

MINUTES OF GREAT GLEN FULL PARISH COUNCIL MEETING

Tuesday 8th October 2024, 7pm, Parish Office, Church Road, Great Glen

PRESENT Cllr Gascoigne (Chair), Cllr Parrott (Vice-Chair), Cllr Fox, Cllr Hawes, Cllr Mackay, Cllr Scott, Cllr Mrs Scott

ALSO PRESENT Cllr Feltham (Leicestershire County Council)
Mrs Adkins (Parish Manager)
One Member of the Public

Cllr Gascoigne welcomed all Attendees, the meeting commenced at 7pm.

60/25 Public Recess

There were no questions.

61/25 Apologies for Absence

Apologies were received from Cllr Andrews and Cllr Russell, Cllr Grudgings was absent. Cllr O'Neill had resigned following the August meeting. Apologies were also received from Cllr Mahal and Cllr Hallam. Chair called for the apologies to be accepted, proposed Cllr Gascoigne, seconded Cllr Scott, unanimously agreed.

62/25 Declaration of Interests, both personal and prejudicial

None.

63/25 To approve and sign the Minutes of the Full Parish Council Meeting of 13th August 2024

The Minutes of the Full Parish Council Meeting of 13th August 2024 had been previously circulated in draft. The Minutes were accepted to be signed as a true and accurate record. Proposed Cllr Scott, seconded Cllr Mrs Scott, unanimously agreed.

There had not been a meeting in September 2024.

64/25 Reports

- a) **Leicestershire County Councillor** – Cllr Feltham reported upon a recent briefing regarding flooding issues, and referred to a leaflet produced by the County Council titled "Flooding: Who to Contact" which gives information for various circumstances.

Cllr Feltham reported that the supported bus network was to be redesigned, and as part of this the taxi-bus service may be extended.

Cllr Feltham had attended the September meeting of the Junior Parish Council, to discuss their project to increase pedestrian safety within the village and their request for a crossing on Church Road. This had been turned down by the County Council mainly due to a lack of available funds. He was particularly pleased to have been invited to the meeting as Kibworth Parish Councils were trying to establish their own junior section. He referred to a recent lunch with Neil O'Brien MP who had also received correspondence from the Junior Parish Council to support their crossing request, and had been pleased to do so.

There was a brief discussion regarding the crossing and general road safety issues, Cllr Gascoigne asked if there might be a chance of obtaining the necessary design to which Cllr Feltham responded with regret it was unlikely.

Cllr Feltham reported that the Telraam traffic monitoring devices were now installed and collecting data from five locations around Kibworth. Data includes amount, type and speed of traffic, and also the number of pedestrians.

- b) **Harborough District Councillors** – Cllr Mahal and Cllr Hallam were not present and no report had been provided.
- c) **Sports Clubs Representatives** – No representatives were present, however Mr Snashall of Glen Villa Football Club had sent good news from the new season, the first team are currently 5th Senior league division 2, whilst the Veterans are 7th in City League division 4.
- d) **Community Liaison Councillor** – Cllr Hawes presented her first report as the newly appointed Community Liaison Councillor including a very interesting and informative visit to a Multi-Cultural Convention held by Leicestershire Police. Cllr Hawes intends to visit as many village groups as possible.

65/25 Financial Matters**a) To approve the Income and Expenditure Account as at 31st August 2024 as circulated**

Chair referred to the Summary Income and Expenditure Account attached to these Minutes at Appendix 1, which had been previously circulated. The Account was accepted. Proposed by Cllr Mrs Scott, seconded Cllr Parrott, and unanimously agreed.

b) To approve the Bank Reconciliation as at 31st August 2024 as circulated

The bank reconciliation had been circulated. A motion to accept the accounting records was proposed by Cllr Parrott, seconded Cllr Mrs Scott, unanimously agreed.

c) To approve the Income and Expenditure Account as at 30th September 2024 as circulated

Chair referred to the Summary Income and Expenditure Account attached to these Minutes at Appendix 2, which had been previously circulated. The Account was accepted. Proposed by Cllr Mrs Scott, seconded Cllr Scott, and unanimously agreed.

d) To approve the Bank Reconciliation as at 30th September 2024 as circulated

The bank reconciliation had been circulated. A motion to accept the accounting records was proposed by Cllr Mackay, seconded Cllr Mrs Scott, unanimously agreed.

66/25 Planning Applications

Cllr Scott presented his report.

a) Applications:

24/01218/FUL – This was discussed and considered to be acceptable. A neutral comment will be submitted. Proposed Cllr Scott, seconded Cllr Parrott, unanimously agreed.

24/01136/FUL – This application had been validated on 5th September 2024 and was discussed for information only.

b) Appeals:

24/00007/REFUSE – This appeal had been refused and was discussed for information only.

c) Decisions:

24/01034/TPO – This had been approved and was discussed for information only.

Chair thanked Cllr Scott for his report.

67/25 Committee Reports**a) Finance Committee –**

Cllr Mrs Scott presented her report, reproduced below:

This is my report as Chairman of the Finance Committee held 19th, 23rd August & 12th September 2024.

It is a report of bad and good news... I will report on the good news first as I doubt anyone will be interested in the good news if the bad news is given first.

*The Financial and Management Risk Assessment will be ready for adoption with the understanding that the councillors will have reviewed GGP029 and GGP030 for discussion at the next full Parish Council Meeting and we discuss the practicalities of GGP041 which covers the storage of our records. The Finance Committee deliberated this point and both Councillors Scott and Parrott investigated the possibilities of using offsite storage spaces, which may not in our view be financially agreeable, but maybe the easier solution would be to utilise one of the garages we own? We would welcome any better ideas. Bearing in mind also the difficulty that has arisen too, relating to the parking around the garages making it difficult for those needing sandbags that are presently stored there. **I would appreciate this to be included in our next full Parish Council Meeting scheduled for next month.***

We have completed reviewing the Financial Regulations, painstakingly going through each and every point. I am happy to report that it is now ready to be presented for adoption.

The Terms of Reference is also ready to be presented for adoption.

We have received the Internal Auditor's Report for Year Ended 31st March 2024... The only point I feel that we as a committee need to be made aware of and for possible discussion, is the suggestion that we look at investments.... My only concern here with the unstable financial market currently due to Mr Putin and the Middle East Crisis, is that it is not a viable suggestion.... It is not easy finding a bank that will accommodate Local Councils and I can't see that the banking fraternity being accommodating in any possible investments... However, should the full committee think differently, obviously the Finance Committee will give it more thought. **Please include this on the agenda for the next full Parish Council Meeting scheduled for next month.**

The Bad News

Asset Register Update

We commenced reviewing the register in earnest at our meetings of 23rd August and 12th September. In truth, practically an impossible task!

The process of the review was discussed and we agreed rather than delete entries at this stage, to zero current and insurance values on each incorrect item so that the report via the accounting system will still show 'original cost'. For audit purposes a note to be included on each amended entry stating "reviewed 23rd August, proposed and agreed by the Finance Committee to be zeroed to correct erroneous entry made by previous Clerk.

Obviously, we had to arrange another meeting to continue, this method was proving to be time consuming.... 4 hours in one sitting is more than enough.

Continued at the next meeting, after 3 hours, it was decided that I would continue by listing all the invoices held in the folder, (10 years), and see if that would make more sense.... This list was cross referenced to the Spreadsheet and then to the Asset List by Group Name.

It was apparent very soon, that for many years incorrect entries had been made and compounded. I cannot understand how this was allowed! Why was it unchecked! The AGAR has repeatedly been signed as correct when in fact, it never was!

The Governance and Accountability for Local Councils states very clearly that Commercial Concepts of depreciation, impairment adjustments etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Assets must be valued by one of the following means based on available information:

Ideally, apply the purchase price (net of VAT if VAT is reclaimed) otherwise, apply the purchases price (gross of VAT if VAT is not reclaimed or where the VAT status of the purchase is unclear). We do reclaim VAT.

Location of these assets should also be recorded. Each and every asset to be listed.

Why oh why were these clear instructions ignored...there is even a copy held at the back of the Assets Folder for guidance! Vat included in some entries and not in others... Depreciation was actioned when The Governance and Accountability for Local Councils clearly states otherwise. Some assets zeroed and not disposed.

Examples of incorrect entries..... paint! A Software computer package? Spikes for the changing room roof? Power Supply? With all this information, the Parish Manager and I resolved to do a final push and to put this to bed.

Another shock discovery were the entries made on the spreadsheets of which an entry was made for **£30k 31 March 2008: £38,753 dated 31 March 2009 (of which disappears in later spreadsheets)... both stating Assets still held (no separate listing)!**

I have brought copies with me for you all to have a look at after the meeting.

The invoices held in this folder..... the only folder that holds invoices relating to assets start from 18 April 2011,,,,, not in any particular order, so to refer to any invoice proved again difficult especially as the details given on the spreadsheet were not detailed fully, not referenced and supplier not recorded.

The register is now as updated as it can be.... An inventory now will have to be undertaken and cross matched to this list. **Because we simply do not know what we have and what we haven't!**

The Finance committee have proposed, and seconded that this asset folder to be archived, and noted that Mrs Adkins, our Parish Manager will not be deemed responsible for anything held within it as it relates in full to the previous incumbent.

A note will obviously have to be made for the auditors noting the amendments made and the reason for them.

You are most probably wondering why I am making a fuss, after all, all these entries are taken from invoices and the accounts themselves have been audited as correct? When assets are not being managed properly, the Parish Council is exposed to the risk of financial loss relating to improper asset management. Without the right management information, outdated patterns of use may run on unchallenged or unnoticed.

I would personally like to thank the Parish Manager for bringing this to my attention. Personally, had I taken on the role as Office Manager and after seeing the state of this folder and the errors that have been made, I would have immediately resigned.

Chair thanked Cllr Mrs Scott, the Parish Manager, and the Finance Committee for the extensive work undertaken.

b) Police Liaison

Cllr Scott reported further upon the recent Police multi-cultural event, and encouraging others to attend the next.

68/25 Chair's Report

Chair reported progress with enquiries into the adoption of roads within various residential developments around the village, with thanks to Cllr Mahal who had provided considerable assistance. The recent update showed hope that the next phase of adoption would be concluded by the end of the year, this is eagerly awaited.

Chair reported once again upon the extensive graffiti plaguing the village, and asked Councillors if they might be prepared to volunteer for a "graffiti day" to help clean. Several Councillors agreed, this will be arranged as soon as the weather permits.

Chair reported upon the most recent flooding within the village, and remarked that this had been much lighter than previous events, clearing quickly once the rain subsided due to de-silting works that had been undertaken.

69/25 Parish Manager's Report

Village General

Restoration of Memorial Green Light – Works are in hand to restore the light which has been out of commission for several years.

Lights at the Church – The Parish Council own three lampposts within St Cuthbert's churchyard which are out of commission. These have been surveyed however they cannot be repaired. Replacements have been suggested by the contractor which have not yet been discussed with the Vicar. This matter will be brought to the next meeting.

Library – Works to "tidy" the exterior of the Library and its grounds are in hand, these to include painting of the external handrails and planting the flower beds. A request has also been made for Christmas lights, this will be discussed in coming weeks.

Floods and the Flood Depot – As reported earlier in the meeting, the recent flooding whilst troublesome had not caused any serious damage. The Flood Depot had been opened by the Parish Manager and Cllr Scott to provide sandbags as needed.

New Fence at the Car Park – The installation of a new fence is underway at the Ruperts Way car park.

Abandoned Car – This has been reported to Harborough District Council, who are making enquiries into the ownership before removing.

Tree Safety Report – Prior to his retirement, the Parish Manager and Mr Philips (Parish Tree Warden) had discussed the establishment of a plan of works for the trees on Parish Council land. A report has been undertaken and works will begin on the Memorial Green as soon as the weather permits.

Rev Ford – The Parish Manager reported the bittersweet news that after over ten happy years as the Incumbent of St Cuthbert's Church, Rev Ford is leaving the village to take on a new and very challenging role in Hinckley. She will be greatly missed, and Councillors send their best wishes to her and her family for the future. Rev Ford will be conducting her final service at 10.30am on the 15th December, all are welcome.

Recreation Ground

RoSPA Report 2024 – The report has been received and various repairs and replacements are in hand.

Defibrillator - Recalibration and a full service of the defibrillator has been undertaken, to include provision of pads which could be used upon children, if ever necessary.

70/25 Correspondence Received

Scammed Resident – The Parish Manager reported upon a dreadful incident in which an elderly resident was scammed out of thousands of Pounds. It had been reported retrospectively to the Police who were unable to assist. Many thanks to Cllr Mahal who is now supporting the victim within her role as Deputy Police and Crime Commissioner.

Request for a Bench, Chestnut Drive – A request from residents of Chestnut Drive for a bench to be placed upon the entrance road footpath, as many of them like to walk this route for exercise, somewhere to rest before the return journey would be much appreciated. The Parish Manager is in contact with Cllr Hallam with regard to this matter. The original location suggested was unsuitable, this is being looked into. Councillors requested further information be brought to the next meeting.

Request for a Meeting to Discuss the Development of the Paddock off Orchard Lane – Correspondence received from an agent wishing to consult with the Parish Council to gain support for the project. The Parish Manager is to invite the agent to attend the next meeting.

Request for support for Grant Application, Village Hall Trustees – An email received from the Honorary Treasurer to the Village Hall Committee requesting the Parish Council to provide a letter of support for their application to the £1m Community Grant Fund for renovation works at the Village Hall. This matter was discussed however as a copy of the application had not been provided Councillors felt unable to blindly support, documents will be requested and discussed at the next meeting. Proposed Cllr Mrs Scott, seconded Cllr Parrott, unanimously agreed.

Invitation for Committee Member, Village Hall Committee – The Secretary of the Village Hall Committee had written to invite the Parish Council to nominate a representative to sit on their committee. The matter was discussed, Cllr Mackay expressed her interest.

Enquiry Regarding Christmas Lights in the Village – A request from a resident for decorative lights to be installed within the village for the festive season. This was discussed, the Parish Manager was requested to obtain costs etc to be brought to the next meeting. Proposed Cllr Parrott, seconded Cllr Mrs Scott, unanimously agreed.

71/25 Date and Time of Next Meeting

The next Full Parish Council meeting will be Tuesday 12th November 2024, 7pm at the Parish Office. This was noted.

THE MEETING CLOSED AT 8.19pm

Signed : _____
Cllr Tim Gascoigne, Chair of the Parish Council

Dated : _____

APPENDIX 1

INCOME AND EXPENDITURE – AUGUST 2024

| <u>EXPENDITURE</u> | <u>£</u> |
|----------------------------|-----------------|
| RENT | 0.00 |
| RATES | 453.00 |
| PHONE/INTERNET | 14.68 |
| OFFICE SUPPLIES | 151.87 |
| OFFICE CANTEEN | 43.49 |
| WEBSITE | 135.00 |
| SUBSCRIPTIONS | 30.96 |
| COMPUTER SUPPORT | 0.00 |
| ACCOUNTS SUPPORT/SYSTEM | 0.00 |
| MISC | 0.00 |
| GRANTS/DONATIONS | 200.00 |
| UTILITIES | 586.44 |
| TRAINING | 0.00 |
| R&R/MAINTENANCE | 6534.33 |
| PLAY PARK EQUIP | 0.00 |
| BANK CHARGES | 42.25 |
| SALARIES | 2922.65 |
| PAYROLL CHARGES | 0.00 |
| HMRC | 0.00 |
| PENSION | 677.68 |
| INSURANCE | 0.00 |
| PWL REPAYMENT | 0.00 |
| PAVILION PROJECT | 0.00 |
| | <u>11792.35</u> |
| <u>INCOME</u> | |
| INVOICES | 535.61 |
| VAT REFUND | 0.00 |
| INTEREST - CURRENT ACCOUNT | 290.30 |
| OTHER | 0.00 |
| INTEREST - SAVINGS ACCOUNT | 60.80 |
| | <u>886.71</u> |

APPENDIX 2

INCOME AND EXPENDITURE – SEPTEMBER 2024

| <u>EXPENDITURE</u> | <u>£</u> |
|----------------------------|-------------------------|
| RENT | 925.00 |
| RATES | 453.00 |
| PHONE/INTERNET | 14.68 |
| OFFICE SUPPLIES | 0.00 |
| OFFICE CANTEEN | 0.00 |
| WEBSITE | 0.00 |
| SUBSCRIPTIONS | 30.96 |
| COMPUTER SUPPORT | 0.00 |
| ACCOUNTS SUPPORT/SYSTEM | 0.00 |
| MISC | 200.00 |
| GRANTS/DONATIONS | 0.00 |
| UTILITIES | 821.17 |
| TRAINING | 0.00 |
| R&R/MAINTENANCE | 6463.83 |
| PLAY PARK EQUIP | 0.00 |
| BANK CHARGES | 28.25 |
| SALARIES | 2922.65 |
| PAYROLL CHARGES | 132.00 |
| HMRC | 0.00 |
| PENSION | 600.58 |
| INSURANCE | 0.00 |
| PWL REPAYMENT | 0.00 |
| PAVILION PROJECT | 0.00 |
| | <u>12592.12</u> |
| <u>INCOME</u> | |
| INVOICES | 876.00 |
| VAT REFUND | 0.00 |
| INTEREST - CURRENT ACCOUNT | 379.69 |
| OTHER | 127500.00 |
| INTEREST - SAVINGS ACCOUNT | 62.90 |
| | <u>128818.59</u> |