NORTH LUFFENHAM PARISH COUNCIL

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| Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7.30pm on Monday September 7th 2015 | |
| Present: Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Riordan , Cllr Barnes , Cllr Burrows, Cllr Smith and Cllr Marson  Also in attendance: Mr. I Ferguson, (Parish Clerk), and Cty Cllr Miss Waller  The Chairman opened the meeting by welcoming all present. He thanked our 2 County Councillors, Kenneth Bool and Gale Waller for the support they give. He also reminded everyone that there are in fact 2 meetings (1) Parish Council, and (2) Parish Council as trustee for the Oval & Field Gardens.  The Clerk confirmed that in line with new transparency regulations all meeting papers had been published on the website 3 clear days prior to the meeting.  Presentation by PC Paul Le Pla of South Rutland beat. He gave details of crimes in the Rutland South area which covers 29 villages. He and PCSO Di Freeman cover the beat. One of the biggest problems is theft from unattended vehicles around Rutland Water. He then went on to cover specific issues pertinent to North Luffenham, viz   * Fly tipping at the top of Warren Lane. The Clerk said that he had arranged with Mr & Mrs Ellis and Mark Loran of RCC for the gate to be kept closed as much as possible. * Parking on zig-zags. PC Le Pla is indenting for A-frame no parking signs to give to schools. Furthermore, children at the schools are being asked to produce ‘safer parking’ notices. * Speeding in Butt Lane. PC Le Pla advised the meeting that there is now an increase in the use of the speed van in Rutland.   Presentation from Paula McKillop of “Round Rutland” (formerly Rutland Community Agents). The Good Neighbour Scheme comes under their umbrella but essentially their raison d’etre is to provide 1-1 support for anyone who needs help and they have close links with Social Services. Paula has been made aware that there are now no buses to Oakham from our village.  There were 9 members of the public present. The following comments were made from the public area:-  The white line in the middle of the road at Woodyard Corner is very faint. It needs to be renewed thus encouraging northbound traffic on Edith Weston Rd not to cut the corner. We will advise Highways Dept of this.(Action = Clerk)  Name plates in front of Councillors. It was requested that we should have these at future meetings (Action = Clerk).  Consultation re walkway The Parish Council were thanked for their time and effort in this exercise but nevertheless urged to install fencing to separate the path from the allotments.  As no further issues were raised by the public, the meeting proper then commenced.  PARISH COUNCIL (GENERAL) MEETING | |
| ITEM | ACTION |
| 1. APOLOGIES   Received from Cllr Sewell.   1. DECLARATIONS OF INTEREST (GENERAL)   Cllr Burrows declared an interest in item 5 by virtue of being Vice-President of North Luffenham Cricket Club. |  |
| 1. MINUTES OF MEETING OF JULY 20th 2015   These had been circulated to Councillors and were signed by the Chairman of the meeting as being a true record. |  |
| 1. MATTERS ARISING   **3rd Notice Board.** The Clerk reported that he has now received the draft licence and has received approval for it to be erected on the highway. In conjunction with Cllr Riordan The Clerk had proposed one or two changes to the draft licence.  **Speed Gun.** The Clerk had been directed to the “Be a Local hero” website and will research and report back  **Edith Weston Rd/Station Rd speed limit.** Cty Cllr Miss Waller thought that this may be wrapped up in a pan Rutland review of speed limits but will find out more. Cllr Riordan asked whether the PC could put its case forward either at a meeting or in writing. It was agreed that we would send a written submission to Cty Cllr Waller which she could present to Cabinet if the opportunity arose  **Telephone box.** Although BT have painted the box Cllr Marson had noticed it being not well done. Cllr Smith will contact BT | Clerk  Clerk  Cllr Cummings  Cllr Smith |
| 1. **CORRESPONDENCE**  * **Letter from Sylvia Lawson re nets.** The Chairman has replied * **Email from North Luffenham Cricket Club.** This had been circulated to Councillors. The purport of the email is that the cricket club do not have the resources to maintain the pavilion and asked that it should be included in the village plan.   MINSsep7(2) |  |
| 6. 6 FINANCE (GENERAL BUSINESS)   * The Finance Report had been circulated with the agenda and was duly approved (attached to these minutes) * The Clerk sought approval to spend £130 on training courses attended by himself, Cllr Riordan & Cllr Cummings. This would increase the training expenses to £165 against a budget of £100. The Chairman encouraged Councillors to attend courses where relevant. The expense was AGREED. * **Financial Controls.** The Chairman is content that through the Finance Committee there are adequate financial controls in place but as part of the Governance Review process the Council will look at whether they should be extended or tightened up. * **LEAP contribution (Local equipped area of play).** The sum of £40,624 has now been received from the developer in respect of the rosewood development. The Finance Committee were authorised to identify an appropriate repository for this money and to make the transfer   **7 PLANNING**   * **Stone Cottage** The Planning committee objected to the appeal on the same grounds as originally * **New Group rooms at the School.** No objection * **Fell Sycamore Tree at 10 Church Street.** Not yet discussed * **Drop kerb etc at 8 Lyndon Rd.** Not yet discussed | Governance review workstream  Fin Comm |
| 1. **BONFIRE NIGHT**   The following tasks were allocated   * Safety and Financial Control - Cllr Cummings * Build Bonfire - Cllr Sewell * Fireworks - Cllr Cade     There are several other tasks that need allocating and Cllr Cummings will organise a sub-group to do this. Cllr Cade asked that all Cllrs take responsibility for this and all agreed to though Cllr Riordan thought she may not be available. The total spend on the event amounting to £2000 was authorised. | Cllr Cummings  Cllr Sewell  Cllr Cade |
| **9 WEBSITE**  Cllr Burrows reported as follows:-   * The Website is being well-received * Transparency. The Clerk said we had put ourselves in the frame for receiving money from the Transparency Fund. He had only just received the Claim Form which had to be submitted by October 14th. A sub-group was formed comprising Cllr Burrows (Chair), Cllr Riordan, Clerk, Mr Wayne Bishop. Action is for the group to meet and submit claim * Cllr Riordan had attended a course “Being effective on line” and in particular noted (1) we need to register with Data Controller and (2) ideas came out of the course that Cllr Riordan wishes to consider further and she would want to talk about this to the website committee before making recommendations to full PC | Cllr Burrows  Website Comm.  Cllr Riordan |
| **10 WORKSTREAMS**  The Chairman gave a brief summary of where each workstream is at:-  **Governance** ToR have been written and initial discussions are taking place to identify the key and urgent work needing doing  **Village/neighbourhood plan** Cllrs Smith and Cummings have written a report which has been reviewed by Peter Beever of RCC and circulated to PC members. It is the view of the authors of the report that a Neighbourhood Plan will not deliver sufficient advantage about the development of the village. It is therefore recommended that the PC initially consider the development of a Village Plan which can encompass all relevant village issues and in due course still give the option of preparing a Neighbourhood Plan. This course of action was AGREED  **IT/communications -** awaiting publication of ToR  **Risk Management -** a draft risk management policy has been written and circulated to PC members. The Chairman will recommend that this be developed further by the Governance Group to include the management of the Internal Audit process.  **Playground review -** Cllr Cummings said that we are awaiting ToR. We need to identify the problem, collect ideas and costings and then identify the Solution.  **Planning -** Cllr Smith and the Planning Committee have reviewed processes and their ideas will be formalised through the Governance Review process. Cllr Smith will revise process so that Planning applications can come to Clerk on line.  **Community Centre review -** An initial meeting has been held and a draft background report completed. This is a very complex area and needs to be thoroughly understood. Work is ongoing.  **Village Day 2016 -** ToR have been written and agreed and will be published on the village web-site. There has been much positive comment from the village. The Chairman reminded the PC that 2016 sees HM The Queen’s 90th birthday and proposed that our village day should be on June 11th 2016 to co-incide with the Her Majesty’s Official Celebrations. This was AGREED. | Cllr Cummings  Gov Group  Playground group  Gov Gp  Cllr Smith  Comm Centre Gp |
| **11 ROSEWOOD GRANTS (s. 106)**  **LEAP -** £40,624 has been received in respect of improvements to Play Area  **Infrastructure Contribution –** This includes amounts of £35,550 for recreation, sport & leisure, £11,000 Highways & Transportation, £121,000 Young Peoples services all payable to RCC. To access any of this RCC infrastructure money we would need to propose a project to RCC indicating how we might use some of the RCC monies allocated. With the support of the County Councillors, The Chairman will seek to re-open discussions with the appropriate Resources and Plan Officer at RCC. Cty Cllr Miss Waller will follow up on the issue of the footpath from Oval Close to the gap and into Rosewood.  PARISH COUNCIL (TRUST) MEETING  For items 12, 13, 14 & 15 The Parish Council is acting as Trustee for the Oval recreation ground and the Field Gardens.  **12 DECLARATIONS OF INTEREST (TRUST)**  Cllr Burrows declared an interest in item 15 by virtue of being Vice-President of North Luffenham Cricket Club  13 FIELD GARDENS REPORT  Allotments. Cllr Cade would like to have markers showing the allotment numbers and will bring forward a proposal to the next meeting.  Walkway.   * On-site consultation had taken place with allotment holders and residents of Geoff Sewell Close on August 27th. 3 possible routes of the path were put forward all of which were rejected and in the event a 4th option was suggested and that is the recommended route as set out in Cllr Cummings paper circulated with the agenda. This option was AGREED * Cllr Barnes wanted assurance that whilst this option satisfies interested parties does it satisfy the rest of the village. * Cllr Cummings said that the PC has no desire to prevent residents access via the allotments. * Cllr Cummings said that we intend to make the pathway a permissive right of way and the Clerk will investigate the Insurance aspects of this. Cllr Riordan asked whether this should apply to other areas of the field and the Oval/FG Group will look into this.   FG/Oval Group. It was agreed that Mr Mike Wyatt, Chairman of  the allotments association, will be a member of the Group    14 FINANCE REPORT (TRUST)  **The Finance report** was circulated with the agenda and was duly approved (attached to these minutes)  **Allotment Tap** Cllr Cade reported that since the agenda was issued the allotment tap had been damaged and he had, as a matter of urgency, had to have it both relocated and repaired at a cost of £107. This emergency expense was APPROVED by the PC (Mr S Homer was thanked for his help in this)  **Pedestrian gate in NE corner of allotment field.** A paper had been circulated with the agenda proposing this pedestrian access/egress re the field together with costings. The Clerk advised the PC that planning permission is only required if the gate is more than 1 metre in height.The submission and costings were agreed and accepted. It was suggested that for safety reasons the gate should open into the field. Expenditure of £600 was APPROVED.  **15 OVAL REPORT**   * **Tree 119** Cllr Cade proposed that this tree be removed although Hill-Fort Tree Care had carried out the Symbiosis work in March. It was AGREED that we would proceed with getting the planning permission in readiness for such time as we agreed to fell the tree. * **Oval Rules.** It was AGREED that (1) Oval Rules should be posted on the notice boards (2) applications for an event on the Oval should be sent to the Clerk at least 14 days prior and (3) Cllrs Riordan and Smith were asked to produce a non-bureaucratic definition of an “event” * **Grass cutting by cricket club.** The agreement with the cricket club is that they cut the Oval for the period April-Sept inclusive for £800. However this year (as in 2014) cutting needed to start in March and it is anticipated that if conditions remain mild, the grass may continue to grow beyond the historical Sept 30 deadline. This early and late growth will incur an additional cost of £165 as notified by the Cricket Club. The Chairman proposed that the Oval/FG group be asked to authorise any additional cuts warranted thus incurring this extra charge. It was noted that in future years we need to formalise the process with at least one other competitive tender and have a properly drawn up contract.   **16 VILLAGE WORKING PARTY** This had been set for Saturday  September 12th but due to other events in the village that day it is postponed and Cllr Burrows will announce that on the website  **17 OTHER BUSINESS**   * It was requested that the December 7th meeting be brought forward to November 30th. The Clerk will organise that * The Cricket Club wish to put a “Lads v Dads” banner on the Oval wall by the zebra crossing and this was agreed.   **18 DATE OF NEXT MEETING** Monday October 19th 2015        There being no further business the meeting closed at 9-45 pm.  **Signed­** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman **Date** \_\_\_\_\_\_\_\_\_\_\_\_ | Cllr Cummings  Cllr Cade  Cllr Cade  Cllr Cade/  Clerk  Clerk  FG/Oval group  Clerk  Cllr Cade  Clerk  Clerk  Cllrs Smith & Riordan  Oval/FG Gp  Clerk  Cllr Burrows  Clerk |
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