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 March 14th 2016 | |
| Present: Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Riordan , Cllr Burrows, and Cllr Mrs Inman  Also in attendance: Mr. I Ferguson, (Parish Clerk)  The Chairman opened the meeting by welcoming all present and in particular welcomed Cllr Mrs Inman to this her first Parish Council meeting. 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   * Consider traffic management within the village * Review the report on The Parish Clerk’s Hours * Review the financial position * Develop ideas on Communication and IT * Discuss the Annual Parish Meeting and Chair’s report * Review FY 16/17 objectives * Review progress on workstreams * Consider Grants Policy Paper   The Clerk confirmed that in preparing for the meeting , transparency regulations had been complied with.  **PRESENTATION FROM NEIL TOMLINSON (Senior Highways Manager, RCC)**  **School pick-up/drop off.** Accompanied by The Chairman, Cty Cllr Miss Waller and The Parish Clerk, Mr Tomlinson had attended the area around the zebra crossing at 8-30/8-45 am on Tuesday February 23rd and the Chairman thanked him for coming out on that occasion. Mr Tomlinson said that North Luffenham faced the same issues as other villages with schools albeit he thought our situation to be more orderly. He is aware that there are calls for a one-way system which he warned comes with additional cost and draconian measures such as blue signs and the need for Public consultation all for 30 mins a day, 5 days a week for say 35 weeks of the year. In short Mr Tomlinson did not recommend changing the status quo.  **Parking** It was noted that zig-zags are well observed. If parking is removed natural traffic calming is also reduced.  **Speed-limits** NT is aware that NLPC is pressing for a reduction to Speed limits in Edith Weston Road and Station Road. RCC is governed in this regard by Dept of Transport guidelines. The Police can’t be everywhere therefore speed-limits should generally be self-enforcing. However speed indicator devices will help with enforcement. Cllr Riordan reminded NT that some time ago she had been to a meeting at Catmose on this very subject and at that meeting she had been given to believe that taking into account the DOT guidelines North Luffenham had a very strong case re the Edith Weston Rd reduction to 30 mph. NT confirmed this, and the 40 mph limit on Station Road, are on RCC’s list for speed limit review  **Street lighting.** RCC want to change all sodium lights in the County to LED and this proposal goes to Council on March 15th. Going forward, RCC will pay for all maintenance and the Parish only pays a flat fee for electric.  **The Chairman thanked Mr Tomlinson for his attendance**  There was 1 member of the public present but as no issues were raised, the meeting proper then commenced. | |
| ITEM | ACTION |
| 1. APOLOGIES   Received from Cllrs Marson and Smith. County Cllrs Bool and Miss Waller had indicated that they would not be able to attend   1. DECLARATIONS OF INTEREST   Cllr Cummings declared an interest in item 12 by virtue of being Treasurer of North Luffenham Parochial Church Council and will ask Cllr Cade to chair that item |  |
| 1. MINUTES OF MEETING OF JANUARY 18th 2016   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** Following the previous meeting the Clerk had arranged for Neil Tomlinson to visit the village at School drop-off time and this is reported above.  **Speed indicator devices**. There is some £12,000 of s.106 money from the Rosewood development earmarked for this purpose on Edith Weston Rd. The Clerk advised that the total cost of each device is £4500 - £5000 depending on the distance away from the electricity supply but this includes the machine itself, Eon connection, post, foundations and contractor’s charge. The model most used is supplied by Westcotec and tells a driver the speed in red if over the limit + “slow down” and in green if under the limit + “Thank-you”. The Council asked the Clerk to find out more information from Paul Slater of Highways dept but in principle wish to proceed with this  **Speed Gun Training.** Cllr Burrows reported that there are not enough people in the village interested. It was agreed not to proceed.  **Rosewood pedestrian access.** The Chairman had been advised by Nick Jackson, MD of Francis Jackson Homes that work will begin towards the end of March and the large Placard on Woodyard Corner will be removed when the last house is sold.  **Village information pack**  As Cllr Marson was not present this item will be carried over  **Burial space.** Cllr Cummings reported that the PCC awaits a visit by the nominated Diocesan Representative in this regard.  **Woodyard Corner.** The Clerk reported that RCC have issued the PC with a licence to cultivate the area but he will ascertain whether this includes erecting an advertising sign for “The Fox” which is what Jason Allen, Landlord wishes to do. Cllr Burrows will get more details from Jason as to how big the sign is etc | Clerk  Cllr Burrows  Clerk |
| 1. **CORRESPONDENCE**  * The Clerk had received a request to pay the annual subscription of £50 to Rutland Community Council. This was AGREED * The Clerk had also received, from Rutland Community Council, details of their Achievement awards scheme. Cllr Cummings put forward his view that the various aspirations put together could comprise a project worth submitting and it was AGREED that he would do this by the deadline of May 6th 2016  1. FINANCE  * The finance report had been circulated prior to the meeting and was accepted * For future reference it was agreed that the bank interest (£2-15 in this case) should be attributed to the s.106 LEAP money held in the Money Manager a/c * The Clerk had received notification from Diane Malley, our Payroll outsource person, that in FY16/17 her fee will increase from £48 pa to £58 pa. This was AGREED  1. PARISH CLERK  * The Chairman advised the meeting that The Parish Clerk (Ian Ferguson) had submitted his resignation and will be leaving his post on July 31st 2016. During the notice period he will effect a hand over to his successor * It was AGREED to form a working group comprising Cllr Cummings, Cllr Riordan and The Clerk to produce a Job advertisement, Job Description and Contract of Employment. The Clerk is already working on the production of a Job Description that will help with the recruitment process * **Weekly hours worked by Clerk.** The Chairman referred to the survey of Clerk’s hours which was instigated at the PC meeting of November 30th 2015 and revised at the meeting on January 18th 2016. The survey had now been completed and had shown that the Clerk worked 11.5 per week (including paid holiday has laid down by the Working Time Directive). However, The Chairman went on to say that the SLCC benchmark is below 11.5 Furthermore the PC has budgeted for 8 hours per week with a reserve for a further 2 hours. The PC endorsed the report and its recommendations. The PC then went on to consider how many of the worked hours should be paid for. Various points were made. Should Cllrs take on more of the Clerk’s work? Cllr Riordan thought it wrong that Councillors are used as “free labour” and so should not be asked to do work that should properly be done by the Clerk, but that efficiencies could perhaps be gained by managing how individual Councillors interact with the Clerk and/or request actions from him. Time could also potentially be saved by use of appropriate IT software, eg use of spreadsheets for accounting purposes. Cllr Riordan also commented that the survey revealed how time-consuming the allotments administration is and thought that this should be taken into account at the next allotment fees review. Cllr Cade proposed that the Clerk should be paid for 8 hours per week (currently 6). There was no seconder. Proposed by Cllr Cummings and seconded by Cllr Riordan it was carried 4-1 that the Clerk be paid for 9 hours per week effective from January 1st 2016. The Clerk will instigate this. Meanwhile Cllr Burrows will find an IT solution to reduce the actual hours from 11.5 to 9 pw  1. IT/COMMUNICATIONS WORKING GROUP  * **Make-up of the Group.** The Chairman re-iterated the minute from the PC meeting of October 19th 2015 in that all Communications/Transparency/web-site issues will be dealt with by a single group comprising Cllr Burrows (Chair) Cllr Riordan, Cllr Smith, Cllr Marson and Mr Wayne Bishop * **Centralised IT system.** Cllr Burrows advocates the PC moving to a centralised data base with centralised storage with each Councillor having his/her own NLPC e-mail address rather than the current system of Councillors using their private or work e-mail addresses. There are 2 suppliers (Google and Microsoft office 365) both of whom give a month’s free trial. There are 2 other options (1) using the LRALC recommended route : 2Connect or (2) doing what we do now only better. In the event it was AGREED to trial Office 365 for the month of April and Google for the month of May. Cllr Burrows will make all the arrangements so that a decision can be made at the PC meeting on July 11th 2016.  1. ANNUAL PARISH MEETING (11-4-16)  * **Draft Chairman’s report**. This had been circulated to all Councillors prior to the meeting and The Chairman requested comments back to him by close of business on March 18th * **FY 16/17 objectives** These had been circulated to Councillors in draft form and the Chairman requested comments back by close of business on March 18th | Clerk  Cllr Cummings  Clerk  Clerk  Cllr Burrows  Cllr Burrows  Cllr Cummings |
| 6. 10. WORKSTREAMS UPDATE  **Governance Review – not much progress since the last meeting – Cllr Cummings commented that:**   * The next priority will be to appoint an Internal Auditor who will review ‘process’ . He will prepare an advert & Job Description for circulation   **Village Plan** Cllr Cummings commented that the new Village Planneeded to be kick-started in time for launch at Village Day. He and Cllr Smith have produced a draft questionnaire which has been circulated and Cllrs are asked to send comments on it to Cllr Cummings by March 31st. Timetable as follows  Mar 14th PC review first draft of questionnaire  April 11th Cllr Cummings will advise APM of village plan  May 16th - endorse village plan proposals  June 11th - Village Day – Formal launch village plan project  **Risk Management Strategy and Risk Assessment.** Cllr Cummings  said he had met with Cllrs Burrows & Marson and reviewed the draft Risk Assessment Plan. As no further amendments were proposed he suggests that we Publish the strategy now and fine tune as we go.  **Playground Review** Cllr Cade is trying to get parents involved  with this.    **Planning review**   * It was agreed that Cllr Mrs Inman will replace Cllr Cummings on the Planning Committee. The full Planning Committee will therefore comprise Cllrs Smith, Sewell, Burrows and Mrs Inman * It was further AGREED that the Extraordinary Parish Council meeting set for Tuesday March 15th to consider 2 Planning applications need not take place as they are not, after all, considered to be contentious. The Clerk will publish the cancellation of the meeting and Cllr Cummings will respond to RCC to say we are neither for or against the applications.     **Community Centre** Cllr Riordan said that the Community Centre Review committee will be meeting with The Headteacher and Mrs Janet Whittaker to look at the accounts and to get specific answers to our questions concerning how various financial and administrative matters are currently dealt with, and how, if at all, they differ from the scheme that was envisaged at the outset.  **Village Day** The Planning Group met 2 weeks ago and are taking  this initiative forward. Details will be included in Chairman’s  report which will go to all households. The High Sheriff, Dr Sarah  Furness has agreed to attend in Court Dress and Battle of Britain  Memorial Flight (BBMF) will provide a spitfire fly-past.  **11 PLANNING**   * **Removal of Holly tree at 11a Lyndon Rd.** Neutral response * **New house at 27 Church Street.** Has been granted on appeal * **New windows at Boyton House** have been refused * **New nursery block at Primary School.** Neutral response   **12 NORTH LUFFENHAM PAROCHIAL CHURCH COUNCIL (Cllr**  **Cade took the Chair for this item but it was agreed that Cllr**  **Cummings could remain present)**  The PC are being asked to consider a Grant Application for £300. Cllr  Riordan questioned why this is needed given that the Church currently  Have quite good funds. Mrs Janet Whittaker, Churchwarden, speaking  From the floor said that the bulk of these funds had come from the Village  Trust and were specifically earmarked for the maintenance of the Church.  In particular, they needed their existing funds for re-ordering the  North-west corner to include a disabled toilet and servery area thus  making the church more user-friendly for residents.. However , by law,  the PCC are required to maintain the graveyard in good condition as any  resident has the right of burial within it. Proposed by  Cllr Cade and seconded by Cllr Mrs Inman it was AGREED to give the  Church a s137 grant of £300  **13 GRANTS POLICY**  Prior to the meeting Cllr Cummings had circulated a draft policy. The  following amendments were suggested   * Para 1.2 s.137 amount allowed per capita is £7-42 * Para 2.2 The policy should only apply to applications for Grants over £100 * Para 3.2 The application form should identify how the grant benefits the village   Cllr Cade questioned why we need a policy at all; For example each year  The PC gives money to Rutland CAB but we don’t ask to see accounts.  Proposed by Cllr Riordan and seconded by Cllr Mrs Inman the policy  was AGREED by a vote of 4-1 subject to the 3 amendments above    **14 TRANSPARENCY FUND**  Cllr Burrows reported that on March 15th he intends to submit an  application for a grant of £166 + 2 hours of Clerk’s time  **15 DATA PROTECTION**  On February 4th 2016 the Clerk had circulated an e-mail setting out  Certain criteria enabling the PC to legitimately register with the  Information Commissioner. These included Cllr Smith being appointed as  the person responsible for Data Protection at North Luffenham PC. This  was AGREED and the Clerk & Cllr Smith will submit the registration  **16 RIVER CHATER**  Cllr Cummings expressed concern that the River Chater is badly  Obstructed. The Clerk will contact the Environment Agency re this  **17 DATE OF NEXT MEETING**  April 11th 2016 - Annual Parish Meeting  May 16th 2016 - Annual Parish Council Meeting  There being no further business the meeting closed at 10-00 pm  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) | Cllr Cummings  Cllr Cade  Clerk  Cllr Cummings  Cllr Riordan  Cllr Cummings  Clerk  Cllr Cummings  Cllr Burrows  Clerk & Cllr Smith  Clerk |
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