



# COSBY PARISH COUNCIL

Clerk: Mr Les Phillimore  
76 Springwell Lane  
Whetstone  
Leicester  
LE8 6LT

Telephone: 07802 303936  
clerk@cosbyparishcouncil.gov.uk

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## Minutes of the Meeting of Cosby Parish Council held at 7.00pm on Thursday 20<sup>th</sup> June 2024 in the Heritage Room, Cosby Village Hall, Park Road, Cosby.

**Present:** Cllr: V Rye (Chair) Cllr: M Howkins Cllr: M Hillmann  
Cllr: H Stevenson Cllr: G Lee Cllr: C Pharoah  
Cllr: S Wegerif Cllr: J Wolfe (arrived 7.36pm apology received)

**Also present** Mr L M Phillimore (Parish Manager)

**Members of the Public:** Two

### 24.945 Chairmans welcome

Chairman welcomed those present and reminded all present that the meeting is recorded and asked that if any Member wishes to speak to raise their hand and to not speak over others.

### 24.946 To receive apologies for absence

Cllr: S Boocock (Approved)  
Mrs S Chapman (Noted)

### 24.947 To receive disclosures of members' interests (i.e., the existence and the nature of those interests in respect of items on this agenda)

Cllr: M Howkins declares a non-pecuniary interest (agenda item 8 b) being a member of Leicester Lions Rugby Football Club.

### 24.948 To receive and sign the minutes of the meeting of the Annual Meeting of the Registered Electors of the Parish of Cosby held on Thursday 16th May 2024.

**RESOLVED:** That the minutes of the Annual Parish Meeting be signed with no matters arising.

Cllr: V Rye advises that the next Annual Parish Meeting will be "an event" to encourage public attendance and seeks ideas from Members.

### 24.949 To receive and sign the minutes of the meeting of the Annual Meeting of Cosby Parish Council held on Thursday 16th May 2024.

**RESOLVED:** That the minutes of the Annual meeting of Cosby Parish Council held on Thursday 16th May 2024 be approved.

### Matters arising from these minutes

**24.949.1** (Minute 24.933.1) 110 Employment costs. The %'age variances on staff costs compared to a theoretical 8% per month.

Parish Manager confirms that the payments to date are accurate to the staff costs but where neither the 2023/24 or 2024/25 pay awards have been applied but are budgeted for.

**24.949.2** Cllr: Rye (Minute 24.931.10) Parish Manager confirms that the pitch lease agreement is in place with Leicester Lions.

Cllr Rye to call a Working Party meeting to discuss the future of Cosby Victory Park sports and Playground expansion. (Members provided with summary Playground Upgrade document to take-away and peruse)

**24.949.3** Cllr: Rye (Minute 23.933.3) Parish Manager advises that the 2024/25 end of year Rialats close-down will be undertaken internally or via a cheaper adviser due to the excessive charges of RBS Rialtas.

**24.949.4** Parish Manager (Minute 24.931.2) advises that the land owners will not enter into a co-ownership relationship arrangement on Public Open Spaces.

**RESOLVED:** That the Parish Manager explores the option for Cosby Parish Council to purchase Linley Green POS.

**24.950 To receive and approve the financial reports for the months ending 31st May 2024 including income and expenditure, budget year to date, balance sheet and to record the signing of the bank reconciliation for the same period.**

**RESOLVED:** That the financial reports for the month ending 31<sup>st</sup> May 2024 including income and expenditure, budget year to date, balance sheet and to record the signing of the bank reconciliation for the same period be approved and signed by the Chair.

Cllr: J Chapman will review invoices and payments file.

**24.951 Annual Governance and Accountability Report (AGAR) 2023/2024**

**24.951.1** To receive and note the Annual Internal Auditors report for the period 1st April 2023 to 31st March 2024

**24.951.2** To consider recommendations or matters arising from the Internal Auditors narrative report

**24.951.2.1** (Bullet 1) *There is no evidence in the minutes that accounts paid/to be paid have been approved in line with the Financial Regulations, although the accounts and bank reconciliations are approved.*

Parish Manager notes that the BACS payments are printed with authorisations and are held with the accounts and also notes that Council is presented with a monthly detailed bank statement. Printing the BACS payment list is effectively a duplication of information presented.

*The Financial Regulations require that at least once a quarter and at the end of each financial year, the bank reconciliations are independently reviewed by a member of Council other than the Chair or bank signatories. There is no evidence in the minutes that this has been done, although the bank reconciliations are presented to council each month and signed by the Chair.*

Parish Manager advises that new Financial Regulations are due to be produced and as the council's accounts and invoices are independently audited monthly, this element will be removed from the new Financial Regulation.

**24.951.2.2** (Bullet 5) Insurance.

Parish Manager confirms that he is aware of the need to fully review the councils' insured assets which will require a RICS valuation of the Chapel, garage and Village Hall in due course.

**24.951.2.3** (Bullet 6) *Consideration should be given to continuity plans in the event that the Clerk is indisposed for a long period of time and not able to fulfil his duties.*

Parish Manager advises that in the event of the Clerk becoming indisposed, Council should appoint Mrs. S Chapman (Assistant Parish Manager) as Interim Clerk and RFO or seek a Locum Clerk from LRALC.

*A review of the Council website indicates that the following policies have not been reviewed for a number of years:*

- *Health and Safety*
- *Data Protection (now GDPR and should include Privacy Notices etc)*
- *Code of Conduct*

Parish Manager advises that: -

Health and Safety is as per Councils resolution and is work in progress.

Data Protection policies are documented including Privacy Notices within the Parish Council but may not be published on the council's website.

Code of Conduct – Parish Manager is not aware of any updates to the current policy but will review.

**24.951.3 To receive, sign and publish Part 1 of the 2023/2024 Annual Governance and Accountability Return (AGAR) and submit to the External Auditor**

**RESOLVED:** That Part 1 of the 2023/2024 Annual Governance and Accountability Return (AGAR) be approved.

**24.951.4 To receive, sign and publish Part 2 of the 2023/2024 Annual Governance and Accountability Return (AGAR) and to submit to the External Auditor**

**RESOLVED:** That Part 2 of the 2023/2024 Annual Governance and Accountability Return (AGAR) be approved

**24.951.5 To receive and consider the bank reconciliation 2023/2024**

**24.951.6 To receive and consider the explanation of variances**

**24.951.7 To receive and consider the breakdown of reserves held**

**24.951.8 To approve and publish the dates for the Exercise of Public Rights being Monday 24th June 2024 to Friday 2nd August 2024.**

**RESOLVED:** That all matters relating to the 2023/2024 Annual Governance and Accountability Report (AGAR) and the dates for the Exercise of Public Rights of Access as above be approved, published and submitted to the External Auditor.

**24.952 Clerks General Report**

**24.952.1 Transfer of Cosby Village Hall – Parish Manager is awaiting an update from the Councils lawyers.**

**24.952.1.1** A Village Hall Working Party to be formed which may be better positioned as a Committee with Terms of Reference in due course as the Village Hall will be operated as a separate entity to Cosby Parish Council.

**24.952.1.2** Parish Manager to arrange a virtual meeting with the Parish Councils lawyers.

**24.952.2 As Trustees of Cosby Recreation Ground Charity: -**

**24.952.2.1** Council now holds a letter confirming the transfer of assets (Lighting, container and posts) to Leicester Lions.

**24.952.2.2 RESOLVED:** A refund of £412.50 be paid to Cosby Rugby Club

**24.952.2.3** Rugby pitch Hiring Agreement now in place

Cllr: M Howkins queries whether the Defibrillator has transferred as it is owned by Cosby Rugby Club.

**24.953 To consider any Memorial applications not in compliance with the published cemetery Rules & Regulations**

**RESOLVED:** That the Memorial for Malcolm E Taylor (11.5.1938 – 27.8.2022) to include a small Leicester City Football Club insignia be approved.

**24.953.1 Request to fit a memorial plaque to an existing bench –** to be re-tabled in the July 2024 meeting for Members to consider the long-term implications.

**24.954 Correspondence received.**

**24.954.1 Email – Neighbourhood Link – Data Breach**

The report be noted – Parish Manager advises that there have been no breaches of Parish Council information reported to the Council.

**24.955 Public Participation – a) Public Speaking Protocol – Requests received by the protocol deadline to be reported by the Clerk to the Parish Council with detail of the agenda item to which they relate. b) The meeting will be suspended to allow members of the public to make representation about items that are not on the agenda. All requests must be made to the Clerk prior.**

**24.955.1 Parish Council Conservation Group.** Residents express an interest in joining and will email the Clerk with names.

**24.956 To consider any planning applications listed and any notices received after the publication of the agenda.**

Parish Manager advises that no Planning Committee date has been set for Application 23/0182/OUT (Land off Croft Road)

**24.957 To receive any updates from Working Parties to include: -**

**24.957.1 Update on Children’s playground upgrade**

Members to review hand-out produced by the Assistant Parish Manager pending a Working Party meeting.

Potential for a £20,000 Lottery Community Grant to be investigated once a final price for work is established.

**24.958 To receive any updates on Village Projects**

**24.958.1 Review of 2nd June 2024 Picnic on the Park**

Great success with an estimated 800+ attendees and over £900 raised from ticket sales for the bouncy castle.

St Johns Ambulance reported two incidents which required “a plaster”.

Estimated net overall cost of the event to Cosby Parish Council c: £300

**24.958.2 Cosby Community Day – Cosby Yarn Bomb (Gather Create Grow) 28th July 2024**

Members sought to manage a Parish Council stall to include a public design display for the children’s playground upgrade.

**24.958.3 Remembrance Day Parade**

Chair and Parish Manager to meet with church representatives.

A Marching band is proving elusive.

**24.958.4 Christmas Lights and Street Market 30th November 2024**

Christmas lights connections will be replaced through the summer as considered to be key failure points during wet weather.

Members advised that no Christmas lights are or will be fitted to the spruce tree on The Nook.

**24.959 To receive any reports from External meetings**

None attended

**24.960 To receive any reports from County / District Councillors**

Cllr's Wolfe and Phillimore advise that due to General Election Purdah there is little to report.

**24.961 To confirm the date of the next meeting as Thursday 18th July 2024**

**Meeting closed at 8.51pm**

**Post-meeting**

2 sealed tenders for the Cemetery development project were opened with Members present from: -

G Sellers

Greenbridge Design