

<b>EAST GOSCOTE PARISH COUNCIL</b>
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Minutes of a full Council Meeting held on Wednesday 10<sup>th</sup> June 2015 at 6.30pm in the Village Hall.

Present:

Ms S Lander	Mr J Malpus
Mr D Eden	Mrs S Gerrard
Mrs C Duffy	Mr P Hickling
 Lisa Castle	 2 members of the public

15/044      **Matters arising from the Public (Meeting Adjourned)**

15/045      **a) Co-option of New Member – Lisa Castle**

Lisa Castle has written to the council to ask that they consider her co-option. Her questionnaire was copied to all Councillors for their consideration. RESOLVED that Lisa Castle be Co-opted. She duly signed her declaration of office and was issued with her register of interest to be completed within 28 days.

**b) To consider the NALC personal spec for candidates wished to be co-opted.**

The Clerk issued all Councillors with details of a new Councillor personal specification which details essential and desirable skills to becoming a Councillor. This was received from NALC. RESOLVED that we adopt the specification with the agreed amendments and issue to anyone who applies to become a Councillor along with the questionnaire.

15/046      **Apologies for absence:** We have not heard from PCSO Geeson

15/047      **To report any declarations of interest:** Cllr Lander and Duffy re VHMC, Cllr Malpus re library.

15/048      **To confirm the minutes of the last full council meeting held on 20<sup>th</sup> May 2015**  
The minutes were agreed as a true and accurate record of the proceedings. Cllr Malpus asked that on item 14/223 we add in “due to becoming a registered charity”.

15/049      **Matters arising from the minutes**

- 15/014 -Councillors were reminded to hand in their register of interest forms.
- 15/015- A letter of apology was sent to the resident regarding the removal of the tree.
- 15/025- The Clerk is awaiting the forms from the bank to add new cheque signatories to the account.
- 15/026- Speed Monitoring – Cllr Gerrard has not made any progress on this issue.
- 15/030 – Litter Bin – Cllr Gerrard has spoken to Charnwood Borough Council regarding this matter and is awaiting their response. Hopefully they will relocate the bin.
- 15/030 – The Clerk has replied with regards to use of our facilities by children (under the FOI act)
- Cllrs Duffy, Hickling, Gerrard and Malpus attended a playground inspection training course on June 4<sup>th</sup>. They have completed forms and Cllr Hickling agreed to return the completed forms to the office.

- 15/037 – Goal sockets have been ordered and will be installed in due course.
- 15/043 – Cllrs were asked to complete the list indicating their requirements for training courses. Cllr Gerrard has requested to attend the basic Councillor training course led by the LRALC. We have approached Syston Town Council to ask if they would be prepared to cover half of the cost as it would benefit both councils. Other Councillors were asked to consider their training needs.
- 15/031b – No further expense claims received.

15/050      **Matters arising from the Police**  
PCSO Geeson was not present, although the Chairman reported that he had attended the pre-school.  
The Chairman will ask PCSO for a report/update on the latest crime within the village.

15/051      **County Councillors Report**  
Cllr Houseman confirmed the grass cutting information has been sent to Clerk.  
Boundary Review Consultation – Some changes are expected, however the consultation is currently underway.  
Proposal to Close Catherine Dalley house in Melton. A consultation will be held between June 23<sup>rd</sup> and September 21<sup>st</sup>.

15/052      **Borough Councillors Report**  
Cllr Gerrard gave the Clerk information regarding “Clockwise affordable loans”. She has had discussions with Neil Thompson and Graham Smith of Charnwood Borough Council who have informed her that to change the Section 106 would require solicitors, so she will not be taking the matter further.  
Cllr Gerrard confirmed that she is a member of the planning committee at Charnwood.

15/053      **Reports from Reps on other Committees**  
**VHMC -**  
**LONG FURROW** – A meeting was held by the committee to discuss the appointment of a new editor. The next edition in August will be the last one produced by the current editor. The committee are encouraging more local articles.  
**PAV & PLAYING FIELD** – Playground checks were completed – forms awaited. Summer works to the pavilion are underway.  
**NEIGHBOURHOOD WATCH** – Nothing to report.  
**TREES** – Mr Malpus will carry out the first village check of trees – he has been given all the information required to complete these checks.  
**LIBRARY** – A meeting has been called by Leics County Council and will be held in the village hall on Wed 17<sup>th</sup> June at 6pm. Mr Malpus thanked the council for the donation of £1,000. A management committee meeting will also be held on this date. Queniborough Parish Council have confirmed in writing that they are prepared to offer funding.

15/054      **Proposed Accounts**  
Accounts to the sum of £5392.47 were accepted by the Council

15/055      **Correspondence**  
A list of correspondence received was given out to all Councillors present

- Flytipping on Lilac Way play area – has been removed
- Fletchers Way complaint re grass cutting – informed resident that this land belongs to Leics County Council.

- East Goscote United – New Chairman

15/056 **Planning Matters - None received**

15/057 **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 31<sup>st</sup> March 2015 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. Recommendations were made by the auditor.

The 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”. This will have a financial and administrative cost to the council and the matter is being addressed. It was noted that Cllr Malpus has attended training on this issue.
- 3) 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. Online payments will address this issue in part.
- 4) Should there be any significant periods of absence of staff in the parish office; cover must be brought in to ensure that the council can function effectively.
- 5) The risk register is amended to reflect the risk of the council not be able to function properly i.e. meetings not quorate, no cover in the office for longer term absence.

The Report was duly signed as received. Cllr Malpus commended the clerk for an excellent 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 31<sup>st</sup> March 2015 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.

- 15/058      **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. Staff long term absence was added to the policy.  
 Risk Register – the street furniture assessments are due by Cllr Hickling and Gerrard. The Clerk has sent the necessary forms and has asked if they could be completed by the end of June.  
 Policies which require review are :Policy for anonymous correspondence, E safety policy and Safeguarding children policy.  
 The Council approved the policy which was signed by the Chairman and Vice Chairman. It will be reviewed again in June 2016.
- 15/059      **To consider donations to the VHMC and the Friendship Club.**  
 At our last full council meeting the Village Hall rep requested that the donation to the village hall be made in the form of chairs and tables rather than a cash donation. RESOLVED that the council purchase tables and chairs to the value of £500.  
  
 The Friendship club have written in asking for a donation. RESOLVED that the council donate the sum of £80 to the Friendship Club.
- 15/060      **Progress regarding the Bus Shelter on Swallows Dale/Long Furrow**  
 The clerk confirmed that she wrote to the company supplying the shelter on 14<sup>th</sup> April. They have confirmed that they will be addressing all the remedial works next week. It was RESOLVED that should the works not be carried out, we would write to the company giving them 28 days to do so, or will look to appoint a new contractor to do these works. We will liaise with Leics County council regarding this, as they are currently withholding their 50% funding. Cllr Gerrard suggested that we wrote to Cllr Houseman to ask him to get involved in solving this problem.
- 15/061      **To agree a working party to research the renewal of the Scout Lease.**  
 RESOLVED that the working party consist of : Cllrs Lander, Malpus, Gerrard, Eden and the Clerk to the council.
- 15/062      **To discuss the management of the Tennis Court. – Should the court be left open to the public/locked/should bookings have to be made.**  
 The Clerk issued all Councillors with information obtained from Queniborough Parish Council regarding their booking system and how they operate their tennis court. They allow use by residents only and give out keys to the locked court. They operate a booking system via the newsagents. After two proposals, one for residents only and one for general use it was RESOLVED:
- The court will be open to all members of the public.
  - The court will be locked via a padlock
  - A membership form will be created and residents can obtain a key at a cost of £5 residents/ £8 non- residents from the Parish Office.
  - Users of the court will have to book their required times at the council office. We will investigate if an online booking system is available.
  - Rules for use of the court were agreed on similar line to those of Queniborough Parish Council.
  - We will review this on 1<sup>st</sup> March 2016.
  - Broomfield school will be given a key free of charge and can have a long term booking agreement.
- 15/063      **Maintenance**  
 Cllr Eden said that the multi-sports court was collapsing. The Chairman asked all Councillors to view the court as soon as possible. It was noted that 4 councillors

carried out playground checks last week, and a professional check was carried out in April, neither parties had highlighted this fault.  
Trim Trail chinning bars – are in very bad condition and it was agreed to remove them for health and safety reasons.

15/064

**Items approved for Expenditure**

Donations/padlock and keys for tennis court.

15/065

**Urgent items by permission of the Chairman**

Cllr Malpus thanked the Caretaker for taking Councillors around the play areas and giving training on inspections.

The Caretaker has cleaned out the goal post store and asked that some of the goalposts be disposed of. Some are not to the required BSEN standards. It was agreed that those which are not to the required standard be disposed. The Chairman and Cllr Castle will meet with the caretaker to confirm permission. Cllr Gerrard asked why the agenda was timed as it could mislead the public. The timing of agendas is best practice and was introduced to ensure debates did not over-run, as many meetings would go on far too late.

Date of next Meeting: **Wednesday July 8<sup>th</sup> 2015**  
**at 6.30pm in the Village Hall**

The Meeting closed at 8.25 pm

L. Pizer  
11th June 2015