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 October 19th 2015 | |
| Present: Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Riordan , Cllr Sewell , Cllr Burrows, Cllr Smith and Cllr Marson  Also in attendance: Mr. I Ferguson, (Parish Clerk)  The Chairman opened the meeting by welcoming all present. 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. He went on to stress the key objectives for the meeting   * Review speed limits on Edith Weston Rd/Station Rd * Consider Rosewood infrastructure grant * Review arrangements for Bonfire Night * Review progress in PC workstreams * Start to consider the budget for 2016/17 * Review process for replacing Cllr Barnes * Endorse new Oval rules * Seek approval from Oval Trustee for use of Oval on Bonfire Night   The Clerk confirmed that in preparing for the meeting Transparency regulations had been complied with.  There were 4 members of the public present. The following comments were made from the public area:-  When will Phase 2 of pollarding begin? The Clerk replied that November 23rd has been pencilled in  Parking at the School is still a problem. The Council are aware of the issue which is being closely monitored by the headmistress and PC Le Pla. The matter will be discussed later in the meeting  As no further issues were raised by the public, the meeting proper then commenced.  PARISH COUNCIL (GENERAL) MEETING | |
| ITEM | ACTION |
| 1. APOLOGIES   NONE received. However Cty Cllrs Miss Waller and Bool have said they will not be able to attend   1. DECLARATIONS OF INTEREST (GENERAL)   Cllr Smith declared an interest in item 16 by virue of being Chair of the Good Neighbour Scheme |  |
| 1. MINUTES OF MEETING OF SEPTEMBER 7th 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 received approval for it to be erected on the highway. The revised draft licence is still awaited but as we have authorisation to erect the Notice Board we could begin work  **Speed Gun.** The Clerk had ascertained that the basics are that we need 6-16 volunteers to undergo the training and we need signatures from 20% (say 125) of residents to approve the scheme. Cllr Burrows will take this forward and see what appetite there is for such a scheme.  **Edith Weston Rd/Station Rd speed limit.** Paul Slater, Highways Engineer, at RCC had sent the PC copies of a request to reduce the speed limit on Station Rd to 40 mph and separately a request to reduce the speed limit on Edith Weston Rd to 30 mph. This request will go to cabinet in January 2016. The Clerk will reply that the PC approves both reductions but will first research the work done by our former Chairman, Syd Overington on this.  **White line renewal at Woodyard Corner.** The Clerk had alerted Dave Brown, Head of Highways at RCC, to the very faint white line at present and asked him to renew it. It is on his list.  **Rosewood Infrastructure Grant.** Cllr Cummings had met with Brett Culpin the Community Infrastructure and Planning Obligations Officer at RCC to explore how we the PC might access some of the s.106 funding resulting from Rosewood development. Initial thoughts were   * Speed awareness signs * Support for youth activities * Potential to refurbish cricket pavilion * Additional equipment at school or community centre   The key is to make the link between the new housing/intake and these activities and Cllr Cummings will write formally to Mr Culpin highlighting the issue and requesting that the PC be involved in any future deliberations concerning expenditure of this money. | Cllr Cade  Cllr Burrows  Clerk  Clerk  Cllr Cummings |
| 1. **CORRESPONDENCE**  * **“Call for sites”email from RCC.** The Chairman said that this is an opportunity (which may not arise for another 10 years) to put forward sites with development potential. He will ensure landowners are aware of this opportunity and will do some research and report back at the next meeting. * **Letter from RCC asking for requests for bus-stop enhancements.** The bus shelter in Church Rd is in a poor state so much so that people tend to stand outside it. The Clerk will put this forward as a possible enhancement. The PC also requested more information on buses     MINSoct19(2) | Cllr Cummings  Clerk |
| 6. 6 FINANCE (GENERAL BUSINESS)   * The Finance Report had been circulated with the agenda and was duly approved by the Parish Council * The Clerk sought approval to spend £35 on a course to be attended by Cllr Smith at LRALC on October 29th 2015. The course is on Data Protection and Freedom of information. The expense was AGREED. * Cllr Riordan had noted that there is an LRALC course on November 5th covering “Charitable Trusts and Parish Councils”. This course is highly pertinent to North Luffenham PC and it was agreed that Cllr Riordan will attend and The Clerk will book the course and seek formal authority for the spend at the next ordinary or extraordinary PC meeting. It was suggested that Cllr Riordan will cascade the information gleaned to other Cllrs * The Chairman said that on November 9th the Finance Committee will meet to start working on the 2016/17 budget/forecast and precept. He would therefore like any committees to send him details of any expenditure they anticipate in 16/17 by Nov 8th   **7 PLANNING**   * **Keepers Cottage** extention to previously approved covered walkway at rear of building plus 3 additional parking spaces. A “no objection” has been registered * **27 Church Street .** The appeal re the building in the garden has been dismissed * **Fell Sycamore Tree at Boyton House.** This has been approved * **Application by Cricket Club** to fell T119 should have read application from Parish Council   It was agreed that if there is a contentious planning issue that needs dealing with within the statutory 21 days it would be in order to ask the Chairman to call an Extraordinary PC meeting. | Clerk  Clerk  Cllr Riordan  All |
| 1. **BONFIRE NIGHT**   Cllr Cummings confirmed that all of the key recommendations made in the July 2015 report have been implemented. There will be different methodology regarding finance in that there will be no netting off as in the past and all suppliers invoices will be paid by cheque. Cllr Cummings requested authority to spend £125 + vat on HSE approved emergency first aid training. This was approved.  He also recommended the consideration of purchasing an approved first aid kit. In the event it was agreed that Cllr Smith would look into the first aid kits held in the Cricket Club and Community Centre.  **Other issues**   * We need adequate lighting. Cllr Marson has access to 3 self powered lighting units at a cost between £100 & £150 * Timing. The fire will be lit at 6 pm and at that time burgers/dogs being served. The firework display will start at 6-30 pm. * Jason Ellis’ van will be used to store fireworks. * Stronger tape is needed to link the stakes * There will be no alcohol this year * Andy Wormald and Jason Allen to liaise over the supply and preparation of Burgers/Dogs * The event will be announced on the website and Cllr Cade will prepare something for Cllr Smith to post. * As usual the event will be mentioned on Rutland Radio. * In order to allocate responsibilities and approve the cost of lighting an Extraordinary Parish Council meeting will be held at 7-30 pm on Tuesday October 27th 2015. The Clerk will arrange this. | Cllr Cummings  Cllr Smith  Cllr Cade  Clerk |
| **9 WEBSITE**  Cllr Burrows reported as follows:-   * The Website is running nicely * Transparency. The Website committee are reviewing the Transparency Fund application, looking at Data protection issues and reviewing how we communicate with people. * Cllr Burrows had concerns that there is overlap between Transparency, Website & IT Planning. As a result it was decided that all Communication/ website/ transparency issues will be dealt with by a single group comprising Cllr Burrows (Chair), Cllr Riordan, Cllr Smith, Cllr Marson and Mr Wayne Bishop. * Cllr Cummings expressed concern that we might ‘miss the boat’ on transparency. | Website Comm. |
| **10 WORKSTREAMS**  Following the Parish Council elections in May 2015 a number of workstreams were developed to take forward a review of our PC & Trust business. A summary of where we stand is as follows  **Governance** ToR have been written and initial discussions are taking place to identify the key and urgent work needing doing. The Governance ToR had been circulated with the Agenda and was duly approved. The group has started work on the Financial Regulations review and a draft set of regulations will be published shortly. Our initial work identified key management areas   * Bank reconciliation * Internal audit of processes and accounts * Identify an independent internal auditor (not financial examiner) * Quarterly comparison of expenditure to budgets * Review how we authorise routine recurring expenditure * Review how we invite tenders in line with the Bribery Act 2010   **Village/neighbourhood plan** Cllrs Smith and Cummings will continue their work of writing ToR for this  **IT/communications -** Draft ToR were circulated with the agenda and were agreed by the PC  **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. This work will be an essential element of the Village Plan.We are in the process of collecting ideas and costings but must first fully understand the problem before we identify the solution.  **Planning -** Cllr Smith and the Planning Committee have reviewed processes and their ideas will be formalised through the Governance Review process.  **Community Centre review -** Cllr Riordan reported that she had had a useful meeting with Gale Waller, and the Group had written to Mrs Janet Whittaker, Chair of the Community Centre Management Committee with specific questions about CC management, administration and Finance.  **Village Day 2016 -** ToR have been written and agreed and will be published on the village web-site. Work has progressed informally. There has been much positive comment from the village. We now need to identify a Chair and Jason (Fox) has agreed to assist. | Gov Group  Cllr Smith & Cummings  Gov Gp  Cllr Cade  Gov Gp  C/Centre Gp  Clerk  Cllr Cummings |
| **11 RESIGNATION OF MIKE BARNES**  Since the last meeting Cllr Mike Barnes had resigned from the PC. RCC had posted a notice to ascertain whether there is a call for a Bye-Election. As there is no such demand, the PC is free to co-opt and the Clerk will post a notice to this effect on notice boards and website. It was agreed that we will ask applicants to submit their details in time to hold an extraordinary PC meeting prior to the next meeting so the new Cllr can attend the next ordinary PC meeting.  **12 MILITARY DOGS**  Cllr Marson expressed concern that the dogs at the barracks are noisier.  It was agreed that the Commanding Officer, Steve Forman (or his  representative) be invited to brief the PC at its November 30th 2015 meeting.  13 RESTORATION OF WOODYARD CORNER  Cllr Cummings is concerned that Woodyard Corner is looking scruffy; The  village sign is in a sorry state; Trees need tidying up. The Clerk will write  to the developer about this and remind them about creating the pedestrian  access to Edith Weston Rd. The Clerk will also write to Dave Brown at  RCC re paving that area of verge which lies between the potential pedestrian  access and the 30 mph sign at the North West corner of Oval Close.  14 PARKING AT SCHOOL TIMES  Cllr Marson raised the issue of parents parking at school times. Cars are  parked across driveways, at bus stops, and over zebra crossing zigzags.  It was agreed that Cllr Marson will raise this issue with the Headteacher.  The Clerk will point out the problem to Dave Brown at RCC  15 MEETING DATES FOR 2016  The Clerk announced that meeting dates for 2016 will be Jan 18, March 14,  April 11 (APM) May 9, July 11, Sept 5, October 17, and December 5 (all  Mondays)  16 GOOD NEIGHBOUR SCHEME  Cllr Smith, who is now Chair of the Good Neighbour scheme reported as  follows   * The scheme has now been running for a year, has 22 volunteers with a properly constituted committee * On average the GNS gets 1 call per week * They are thinking of extending the operation to include Neighbourhood Watch. * Cllr Smith will be applying for funding from the Parish Council in the 2016/17 financial year to cover cost of insurance, DBS checks (£10 a time) and telephone £30-£40 per annum. The total funds required are likely to be £100 * Cllr Riordan suggested that the Good Neighbour Scheme apply to Village Trust for funding. * Cllr Smith will also be looking to get funding for the defibrillator   17 RAILWAY CROSSING  Concern was expressed about the unevenness of the crossing. The Clerk  will write to Network Rail  PARISH COUNCIL (TRUST) MEETING  For items 18-24 The Parish Council is acting as Trustee for the Oval recreation ground and the Field Gardens.  **18 DECLARATIONS OF INTEREST (TRUST)**  Cllr Sewell declared an interest in item 24 by virtue of being the tenant and  Cllrs Burrows & Cade declared an interest in item 19 by virtue of being in a  position of Management of North Luffenham Cricket Club.  19 FINANCE (TRUST BUSINESS)   * The Finance report had been circulated with the agenda and was approved by the Parish Council * Invoice from Cricket Club for £965 for cutting Oval. After some discussion it was AGREED to pay this invoice. However it is essential that a more formal contract and process for authorising additional cuts will pertain in 2016. * Strimmer The PC were being asked to authorise expenditure of £566-46 on the strimmer as opposed to £400 originally authorised. The strimmer itself cost is £417 with the balance being made up of fuel, vat and ancilliary items. The expenditure of £566-46 was duly approved and the Clerk will ensure the item is added to the Trust asset register.     20 OVAL REPORT  **Removal of tree T119.** Planning permission has been applied for  **Phase 2 of trees works (P2/P3)** The Clerk reported that Hill-Fort tree care propose starting this work on November 23rd 2015  **LEAP money of £40,624-50** After some discussion it was stressed that this money will be spent on enhancing the Oval play area even though it may be supplemented by grants from other sources.  **Oval Rules** Prior to the meeting Cllr Riordan had circulated draft of Oval regulations, covering narrative and application form. It was AGREED to adopt these documents but with reg 11 amended so that the 2nd sentence is in brackets. All 3 documents will be posted on the website, and the regulations posted on notice boards and on the Oval . The revised rules can be reviewed after 12 months if necessary  **21 REQUEST FROM PARISH COUNCIL TO HOLD BONFIRE EVENT**  **ON THE OVAL**  The Parish Council acting as Trustee had received a detail request from the  Parish Council (General) asking permission to hold the annual  Firework/Bonfire event on the Oval. Permission was granted noting the  assurances given in the attached letter.  **22 FIELD GARDENS REPORT**   * **Walkway** Cllr Cade reported that he is still sourcing a provider to create the gap in the hedge and insert a gate * **Allotments** Cllr Cade had had a useful meeting with Mike Wyatt who runs the allotment association. The back hedge needs cutting and Cllr Cade will bring forward quotes for this at the next meeting. Cllr Cade said there are 3 or 4 allotments not being maintained and he will have a word with the culprits re this.   **23 RESOLUTION**   * A resolution was passed that Press & Public be excluded from the meeting at this point due to the confidential nature of item 24 below   **Cllr Sewell left the meeting at this point**  **24 AGRICULTURAL TENANCY**  The Chairman confirmed that Professional advice had been taken and the  PC had decided not to exercise the review.  **25 DATE OF NEXT MEETING**  Monday November 30th 2015    There being no further business the meeting closed at 10-20 pm.  **Signed­** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman **Date** \_\_\_\_\_\_\_\_\_\_\_\_ | Clerk  Clerk  Clerk  Clerk  Cllr Marson  Clerk  Clerk  Clerk  Fin Committee  Clerk  Clerk  Clerk  Clerk  Fin Comm.  Cllr Cade  Cllr Riordan  Clerk  Cllr Cade  Cllr Cade  Cllr Cade |
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