



Minutes of Stanton under Bardon Parish Council Parish Council Meeting held on Wednesday 1st May 2024 starting at 7:00pm at Stanton Under Bardon Village Hall, St John Cole Crescent, Stanton Under Bardon, LE67 9AE

Parish Councillors Present: Cllr Alan Ramsay (Chair), Cllr John Geary (Vice Chair) Cllr Zoe Howard and Cllr Neil Barrett

In Attendance: Parish Clerk Joanne Lowe
Borough Councillor Chris Lambert
County Councillor Peter Bedford
Three members of the public

PUBLIC PARTICIPATION

One member of the public complained about the bins across the village overflowing following the resignation of the litterpicker and asked the Council to re-consider his role. Council commented the litterpicker had resigned and that all roadside bins were the responsibility of HBBC. One member of the public stated as an ex-Trustee, they want to hand over all roles of the village management to someone quickly to ensure the village hall remains open and available to all and to consider increasing the Clerk's hours as the most straightforward way in which to do this. Cllr Ramsay stated that it was the intention for the PC to manage the village hall and that this would be discussed during the closed session.

Cllr Lambert passed on apologies from HBBC regarding the overflowing litter bins and there had been staff shortages due to ill health. He confirmed that the grant payment had been made for the defibrillator outside of the village hall. The Local Plan is also approaching Regulation 18 which is the final draft stage, with it being presented at Council in June.

Cllr Bedford has been working on a variety of casework, specifically helping residents with management charges on new developments with green spaces where a fee is payable. The LEP has recently been taken over by County and City Council, affecting issues such as education, training and skills. He also encouraged local groups to apply to Bardon Hill Community fund.

Council Meeting started at 19:16

1/24-25	To receive nominations and to elect the position of Chairman for 2024-2025 One nomination was received for the position of Chairman. RESOLVED: Cllr Ramsay was elected as Chairman for Stanton under Bardon Parish Council for 2024-25.
2/24-25	To receive nominations and to elect the position of Vice Chairman One nomination was received for the position of Vice Chairman.

	<p>RESOLVED: Cllr Geary was elected as Vice Chairman for Stanton under Bardon Parish Council for the year 2024-25.</p>
3/24-25	<p>To receive apologies for absence and to consider whether to approve the reasons given</p> <p>RESOLVED: Apologies were received from Cllr Johnston. These were unanimously accepted by Council.</p>
4/24-25	<p>To receive declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda</p> <p>NOTED: None received</p>
5/24-25	<p>To consider the adoption of the draft minutes from the Parish Council Meeting held on 3rd April 2024</p> <p>RESOLVED: To adopt the draft minutes with no amendments made. The minutes were signed by the Chairman as a true and accurate record of the meeting.</p>
6/24-25	<p>To receive nominations and election of member(s) to Bagworth, Thornton and Stanton Neighbourhood Planning Group</p> <p>One nomination was received.</p> <p>RESOLVED: The Council elected Cllr Geary as the Council representative on the Bagworth, Thornton and Stanton Neighbourhood Planning Group for the year 2024-25</p>
	<p>To note the schedule of Parish Council meetings for 2024/2025</p> <p>NOTED: The dates of upcoming Parish Council meetings for 2024/2025 as:</p> <p style="text-align: center;"> Wednesday 5th June 2024 Wednesday 3rd July 2024 Wednesday 4th September 2024 Wednesday 2nd October 2024 Wednesday 6th November 2024 Wednesday 4th December 2024 Wednesday 15th January 2024 Wednesday 5th February 2024 Wednesday 5th March 2024 Wednesday 2nd April 2024 Wednesday 7th May 2024 </p>

	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-2024
7/24-25	RESOLVED: The Council received and approved the end of year bank reconciliation for financial year 2023-24. This was signed by the Chairman.
8/24-25	RESOLVED: The Council accepted the narrative report from the internal LRALC auditor and the signed annual internal audit report for financial year 2023-2024
9/24-25	RESOLVED: The Council approved the Annual Governance Statement for financial year 2023-2024. This was signed by the Chairman.
10/24-25	RESOLVED: The Council approved sign the Accounting Statement for financial year 2023-2024. This was signed by the Chairman.
11/24-25	RESOLVED: The Council approved the bank reconciliation for the Annual Governance and Accountability Return 2022-2023. This was signed by the Chairman.
12/24-25	RESOLVED: The Council approved the explanation of variances for financial year 23-24. This was signed by the Chairman.
13/24-25	RESOLVED: The Council approved the breakdown of Reserves held for financial year 23-24. This was signed by the Chairman.
15/24-25	NOTED: The Council noted the dates for the notice of public rights and publication of the Annual Governance and Accountability Return commencing on Monday 3 rd June 2024 and ending on Friday 12 th July 2024.
	To receive updates from the Clerk relevant to the Parish Council activities
16/24-25	NOTED: The Council received the Clerk's report for May 2024 with no comments made.
	To consider the Clerk undertaking FiLCA training
18/24-25	RESOLVED: The Council approved for the Clerk to undertake FiLCA training at a cost of £120+VAT
	To consider the Clerk becoming a member of the SLCC
17/24-25	RESOLVED: The Council approved for the Clerk to join SLCC as a member at an annual pro rata cost of £97
	COUNCIL FINANCE
19/24-25	RECEIVED: The Council received the budget monitoring statement for the end of Q4 for financial year 2023-24
20/24-25	RESOLVED: The Council approved payments scheduled for May 2024 including the payment of wages for May 2024

	<p>Data Protection Privacy Policy Data Subject Request Policy and Subject Access Request Form Disciplinary and Grievance Policy and Procedure Equality and Diversity Policy Filming at Parish Council Meetings Policy Freedom of Information Policy General Privacy Notice Health and Safety Policy Internal Financial Control Policy Procurement Policy Record Management and Retention of Documents Policy Risk Management Scheme Sickness Absence Policy</p> <p><u>To approve and adopt new draft policies</u></p> <p>RESOLVED: The Council reviewed and adopted the following policies:</p> <p>Training and Development Policy Planning Policy</p>
	<p>To review and consider the quotation for the Parish Council’s 3 year insurance policy for 2024 – 25</p> <p>RESOLVED: The Council reviewed the quotation to continue the 3-year insurance policy for 2024-25 and agreed to accept the quotation of £1676.16 and to include debt recovery cover for £35 and contract disputes for £17.50.</p>
	<p>To discuss purchasing a flagpole for Stanton under Bardon village under powers given by the Highways Act 1980, s144.</p> <p>RESOLVED: The Council discussed the installation of a flagpole for Stanton under Bardon village. Further investigations will be made regarding planning permissions for a location outside of the village hall, together with quotes for the supply and installation.</p>
	<p>To discuss ideas for the design of Stanton under Bardon village sign</p> <p>RESOLVED: The Council requested that any ideas for the design of Stanton under Bardon village sign needed to be from attendees at the Annual Village Meeting. The school has been approached although no correspond yet has been received.</p>
	<p>To consider quotations for Public Spaces Protection Order Signs</p>

	<p>Three quotes were presented to Council for the supply and installation of Public Protection Order Signs at Stanton under Bardon Recreation Ground.</p> <p>RESOLVED: The Council accepted the quotation from Cherrystone Signmakers at a cost of £124+VAT.</p>
	<p>To consider upgrading Scribe accountancy software to include bookings for the Village Hall</p> <p>RESOLVED: The Council agreed to upgrade Scribe accountancy software to include bookings for the Village Hall at a cost of £20 per month</p>
	<p>To consider any planning applications presented following the publication of the agenda</p> <p>NOTED: None received</p>
	<p>In accordance with the Public Bodies (Admission to Meetings) Act 1960 s(10) paragraph 2, to consider excluding the public and press for the following items for the reason that matters appertain to staff employment and Council contracts that are of a confidential nature</p> <p>RESOLVED: The Council agreed to move to closed session.</p> <p>To update and discuss the ongoing role of volunteers</p> <p>RESOLVED: To encourage more volunteers to undertake roles within the Council and to advertise roles locally.</p> <p>To consider and discuss new job roles and responsibilities</p> <p>RESOLVED: The roles and responsibilities associated with managing the village hall was discussed and the Clerk working hours were to be increased to accommodate this workload</p> <p>iii. To discuss the merging of existing Council contract services</p> <p>RESOLVED: To further investigate whether any existing contracts at the village hall could be merged with existing Council contracts to ensure best value.</p>

Signed by

Chair

Date