



# ELLISTOWN & BATTLEFLAT PARISH COUNCIL

**Parish Clerk:** Mrs Karen Turrell

**Address:** NWL Council Offices, Coalville,  
Leicestershire, LE67 3FJ

**Tel No:** 07949 645139

**Email:** [ellistownclerk@yahoo.co.uk](mailto:ellistownclerk@yahoo.co.uk)

**Website:** [www.ellistown.org.uk](http://www.ellistown.org.uk)

## Ellistown & Battleflat Parish Council Agenda

I hereby give notice that Annual Meeting of Ellistown & Battleflat Parish Council will be held at **Ellistown Primary School, Whitehill Road, Ellistown** on **Wednesday 17<sup>th</sup> May 2017** at **7.00pm**.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Signed: *Karen Turrell*

Dated: 11<sup>th</sup> May 2017

**Clerk to the Council**

**1. To ELECT the Chairman for 2017-18**

**2. The Chairman to sign his/her Declaration of Acceptance of Office**

**3. To ELECT the Vice-Chairman for 2017-18**

**4. The Vice-Chairman to sign his/her Declaration of Acceptance of Office**

**5. Apologies**

To receive apologies for absence and to consider whether to approve reasons given. Members are reminded that apologies and reason for absence for this meeting must be given to the **Clerk** at the earliest convenience.

**6. Declarations of Pecuniary Interest**

To receive any disclosable pecuniary and non-pecuniary interests from members on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must disclose it immediately.

Members may remain in the meeting and take part fully in discussion and voting unless the interest is pecuniary.

**7. Minutes**

To APPROVE and sign the minutes from the meeting of the 26<sup>th</sup> April 2017.

**8. To CONFIRM Register of Interests**

Councillors are reminded that this is a legal requirement and updates/amendments should be given to the Clerk immediately.

**9. To ELECT councillors onto committees and external bodies**

- Allotments Committee
- Cliffe Hill Quarry Committee
- NWL Highways Forum
- Ibstock Brick Parish Liaison
- Sence Valley Environmental Forum

**10. County Council report** (allocated time 5 mins)

**11. District Council report** (allocated time 5 mins)

**12. Police report** (allocated time 5 mins)

**13. Public Recess**

Meeting to be adjourned for 15 minutes to receive representation from the Public.

**14. Bin Request**

To discuss further the request from the April Agenda regarding responsibility for the cost of emptying the bin.

**15. Funding for local groups**

To discuss the possibility of providing funding for constituted groups in the village and how this could be done.

**16. Traffic Working Group/ETAG**

To receive an update from the Working Group. For info only.

**17. Grounds Maintenance**

To receive a report from Cllr Pollard. For info only.

## 18. Planning

<p><b>Planning Application Reference: 2017/CM/0111/LCC</b></p> <p><b>Proposal:</b> 1 no. additional concrete mixing plant to include mixing unit, storage silos, feed conveyor and loading hoppers</p> <p><b>Location:</b> FP McCann Ltd, Whitehill Road, Ellistown, Coalville,</p>	
<p><b>Planning Application Reference: 17/00504/FUL</b></p> <p><b>Proposal:</b> Erection of a detached garage</p> <p><b>Location:</b> 90 Whitehill Road, Ellistown, Coalville, Leicestershire</p>	
<p><b>Planning Application Reference: 17/00494/PDNALO</b></p> <p><b>Proposal:</b> Installation of solar PV system to roof of building</p> <p><b>Location:</b> Healey Chemicals, Interlink Way West, Bardon</p>	
<p><b>Planning Application Reference: 17/00490/FUL</b></p> <p><b>Proposal:</b> Conversion of integral garage in to living accommodation</p> <p><b>Location:</b> 1 Swinfen Close, Ellistown</p>	

**To consider any planning applications received since the issuing of the Agenda.**

<p><b>Planning Application Reference: 17/00251/FUL</b></p> <p><b>Proposal:</b> Erection of a two-storey &amp; single-storey rear extension</p> <p><b>Location:</b> 18 East Crescent, Ellistown</p>	<b>Permission Granted</b>
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**To receive notice of any planning consent given or declined since the issuing of the Agenda.**

## **19. Clerk's report**

To receive a report from the Clerk. **See Appendix 1 which will be available at Meeting**

## **20. Finance**

a. To AGREE to pay invoices from the previous month. **See Appendix 1 (List of payments)**

b. Chairman to review, sign and date bank statement/s from previous month/s.

c. Cheques and Payment Vouchers presented for signing.

d. To receive the End of Year Accounts for 2016-17.

e. To AGREE the terms and conditions set out by the Natwest Bank regarding Debit cards and to AGREE to maintain a banking relationship with the National Westminster Bank Plc in accordance with the Mandate. Cllrs to SIGN paperwork where necessary.

**See Appendix 2**

### **f. Annual Governance Statement**

To AGREE that there is a sound system of internal control and for the Chairman and Clerk to sign and date Section 1 of the Annual Return for the year 2016-17.

**Sent electronically**

### **g. Annual Accounting Statement**

To AGREE that the figures represent expenditure and income correctly and that the bank account as of 31<sup>st</sup> March 2017 reconciles with these accounts. The Chairman and Clerk to sign and date Section 2 of the Annual Return for the year 2016-17.

**Sent electronically**

### **h. Appointment of Internal Auditor**

To AGREE upon the appointment of Roger Snowdin as Internal Auditor for the year 2017-18.

### **i. Open Viking Credit Account**

To AGREE that the Clerk shall submit an application for a credit account with Viking to enable her to make necessary purchases of consumables/admin equipment as required.

### **j. Internal Financial Controls**

To review the Council's system of Internal Financial Controls.

## **21. Insurance Renewal**

To AGREE the renewal quote for the Council's insurance due on 1<sup>st</sup> June 2017.

**See Appendix 3**

## **22. ETAG Funding**

- a. To AGREE how funding can be provided to the group through the Parish Council, for example, who is to approve the funding for flyers, materials, etc.
- b. To AGREE to the provision of a separate section on the website for the group at a cost of £50+VAT by 2Commune.
- c. To AGREE to supply planters and planting materials and 5 bar wooden gates at each entrance to the village to encourage drivers to slow down and enhance the look of the village.

## **23. Hanging Basket Poles Refurbishment**

To AGREE to the refurbishment of the hanging basket poles in the village.

## **24. Christmas Lights**

To receive an update, consider any quotes that have been obtained by the Clerk since the last meeting and AGREE whether to accept the quote and terms.

## **25. Date, time and venue of the next meeting**

Wednesday 28<sup>th</sup> June 2017 - 7.00 pm at Ellistown Primary School, Whitehill Road, Ellistown LE67 1EN

**A vote will be taken at this point, by the Chairman, to consider moving in to a closed session due to the confidential nature of the following business.**

## **26. Staffing Matters**

- a. To discuss and consider the Job Role Evaluation report, undertaken by Jake Atkinson, Chief Executive at LRALC on 7<sup>th</sup> April 2017 and to AGREE whether to accept the recommendations made to the Parish Council, as set out in the report, in respect of the Clerk's terms and conditions.
- b. Dependant on the outcome from the above discussion to AGREE whether the Clerk should be moved up the NALC/SLCC pay scale by 1 point as per the Contract of Employment. This will not need to be implemented if the Parish Council has AGREED upon and ACCEPTED the Job Role Evaluation recommendations, as it relates to the current pay scale.

