



The Parish Office  
24 Main Street  
Asfordby  
Melton Mowbray  
LE14 3SA  
Tel: 01664.812177

Website: [www.asfordbyparishcouncil.gov.uk](http://www.asfordbyparishcouncil.gov.uk)  
Email [administration@asfordbyparishcouncil.gov.uk](mailto:administration@asfordbyparishcouncil.gov.uk)

## **MINUTES OF THE PARISH COUNCIL MEETING**

**Friday 24<sup>th</sup> February 2023, 7pm - Held at Asfordby Parish Office**

### **PRESENT:**

**Members:** Cllrs; R De Burle, M Sheldon, J Whitehead, P Lamb.

**In Attendance:** Administration Manager: Helen Callaghan

**Guests:** Nine members of the public

### **24.02.23/1. To receive apologies for absence.**

K De Burle

### **24.02.23/2. Disclosure of Interests.**

Cllr R De Burle in any matter relating to Melton Borough Council

### **24.02.23/3. To approval and sign the minutes of previous meetings.**

Minutes of the Ordinary meeting held on 18.01.2023 were approved by all and signed as an accurate record of the meeting.

### **24.02.23/4. Chairman's report.**

The Chairman had nothing to report on.

### **24.02.23/5. Public Forum (maximum individual 3 mins) (Standing order rule 3k)**

- a. A parishioner raised a query regarding cemetery pricing.

The Chairman responded that the matter would be looked into.

- b. A parishioner challenged the council over the rates of pay in relation to the National Living Wage. The Chair responded that he was not aware that the council were not paying the National Living Wage and would look into the matter and report at the next council meeting.
- c. A parishioner said he had been informed that motor cyclists using an area on Asfordby Hill had an agreement with the land owner to ride and compete on the area of land. The chair responded it was very unlikely as the land owner wanted to develop this area of land, but would contact the owner and update at the next meeting.
- d. A parishioner raised on behalf of a parishioner that could not attend for an update on their job application. The chair responded that all applicants would be contacted within a week.
- e. A parishioner reported noise issues and working hours with the Asfordby Valley/Hill train test track. The chair responded that the administration manager would look into this matter.
- f. A parishioner thanked the council for providing the approved minutes with the agenda at tonight's meeting.
- g. A parishioner asked council if the allotment signs were being looked into.

The chair apologised that the signs had not been looked into yet, but the allotment working party were due to meet and it would be discussed.

#### **24.02.23/6. Asfordby Neighbourhood Plan (NHP).**

The chair reported the NHP had passed through Melton Borough Council and had been passed on to the independent inspector. The chair asked if members were happy with the document council have received. Cllr Sheldon said he was concerned developers were still trying to grab more land. The chair reported that four developers had made representations against the council blocking them building on certain areas of land and hoped the plan would reach a sufficient stage to block building on these areas of land.

#### **24.02.23/7. To approve Council policies.**

- a. Financial Risk Assessment.
- b. General Risk Assessment.
- c. Health & Safety Policy.
- d. Data Protection Policy.
- e. Equality & Diversity Policy.
- f. Staff Recruitment Policy.

Members discussed and agreed the adoption of the policies a, b, c, d, e, f.

Moved Cllr R de Burle                      Seconded Cllr J Whitehead                      Member vote      All in favour

#### **24.02.23/8. Parish Hall structural and damp issues.**

A. Damp issue.

The chair reported to members the damp survey report had identified issues which needed urgent attention.

B. It was proposed to suspend standing orders to consider the quote obtained.

Moved Cllr R De Burle                      Seconded Cllr P Lamb                      Member Vote All in favour

C. Members consider the detailed prospectus and Quotation from provider A. and agreed to accept the quote and proceed with the work.

Moved Cllr R De Burle                      Seconded Cllr P Lamb                      Member Vote All in favour

D. The members discussed the 3 quotations received for the undertaking of a structural survey of the parish hall. Cllr J Whitehead suggested to members that as all 3 quotes were very similar and from reputable companies the lower quote would be acceptable and members agreed to accept the quote from Provider A. for £630.00 + vat.

Moved Cllr J Whitehead                      Seconded Cllr P Lamb                      Member Vote All in favour

#### **24.02.23/9. Cemetery Extension.**

The chairman reported that due to the rules and regulations relating to cemeteries the council would need to employ professional help to undertake the work involved and proposed to suspend standing orders to consider the 2 quotes received to approve a Cemetery Development Consultant.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote All in favour

The members discussed the 2 quotations received and Cllr M Sheldon said he preferred the way Provider A had listed the breakdown of fees. Cllr P Lamb agreed and said the quote was simpler and easy to understand.

Members agreed to accept the quote from provider A.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote All in favour

Members discussed and agreed that after the initial stages have been completed that the council should hold a public meeting so the public can express their opinions on the cemetery extension development.

#### **24.02.23/10. Asfordby Valley play area fencing.**

The chairman said the council had deferred at the last meeting to obtain revised quotes to the same spec from the 4 quote providers. Only one provider D had requoted for the work at a cost of £4135.00. As the job had previously been agreed the members agreed to accept the revised quote from provider D.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote All in favour

#### **24.02.23/11. Review COLIM church request.**

Members considered a request from COLIM church who would like to hire the hall on the last Sunday of each Month. Members agreed to the request subject to a review in 3 months time.

Moved Cllr M Sheldon Seconded Cllr R De Burle                      Member Vote All in favour

#### 24.02.23/12. Financial Matters.

A. List of payments made and cheques issued for January number 10 value £9089.56

Moved Cllr R de Burle                      Seconded Cllr J Whitehead                      Member vote                      All in favour

B. Members noted list of receipts received for cemetery/hall/allotments.

C. Members discussed how the debit card we have now received in the name of the administration manager will be used and agreed a transaction limit of £250.00. Members discussed and agreed that a second independent debit card in the name of a councillor would be beneficial and should be looked into. Members discussed and agreed to look into fraud insurance.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote                      All in favour

D. The chairman talked members through the parish financial 3<sup>rd</sup> quarter accounts.

E. Members reviewed and approved the movement of funds through virements between established budgets in the 2022/2023 Fiscal year as outlined in the associated report.

Moved Cllr R de Burle                      Seconded Cllr P Lamb                      Member vote                      All in favour

#### 24.02.23/13. Administration Matters.

A. Members discussed and agreed that in order to ensure staff were paid on the first day of each month to amend the monthly payroll submission date to the third Friday of each month, and to amend Standing orders to reflect the change, and to amend staff contracts to reflect the change.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote                      All in favour

B. The chairman reported to members the Administration manager had recently had their six month review and has started Clerk training.

C. Members considered the proposed 2023 calendar showing the week commencing dates of the six weekly proposed Council meetings which all members approved.

#### 24.02.23/14. Election Preparation.

The chairman said that members had now received their guide to procedures town & parish council election information packs and explained how the election process worked.

Moved Cllr R de Burle                      Seconded Cllr M Sheldon                      Member vote                      All in favour

**Meeting closed at 8.15 pm**

**Date of Next Meeting:** To be confirmed

