



All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Parish Council Meeting on **Wednesday 7th May 2025** starting at **7:00pm** at Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE for the purpose of transacting the business shown below:

PUBLIC PARTICIPATION

- Members of the public are welcomed to the meeting to make representations or ask questions in respect of any matters included on this agenda
- Lisa Rees – Hinckley and Bosworth Borough Council - Clean Neighbourhoods & Car Parks Manager
- Updates from Borough Councillors Clare Harris and Chris Lambert

AGENDA

1. ELECTION OF CHAIRMAN

- a. To RECEIVE nominations and to elect the position of Chairman for 2024-2025

2. ELECTION OF VICE CHAIRMAN

- a. To RECEIVE nominations and to elect the position of Vice Chairman

3. APOLOGIES

- a. To RECEIVE apologies for absence and to consider whether to approve the reasons given

4. DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. To RECEIVE declarations of pecuniary and non-pecuniary interests and to note or consider requests for dispensations in respect of items on the agenda

5. PREVIOUS MINUTES

- a. To CONSIDER the adoption of the draft minutes from the Parish Council Meeting held on 2nd April 2025

6. REVIEW OF DELEGATED RESPONSIBILITIES

- a. To REVIEW the scheme of delegation for Stanton under Bardon Parish Council to give delegated powers to the Clerk (*Section 101 of the Local Government Act 1972*)
- b. To REVIEW the Terms of Reference for Stanton under Bardon Village Hall Management Committee

7. REVIEW OF COUNCIL REPRESENTATION ON INTERNAL AND EXTERNAL BODIES

- a. To RECIEVE nominations and election of members to Stanton under Bardon Village Hall Management Committee
- b. To RECEIVE nominations and election of members to Bagworth, Thornton and Stanton
- c. Neighbourhood Plan Group
- d. To RECEIVE nominations and election of members to represent the Council at Midland Quarry Products Residents liaison Group
- e. To RECIEVE nominations and elect members to serve as the Council's liaison representatives to Stanton under Bardon Primary School and South Charnwood High School

8. RE-ADOPTION OF COUNCIL ASSET REGISTER

- a. To REVIEW APPROVE the draft asset register for 2025 - 2026

9. COUNCIL INSURANCE

- a. To REVIEW the Council's insurance renewal documents for 2025 – 26
- b. To CONSIDER approving the insurance premium of £1,244.16 as part of the long-term agreement with Zurich Insurance

10. COUNCIL SUBSCRIPTIONS 2025 - 2026

- a. To REVIEW the Council's subscriptions to the following organisations:
 - i Leicestershire and Rutland Association of Local Council
 - ii Society of Local Council Clerks

11. RE-ADOPTION OF COUNCIL POLICIES AND PROCEDURES

- a. To REVIEW and APPROVE the following policies

Standing Orders
Financial Regulations
Financial Risk Assessment
Risk Management Scheme
Internal Financial Control Policy
Procurement Policy
Complaints Procedure
Freedom of Information Policy
Data Breach Policy
Data Protection Privacy Policy
Data Subject Request Policy and Subject Access Request Form
General Privacy Notice
Filming at Parish Council Meetings Policy
Annual Leave Policy
Disciplinary and Grievance Policy and Procedure
Equality and Diversity Policy
Health and Safety Policy
Sickness Absence Policy
Dignity at Work Policy

- b. To REVIEW and ADOPT the draft volunteering policy and application form

12. SCHEDULE OF PARISH COUNCIL MEETINGS

- a. To NOTE the schedule of Parish Council meetings for 2025/2026

13. CLERKS REPORT

- a. To RECEIVE updates from the Clerk relevant to the Parish Council activities during April 2025

14. STANTON UNDER BARDON COMMUNITY PROJECTS

- a. To RECEIVE updates from the Clerk relevant to the Parish Council activities during April 2025
- b. To NOTE an update on war memorial planters
- c. To NOTE an update on the Community Café at the Village Hall
- d. To DISCUSS and CONSIDER the installation of Electric Car Charging Points at Stanton under Bardon Village Hall

15. AUDIT 2024-2025

- a. To receive and approve the End of Year Bank Reconciliation for Financial Year 2024-25
- b. To approve and accept the Internal Auditor's Report for Financial Year 2024-25
- c. To approve the Annual Governance Statement for Financial Year 2024-25
- d. To approve the Accounting Statement for Financial Year 2024-25
- e. To approve the Explanation of Variances for Financial Year 2024-25
- f. To approve the Breakdown of Reserves held Financial Year 2024-25
- g. To note the appointment of date for the examination of elector's rights

16. COUNCIL FINANCE

- a. To REVIEW and APPROVE the financial statement for April 2025
- b. To REVIEW and APPROVE bank statements and bank reconciliations for March 2025
- c. To REVIEW and APPROVE the list of invoices scheduled for April 2025

17. PLANNING

- a. To CONSIDER whether to submit formal responses to the following applications
 - i. **25/00362/FUL** – Change of use from existing residential dwelling to residential care home (Class C2) for up to 3 people and conversion of existing garage to office space

18. PROPOSAL OF CLOSED SESSION

- a. In accordance with the Public Bodies (Admission to Meetings) Act 1960 s(10) paragraph 2, to consider excluding the public and press for the remainder of the meeting due to the confidential nature of the business to be discussed
 - i. Suitability and effectiveness of a current contract

Signed: 

Dated: 1 May 2025

Stanton under Bardon Parish Clerk, Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE