

# COLEORTON PARISH COUNCIL

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

Sir/Madam

1 March 2021

## **SUMMONS TO ATTEND THE MEETING OF COLEORTON PARISH COUNCIL**

Time/Date: **7.00 p.m. on Wednesday 10 March 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://us02web.zoom.us/j/81035958748?pwd=SURrNllsd3JseEdJNFExcVlibWIMQT09>

Meeting ID: 810 3595 8748

Passcode: 422835

Any members of the public wishing to join or take part in the meeting, in public participation, please email the clerk at parishclerk@coleorton.org.uk by 12noon the day of the meeting.



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. **Appx A**
4. To confirm the minutes of the following meetings of the Parish Council
  - a) Full Council 17 February 2021. **Appx B**
5. Chairman’s report
  - a) Update from discussions with various parties in respect of works at AJS welding company.
6. Representatives' & Councillors reports, including reports from LCC and NWLDC councillors.
  - a) Update on new website and when it will go live.
  - 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.
7. Bakehouse
  - a) To confirm the quote and agree payment for works undertaken to area, including new fence, gate and ground clearance as discussed in August 2020.
  - b) To confirm the works to remove the other materials including asbestos sheets.
  - c) To update on the ownership of the land, building and the relationship of responsibility between the Parish Council and Coleorton Heritage Group.
8. Litter/fly tipping
  - a) Update on fly tipping issues around the parish.
  - b) Suggestion to create a Working Group to formalise procedures.
  - c) Request from member of the public to purchase litter picking equipment.
9. New Inn car park
 

Email received from resident raising queries and questions about car parking arrangements between themselves, Parish Council and Public.
10. Accounts
  - a) To approve payments scheduled for March including the payment for wages for March.
  - b) To review and receive receipts for March.
  - c) To review and approve bank statements and bank reconciliation for March.
9. Audit 2020-21
  - a) To appoint the Internal Auditors for the year 2020-21.
  - b) Councillors are reminded to review their Register of Interests on an annual basis.
  - c) To receive a report on S137 expenditure paid throughout the year.
  - d) Councillors to re-confirm acceptance to receive meeting invites by email.
  - e) New Policy – To adopt the NALC model policy for training and development. This is now a new requirement of the audit. **Appx C**

10. Audit – Annual review of key council policies and procedures (This would normally be done at the Annual Statutory meeting) **Appx D**
- a) Code of Conduct
  - b) Standing Orders
  - c) Statement of Internal Control and Review of Effectiveness of Internal Control
  - d) Financial Regulation's
  - e) Risk Assessment and Management
  - f) Freedom of information – Core Classes and Model Publication Scheme
  - g) Complaints Procedures
  - h) Equality Policy
  - i) Dignity at work/bullying and harassment
  - j) Lone and Homeworkers
  - k) Disciplinary and Grievance
  - l) Data Protection
  - m) Financial Reserves
  - n) Health and Safety
  - o) Chairman Protocol
  - p) Co-option of Councillors
  - q) Environment
  - r) Grant Awarding and Grant application form
  - s) Media, Communication and Social Media
  - t) Retention of documents and records
  - u) Asset Register
  - v) Insurance arrangements

11. Council Procedures

- a) To confirm a review of the bank mandate, including all Councillors and Clerk on the mandate and setting up of on-line banking arrangements.
- b) To appoint a new payroll person.
- c) To purchase the necessary equipment/software to allow the safe and smooth running of the Council, to include Office 365, virus security, Cloud back-up and Scribe Accounts system. **Appx E**
- d) To appoint a book keeper to bring the last year's accounts up to date.
- e) To review the budget set in January, to separate the General Reserves from Earmarked Reserves and to discuss the projects to be included.
- f) Beaumont Centre – To discuss the procedures required by the Council as Sole Trustee of the Charity to manage this facility.
- g) Annual Parish Meeting – Date to be confirmed.
- h) To give delegated powers to the Clerk to respond to planning applications between meetings after consultation with Councillors.

12. Planning Applications

- a) To consider plans for March

05/01/2021	21/0000/TPO	The Spinney, 146 The Moor, Coleorton	Works to 4no Sycamores and 1no Ash (Protected by Tree Preservation Order)
11/01/2021	21/00038/ TPO	The Squirrels, Lower Moor Lane, Coleorton	Works to 1no Sycamore (Protected by Tree Preservation Order)

13/01/2021	21/00063/TPO	The Firs, 142 The Moor, Coleorton	Felling of 2no Ash (Protected by Tree Preservation Order)
19/01/2021	21/00111/DIS	120 The Moor, Coleorton	The approval of details reserved by Condition 7 (land contaminated Plot 1 & 2) relating to 19/01235, erection of one dwelling and one replacement dwelling
02/02/2021	21/00188/FUL	The Cedars, Ashby Road, Coleorton	Proposed single storey rear extension
26/02/2021	21/00331/AGP	Rainbow Crescent, 7 The Moorlands, Coleorton	Erection of an agricultural building

### 13. Planning Permissions

a) To receive planning permissions received during March

13/11/2020	20/01737/ TPO	Coleorton Hall Constable Way Coleorton Coalville	Works to 30 no. individual trees and works to 3 no. groups of trees (Protected by Tree	PC made no comments	Permitted
04/12/2020	20/00877/ VCI	Ivy House Nottingham Road Peggs Green	Preservation Order)	PC made no comments	Permitted

#### **REMINDERS:**

#### **Diary Notes:**

Annual Parish Meeting – To be arranged – Via Zoom.

Full Council – 21 April 2021 – Via Zoom.

***Cheque signing rota for March – All councillors***