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 May 16th 2016  |
| Present: Cllr Cummings (Chairman), Cllr Cade (Vice-Chairman), Cllr Riordan , Cllr Burrows, Cllr Mrs Inman, Cllr Smith, Cllr Marson & Cllr SewellAlso in attendance: Mr. I Ferguson, (Parish Clerk) and Cty Cllr Miss WallerThere were 5 members of the public present. |
| ITEM | ACTION |
| 1. ELECTION OF CHAIR

Cllr Cummings was proposed by Cllr Burrows and seconded by Cllr Cade. There were no other nominations and therefore Cllr Cummings was elected to be Chair for 2016/17. 1. ELECTION OF VICE-CHAIR

Cllr Cade was proposed by Cllr Smith and seconded by Cllr Sewell. There were no other nominations and therefore Cllr Cade was elected Vice-Chair for 2016/17 |  |
| 1. APOLOGIES

Cty Cllr Kenneth Bool had indicated that he would not be able to attend.**The Clerk confirmed that in promulgating this meeting, all transparency regulations had been complied with** |  |
| **4 DECLARATIONS OF INTEREST**None**5 COMMITTEES/WORKING GROUPS for 2016/17** Membership was reviewed and confirmed as* Oval/Field Gardens working group CllrsCade, Sewell, Marson and Mr Mike Wyatt
* Planning Cllrs Smith, Sewell, Burrows and Mrs Inman
* Finance Cllrs Cummings, Cade, Riordan and Sewell
* Internal Auditor Mr Alan Swindley. It was, however, agreed to review how long the Auditor should serve for
* Community Centre Cllr Riordan indicated that rather than a rep there is a Working Group. This was agreed and will comprise Cllrs Riordan, Cade & Marson
* Website Cllrs Burrows, Smith, Mrs Inman and Mr Wayne Bishop
* Village Trust. No election in 2016

**At this point the Chairman asked for a Public Forum but there were no comments from those present.****6 MINUTES OF MEETING HELD MARCH 14th 2016**These were agreed as being a true record and signed by the Chairman**7 MATTERS ARISING*** **Speed indicator devices(SIDS).** The Clerk and Cllr Smith are due to have an on-site meeting with Mr Paul Slater of Highways Dept on May 17th to look at location of each SID on Edith Weston Rd and in particular the proximity to electric supply. The Clerk reported that based on a similar operation in Market Overton each SID will cost approx. £4500 - £5000 depending on the proximity of electricity supply. These will be funded from s.106 money attributable to the Rosewood development.
* **Rosewood Pedestrian access.** This will be by No 17 giving access onto Edith Weston Rd with a pathway to the top of Oval Close. Work has started.
* **Village Information Pack.** Cllrs Mrs Inman and Marson have re-vamped this document to be more welcoming and put it in an 8-page booklet A5 format. They will look at the cost of putting it round all houses.
* **Burial space** Cllr Cummings reported that the PCC awaits a visit from the Diocesan Advisory Council in this regard.
* **Woodyard Corner sponsorship** The Clerk had ascertained that it would be in order for signage re “The Fox” to appear on Woodyard Corner and was not more than a yard high/across and was in the nature of sponsorship rather than blatant advertising. It was noted that RCC wish to reduce signage in the County by 25% and in that regard Cty Cllr Miss Waller said RCC are developing a signage policy
 | ClerkCllr Smith & ClerkCllrs Mrs Inman & Marson |
| 1. **CORRESPONDENCE**

None received1. **ANNUAL PARISH MEETING (11-04-16)**

The Chairman said he was encouraged to see some 23 residents attend this meeting. There were no actions arising.1. **FINANCE**
* The Finance report had been circulated with the agenda and was accepted
* Proposed by Cllr Riordan and seconded by Cllr Marson the Financial statement for FY15/16 was agreed.
* The Clerk is required to submit the Annual Return to Grant Thornton (external auditors) by June 10th 2016. Section 1 of that return, the annual governance statement, had been circulated with the agenda and it was AGREED that all the elements, which were reviewed individually, could be answered in the affirmative and the Chairman was duly authorised to sign off s.1
* Similarly section 2 of the return, Accounting Statements for 2015/16, had been circulated with the agenda. The Clerk pointed out to the meeting that Grant Thornton require the s.106 grant of £40633 to be shown as income. This (a) makes the return figures look different from those in our own Financial Statement and (b) means that our External Audit fee will increase from zero to £300 + vat. (budget £100 + vat). It was AGREED that the Chairman be authorised to sign off s.2
* It was AGREED that as the make-up of the Finance committee had remained unaltered (see item 5 above) the 4 bank signatories should continue to be Cllrs Cummings, Cade, Sewell and Riordan
* The Clerk had received a letter from HSBC saying that they would not, in future, accept requests for transfers by letter. However after much deliberation he had ascertained that this only applied to external transfers and therefore did not affect the PC’s operation.
* The Clerk had received a renewal request from Aon, the PC’s insurer, for the annual premium of £363-50 due June 1st 2016. This payment was AGREED
* Cllr Cummings had prepared a schedule of anticipated expenditure for Village Day. The PC AGREED a spend of £1000 (incl vat) for this event which is as per budget.
1. **VILLAGE DAY(11-06-16)**
* The draft programme was sent out with the agenda and will be published as a tri-fold leaflet through each household letter box about 2 weeks before the event
* The PC needs to seek the permission of the PC as Trustee to use the Oval for this event.
* Cllr Riordan expressed concern that this event, although primarily for Residents, will attract people from outside the village and consequential parking problems. The Clerk will contact both the Police and RCC Highways Dept to see if cones could be placed on the South side of Church Street.
* Mrs Janet Whittaker, speaking from the public area, will contact Cllr Mrs Inman re a change to the programme
* Mrs Janet Whittaker, speaking from the public area, will contact Cllr Cummings about the need for able-labels to identify Parish archive material.
1. **PLANNING**

There are 3 applications recently received and which the planning committee will discuss with applicants:-* Moor House Farm renovation of Farmhouse and conversion of barn
* 4 Glebe Road Demolish extension, build new one with vehicular access. Cllr Smith said this may be contentious and require an extraordinary Parish Council meeting
* 15 Lyndon Road Trees work

  In addition the Chairman referred to the recent RCC “Request for Sites”. The Parish Council had submitted the small allotment area which had been included in the final document. However it was noted that sites in Glebe Road and Station Rd together with the Pinfold Lane garages had also been Put forward. Cty Cllr Miss Waller remarked that there were more sites Than are needed and in any event would be consulted on over a long period of time. Cllr Smith will keep a watching brief on this 1. **TRANSPARENCY FUND**

Cllr Burrows reported that he had submitted an application for Scanner + 2 hours training time totalling £188 which had been acknowledged1. **CENTRALISED IT SYSTEM**

Cllr Burrows proposed that the trials planned at the previous meeting be postponed until September 2016. This was AGREED1. **DATA PROTECTION**

Cllr Smith reported that as of April 11th 2016 The Parish Council is registered with the Information Commissioner. Cllr Smith will be the Parish Council’s Data Controller1. **VILLAGE PLAN QUESTIONNAIRE**

A draft questionnaire had been circulated to councillors with the agenda. The Chairman asked that any comments on the questionnaire be sent to Cllr Smith by May 23rd after which Cllrs Smith & Cummings will circulate version 3 **17 WARD SYSTEM**Cllr Smith had produced a paper on this which was circulated to councillors with the agenda. The following points were made* An advantage would be that the Ward Cllr could watch for people moving in/out
* It was suggested that the Parish be divided into 7 wards (not 8) as the Chairman should not have to be responsible for a Ward due to other duties.
* A “Ward Councillor” implies that the residents have voted for him/her whereas in North Luffenham’s case the Ward Councillor may not live on the patch.
* The Clerk cautioned against doing this to relieve him of work as this could then by-pass the administration audit trail
* The Chairman asked Cllr Smith to develop his paper further to include clear responsibilities of each “Ward Councillor”
* Cty Cllr Miss Waller suggested that in her experience the duties may be one of simply signposting rather than dealing oneself
1. RFO/PARISH CLERK RECRUITMENT

 The closing date had now passed and there are 4 applicants. The interview panel had already been agreed as Cllrs Cummings and Riordan and The Clerk. It was AGREED that the panel should proceed with the selection process after which The Chairman will write to councillors  to seek endorsement of the recommendation made.1. PARKING ON LYNDON ROAD

Cllr Sewell said that in the area of Lyndon Rd between Church Street and Glebe Rd cars are parked on both sides and it can be impassable. Could yellow lines be put in place? Cllr Cummings advised that RCC’s policy is self-policing and suggested that the aggrieved resident should take photographs of the problem and then write to The Clerk **20 DATE OF NEXT MEETING** Monday July 11th 2016**There being no further business the meeting closed at 8-55 pm**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date | ClerkClerkClerkClerkClerkCllr Mrs InmanCllr CummingsCllr SmithCllr BurrowsAll/Cllrs Smith & CummingsCllr SmithCllrs Cummings Riordan & Clerk |
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