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 November 30th 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 following this meeting there will be a meeting of The Parish Council (Trustee for the Oval & Field Gardens.) He went on to stress the key objectives for this current meeting   * Set the budget for 2016/17 and determine the precept required * Review Bonfire Night * Review progress in PC workstreams   The Clerk confirmed that in preparing for the meeting Transparency regulations had been complied with.  **Presentation from Lt Col Stephen Foreman, Commanding Officer of 1st Military Working Dogs regiment at St George’s Barracks. He was accompanied by his 2nd-in-command Maj Jack Kemp.**   * Work on building the new kennels will start on June 1st 2016 * Completion is planned for December 2017 * There are currently 66 dogs on site which number will rise to 270 by December 2017 * There has been no increase recently in the number of dogs, therefore should be no increase in noise. * The new build will comprise 3 kennel complexes, isolation kennels, vet hospital and training area. There are also 3 enclosed exercise areas, though dogs may also be exercised on the airfield, which is a designated ‘back door’ training area * By having kennels within a building, noise will be kept to a minimum. * Whilst working in the training areas the dogs tend not to bark because they are trained, as an operational imperative, to remain quiet when with handlers. * Cllr Cummings asked whether there was likely to be a right of access to the airfield by re-opening Stocken Lane. Lt Col Foreman will look into this.   **The Chairman thanked Steve and Jack for coming to talk to the Parish Council**  There were 4 members of the public present. The following comments were made from the public area:-  It was noted that the P2/P3 trees work did not start on Nov 23rd. The Clerk replied that he anticipated it being before Christmas. (see Trust minutes)  Parking opposite the old Horse and Panniers is a problem in that east bound vehicles on Church Street are forced onto the wrong side of the road just before a sharp bend to the right. Action = Clerk to contact Dave Brown of RCC  As no further issues were raised by the public, the meeting proper then commenced. | |
| 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   Cllr Cummings declared an interest in item 9 by virtue of being Treasurer of North Luffenham Parochial Church Council. There is a dispensation re setting precept |  |
| 1. MINUTES OF MEETING OF OCTOBER 19th 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 this was erected on November 27th  **Speed Gun.** Cllr Burrows has nothing further to report.  **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 has replied that the PC approves both reductions and has supplied supporting documentation  **Woodyard Corner.** The Clerk had spoken with The Site Manager at Rosewood who advised that it is their intention to “tidy up” the trees & shrubs in Woodyard corner before they leave.  **Parking at School Time** Cllr Marson & the Headteacher are meeting this week to discuss this  **Railway crossing.** The Clerk has ascertained that it is planned to relay and re-level the crossing in 2016  **Pedestrian access to Rosewood** Both the Managing Director and Site Manager of Francis Jackson Homes have confirmed to the Clerk that this will be created before they leave site. They will also create a footpath on the verge to Oval Close. | Cllr Burrows  Cllr Marson |
| 1. **MINUTES OF EXTRAORDINARY MEETING OF OCTOBER 27th 2015**  * The draft minutes had been circulated and were signed by the Chairman as being a true record. * Cllr Riordan had attended a course “Parish Councils and Charitable Trusts” which she had found to be very good, but which she considered would have been even more valuable to councillors with less prior Trust knowledge. She recommended that one or more councillors should attend the course if it is repeated, but meanwhile she is willing to brief other councillors if and when that can be arranged     minutesNov30(2) | Cllr Riordan |
| 6. 6 MINUTES OF EXTRAORDINARY MEETING OF NOVEMBER 16th 2015  The draft minutes were circulated prior to the meeting and were signed by  the Chairman as being a true record  **7 MATTERS ARISING**   * **27 Church Street .** Cllr Smith reported that the objection had been lodged with RCC before the closing date * **Draft new Financial Regulations.** Cllr Cummings reported that he had had no response from Councillors |  |
| 1. **CORRESPONDENCE**   The PC had been contacted by a Parishioner who is concerned that there is not enough street lighting between “The Fox” and Rosewood Close. The Clerk will ascertain whether we can access s.106 infrastructure monies for this. | Clerk |
| **9 FINANCE**   * **The Finance report** was accepted and agreed * **Budget 16/17 & Precept.** The Chairman highlighted the main changes:  1. **Woodyard Corner.** This needs tidying up. It appears that some of this work will be undertaken by the Developer before they leave site (see item 4 above) but not all. It was AGREED to increase the financial provision by £100 to enable Woodyard Corner to be restored as the village gateway 2. **Clerk’s Hours/salary.** Currently The Clerk is paid for 6 hours per week. The Chairman is of the view that this is much less than the actual hours worked due to the changing nature of the job brought about not least by Transparency regulations and an increasing requirement on PCs to be proactive. There is also the issue as to whether the PC(trust) should contribute to the Clerk’s pay. It was AGREED that the Finance Committee will carry out a formal review of Clerk’s hours over the 9 week period November 30th 2015 to January 31st 2016 and report back. It was further AGREED to (i) increase core budget costs by £1560 to fund the additional 0.5 hours agreed earlier this year and to make financial provision to fund an additional 2 hours per week giving a total of 8 hours per week, should it be warranted by the formal review mentioned above (ii) make provision from reserves to fund an additional 2 hours a week (£1240) making a total of 10 hours per week, subject to the formal review (iii) make provision for the funding from reserves of unknown additional salary-related costs such as COL increase, grade increase, and contingencies causing additional staffing. Total = £500 3. **IT costs.** It may be that the Website/IT committee will recommend the purchase of computer equipment for the Clerk through the Transparency Fund though The Chairman thinks the bulk of the fund has now been committed. It was AGREED to make provision in the budget for expenditure of £750 from Reserves to fund IT costs should this requirement be confirmed and should funding not be available from other sources. 4. **Training** The PC’s previous commitment to Training has been limited and in FY15/16 priorities have changed. With a commitment to improve the effectiveness and governance of the PC an enhanced budget is required for training. It was AGREED to make provision within the precept to increase training costs from FY 15/16 £100 to FY 16/17 £600 5. **Village Day** The Parish Council has made a commitment to a “village day” in 2016. It is anticipated that some funding will be required and after some discussion it was AGREED to make a provision of £1000 from reserves. 6. **Precept/LCTSG.** There was some discussion as to how much of the budget increase should be funded from Precept/LCTSG and how much from reserves. This resulted in 2 proposals on the table  * Proposed by Cllr Marson and seconded by Cllr Sewell that the precept/LCTSG should increase from £7900 to £9630 * Proposed by Cllr Cade and seconded by Cllr Burrows that the precept/LCTSG should increase from £7900 to £8900   By a vote of 5 to 2 it was RESOLVED that the precept/LCTSG will be £9630. Cllrs Cade and Burrows voted against.   * The Clerk advised the meeting that the £40,625 LEAP developer contribution had been transferred from the Community account to the Money Manager account. | Clerk  Clerk  Clerk  Clerk |
| **10 WORKSTREAMS**  **Governance** Cllr Cummings will submit a full Financial Regulations paper for endorsement at the next meeting. We need to develop a plan and timeframe to adopt the proposed changes in practice.  **Village/neighbourhood plan** Nothing to report at present  **IT/communications -** Cllr Burrows reported that the group had had a meeting to ascertain how communications take place at the PC both internally and externally  **Risk Management -** a strategy will be developed alongside the new Financial regulations.  **Playground review -** Cllr Marson will circulate draft ToR to all councillors.  **Planning -** Cllr Smith had circulated a paper containing draft ToR and a schematic and would like comments back prior to the January 18th 2016 meeting for adoption at that meeting. It was AGREED that Cllr Sewell will join the Planning committee  **Community Centre review -** Cllr Riordan reported that she is still awaiting a response from Mrs Janet Whittaker to her written questions.  **Village Day 2016 -** There has been no significant progress. Cllr Cummings will publish a letter to all interested parties before Christmas 2015 when there will be 6 months to develop and deliver a plan | Cllr Marson  All  Cllr Riordan  Cllr Cummings |
| **11 COUNCILLOR VACANCY**  This vacancy was caused by the resignation of Mike Barnes. By way of summary the Clerk reminded the Council that there had been no demand for an election and no response to his advertisement asking residents to apply to be co-opted. It was AGREED that the Clerk will re-advertise with a closing date of January 11th 2016. The Chairman urged all councillors to promulgate the vacancy over the social Christmas period.  **12 PLANNING**   * Removal of 2 Sycamore trees at Moor House Farm - no objection * The application from the PC to remove tree T119 (Oval) has been granted   13 WEBSITE  Cllr Burrows had nothing to add to previous reports.  14 DATA PROTECTION   * Cllr Smith was now quite clear that the PC should register with the Information Commissioner. He will work with the Clerk to prepare the application to be signed off at the next meeting. * Registration costs £35 pa. This payment was authorised for the FY 15/16 and the Clerk will include £35 in the budget/forecast for FY16/17   15 BONFIRE NIGHT REVIEW  A draft paper had been circulated with the agenda. Cllr Cummings awaits  comments by Monday December 7th but wishes to thank all for a  successful and safe event despite the weather.  16 VILLAGE INFORMATION PACK  The Clerk reported that he had recently had cause to give this pack to a new  resident and had noticed the pack needed updating. He quickly did this but   * We need to find a methodology for updating on a regular basis * We need to find a way of knowing about new residents as soon as possible after they move in.   Cllr Marson agreed to take this on as a project and councillors are asked to  send any comments to him  17 OTHER BUSINESS   * Land for Building Cllr Cade reminded the meeting that we mustn’t lose track of this request * Traffic Management in the village. It was AGREED that we should invite Dave Brown, Head of Highways Dept., RCC to talk at a future meeting re this. * Pinfold Lane notice board is decrepit and needs repairing. It was AGREED to add £75 to the FY16/17 budget forecast for this work. * Burial space. The Chairman invited Mrs Janet Whittaker, Churchwarden, to speak from the public area. She reported that there are a number of brick built lead-lined tombs which have been discovered in an area that was thought to be available. There is therefore less burial space than hitherto anticipated. Thus the issue of extending the burial ground needs to be brought forward as a matter of urgency. Cllr Smith will discuss this with Mrs Whittaker   **18 DATE OF NEXT MEETING**  Monday January 18th 2016 at 7-30 pm  In closing the meeting the Chairman said that the new Council has had a demanding but very successful 6 months. Much has been achieved and there is momentum going forward. In 2016 he hopes to see work starting on some longer term initiatives including a 5-year plan. He wished all present a Happy Christmas. He thanked the Councillors for their hard work, thanked those villagers that take an interest in the work of the PC and especially thanked the Clerk for his outstanding support to the PC throughout 2015    There being no further business the meeting closed at 9-30 pm.  **Signed­** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman **Date** \_\_\_\_\_\_\_\_\_\_\_\_ | Clerk  Clerk/Cllr Smith  Clerk  All  Cllr Marson  All  Clerk  Clerk  Cllr Smith |
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