly signed the declaration of office.

15/012

Co-option of new members

There were no co-options.

15/013

Declarations of acceptance of Office

The Proper Officer duly signed the declarations of office from all Councillors.

15/014

Declarations of interests/Register of Interest to be Completed

Cllr Malpus and Duffy declared their personal interest regarding the Library Funding,
Cllr Eden declared his personal interest regarding pitch allocations.

Cllr Lander and Duffy declared their personal interest regarding the village hall
funding.

Cllr Malpus declared his interest regarding the Long Furrow Magazine.

All Councillors were given their register of interests form and asked to complete
within the required 28 days and return to the parish office. The Clerk will then take
copies and forward to Charnwood Borough Council

15/015

Matters arising from the public (Meeting adjourned)

Cllr Gerrard was informed of a concern from a resident in The Chase regarding a tree
which has been cut down. The resident was distressed that no communication had
been made with her regarding the removal of the tree and requested communication in
the future. A letter of apology will be sent to the resident.

15/016

Apologies for Absence: Cllr Dave Houseman,

15/017

To confirm the minutes of the last full council meetings (March 11th)

The minutes of the meeting held on March 11th were accepted as a true and correct
record of the proceedings.

15/018

Matters arising from the minutes

- 14/235 – The Scout group have paid both the invoice relating to the access road works, and the invoice for the damage to the playing fields.
- 14/223 – Cllr Malpus confirmed that the library committee have to elect all members and therefore the parish council cannot appoint a representative to sit on the committee.

- 15/019 **Matters arising from the Police**
PCSO Geeson stated that there were 2 crimes reported for April and gave details to the Council. He has recently visited Broomfield School assembly and will be visiting the scouts and pre-school. The local brownie group have also paid a visit to Melton Police Station. PCSO briefly gave details of crimes which have occurred in May including an assault to the rear of Merchants Common.
- 15/020 **County Councillors Report**
Cllr Houseman was not available to report.
- 15/021 **Borough Councillors Report**
Cllr Gerrard confirmed that she is attending all the induction courses at Charnwood.
- 15/022 **Reports from Reps on other Committees**
VHMC – A meeting was held on April 23rd 2015.
 - AGM June 17th 6.30pm in the Council offices
 - New hire agreements issued to all regular users
 - Safeguarding children policy adopted
 - New tables and chairs will be purchased – it was agreed to ask the parish council for their donation to be the purchase of these.
 - Hire charges were reviewed and increases made with effect from 31st August.
 - Pat testing completed

The representative of the village hall committee asked if the council would consider the purchase of chairs/tables and gift them to the village hall rather than give them a donation.

LONG FURROW – The next meeting will be held on June 2nd at Broome Lane (7.30pm) to discuss the position of the Editor. The magazine is on our website although the clerk confirmed that she had forwarded by email the Annual Chairman's report and Finance report, but they were not published in the magazine and the editor had not received them (documents gone into his Spam account).

PLAYGROUND CHECKS –All Councillors received the annual summary inspection carried out by the playground inspection company. It was noted that all play areas are low risk and the identified actions will be addressed if possible by our caretaker.

NEIGHBOURHOOD WATCH – No report

TREES – Works highlighted in our tree survey were carried out today. Two trees have been removed for health and safety reasons.

LIBRARY – Cllr Malpus has formed a committee and a draft constitution. The next meeting will be held on July 15th at 7pm in the village hall. Leic County Council will be holding a public meeting in the village hall on June 17th to try to encourage more volunteers to help with the running of the library.
- 15/023 **To agree annual Subs and Donations**
Members took no part in the following discussions.
VHMC – Cllr Lander/Duffy
Library – Cllr Malpus
Long Furrow – Cllr Malpus
- RESOLVED that we subscribe to all the associations/societies listed on the attached sheet.

Donations with their own budget were agreed as follows:

VHMC - £500 worth of Chairs/tables requested – Defer to next meeting

Long Furrow – Cllr Malpus left the room £400.00 RESOLVED to pay £200 to the long furrow committee until such time that an editor is appointed and we can guarantee the production of the remaining magazines. Upon appointment a further £200 will be paid.

Library – Cllr Malpus left the room – He had submitted a letter and accounts for the council to consider. RESOLVED that a grant of £1000 from our contingency budget be paid once the business plan has been accepted. The council agreed that they would review the level of financial support each year at the precept meeting, once the library committee provides a progress report and a financial report.

Friendship Club – consider if a letter requested funding is submitted. (Next agenda)

15/024

Presentation of Deed and Trust Instruments

All documents were available for inspection by members.

15/025

Confirmation of Cheque Signatories for 2015/16.

Current cheque signatories are: L Pizer our financial officer, Cllr Lander and Malpus. RESOLVED to approve the current cheque signatories, remove M Cadle from the list and add Cllrs Duffy and Hickling

15/026

Appointment of Representatives

RESOLVED that representatives were appointed as per the attached sheet.
Cllr Gerrard to investigate if any other schemes are available to monitor speeding around the village, other than the speedwatch scheme. Councillors did not wish to commit to the current speedwatch scheme at this time.

15/027

Proposed Accounts

Accounts to the sum of £3606.21 were accepted by the council for May and £3053.88 for April.

15/028

New Financial Regulations – to consider making online payments

With the adoption of the new financial regulations in March 2015 the Financial officer asked Councillors to consider making online payments in accordance with regulation 6.9 which states that if thought appropriate by the council payment for certain items may be made by internet banking transfer provided that evidence is retained showing members approved the payment. Within these regulations were measures to safeguard public money which all Councillors were given a copy of. In order to act as best we can to safeguard public money the following proposals were suggested.

- A list of payees are created and only these payees can be paid this way.
- The RFO creates the payment list which is presented to full council at their monthly meetings, if approved the transfers will be made after this meeting.
- The vice chairman checks all invoices against the list created prior to the meetings and signs to say the figures are correct
- The Chairman supervises the clerk whilst the banking system approves and processes the payments online.
- A hard copy from the bank is attached to the invoice showing the transaction made. This is signed by the Chairman.

RESOLVED to approve the list of recommended payees and the proposals from the Finance officer. Payments for May's accounts will be made in accordance with these new proposals.

- 15/029 **To approve the Village Hall's Annual Accounts (C Duffy and S Lander declared their interests)**
 The annual accounts were presented to all Councillors.
 RESOLVED that the accounts be approved by the Parish Council (trustees).
 Councillor Lander signed the accounts on behalf of the Council
- 15/030 **Correspondence**
 A List of correspondence received was issued to all Councillors present.
- East Goscote Athletic – it was noted that the club has folded, and did not use our facilities for the full season. The outstanding invoice will be written off.
 - Co-option – Next agenda to consider a personal specification for applicants.
 - Housing Survey – all Councillors received a copy of the results of the housing needs survey. It was agreed that with the building of the Rearsby Roses site, and identified need would most probably have been addressed.
 - Charnwood Litter Bin – Swallows Dale – Cllr Gerrard will liaise with the Borough Council to suggest removal or relocation following the resident complaint.
 - Freedom of information request regarding the extent to which football is played by village children. RESOLVED that the clerk will seek advice from the LRALC and reply on our behalf.
- 15/031 a) **To approve the Chairman/Vice Chairman's Allowance payable for the year commencing May 2015**
- The Chairman declared her prejudicial interest and left the room.
 - RESOLVED that the Chairman's allowance of £500.00 would be paid and would be used for attendance at civic duties and the Chairman's expenses. This is fully inclusive and no other expense claims will be considered. A further amount of £100 will be available for purchase of gifts for retiring Councillors if required. This allowance is paid upon completion of one year's service in April 2016 and is not paid on a monthly basis.
 - The Chairman returned and asked the Vice Chairman to leave the room.
 - The Council also considered paying a Vice Chairman's allowance, as the vice chairman was working closely with the Chairman and gives up a lot of his own time. RESOLVED that an allowance of £200 be paid in April 2016 to the Vice Chairman
- b) **To Consider payments for 2015 Chairman's Expenses.**
 A Retiring Chairman has written to the council asking for £250 of the Chairman's allowance 2014-2015. The Clerk responded as full council had already made a decision regarding the Chairman's allowance payable in 2015, and it was only payable upon completion of the year. The Clerk forwarded an expense claim form to the ex-Chairman for any out of pocket expenses he may have occurred whilst carrying out the role. Unfortunately the expense claim form has been returned incomplete without dates or amounts and therefore is unacceptable. RESOLVED that the council give delegated powers to the Clerk to approve or refuse any further claims by this ex-chairman, the Chairmans Allowance was agreed as payable only after a years service. A letter was also received by the council from another Councillor who wished to claim out of pocket expenses for duties carried out during 2014/15. This was considered by full council and upon receipt of evidence of the claim, a payment of £168.50 will be made.
- 15/032 **To Consider Planning Applications**
 None

- 15/033 **To review Councillor Maintenance responsibility and playground/pavilion checks**
Councillors agreed when they would carry out playground/pavilion checks and the areas of the village that they are responsible for reporting and maintenance issues. A playground check training course will be held on Thursday June 4th at 7.30pm for new Councillors.
- 15/034 **To consider quotes for the tennis court and select the contractor.**
All Councillors were issued with a comprehensive booklet containing quotes, references, certificates from four contractors. They were asked prior to the meeting to make investigations into the companies if they wished to do so to help with their decision making.
Cllr Gerrard asked that the council call a halt to discussions this evening as she had written to Mr Elwell asking for the option of the tennis court to be withdrawn. The Chairman felt that all considerations had been given to the installation of the court and the site location agreed. She felt that it would be beneficial to get the court in situ this summer and as the item was clearly agendered for discussion and selection of the contractor, she wished for the debate to go ahead.
After much discussion it was RESOLVED that the contract would be awarded to The quote offering the best value. Four quotes were considered as follows:- £54,370, £49,345, £39,620 and £38,630. The quote of £38,630 was awarded the contract which includes the installation of an access path. The Council also approved an additional sum of £500 to install a bench and litter bin inside the court. Works will hopefully take place during the summer holidays. It was agreed that the colour scheme would be a dark green court with a lighter green surround. Further discussions need to take place regarding use of the court/access/bookings etc at a future meeting. The vote was Cllrs Hickling, Gerrard and Eden abstained and Cllrs Lander, Duffy and Malpus were for.
- 15/035 **To Review the Council Insurance Policy.**
Our Current insurance policy is with Aviva through brokers “Came and Company” until 30th September 2017. The Clerk and Chairman will review the policy to check everything is covered particularly following the new equipment which will hopefully be installed this summer and will inevitably create an additional premium.
- 15/036 **To Ratify Pitch Allocations 2015/16**
Cllr Eden declared a personal interest with Bias and took no part . A working party was appointed to look at all applications and come to a decision. Full Council gave them delegated powers to do this in order that the teams could be informed. This year demand did not exceed supply and therefore all teams were awarded the pitch that they applied for.
1. Senior Pitch allocated to East Goscote Roofing and Sileby Athletic
 2. Under 7/8 (40 x 30) allocated to East Goscote Junior x 1 teams (Vacancy)
 3. Under 9/10 (60 x 40) allocated to East Goscote United Under 9’s and East Goscote Juniors Under 10’s.
 4. Junior Pitch(80 x 50) allocated to East Goscote United Girls team Under 13’s and East Goscote Juniors Under 14’s.
- 15/037 **To consider location of the Parish Plan goalposts and purchase of new sockets**
The Caretaker has asked if the council would consider relocating the parish plan goals which are for community use during the summer, as the current position causes some damage to the under 7/8 pitch. To do this there would be a cost for new goal sockets which amounts to £75. RESOLVED that new sockets be purchased and one goalpost be installed.

- 15/038 **To consider renewal of the office Photocopier.**
The Clerk confirmed that we have had our current copier for approx. 6 years and our contract has come to an end. She confirmed that she has three quotes based on a 5 year contract for a much more up to date model, (desktop) which also carries out colour copying. The current cost is £31.51 per quarter and .0056p per copy. For a new copier under an ESPO contract the cost would be £31.00 per quarter – copies black 0.0035 and colour 0.032p. The contract includes all toner and staples, service and maintenance, parts and labour and free training.
RESOLVED to award the new contract to ESPO, the Clerk was given consent to sign the new lease documents.
- 15/039 **To consider additional mowing to LCC 5 cuts in certain areas of the village.**
The Clerk confirmed that Leics County Council are only cutting the grass 5 times this year which will mean many verges and areas where the grass is extremely long. Our current mowing contractor has looked at the two grassed areas fronting the village on Melton Road, either side of Chestnut Way. The cost for each cut to these areas would be £160.00. The next cut by LCC is due on 1st June. It was RESOLVED that subject to permission from LCC to carry out additional cuts to this area, we would ask that our contractor complete a cut during the 3rd week of June, so that cuts are every 3 weeks rather than every 6 weeks. The areas will be monitored during the remainder of the summer and will be re-agendered if Councillors require more cuts.
- 15/040 **To Appoint an Internal Auditor for 2015/16**
RESOLVED that Mr Richard Wilcox will carry out the internal audit for the accounts ending March 2015 (this is being carried out and is expecting to be signed off and findings reported to the council at the next meeting). Mr Wilcox will also be asked to carry out the audit for this current financial year ending March 2016.
- 15/041 **Freedom of Information – to adopt the updated publication scheme/Data Protection Act – to agree notification renewal**
RESOLVED that the renewal be signed. The freedom of information publication scheme was duly adopted and will be placed on our website. Council also approved the renewal of the data protection scheme.
- 15/042 **Items Approved for expenditure**

Subs and Donations	Councillor Expenses
Data Protection Renewal	Tennis court and facilities
Chairman's Allowance	Additional Mowing
Vice Chairman's Allowance	Photocopier Contract
Goal post Sockets	
- 15/043 **Urgent items by permission of the Chairman**
All Councillors were issued with a comprehensive list of all the topics that they may require training on. The Councillor Development list is to be completed by Councillors and returned to the clerk who will endeavor to arrange any training which the Councillors feel they would like to undertake.

The Meeting closed at 9.40pm

L. Pizer
21st May 2015