



Date: Wednesday 7th May 2025

Councillors,

You are summoned to attend the **Annual Meeting of the Parish Council** which will take place on Monday 12th May 2025 at 7.15pm in the **Fuller Room at The Old School, Grantham Road, Bottesford** to transact the business below.

During the meeting there will be a Public Session of no more than 15 minutes.

Copies of all council papers are available at www.bottesford-pc.gov.uk

Lucy Flavin

Lucy Flavin (Parish Clerk)

Agenda – Annual Meeting

102/25. Welcome to the Public Session (7.15pm)

103/25. Close Public Session and open Annual Parish Council Meeting.

104/25. Election of the Chair (Following the vote the newly elected Chair will sign the Acceptance of Office Form).

105/25. Election of the Vice Chair (Following the vote the newly elected Vice Chair will sign the Acceptance of Office Form).

106/25. To receive and approve apologies for absence.

107/25. To receive declarations of interest under the Councils Code of Conduct related to business on both the Annual and Ordinary Meeting agendas.

108/25. To receive and approve for signature the minutes of the Ordinary Parish Council meeting held on 14th April 2025. (Available on the Council website)

Policies and Procedures for Annual Review

109/25. To consider for approval the Members Code of Conduct (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

110/25. To review and approve the Terms of Reference for the Road Safety Committee including delegation arrangements and appointments of members (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

111/25. To review and approve the Standing Orders and Financial Regulations (Available at <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

112/25. Review of Lead Member Structure, allocated roles with external bodies and arrangements for reporting back (Available at <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

113/25. Review of inventory of land and assets including buildings and office equipment (Available at: <https://www.bottesford-pc.gov.uk/finance>)

114/25. To review and approve the Risk Management Policy and Risk Register (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

115/25. Confirmation of arrangements for insurance cover in respect of all insured risks.

116/25. Review of the Council's and/or staff subscriptions to the LRALC and NALC, Parish Online and Scribe.

117/25. Review of the Council's complaints procedure (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

118/25. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), including the handling of requests made under the legislation. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

119/25. Review of the Council's policy for dealing with the press/media. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

120/25. Review the Council's employment policies and procedures including Equalities, Grievance, Harassment, Lone Working and Training Policies. (Available at: <https://www.bottesford-pc.gov.uk/policies-and-procedures>)

121/25. Review the Council's expenditure incurred under Section 137 of the Local Government Act 1972.

122/25. Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council. (**Appendix A**)

Ordinary Business

123/25. To note any matters arising from the minutes not included on this agenda and for report only.

124/25. To receive an update from Ward Councillors on Borough matters.

125/25. Leicestershire County Councillor to update the meeting on County matters.

126/25. To receive an update from the Vale Parishes Group.

Planning Applications

127/25. To consider the following applications:

- **25/00352/FULHH** - 5A Woolsthorpe Lane, Muston
Removal of existing Garage, erection of proposed garage, shower room and loft room to be used as an extension to the existing dwelling.
- **25/00317/FULHH** - The Hollies, 20 Manor Road, Easthorpe
Proposed two storey extension to side; single and two storey extensions to rear; single storey extension to side; porch extension front and proposed new access (Resubmission of previous consent ref: 24/00345/FULHH)
- **25/00342/FULHH** - 23 High Street, Bottesford
New single storey rear extension and new rear 2.175m high rear boundary wall

- **25/00410/FULHH** - 2 Wyggeston Road, Bottesford
Demolition of conservatory and construction of single storey side extension

Planning Issues

None

Community Issues, Clubs and Societies

128/25. To consider for approval a draft of the second edition of the Parish Council Newsletter for 2025. **(Appendix B)**

129/25. To consider for approval applications by community groups for free use of the Old School building throughout the 2025/26 financial year. **(Appendix C)**

Road Safety Issues

130/25. To receive any updates from the Road Safety Advisory Committee

Parish Council Management and Strategy Issues

131/25. To consider the report of the County Council Tree Surveyor into the tree damaged during high winds on 16th April and agree further actions. **(Appendix D)**

132/25. To note the landowners response to correspondence sent following approval of agenda item 087/25.

133/25. To consider for approval the recommendation that the metal railings stored for some years in the Old School yard be sold or appropriately disposed of.

134/25. To consider for approval the recommendation that the council ask The Bottesford Institute to undertake a commercial rent review for the Old School building to enable informed decision making with regards to the future of the Community Library.

135/25. To note information obtained to date regarding the Skatepark, including the cost of refurbishing the existing wooden ramps, and to agree next steps. **(Appendix E)**

Financial Matters

136/25. To agree payments to be made in May 2025. **(Appendix F)**

137/25. To agree Financial Statements for April 2025 Including the Bank Reconciliation showing a bank balance of £262,117.77 with Receipts of £73,353.79 (including a first precept payment of £70,862.50) and Payments totaling £10,667.87. **(Appendix G, H, I, J, K and L)**

138/25. To review the effectiveness of the Parish Council system of financial internal control by responding to the Annual Governance and Accountability Return 2024/25 Governance Statement (Section 1) and approve this statement for submission to the external auditor. **(Appendix M)**

139/25. To approve the Accounting Statements (Section 2), and accompanying information, of the Annual Governance and Accountability Return 2024/25. **(Appendix N)**

140/25. To approve dates for the period for the Exercise of Public Rights recommended as Tuesday 3rd June 2025 to Monday 14th July 2025. **(Appendix O)**

Lead Member Reports

141/25. Lead Members Reports (when appropriate)

- **Policy and Finance** – (including budgeting, audit, insurance, and policy development) – **Cllrs TB and MT**
- **Community Engagement** – (including community groups/societies and social media and website.) – **Cllrs BS and KS**

- **Council services** - (including play areas, allotments, defibrillators, and street furniture) – **Cllrs LD and MR**
- **Environment** – (including tree charter, climate change, flooding, litter, and transport) – **Cllrs MT, LD, KS, BS and MR**
- **HR/Contractors** – (staff & contract management) – **Cllrs TB and MR**

142/25. Close of meeting