

Minutes of the Annual Parish Council Meeting held on Monday, 13 May 2024 at 7:30 pm, at the Parish Council Offices, 1 London Road, Kegworth

Present: Cllrs P Forster, M Hawksworth, A Priestley, C Sewell, R Sutton, W White, H Williams, also Clerk D Griggs, and three members of the public

68/24 Election of the Chair of the Council for 2024/25: It was resolved to elect Cllr Andrew Priestley as chairman of the Parish Council for the year 2024/25. Proposed by Cllr Sutton, seconded by Cllr Sewell, unanimously agreed. Cllr Priestley signed the Declaration of Acceptance of Office form.

69/24 Election of the Vice Chair of the Council for 2024/25: It was resolved to elect Cllr Ray Sutton as vice chairman of the Parish Council for the year 2024/25. Proposed by Cllr Sewell, seconded by Cllr Priestley, unanimously agreed.

70/24 Apologies for Absence: There were no apologies for absence.

71/24 Declarations of Interest: Cllr Williams declared an interest in planning applications 24/00483/ADC and 24/00482/FUL, as she was a neighbour of the property.

72/24 Review of the Current Position re the Council's Vacant Seats and Consider Any Applications: Councillors noted the resignation of Cllr Vicky Saunders the week before the meeting. The Clerk confirmed that there had not yet been any applications for the existing two councillor vacancies. Councillors resolved to continue to advertise and seek expressions of interest for the two vacancies. The notice of casual vacancy for the most recent vacancy would be displayed from 14 May 2024.

73/24 Public Participation: One member of the public spoke about the correspondence sent by the Bowls Club to be considered later in the meeting (See minute 83/24) and queried whether councillors wanted to ask any questions prior to considering the item. Councillors asked a few questions about other funding streams being considered and whether the Bowls Club was on the list for the Community Ownership Fund.

The member of the public left the meeting.

74/24 Police Report and Police Matters: The Clerk had circulated the Valley Beat newsletter prior to the meeting. A Police report had been given at the Annual Parish Meeting on 22 April 2024 and Police matters were included in the most recent Parish Council newsletter. Councillors still felt they wanted more communication, specific to Kegworth, from the Police about their actions regarding the car cruising and motorbike issues and agreed to press for this.

75/24 Approval of Minutes of the Parish Council Meeting of 8 April 2024: Councillors resolved to approve the minutes of the meeting held on 8 April 2024. Proposed by Cllr Priestley, seconded by Cllr White, unanimously agreed.

76/24 Approval of Minutes of the HR Committee Meeting of 8 April 2024: Councillors resolved to approve the minutes of the HR committee meeting held on 8 April 2024. Proposed by Cllr White, seconded by Cllr Sutton (6 in favour, one abstention).

Signed

Dated

77/24 Elect Members and Agree Terms of Reference for the HR Committee: Councillors resolved to elect Cllrs Sutton, White, Williams and Forster as members of the HR Committee. Proposed by Cllr Priestley, seconded by Cllr Hawksworth, unanimously agreed.

78/24 Review of Member's Interests Forms: Councillors reviewed their Register of Member's Interests Forms.

79/24 To Note Member's Code of Conduct and Agree Actions: Councillors noted the Member's Code of Conduct and agreed to abide by it. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

80/24 Review of the Council's Standing Orders and Financial Regulations: It was resolved to adopt the Standing Orders and the Financial Regulations. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed. The Clerk advised councillors that there was a new NALC template for Financial Regulations, which had not been received in time to be prepared for the meeting, but this would be on the next agenda for consideration by the Council.

81/24 Review of Council's Policy Documents: Councillors resolved to follow the agreed schedule tabled by the Clerk and review policies throughout the year as the review dates come up. Proposed by Cllr Priestley, seconded by Cllr Forster, unanimously agreed.

82/24 Review Representation on Working Parties and Other Bodies and Arrangements for Reporting Back: Representation on working parties and other bodies was reviewed and a list of membership completed. Members to report back to Council meetings, as necessary.

83/24 Agree a Response to Communication from Kegworth Bowls Club: It was resolved to respond to the Bowls Club to confirm that it is the Council's intention to use the S106 funding in conjunction with the planned development of land adjacent to the Computer Centre and Junction 24 (14/00541/OUTM), which includes a scheme to provide sports pitches. If it becomes apparent that this will not happen, alternative uses for the funding will be considered at that time. All sports clubs in Kegworth could be considered as beneficiaries of the money under the terms of the S106 agreement. Proposed by Cllr Priestley, seconded by Cllr Forster, unanimously agreed.

84/24 Approve any Response to the Electoral Review Consultation: It was resolved to respond to the consultation with the following comments (proposed by Cllr Sewell, seconded by Cllr Williams, unanimously agreed):

- Kegworth is a significant population centre within the district and having two wards, each represented by one member, ensures residents are properly represented.
- Both wards should be renamed as current names cause confusion. Proposed names are Kegworth South and Long Whatton, and Kegworth North and Daleacre Hill.

85/24 Finance:

- a. The Council's expenditure against cost centre budgets year to date was reviewed and total bank balances of £280,207.28 were noted as at 8 May 2024.
- b. Councillors noted the income received for the month, including 50% of the precept for the year having been received. They resolved to approve the following accounts for payment. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.

Invoice Date	Payee		Amount inc VAT £
09.04.24	North West Leicestershire District Council	Memorial Testing and Repairs	3438.30
14.04.24	Water Plus	Water Charges - Parish Office	36.04
15.04.24	Barclaycard	Playground surface cleaner & Norton subscription	118.98
16.04.23	David Taylor	Refund of Allotment Bond Fee - Plot 15 Station Rd	25.00
17.04.24	4Com Network Services Ltd	Phone & Broadband Charges	7.46
19.04.24	Nest Pensions	Pension Contributions	307.48
18.04.24	D Griggs	Postage Stamp, Refreshments for Annual Parish Meeting	37.38
19.04.24	Cavalry Design Associates Ltd	UKSPF Project - Village Walking Leaflets	1248.00
19.04.24	Second Element	Legionella Management - Annual Monitoring Fee	450.00
22.04.24	Miller's Elite Window Washing	Window Cleaning - Parish Office	14.00
22.04.24	NALC	Local Council Award Scheme Registration	60.00
22.04.24	Personnel Advice & Solutions	HR Services	120.00
28.04.24	BowlerG	Grass Cutting Contract	1900.00
28.04.24	Staff	Staff Salaries & NI Contributions	3235.16
29.04.24	P Robinson	Sideley Park Gardening	125.00
29.04.24	ESPO	Stationery & hygiene items	85.56
30.04.24	D Buxton	Cemetery Gardening	68.64
30.04.24	EDF	Gas Charges - Parish Office	71.24
30.04.24	Hill Fort Tree Care	Tree Planting - St Andrew's Churchyard	570.00
06.05.24	Siemens Financial Services Ltd	Photocopier - Quarterly Rental	118.38
07.05.24	Sharp Business Systems	Photocopying Charges - Monthly	30.00
07.05.04	Cavalry Design Associates Ltd	UKSPF Project - Walking Leaflets QR/Website work	54.00
08.05.24	S Cox	Outside tap and hose union - Station Road Allotments	8.36
		Total	12128.98
Bank Transfers			
01/04/24 - 30/04/24	Between Current & Reserve Account		40000.00
Income			
01/04/24 - 30/04/24	Allotment Rents/Bond Payments		416.94
	Cemetery Income		890.00
	Bank Interest		135.08
	Wayleave Payment		17.18
	Precept 50%		66046.00
	VAT Refund		890.84
			68396.04

- c. Councillors considered a list of payments made by direct debit and standing order tabled by the Clerk. It was resolved to approve the regular, automatic payments for the year. Proposed by Cllr Priestley, seconded by Cllr Sutton, unanimously agreed.
- d. Councillors received and noted the Internal Audit Report. It was resolved to change the Clerk's credit card limit to £1,000 to bring it in line with paragraph 4.5 of the financial regulations document, which specifies the Clerk's delegated expenditure limit for use at times of extreme risk to the Council. Proposed by Cllr Sutton, seconded by Cllr White, unanimously agreed.
- e. Councillors approved the Annual Governance Statement 2023/24. Proposed by Cllr Sutton, seconded by Cllr Sewell, unanimously agreed. The Annual Governance Statement was signed by the Chair and the Clerk.
- f. Councillors considered and approved the Accounting Statement 2023/24, which had been signed by the Clerk. Proposed by Cllr Sutton, seconded by Cllr Williams, unanimously agreed. The Accounting Statement was signed by the Chair.
- g. Councillors noted the dates for the Exercise of Public Rights as 3/6/24 to 12/7/24.
- h. Cllr White declared a non-pecuniary interest in this item and did not take part in the discussion or vote. Councillors resolved to approve the Kegworth Plan Group request for £30 in support of the production of their annual calendar. Proposed by Cllr Sutton, seconded by Cllr Sewell (6 in favour, one abstention).

86/24 Planning:

- a. Councillors considered the planning applications. It was resolved to make no comment on planning applications [24/00401/LBC](#) - Demolition of the existing flat roof rear extension

Signed

Dated

together with associated external and internal alterations (amended scheme to 20/01883/LBC) - 10 High Street, Kegworth and [24/00453/TCA](#) - Works to one Cedar tree and one Pine tree (Unprotected trees in Conservation Area) - Handkerchief Barn, High Street.

Cllr Williams had declared an interest in planning applications [24/00483/ADC](#) - Display of 4 no. non illuminated car park signs - Jee Jas Jees, 1 Market Place, and [24/00482/FUL](#) - Erection of an ANPR camera and pole in car park area - Jee Jas Jees, 1 Market Place (see Minute 71/24). She left the room and took no part in the discussion for both. It was resolved to make no comment on application 24/00483/ADC. It was resolved to object to planning application 24/00482/FUL. Arising comments were agreed for submission. Cllr Williams returned to the meeting.

It was resolved to make no comment on application [24/00526/FUL](#) - Erection of single storey front extension – Riverside, Hallstone Meadow, Kegworth.

- b. The Clerk did not have any decisions to report. Cllr Sewell advised that planning application [24/00112/FUL](#) - Change of use of dwelling (Use Class C3) to a small house in multiple occupation (HMO) for 4 people (Use Class C4) at 72 Huffer Road, Kegworth, had been approved with conditions.

The meeting closed at 8:56 pm.