NORTH LUFFENHAM PARISH COUNCIL

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| Draft Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7.30pm on Monday January 18th 2016 | |
| Present: Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Riordan , Cllr Burrows, Cllr Smith and Cllr Marson  Also in attendance: Mr. I Ferguson, (Parish Clerk), Cty Cllr Miss Waller  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   * Endorse Financial Regulations and Revised Business process document * Endorse ToR for Clerk’s Working Hours Review * Endorse Data Protection Policy * Consider future audit arrangements wef April 1st 2017 * Review Workstreams and report on progress * Formally endorse Bonfire Safety Report * Consider applications for current Councillor vacancy – closed to Public   The Clerk confirmed that in preparing for the meeting , transparency regulations had been complied with.  There were 3 members of the public present. The following comments were made from the public area:-  A resident wished to thank the Parish Council and Clerk for re-acting to a contentious planning application over the Christmas holiday  Lighting between the “Fox” and Woodyard Corner. It was suggested that we should be reducing the light (not increasing it) to avoid light pollution  As no further issues were raised by the public, the meeting proper then commenced. | |
| ITEM | ACTION |
| 1. APOLOGIES   NONE received. However Cty Cllr Bool is not able to attend   1. DECLARATIONS OF INTEREST   None |  |
| 1. MINUTES OF MEETING OF NOVEMBER 30th 2015   These had been circulated to Councillors and were signed by the Chairman of the meeting as being a true record. |  |
| 1. MATTERS ARISING   **Highways issues** The Clerk had contacted Highways Dept about such issues in particular parking at school times and parking opposite the ex-Horse & Paniers. The upshot is that Neil Tomlinson, Senior Highways Manager at RCC will attend the March 14th meeting. However Cty Cllr Miss Waller suggested that Neil first be invited to see for himself the situation at 8-30/8-45 am on school days. The Clerk will contact him re this (cc GW)  **Lighting in Pinfold Lane**. Following the previous meeting the Clerk had contacted Paul Phillipson at RCC to explore the possibility of using s106 infrastructure money from the Rosewood development to fund the enhancement of lighting in Pinfold Lane. Although there is £11k available the money was originally requested for the provision of speed indicator devices in the vicinity of Woodyard Corner. It was AGREED that any funding should continue to be channelled towards Speed Indicator Devices and the Clerk will respond accordingly. PC unanimously agreed that the lighting in Pinfold Lane was adequate and that at this time no further action would be taken in respect of the request to improve the level of lighting provided.  **Speed Gun Training.** Cllr Burrows reported that he had made no progress  **Rosewood pedestrian access.** The Clerk was disappointed to have to report that work on this had not yet started in spite of being given assurances by both the Managing Director and Site Manager of Francis Jackson Homes that the work would begin after Christmas. The Clerk will follow-up. Cty Cllr Miss Waller asked to be kept informed on this issue.  **Village information pack**  Cllr Marson is looking to find a better way of formatting the information  **Burial space.** Cllr Smith is trying to get an accurate plan of the graveyard in the first place.At the invitation of the Chair, Mrs Whittaker, Churchwarden, confirmed that this work was in hand and that specialist advice had been sought from Peterborough Diocese to establish what usable space remained in the Churchyard for future internments. | Clerk  Clerk  Cllr Burrows  Clerk  Clerk  Cllr Marson  Cllr Smith |
| 1. **MINUTES OF EXTRAORDINARY MEETING OF DEC 30th 2015**   The draft minutes had been circulated and were signed by the Chairman as being a true record.   1. MATTERS ARISING  * The response to planning applications should come from the Clerk * The Planning application re Pasture field was withdrawn on January 11th * Cty Cllr Miss Waller was thanked for her input on this.  1. CORRESPONDENCE   The Clerk had received a letter from the CEO of Rutland Citizens Advice Bureau asking for volunteers to be ‘members’ of Rutland CAB. Cllr Smith came forward and the Clerk will pass him details   1. FINANCE  * The Finance Report had been circulated prior to the meeting and was duly accepted * The Clerk reported that on January 11th he had indented for the Budget requirement from RCC showing the breakdown of the increase * The Clerk explained to the meeting that following the disbandment of the Audit Commission, wef April 1st 2017, the task of appointing external auditors for smaller authorities will fall to a new body called “Smaller Authorities Audit Appointments Ltd” (SAAA). However PCs can, if they wish, opt out of of the SAAA scheme and they must do so by March 31st 2016. It was AGREED that we will NOT opt out.  1. CLERK’S HOURS  * **Endorse ToR** These were duly endorsed. The Clerk will publish the Chairman’s covering letter as well that illustrates that more work devolving to Parish Clerks is a nationwide issue. * **Progress report.** An initial summary of hours worked over the first 4 weeks has been circulated to councillors. That alone validates the review. It was AGREED that the review period be extended to February 28th giving a full 3 month review period. The Clerk’s job description will also be reviewed | Clerk  Clerk |
| 6. 10. WORKSTREAMS UPDATE  **Governance Review – Progressing well – Cllr Cummings commented that:**   * The Financial Regulations Paper had been circulated twice together with a summary of changes to business practises that must now be enacted. One additional amendment had been included– Para 6A Delete – Finance Committee, Cllr Cummings recommended that the revised Financial Regulations be endorsed subject to complete enactment of the revised business practises which would be addressed by the Finance Committee. It was AGREED to endorse the revised Financial Regulations subject to full implementation of the revised Business Practises. Cllr Cummings indicated that one of the early actions necessary would be the appointment of an Internal Auditor who will review ‘Process’ – It was AGREED that a Job description and advert would be prepared for circulation. * The next major project would be to review Standing Orders, based on the NALC/LRALC model. Cllr Riorden indicated that it was important to ensure that revised Business Practises as required in the Financial Regulations, were formalised before completion of revised Standing Orders. * A draft list of those documents needed to ensure that we have a full suite of Governance Documents. There were gaps that would need to be completed. Any additional comments on documents required would be welcomed. Cllr Smith requested that the Planning ToR be included. * Cllr Cummings suggested that the ongoing Governance Review was distracting the Parish Council from its day to day business, however it was important that this work be completed as soon as possible and that thereafter we review our governance procedures as a matter of routine. Transparency would bring greater freedoms such as new Audit procedures but also carried considerable responsibilities to ensure that we work within a laid down framework especially relating to financial accountability.   **Village Plan** Cllr Cummings commented that the new Village Planneeded to be kick-started in time for launch at Village Day. It was clear that we need to develop our ideas regarding the future development of the Village, its future infrastructure and leisure facilities. Cllr Cummings will work on this prior to the next meeting.  **IT/Communications.** Cllr Burrows plans to get his group together to test some ideas. Cllr Riordan will be included. Cty Cllr Miss Waller will ask Head of IT at RCC for ideas. Cllr Cummings commented that the whole issue of what and how we communicate needs to be discussed at the next strategy meeting. All this could be linked with Ward system and welcome pack.  **Risk Management Strategy and Risk Assessment.** Cllr Cummings  had circulated a draft proposal. He commented that it does need some more work to finalise, and asked for volunteers with relevant experience to work through the document with him. Cllrs Marson and Burrows agreed to assist with this work. He will circulate a 2nd draft document by mid Feb with a view to reviewing a final document at the next meeting.  **Playground Review** Cllr Marson reported there are one or two  intiatives. The Headteacher from the School is getting input from  parents ; He himself has looked at play areas in other villages; Cty  Cllr Miss Waller suggested Paul Phillipson of RCC be involved; In  Any event the group will get PC support before any commitment  To the work.  **Planning** The ToR having been circulated were AGREED. Cllr  Marson was of the view that for any contentious planning  Applications the Planning Committee should first carry out a site  Visit.  **Community Centre** Cllr Riordan still awaits a reply from Mrs Janet Whittaker  **Village Day** There is a budget of £1000 for this and the following  Activities/groups are confirmed:- Fox, Conservation Walk, Chater  Choir, Ballet, Scouts, Church, Flower arranging, bell ringing,  Village historical archive, school, Photographic Club, Garden Club,  Military Working Dog display.  **11 PLANNING**   * **Settings Farm.** Application for single storey extention. No objection * **New Stable block at Ketton Fields.** Planning committee are planning a site visit * **A new 3-bedroom dwelling at the Fox** has been granted planning permission   **12 TRANSPARENCY FUND** Cllr Burrows is not yet in a position to  Claim from the fund. We definitely need a printer/scanner at a cost of say  £120. Cllr Burrows will make the claim and will also claim for The  Clerk’s time in in setting up the standard PC documents on the web-site  as a “one-off” job.  **13 BONFIRE NIGHT SAFETY REPORT.**  The report was AGREED by the PC. Cllr Cummings said the next step  will be to review the whole event and plan for 2016. Management of  unused stock and procurement of fireworks needs to be considered. Cllr  Cade was thanked for all his hard work in running this event.  **14 DATA PROTECTION POLICY**  Regarding the policy itself Cllr Burrows requested reference to USB sticks  to be added. Cllr Smith said we have been unable to register with the  information commissioner as we have not been able to confirm various  business practices. The Clerk will produce a note on how these practices  can be changed so that registration is accepted.  **15 WOODYARD CORNER**  Cllr Burrows reported that Jason Allen, Landlord at “The Fox” wishes to  Sponsor Woodyard Corner. He would erect signage to his Pub and get his  maintenance man to maintain it. Cty Cllr Miss Waller cautioned against  taking action without first checking with Dave Brown, head of Highways  as Woodyard Corner is RCC land.  **16 NEIGHBOURHOOD WATCH**  Cllr Smith thinks with more ‘incidents’ we need to be more vigilant in the  Village. Cllr Smith will explore whether a Neighbourhood Watch scheme  can be set up via the Good Neighbour Scheme.  **17 STRATEGY REVIEW** was agreed to be set as an informal meeting of  Councillors and will be on Monday February 1st at 7-30 pm in the  Community Centre. The Clerk will book the room  **18 OTHER BUSINESS** - None  **At this point a resolution was passed unanimously excluding the Press and Public from the remainder of the meeting**  **19 COUNCILLOR VACANCY**  By the deadline of January 9th only 1 application had been received  from Mrs Gina Inman. Gina’s application had been circulated to  Councillors prior to the meeting. It was AGREED that Gina be co-opted  to the Parish Council and the Clerk will make the arrangements  **20 DATE OF NEXT MEETING** - Monday March 14th 2016  There being no further business the meeting closed at 9-05 pm  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) | Cllr Cummings  Cllr Cummings  Cllr Burrows  Cllr Cummings  Cllr Riordan  Cllr Burrows  Clerk  Cllr Burrows  Cllr Smith  Clerk  Clerk |
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