

COLEORTON PARISH COUNCIL

parishclerk@coleorton.org.uk
clerk: Ms. Fiona M. Palmer

Sir/Madam

19 April 2021

SUMMONS TO ATTEND THE MEETING OF COLEORTON PARISH COUNCIL

Time/Date: **7.00 p.m. on Wednesday 28 April 2021**

Location: **Via ZOOM**

Due to the Covid-19 virus and the guidance around social distancing and self-isolation, the Parish Council will be holding its meeting virtually through ZOOM.

Join Zoom Meeting

<https://zoom.us/j/97831989930?pwd=ZlJOS0FDUnZFcVdBYkxYL1hCRWk3dz09>

Meeting ID: 978 3198 9930

Passcode: 950289

Fiona M Palmer

Clerk to the Council

Public Participation

Members of the public may make representations, give evidence or answer questions in respect of any matters included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public an opportunity to raise other matters of public interest.

AGENDA

1. Apologies for absence to be received and accepted by the Parish Council.
2. Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda.
3. Police Report – Update on local issues.
4. To confirm the minutes of the following meetings of the Parish Council
 - a) Full Council 10 March 2021. **Appx A**

5. Chairman's report
 - a) Litter picking equipment request from LCC – Update report.
 - b) Council Tax Special Expenses queries – Update report.
 - c) Clerk's additional hours – To agreement of hours worked over the basic 7 hours a week.

6. Representatives' & Councillors reports, including reports from LCC and NWLDC councillors.
 - a) Update on new website. (AS)
 - b) Pitt Lane – Update report on this matter in terms of the ownership issues with the road and the reverting of it back to the LCC. (RH)
 - c) Fly tipping issues – Update report. (MA)
 - d) Beaumont Green – Update report on the bulb planting scheme. (AS/CM)
 - e) School projects – Update on bird boxes and signs, plus the Scarecrow Festival event. (AS)
 - f) Coleorton Wood – Update report. (AS)
 - g) Back Lane from Sinope to Farm – To consider requesting NWLDC to give this protected status. (MF/MA)

7. Preparing for the possible return to face-to-face meetings. **Appx B**

8. Clerk's report
 - a) Parish Council noticeboards – What should be displayed?
 - b) Report on various matters – To follow.
 - c) Millennium Garden sign – Update on damage to sign

9. Accounts
 - a) To approve payments scheduled for April.
 - b) To review and receive receipts for April.
 - c) To review and approve bank statements and bank reconciliation for April.
 - d) To appoint a new payroll person.
 - e) To confirm a review of the bank mandate, including all Councillors and Clerk on the mandate and setting up of on-line banking arrangements.
 - f) To consider quotes for a new bench to replace the rotten one near St Mary's church.
 - g) To ratify the extension for the mowing contract for works in Coleorton Wood.
 - h) To approve the annual membership of Fields in Trust.

10. Audit 2020-21
 - a) To receive a report on S137 expenditure paid throughout the year.
 - b) Insurance – Existing contract has finished, to consider quotes for the renewal of the insurance contract.
 - c) To review the budget set in January, to separate the General Reserves from Earmarked Reserves and to discuss the projects to be included – Clerk to update.
 - d) Initial Internal Audit report for year ended March 2021 – Clerk to update. Report will follow include matters which may require approving to ensure compliance with the Audit for 2020-21.

11. Parish Clerk – Permanent position
To discuss and agree recruitment process

- 12. Bakehouse – To agree a plan of action for future works (AS)
- 13. Zion Hill play area
 - a) To discuss the ownership and responsibility of the play area, play equipment and playing field.
 - b) To approve the on-going contract for annual play equipment inspection on Zion Hill playground.
 - c) To consider a plan for on-going inspection of the play area.
- 14. Policies/Procedures
 - a) Following approval at last month’s meeting, to consider the amendments and comments received from councillors (AS/MF) – Clerk to update
 - b) To consider changing meeting frequency to monthly to allow easier compliance with the Transparency code for Smaller Councils 2015

- 15. Planning Applications
 - a) To consider plans for April

21/00423/FUL	Moor Lane Farm, 58 Moor Lane, Coleorton	Maintenance, repair and alterations works to existing agricultural buildings
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- 16. Planning Permissions
 - a) To receive planning permissions received during April

21/0018 8/FUL	The Cedars, Ashby Road, Coleorton	Proposed single storey rear extension	No objections	Permitted
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REMINDERS:

Diary Notes:

Annual Parish Council Meeting – 5 May 2021

Annual Parish Meeting – 26 May 2021.

Cheque signing rota for April – All councillors