



24 Main Street, Asfordby
Melton Mowbray, LE14 3SA
T 01664 812177

E administration@asfordbyparishcouncil.co.uk

Councillors,

You are summoned to attend the Annual meeting of the Parish Council of the above parish, to be held at the Parish Office, 24 Main Street, Asfordby, on Thursday 5th August 2021 at 6.30 p.m.

SDMassey

Stephanie Massey, Locum Clerk
30th July 2021

AGENDA

1. **To receive apologies for absence.**
2. **Disclosures of interests, disclosable pecuniary interests, personal interests or personal interests that may lead to bias, by Parish Councillors to items on the agenda.**
3. **To approve and sign the minutes of previous meeting.**
4. **Police Report.**
5. **Borough Councillor's Report.**
6. **County Councillor's Report.**
7. **Questions/comments from the floor (limited to 15 minutes).**
8. **To make observations and agree any action on the following planning applications:**
 - a) 21/00513/FUL Welby Grange - change of use of agricultural building
 - b) 21/00666/FULHH 13 Glebe Road, Asfordby Hill, Asfordby
 - c) 21/00761/ADV Field OS 6934 Bypass Road Asfordby
 - d) 21/00388/FULHH 2 Red Deer Close, Asfordby – amended plans
 - e) 21/00817/FULHH 17 Jubilee Avenue, Asfordby LE14 3RY
 - f) 20/01478/FUL 2 Dairy Lane, Hose – *for information* application withdrawn
9. **To receive the clerk's report and playground safety inspections.**
10. **Business**
 - a) To consider the clerk's recommendation that a full governance review is undertaken by LRALC as a matter of urgency.

- b) To consider the clerks recommendation that a full staffing review is undertaken by LRALC as a matter of urgency.
- c) To review the delegation arrangements.
- d) To review and adopt the Standing Orders and Financial Regulations.
- e) To review and adopt the Equal Opportunities policy.
- f) To review and adopt the Complaints policy.
- g) To consider COVID planning should restrictions change.
- h) To agree to actively advertise for additional councillors.
- i) To set the dates, times and place of ordinary meetings of the full Council for the remainder of 2021-22.
- j) To agree to continue with the committee structure and if approved, appoint Committee chairs and members to: Parish Hall & Recreation; Cemetery & Allotments; Personnel, Finance & Resources.
- k) To approve expenditure of up to £750.00 ex VAT for 3 lockable storage cupboards **or** up to £2,398.00 ex VAT for 2 'fireproof' lockable storage cupboards to ensure GDPR compliance.
- l) To approve expenditure of up to £40.00 ex VAT for the purchase of a lockable 80 hook key cupboard.
- m) To approve expenditure of £20 for the Venues for Hire on-line booking facility.
- n) To consider the purchase of 2 replacement tables for the hall and if agreed, approve expenditure of up to £276.00 inc. VAT.
- o) To discuss the grounds maintenance of parish garden areas and agree action.
- p) To discuss parish strimming issues and agree action.
- q) To discuss issues with the cemetery grounds maintenance and agree action.
- r) To consider a request to place a memorial bench in the cemetery.
- s) To consider an application to place one memorial stone on two neighbouring ashes plots in the cemetery.
- t) To consider a response to the request for the hire of the Parish Hall carpark by two small businesses and if affirmative, to consider what charge for this facility.
- u) To approve the removal and replacement of the broken dog waste bins in Glendon Close and Antill Close.
- v) To consider a request to replace 2 small cupboards in the bar area with fridges from the Parish Hall Bar Manager (costs will be met by the Licensee).

- w) To consider engaging a cleaning company for the Parish Hall (deferred 29.03.2021/10)

The meeting may move to confidential session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in view of the nature of the business to be transacted for the following items:

- x) To review the Parish IT contract.
- y) Staffing matters

11. **Finance**

- a) Financial Update.
- b) To approve the schedule of payments made in June under delegated powers.
- c) To approve the August schedule of payments.
- d) To approve the Q1 bank reconciliation, accounts summary & forecast of receipts and payments to the year end.
- e) To agree to set up a direct debit to Eon to cover the electricity supply at Riverside Gardens, Main Street, Asfordby LE14 3RZ.
- f) To agree to set up a direct debit to the Information Commissioners Office (IOC), registration of which is a requirement.

12. **Correspondence for discussion**

- a) To note the contents of a TTRO (temporary traffic regulation order) from LCC relating to the closure of Hobby Road, Asfordby for 2 days from 6th September 2021.
- b) Email from a resident requesting the cut back of an overhanging tree to their fence line.
- c) A request from a resident to carry out cleaning and maintenance of the village cross.

13. **The next meeting will be held on Thursday 2nd September 2021 at 6.30 p.m.**