

**Minutes of the Parish Council Meeting held on Monday 15 May 2023 at 7:30 pm, at the Parish Council Offices, 1 London Road, Kegworth**

Present: Cllrs M Hawksworth, A Priestley, V Saunders, C Sewell, R Sutton, H Williams, W White, also Clerk D Griggs. No members of the public were present.

**66/23 Election of Chairman of the Council 2023/24:** Councillors resolved to elect Cllr Andrew Priestley as Chairman of the Council for 2023/24. Proposed by Cllr Sutton, seconded by Cllr Sewell, unanimously agreed. Cllr Priestley signed the Acceptance of Office form with the Clerk.

**67/23 Election of Vice Chair of the Council 2023/24:** Councillors resolved to elect Cllr Ray Sutton as Vice Chair of the Council for 2023/24. Proposed by Cllr Sewell, seconded by Cllr Priestley, unanimously agreed.

**68/23 Delivery of Acceptance of Office Forms:** The Clerk had received completed Declaration of Acceptance of Office forms from all the councillors present at the meeting. Councillors resolved to ask Cllrs Stanney and Walton to complete their Declaration of Acceptance forms by the time of the next Council meeting, 5 June 2023.

**69/23 Apologies for Absence:** It was resolved to accept apologies for absence from Cllrs Stanney and Walton. Reasons given and approved.

**70/23 Declarations of Interest:** There were no declarations of interest in items on the agenda.

**71/23 Review Current Position with Regards to Filling the Vacant Seat and Consider any Applications for Co-option:** Two applications for co-option had been received and shared with councillors. It was resolved to invite both applicants to an informal meeting with councillors on 5 June 2023 to discuss their applications and to formally vote on the matter at the next Council meeting. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

**72/23 Public Participation:** None.

**73/23 Police Report:** In the absence of the Police Officer, the Clerk gave councillors information on crime figures from the most recent Valley Beat newsletter. For April, there had been 17 acquisitive crimes in Kegworth, 9 thefts from store, 4 cases of criminal damage, one theft of fuel, one theft of a portacabin, one theft/fraud of a mobile phone, and one dwelling burglary.

**74/23 Approval of Minutes of the Parish Council Meeting of 3 April 2023:** Councillors resolved to approve the minutes of the meeting 3 April 2023. Proposed by Cllr Sutton, seconded by Cllr White (6 for, one abstention).

**75/23 To Elect Members and Agree Terms of Reference for the HR Committee:** Councillors resolved to elect Cllrs Sutton, White, Williams and Saunders as members of the HR Committee. Councillors resolved to amend the Terms of Reference to state that the Chair of the HR Committee would be elected by the Committee at their first meeting each year. Proposed by Cllr Sutton, seconded by Cllr White, unanimously agreed.

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**76/23 Review of Register of Member's Interest Forms:** Councillors received Register of Member's Interest Forms. They were asked to return the completed forms to the Clerk before the next meeting on 5 June 2023. It was resolved to the Parish Council's website, which would point to the forms on the District Council's website, rather than uploading individual forms to the Council's website. Proposed by Cllr Sutton, seconded by Cllr Priestley, unanimously agreed.

**77/23 To Note Member's Code of Conduct and Agree Actions:** Councillors noted the Member's Code of Conduct and agreed to abide by it. Councillors were reminded about the Code of Conduct training which all new councillors needed to undertake.

**78/23 Review of the Council's Standing Orders and Financial Regulations:** It was resolved to adopt the Standing Orders without amendment. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed. It was resolved to remove reference to the use of cheques from the Financial Regulations, to change the Clerk's emergency revenue expenditure limit to £1000 under Section 4.5, and to make slight changes to the wording of Sections 6.8 and 6.15. Subject to these changes, it was resolved to adopt the Financial Regulations. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

**79/23 Consider a Plan to Review the Council's Other Policies:** Councillors resolved to follow the agreed schedule and to review policies as the review dates come up. It was resolved to draw up four new policies for the Council during the year and add them to the review schedule. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

**80/23 Review Representation on Working Parties and Other Bodies and Arrangements for Reporting Back:** It was resolved to add Cllr Saunders to the membership of the King George V Field in Trust Working Party, but to make no other changes. It was resolved that notes from all the working party meetings would be circulated to all councillors.

**81/23 Agree Response to a Communication from Kegworth Plan Group:** It was resolved that the Council would purchase two litter picking trolleys and 10 additional litter picking hoops for use at village litter picking events (6 for, one against). Items to remain the property of Kegworth Parish Council and loaned out as required. Clerk was asked to remind the Plan Group about the timescales the Council has for budget setting and grant applications.

**82/23 Finance:**

- a. The Council resolved that it met the conditions for eligibility to exercise the General Power of Competence as per the Localism Act 2011, as it had a qualified Clerk and more than two thirds of the newly formed Council had been elected.
- b. The Council's expenditure against cost centre budgets year to date was reviewed and total bank balances of £288,017.74 were noted as at 9 May 2023.

- c. It was proposed by Cllr Priestley, seconded by Cllr Sutton, and unanimously resolved to approve the following accounts for payment:

Invoice Date	Payee		Amount inc VAT £
01.04.23	LRALC Ltd	LRALC & NALC Membership Fees 2023/24	704.65
05.04.23	BHIB Insurance	Annual Insurance Premium	2118.44
05.04.23	Siemens Financial Services	Photocopier Rental	118.38
06.04.23	Sharp Business Systems	Photocopying Charges - March 2023	30.00
11.04.23	British Gas Lite	Gas Charges - Parish Office	42.22
12.04.23	Practical Gardening	Sideley Park Garden Maintenance	120.00
14.04.23	Nest	Staff Pensions	284.82
15.04.23	Norton	Annual Subscription	89.99
15.04.23	Amazon	Chopping Board	9.95
16.04.23	Amazon	Patio Cleaner	45.96
17.04.23	J A Kent Services Ltd	Grounds Maintenance Contract	1906.66
17.04.23	Midshie Business Systems	Telephone Call & Service Charges	30.22
17.04.23	Amazon	Compost	11.99
20.04.23	Barclaycard	Lengthsman Footwear & KGV Field Hedge Repair	79.95
20.04.23	Edentree Care	Tree Works in Cemetery	1080.00
22.04.23	Personnel Advice & Solutions Ltd	Personnel Services	120.00
23.04.23	Waterplus	Water Charges - Parish Office	34.32
27.04.23	Smith of Derby	St Andrew's Church Clock Service	150.00
28.04.23	Staff	Staff Salaries & National Insurance Contributions	2976.45
30.04.23	North West Leics District Council	Weekly Trade Waste Collections - May to October 2023	514.80
02.05.23	D Buxton	Cemetery Gardening	72.94
03.05.23	S & A Wallis-Taylor	Return of Allotment Bond	25.00
03.05.23	Waterplus	Water Charges - Cemetery	61.49
04.05.23	Greenwash Derby	Bin & Bus Shelter Cleaning	55.00
05.05.23	Sharp Business Systems	Photocopying Charges - April 2023	30.00
06.05.23	D Griggs	Paint Brush	8.00
07.05.23	Amazon	Lengthsman Equipment	137.94
21.05.23	SSE SWALEC	Electricity Charges - Parish Office	32.95
		<b>Total</b>	<b>10892.12</b>

- d. Councillors considered a list of payments made by direct debit and standing order. It was resolved to approve the regular, automatic payments for the year and to also add payment of the water bills by direct debit to the list. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.
- e. Councillors received and noted the Internal Audit Report.
- f. Councillors approved the Annual Governance Statement 2022/23. Proposed by Cllr Priestley, seconded by Cllr Sewell, unanimously agreed. The Annual Governance Statement was signed by the Chair and the Clerk.
- g. Councillors considered and approved the Accounting Statement 2022/23, which had been signed by the Clerk. Proposed by Cllr Priestley, seconded by Cllr Sewell, unanimously agreed. The Accounting Statement was signed by the Chair.
- h. Councillors noted the dates for the Exercise of Public Rights as 5/6/23 to 14/7/23.
- i. Councillors consider quotes for minor tree works in the village and resolved to approve the expenditure. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

### 83/23 Planning:

- a. Planning applications were considered by councillors and it was resolved to make no comment on application 23/00460/AIR – installation of airport data units and fencing at East Midlands Airport, 23/00435/ADC – display of internally illuminated fascia sign at 7 Market Place, 23/00458/FUL – installation of new shop front at 7 Market Place, and 23/00439/TCA – works to mulberry tree at 10 London Road, Kegworth.
- It was resolved to object to application 23/00382/FUL – demolition of existing outbuilding, erection of a replacement outbuilding with link extension and external alterations at 13 London Road, and application 23/00531/FUL – conversion of existing 3-bed HMO to HMO for

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6 people and single storey side extension at 12 Wyvelle Close. Comments were agreed for submission.

- b. The Clerk reported that application 23/00296/FUL, a two-storey side extension and internal alterations to form a 6-bed HMO at 18 Burley Rise, had been withdrawn by the applicant. She also confirmed that planning application 23/00206/FUL, change of use of dwelling to HMO for 4 people at 3 Heafield Drive, had been approved with conditions.

The meeting closed at 9:10 pm.