

EAST GOSCOTE PARISH COUNCIL

Minutes of a full Council Meeting held on Wednesday 11th June 2014 at 6.30pm in the Village Hall.

Present:

Mr R Black	Mrs J Kyle
Mr D Eden	Mrs S Lander
Mr D Walton	Mr R Merry-Howe
Mrs T Beaver	Mrs M Cadle
Mrs M Loseby	
Mrs C Duffy	Ellen Hewitt
Mr. N Shivers	3 members of the public

- 14/041 **Apologies for absence:** Mrs K Barber, Mr D Houseman
The Chairman read out a letter of resignation which has been received on 9th June from Councillor Barber.
- 14/042 **To report any declarations of interest:** Cllr Black, Cllr Kyle re VHMC, Cllr Eden, Cllr Walton and Cllr Merry Howe re Football.
- 14/043 **To confirm the minutes of the last full council meeting held on 14th May 2014**
The minutes were agreed as a true and accurate record of the proceedings
- 14/044 **Matters arising from the minutes**
14/014 Councillors confirmed their register of interests have been updated.
13/252 – Jelson Meeting to be held on 19th June at 2pm
13/239 – George Walkers have not carried out additional tree works and the invoice will not be paid.
13/239 – Scout hut cesspit – we need to ask the scouts to confirm the location of the cesspit (via a camera) and to have it checked out to see if it requires emptying.
14/022 – LCC have carried out a lot of work to their trees on the village
14/025 – Cheque signatories need updating following the resignation of K Barber
14/034 – Standing orders still require review
- 14/045 **Matters arising from the Public (Meeting Adjourned)**
One member of the public asked for a reply to his letter regarding pitch allocations. Cllr Walton advised him that we have received new information regarding the pitch which he may be interested in.
Willow Tree – overhanging footpath outside Sims – been reported to LCC
Speedwatch – Mr Shivers said he hoped that the villagers and Councillors would help with the speedwatch scheme.
- 14/046 **Matters arising from the Police**
None
- 14/047 **County Councillors Report**
Mr Houseman was not present.

14/048

Borough Councillors Report

Cathy Duffy reported on the following issues:-

- Core Strategy Update
- Police front counter service in Loughborough relocated to Charnwood Borough Council offices on 6th May.
- The way we register to vote is changing – Individual electoral registration will require each member of the household to register to vote, previously one person was able to register everyone in their household. For the first time, people will be able to register online. Letters informing residents of this change will be issued in August 2014.
- New online account “Charnwood’s connect service” aims to make it quicker for customers to find information, make payments and manage their benefits.
- Fridge magnets containing details of contact numbers for the Council’s Anti-social behaviour team are being distributed in areas where there have been concerns.
- Car parking - Have your say on car park provision – a survey can be completed online – closing date June 30th.
- Funding – a £300,000 cash pot is being offered to help support jobs and business growth in the Borough. Applications for the first round of funding will be accepted until July 3rd.
- Plans for the “Loughborough Eye”. – A smaller version of the London Eye is being brought to Loughborough to give visitors an aerial view. It is hoped this attraction will be in the Market Place by Christmas. A final decision will be made in the next two to three weeks.
- Borough Councillor Allowances – a 1% increase was agreed at the full council meeting last month. Cllr Duffy voted against this increase and has also surrendered her internet allowance of £17.99 per month.

14/049

Reports from Reps on other Committees**VHMC** - The AGM was held on June 4th 2014.

- The audited accounts were tabled and the Chairman’s report was read out.
- Regular bookings decreased by 16.9% due to the loss of Melody Bear
- Occasional Bookings increased by 13.2%
- The committee will be obtaining roof quotes.
- The hall will be closed 16th – 22nd July to strip and re-polish the floor.

The next meeting will be held on Monday September 1st at 1.30pm.

The committee require new members.

LONG FURROW – No report

PAV & PLAYING FIELD – Playground checks were completed by Mr Merry Howe. The gate at Lilac way requires attention as it is closing too quickly. Litter bins needed emptying and some painting is required. A pavilion check is still to be done.

NEIGHBOURHOOD WATCH – No Report

TREES – Cllr Merry Howe has carried out a visual survey. There is one dead tree on the pavilion driveway and some of our trees on the area between Broome Avenue and the Meadows appear to have been pruned. We are not sure by whom although it could have been Leics County Council.

SPEEDWATCH UPDATE – The speedwatch programme is scheduled to take place between 30th June and 13th July. No volunteers have come forward following our advert in the Long Furrow. Cllr Merry Howe to establish if volunteers require training. Some Councillors offered to carry out some of the speed monitoring.

HOUSING NEEDS SURVEY UPDATE – A meeting was held on June 4th with members of the council and Mr Richard Mugglestone. A survey is being carried out in the Autumn to try to identify any small pockets of land to build small numbers of houses. It will possibly be distributed with the next edition of the Long Furrow.

14/050

Proposed Accounts

Accounts to the sum of £4780.84 were accepted by the Council

14/051

Correspondence

A list of correspondence received was given out to all Councillors present

- Vacancies for Community Governors at Broomfield Primary School – Cllr Loseby was interested in this position and will contact the school
- Police Volunteer group – security items available
- National play day to East Goscote – Aug 6th Use of playing fields and pavilion was agreed.(1pm – 4pm)
- Data protection act – certificate received
- Letter re speeding – reply agreed
- Complaint re street lighting – forwarded to LCC
- Complaint re dog being exercised on the v green – without a lead – Dogs are allowed to be exercised on the village green and should be under control.
- Scouts group – broken padlock – it was agreed that if all three padlocks require replacement with new keys, we have no option but to enforce the condition which states that the cost of this will be charged at £50.00
- Football – United no longer require junior pitch for the girls Under 14's team. Football Committee to discuss this and bring their recommendations to the next full council meeting.
- Library consultation – Next agenda

14/052

Planning Matters

P14/0699 : 5 Squires Ride – Two storey side and single storey extension to rear -No Objections

P14/1027 - 22 Broome Lane – Two storey side, First floor front, and single storey front, side and rear extension - No objections

Cllr Loseby queried that Charnwood have not included the planning application for 5 Squires Ride on our website.

14/053

Completion of the Annual Return

a) Review effectiveness of the Internal Audit

Resolved that the comments of the Responsible Financial Officer be noted and the Council, having reviewed the effectiveness of the system of internal audit, approves the current arrangements. The Statement on Internal Control, for the year ending 31st March 2014 was signed by the Chairman.

b) To consider the internal audit report.

A very comprehensive report was given to the council which included internal audit compliance testing, internal audit procedure and the report. There were four levels of opinion, the best being “good”. The auditor felt that we have “good” controls in place, and overall the accounts and other records are

maintained to a very satisfactory level which is a reflection of the quality and standard of the work applied. Four recommendations were made by the auditor.

The four recommendations are:-

- 1) The Council reviews the bank mandate to ensure the authorised signatories are up to date.
- 2) The Council need to give consideration to the pension arrangements of employees prior to the “auto enrolment”. The Clerk advised that this is due to be introduced in the next few years, and we would need to precept. It would only apply to the Clerk, not the other staff.
- 3) For each asset listed it is good practice for both the original cost and the current insurance value to be shown separately.
- 4) To enhance procedures to safeguard public money, a practice is introduced to rotate the councillors when it comes to authorising payments and signing cheques. Currently the task is restricted to the Chair, Vice Chair and Clerk.

The Report was duly signed as received. Cllr Merry Howe said that the Clerk should be congratulated on achieving such a good report.

c) Approval of the statement of Assurance

Resolved that the statement of assurance be approved and signed by the Council Chairman.

d) Approval of the Statement of Accounts

The annual accounts contained in the annual return for the period ending 31st March 2014 were approved and signed by the Council Chairman.

e) Approval of our Asset Register

The Clerk issued the asset register listing values along with insurance values, in year additions and disposals.

The Council approved the register and the chairman duly signed it.

14/054

a) Approval of risk assessment and management policy and risk register

The Clerk provided the council with the risk assessment policy and the risk register which details all items which have any risk, and when they were last reviewed. It was noted that the insurances are due to be reviewed in September 2014 and a professional tree survey is required. It was also noted that the code of conduct was adopted in July 2012.

The Council approved the new policy which was signed by the Chairman and Vice Chairman. It will be reviewed again in June 2015.

b) To receive the risk assessments for the street furniture and pavilion.

Cllr Walton completed the risk assessment update following a professional inspection last year. He said that there were fewer action points than last year, and overall the risk assessment highlighted very few action points.

14/055

Review of our procedure for Co-option of a New Councillor.

The clerk has asked the LRALC to check our current co-option procedure.

To that end, the officer at the LRALC made certain recommendations and a new draft procedure was circulated for Councillors to consider.

RESOLVED that the new procedure be adopted with immediate effect.

- 14/056 **Review of the Clerk's Job Description.**
 The LRALC have written a new more comprehensive job description for the Clerks role and the Responsible Financial Officer. RESOLVED that the staffing committee meet On Wednesday 18th June at 10.15am to look at the current job description and consider the new one.
- 14/057 **To receive an update re the youth shelter lighting scheme.**
 A meeting was held between PCSO Geeson, PC Hall, Cllrs Walton, Merry Howe and Beaver.
 The police are going to get more information from the youths as to their requirements. We require clarification that they would like the youth shelter lighting up and not the multi-sports court.
 All three Councillors are trying to obtain quotes to light the youth shelter. Cllr Walton said that he had taken an electrician to the site but he felt that it was an impossible task, without digging up the land and a very high cost.
 Once quotes and further information has been received, a meeting will be called and a public consultation will be undertaken. Next agenda (Reports from reps)
- 14/058 **To receive three quotes for the metal fencing of the mound play area**
 The Clerk has obtained three quotes for the metal fencing around the mound play area which is 113 metres of galvanized fencing, 1 x 2.8 metre wide vehicle gate and 2 x self-closing pedestrian gates in red or yellow. The panels would be stepped to suit the uneven ground.
 The three quotes amounted to: £10,240.00, £9305.00 and £7062 – all prices exclude VAT.
 Resolved to offer the contract to the company at a cost of £7062.00. The Council asked that the works be carried out in September.
- 14/059 **Football Reps a) To consider responses to letters regarding football issues**
 Four letters have been received regarding football matters which were considered by the football reps at their meeting held on 4th June. All Councillors were in receipt of the letters received and draft replies for their consideration (by email).
 All four letters were approved and will be sent to the residents/football club.
- b) Review of terms and conditions of hire.**
 All Councillors were in receipt of the suggested terms and conditions of hire. Changes had been made to points 1/17/18 and 29. The Council were also asked to consider the use of the pavilion. The pavilion is used for training in the evenings and on Saturdays by the clubs who have keys and pay the seasonal fee, and currently we do not know when it is being used or by whom. All home matches are booked via the office, so we are aware of its use on a Sunday. It was suggested that the football reps consider looking at a booking system or charging clubs for this additional use. We should be aware of when our facility is being used, and currently we do not know who is using our pavilion during evening and Saturdays. Next agenda
- Junior Pitch – it was agreed that maintenance work is required to this pitch and it was RESOLVED to close off the pitch for a minimum of 6 weeks. The area will also be fenced off with Orange netting type fencing at a cost of approximately £60.00. This can be used in future years when seeding is necessary on the pitches.
- 14/060 **Complaint regarding our Chairman re code of conduct. (Confidential)**
 See confidential minute.
- 14/061 **Maintenance**
 Sheets were handed in by Cllrs: Kyle/Eden/Walton/Cadle/Loseby/Merry-Howe/Black – Other Councillors (Beaver/Lander) to please complete their maintenance checks and forward any comments to the Clerk.

14/062 **Items approved for Expenditure**
Mound Fencing/Fencing to pitch

14/063 **Urgent items by permission of the Chairman**
Our New vicar Rev Timothy Day is being licensed and installed as the team vicar on June 25th at 7.30pm in the Church. This event is being attended by our Chairman.

Date of next Meeting: **Wednesday July 9th**

at 6.30pm in the Village Hall

The Meeting closed at 9.00 pm

L. Pizer
14th June 2014

