**Minutes of the Hoton Parish Council Annual Meeting**

**Held in Hoton Village Hall on Monday 9th May 2022 at 8.00pm**

**In attendance**: Cllr Cassell (Chair), Cllr Girgis, Cllr Dargie, Cllr Rathod, Cty Cllr Shepherd and Victoria Webster (Parish Clerk)

*The meeting commenced at 7.55 p.m.*

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| 1. | **Elect a chairman**Cllr Dargie nominated Cllr Cassell to continue as Chair and this was seconded by Cllr Girgis. |
| 2. | **Elect a Vice Chair**Cllr Cassell nominated Cllr Girgis and this was seconded by Cllr Dargie. |
| 3. | **To receive apologies for absence**Apologies were received from Cllr Doherty and Cllr Boker. |
| 4. | **Declarations of interests:** disclosable pecuniary interests; personal interests; or personal interests that may lead to bias, by parish councillors to items on the agenda.Cllr Dargie declared an interest in agenda item 18g as a resident of Vine Tree Terrace. |
| 5. | **To approve and sign the minutes of the Parish Council meeting held on the 7th March 2022**The minutes were accepted as true and accurate and were proposed by Cllr Gargis and seconded by Cllr Dargie. |
| 6. | **All Councillors to complete the new Register of Interests Form**These were distributed to Councillors at the meeting to complete and return to the Clerk at the next meeting in June.**Action: The Clerk to send a copy of the form to Cllr Doherty.** |
| 7. | **Borough Councillors Report**No Borough Councillor present. |
| 8. | **County Councillors Reports**Members Highways Fund. A new scheme has launched. Cty Cllr Shepherd confirmed the Parish Council would be able to apply for the village gates we have been discussing. Funds for maintenance issues should by requested by the end of May. Requests for other items should be submitted by the end of October. However, the sooner we submit requests the better as Cty Cllr Shepherd would be able to prioritise the requests and seek further information if it is needed. Cllr Doherty has been looking at speeding and wanted to find out if this needs reassessing following a previous assessment that took place.Cty Cllr Shepherd advised that Cllr Doherty should liaise directly with Cty Cllr Shepherd on this subject. It was suggested a costing/proposal should be put together for the gate way, including areas that need considering i.e., speed limits, signs already in situ etc.Cllr Cassell asked if we could request an officer to visit the village to review the sight etc? Cty Cllr Shepherd explained that they are more likely to invite him in to discuss the project further.Cty Cllr Shepherd asked the Clerk if any headway had been made on the items brought up at the previous meeting, i.e., fallen wall and debris on the road/footpath. Both have been reported to LCC. Cllr Girgis raised the issue with the wall with the land owner but he didn’t receive a reply. Cty Cllr Shepherd will find out if the verge belongs to Highways and what powers LCC have to assist with this. Cty Cllr Shepherd also suggested we email the borough Council in relation to the debris on the road at Cleaner.greener.charnwood.co.uk and explain that we are aware they carry out street cleaning and that they have certain standards and ask as this happens weekly, if we report this when this happens can they come and do a sweep of the road. Copy in Jenny Boker.**Action: The Clerk to forward any responses to Cty Cllr Shepherd.****Action: Email cleaner.greener.charnwood.co.uk in relation to the debris on the road/footpath** |
| 9. | **Questions and comments from members of the public (10 minutes)**There were no members of the public present. |
| 10. | **To review the powers delegated to the Clerk**The powers to review are the Clerk as the Responsible Financial officer and Point 4.4 of the Financial Regulations. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit HPC FINANCIAL REGULATIONS Page 7 of 14 of £499.99. The Clerk shall report such action to the chairman within two working days and to the council at the next meeting.All Councillors agreed to the continuation of these. |
| 11. | **To receive the quarterly inspection of the playing field report and agree any action arising**Recommendations for work/improvements for the forthcoming year include, the flower tubs are starting to rot, the bollard on the way into park is broken and there is no key for it. The tree’s need to be trimmed back earlier in the year and will also need similar for later in the season. We need to find out if the Council tree survey is automatic or if we have to request it.**Action: Cllr Rathod and Cllr Dargie to fix the bollard together.****Action: The Clerk to contact CBC in relation to the tree survey.**The moles have been back again and the exterminator visited with his traps and caught two, so the traps will be removed for now. The play area is mostly fine, apart from the toddler multi play and the roof and some slats need replacing on the climbing frame area. A quote needs to be obtained and a good clean and paint. The Trim Trail is the biggest issue, a replacement quote is £10,500. We can apply for grants but have to state how much we will match. The wild flower meadow is currently a patch of brambles and nettles and Cllr Dargie will ask M&BG to cut it back. Idea is to ask the village what they want to do with this patch of grass and for now keep it neat for the summer. The goal posts need painting and could be done on a village tidy day. |
| 12. | **To review and adopt the Council’s policies and procedures**1. Adopt the new Equality and Diversity Policy
2. Adopt the new Expenses Policy
3. Adopt the new Training and Development Policy

All Councillors agreed to approve the policies. |
| 13. | **To appoint a representative to attend the Annual General Meeting of LRALC**The LRALC AGM is due to be held on the 17th September 2022 in person and a representative from the Parish Council should attend. |
| 14. | **To review the asset register and agree action on repairs**Cllr Girgis has been reviewing the register. Everything on the register that states it’s in the village hall shed is present and in good condition. The conditions stated on the register reflect the conditions of the assets. Cllr Girgis to organise the relocation of the Parish Council items in the village shed to Cllr Doherty’s for storage. |
| 15. | **To review and confirm the arrangements for insurance cover**All agreed no adjustment are needed and the cover was confirmed as appropriate.**Action: The Clerk to check what the rules are with the insurance cover with regards to volunteers and what they can and can’t do and what the can and can’t use. Ask if competent people i.e. professional builders can carry out work on behalf of the Parish Council as a volunteer.** |
| 16. | **To agree the date, time and place of ordinary meetings of the full Council for the year ahead**It was agreed the meeting dates will be as follows once confirmed with the village hall:6th June 2022 Informal meeting4th July 2022 Formal meeting5th September 2022 Informal meeting3rd October 2022 Formal meeting7th November 2022 Informal meeting5th December 2022 Formal meeting9th January 2023 Informal meeting6th February 2023 Formal meeting6th March 2023 Informal meeting3rd April 2023 Formal meeting8th May 2023 Formal meeting |
| 17. | **To Receive the Clerks Report**The clerk’s report was distributed prior to the meeting. There were no questions raised. |
| 18. | **Business**1. Discuss the Parish Council adopting the new Code of Conduct

All agreed to adopt the new Code of Conduct.**Action: The Clerk to bring ready to the next meeting.**1. Discuss and decide if the Parish Council should continue with the use of Lighthouse

All agreed the use of Lighthouse is beneficial but it needs to be organised and sorted appropriately prior to recommencement to ensure its usefulness.A**ction: The Clerk to bring a suggested set up to the next meeting.**1. Discuss who will now update the Strategic Plan (Cllr Eady was previously due to do this)

**Action: Cllr Cassell agreed to update the plan.**1. Receive an update on the Playing Field Funds £500

This has now been issued and should be included in the playing field maintenance budget.1. Discuss the resignation of Cllr Eady and his responsibilities

It was agreed that Cllr Girgis and Cllr Rathod will take on the joint responsibility for planning.1. Discuss the Playing Field/Village tidy day

It was agreed on the 12th June.**Action: To be advertised on Facebook and in the newsletter.**1. Discuss the road signs on Vine Tree Terrace/Loughborough Road junction

**Action: The situation needs adequately assessing. The Clerk to liaise with Cllr Doherty.**1. Approve Grounds Maintenance Contract

This was approved for use.1. Discuss the planting of a tree in memory of a resident

Main concern is the cost to the Parish Council to maintain a tree. Different options other than a tree will be suggested and the issues outlined. Certain tree types and areas of planning etc. should be suggested.**Action: Cllr Dargie to put an email together.**1. Payroll Provider

**Action: Look into the NatWest app and ask LRALC there opinion on this.** |
| 19. | **Finance**1. To agree and sign the end of year bank reconciliation and Summary of Accounts for 2021/22

The bank reconciliations were approved and signed.1. Review expenditure under S1.37

There has been no spending under S1.37.1. Financial update for 2021/22

The position of each budget and the overall outcome was discussed.1. To approve the forecast of receipts and payments to the year end

The forecasts were approved.1. To approve the renewal of the Leicestershire & Rutland Playing Fields Association membership for 2022/23

It was agreed to renew the membership.1. To agree the payments due for the month

The payments were approved. |
| 20. | **To make comments and agree action on the following planning applications**There were no items for discussion. |
| 21. | **To Receive Reports from Councillors**There were no items for discussion. |
| 22. | **Correspondence – Discuss and Agree Response to the following:**1. Community Flood Warden

This has already been advertised in the newsletter and on Facebook.1. Members Highway Fund

Discussed above. |
| 23. | **To agree items for the Press Release**Thank you to Roy EadyPlaying Field Day 12th June. From 12.00pm |
| 24. | **To receive agenda items for the next meeting**Code of ConductPayroll ProviderVine Tree SignageStrategic Plan UpdateMembers Highway Funds Proposal. |
| 25. | **Date of the Next Meeting**6th June 2022. |

*The meeting closed at 9.36pm*

These minutes are signed as a true and accurate record.

Chairman Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_