



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 17th October 2016

Present: Cllr Cummings (Chairman), Cllr Cade (Vice Chairman), Cllr Inman, Cllr Riordan, Cllr Smith, Cllr Burrows

Also in attendance: Cnty Cllr Waller, Cnty Cllr Bool, Mrs Ashpole (Clerk)

There were 3 members of the public present

The Chairman opened the meeting by welcoming all present and Cllr Cade was thanked for chairing the last meeting. The key objectives were to:

- Review progress against the FY 16/17 Plan
- Consider Planning Applications
- Discuss the detailed arrangement for Bonfire Night 2016
- Discuss the benefits of adopting a Parish Council specific website
- Confirm a date for Councillor training

The Clerk confirmed that Transparency arrangements had been observed and that the rules had been complied with.

Public Forum

No issues were raised.

The meeting proper then began

- 1. Apologies:** Cllr Marson
- 2. Declarations of interest:** None
- 3. Minutes of PC meeting held on of 5th September 2016**
Resolved to accept and sign as a true record.
- 4. Matters arising**
 - a. Notice Board repair in Kings Road:** Cllr Cade advised that this is in progress.
 - b. Village Information Pack (VIP):** A map in a suitable format had been difficult to obtain. **Resolved:** to consider possibility and costs of obtaining OS map to insert into VIP and to produce an appropriate web version.
Action: Cllr Inman/Cllr Burrows
 - c. Maps of Village:** communication is in progress to obtain map details from Barrowden Parish Council and a request for maps indicating Parish Boundaries from the Map Department at RCC.
 - d. Request expenditure of up to £100 to purchase a new bin:** located on a public footpath adjacent to Church. **Resolved:** expenditure of up to £105 was approved.
Action: Cllr Cade

- e. Emptying dog waste bins:** RCC are emptying all bins which negates the service of the PC's existing arrangement. Two new bins now require emptying. In the short term Mrs Whittaker would empty the bin adjacent to the church and Cllr Cade would empty the Woodland Walk bin. **Resolved:** to ascertain the possibility of reassigning the current bin emptying service to the 2 new bins on a pro-rata basis.

Action: Cllr Cade

5. Chairman's Report

- a. Burial space:** whilst additional space has been identified which should be sufficient for at least 2 years usage, identifying space for longer term remains ongoing. **Resolved:** to pursue with the Secretary for the Diocese of Peterborough, at the Synod meeting on 17 November.

Action: Cllr Cummings/Mrs Whittaker

- b. Community/Emergency Response Plan:** a procedure that is considered good practice to help the Parish Council prepare for emergencies that could affect the community. This may potentially be developed alongside the Village Plan. **Resolved:** to advertise for a volunteer on the website.

Action: Cllr Cummings

- c. Village Plan:** Work had begun on the digitization of the questionnaires. Volunteers who had previously indicated an interest have been invited to attend an Open Meeting Briefing at 7.30pm on Monday, 7th November in the Community Centre. **Resolved:** to publish on the website.

Action: Cllr Smith

d. Review of NLPC 16/17 Management Plan:

i. Objectives

- Appoint a new Parish Clerk / Responsible Finance Officer – complete
- Develop and write a Village Plan – ongoing
- Complete the NLPC Governance Review – priorities are the implementation of changes required to implement the endorsed Financial Regulations; to review Standing Orders and Code of Conduct
- Develop a comprehensive, secure internal document management and communication process – Cllr Burrows urged to progress
- Deliver Village Day 2016 within budget – complete
- Review the ability of PCC to provide burial spaces in the medium to long-term – ongoing
- Develop a key contact system to improve communication with residents – complete
- Develop a Village Welcome Pack – final draft
- Improve communication to villagers through website development and written communication – ongoing
- Review the process for nominating NLPC representatives to act as Trustees of the Village Trust

- ii. **Budget Expenditure – Qtr 1 & 2:** a new report was introduced which provided greater clarity on the current financial position.
Resolved: to accept the report and publish it quarterly.

Action: Clerk

6. Correspondence - Clerk

- a. **Environment Agency (EA) response re River Chater blocked:** EA had acknowledged tree obstructions and noted that it appeared to be the immediate pasture that was of increased flood risk. Maintenance of bank tops is the responsibility of the riparian landowners. [Riparian: “a system for allocating water among those who possess land along its path.”] **Resolved:** to undertake research and also seek the view of Cllr Sewell.

Action: Cllr Cummings/Cllr Riordan

- b. **Parking issue in Lyndon Road:** concerns had been received about a potentially dangerous situation relating to obstruction caused by parked cars exacerbated by vehicles and recent work by a utilities company. The PC has no powers to influence roadway parking and the issue would need to be resolved between the residents.

- c. **Edith Weston PC: concerns regarding speeding along Edith Weston Road between St George’s Barracks and North Luffenham.** NLPC shared these concerns. **Resolved:** to discuss further with the chairman of EWPC and to contact RCC to request a review.

Action: Cllr Cummings/Clerk

- d. **Government consultation re proposal to cap council tax:** during the PC meeting councillors were advised that this was no longer an issue for Rutland. **Resolved:** to communicate to RCC and LRALC that the PC would **not** support this initiative.

Action: Cllr Cummings

7. Finance Report

- a. **To consider and approve the Finance report** – this was accepted and **approved**

- b. **Association of Local Council Clerks (ALCC)**

The Clerk thanked the PC for their support for Trade Union membership. Recent training had highlighted that it would be inappropriate for such membership to be funded by the PC as it would create a conflict of interest.

Resolved: to **not** approve costs of ALCC membership for the Clerk.

- c. **Authority sought to spend:**

- i. £19.99 – for Publication ‘Local Councils Explained’ – **approved.**
- ii. Not more than £100 for SLCC annual membership due in November – **approved.**
- iii. Approve Bonfire Night Budget (excluding Insurance of £2,300) – **approved.**

8. Planning

Cllr Smith reported as follows:

To comment on the following applications

- a. **2016/0846/FUL**, 5 Glebe Road - proposal: Erection of a single storey extension to the side & rear of the existing dwelling incorporating new porch. Insertion of two conservation roof lights to the front elevation. Widen existing rear dormer. It was noted that RCC Planning Department had granted an extension to the consultation period until 20 October as the immediate neighbours were away during the standard consultation period.

Resolved: to **object** to this application in relation to conservation and the impact of the appearance and signature of the cottages.

Also to state that the PC noted that the neighbours at No 3 had made an objection citing loss of light and privacy and skylights at the front of property would be inappropriate within a conservation area.

A response would be drafted to enable the Clerk to respond to RCC.

Action: Cllr Smith/Clerk

To receive the following decisions

- a. **2016/0788/FUL** - Suncrest, Foster's Bridge – **granted** subject to conditions

- b. **2016/0809/FUL** - Bede House Farm, 9, Lyndon Road - erection of a two bay open fronted Oak framed garage and reposition existing gates to the front of the driveway – **supported**

- c. **2016/0762/FUL** - St Mary and St John Church Of England School, Church Street - proposal: erection of new Canopy to rear of building & canopy over front – **supported**

Resolved: to note receipt of these decisions.

To comment on the additional application since publication of the Agenda

- d. **2016/0973/CAT**: The Dovecote, 4A, Church Street, North Luffenham – **Application:** to reduce height of trees. **Resolved:** to discuss at next Planning Committee meeting.

9. To review the draft Administrative Instruction for the Bonfire Night Event and to discuss the detail of fireworks

Tasks were identified and allocated as per the draft Administrative Instruction previously circulated to councillors. Reassurance was sought that alternative lighting provision would be afforded a high priority in the event planning process.

Resolved: to approve the draft Administrative Instruction.

10. To consider whether the PC should adopt a commercial 'Parish Council-specific' website

It had been identified that the aim was not to make any hard and fast decision but to consider the option of developing a Parish Council specific website similar to that of Barrowden, for further consideration by the Website Committee. Discussion ensued. Advantages cited: more user-friendly enabling easier search of historical and governance documents; transparency funding might be available. Disadvantages cited: duplication;

issue defining community / council content; costs. **Resolved:** to consider at the next Communication Working Group.

11. To discuss cabinet approval of scheme Speed Limit Schemes associated with Edith Weston Road / S.106 funding

Cabinet had approved the schemes for Edith Weston Road and Station Road. Councillors past and present were thanked for their hard work during a very lengthy campaign for the speed reductions. **Resolved:** to await funding details (and anticipation that the majority of costs would be taken from the original Rosewood S106 Road Infrastructure grant).

12. To consider the review of all NLPC documents associated with the Governance Review.

Cllr Cummings, Cllr Riordan and the Clerk would continue work to get revised documents of the PC's Publications Library in appropriate format by early 2017. Key documents identified were:

- a. Standing Orders and Code of Conduct
- b. Implementation of recommendations arising from adoption of revised Financial Regulations
- c. Terms of Reference for Committee and Working Groups
- d. Oval Rules
- e. Original Trust deed/schemes/lease documents

Resolved: all Committees and Working Groups to review their specific Terms of Reference as soon as possible and make recommendations for change.

Action: All

13. To identify a date for the next meeting of the Communications Working Group

Resolved: to re-invigorate the group and establish a date for the next meeting.

Action: Cllr Burrows

14. To consider technology for the Parish Clerk

The Clerk uses a family-owned computer to undertake PC business. Recent training highlighted best practice alongside data protection considerations is to undertake work on a dedicated Parish Council computer and PAYG mobile phone. A portable lockable storage carry case would improve safety and security of important documents. Funding may be currently available for a dedicated computer. **Resolved:** to consider at the next Communication Working Group.

15. Contact System leaflet

- a. To approve the leaflet. It was clarified that the leaflet would contain the details of the local councillors – **approved** subject to removing councillors email addresses
- b. To seek approval of funding for printing costs of up to £60 – **approved** with a preference to include the NLPC logo
- c. To discuss leaflet distribution. **Resolved:** to distribute along with Bonfire Night flyers which were being produced by the Bonfire Working Group.

16. To identify a date for Councillor training at North Luffenham, to be provided by Leicestershire and Rutland Association for Local Councils (LRALC)

Cllr Cummings proposed bespoke training to begin at 7pm on either Monday, 6th or 13th February 2017. The cost circa £200 is in the FY16/17 budget. **Resolved:** to ascertain the trainer's availability and confirm costs.

Action: Clerk

17. To consider frequency of meetings and proposed Parish Council meeting dates for 2017

Three options were explored. **Resolved:** to maintain 8 meetings/year (6 weekly) with the flexibility to call an extraordinary meeting for urgent business.

Proposed (all Mondays to begin at 7pm):

16th January, 13th March, 10th April (APM), 8th May, 10th July, 4th September, 16th October, 4th December

County Councillors advised that RCC meetings take place on the second Monday of the month. **Resolved:** to revise the dates accordingly.

Action: Clerk

18. Any other business

This item has been reinstated for the purpose of reporting any last minute important business.

a. Military Dogs/Kennels: uncertainty remains regarding the redevelopment of the Barracks; it is anticipated that a planning application will be submitted for temporary kennelling. The Project Officer Major Kemp to be invited by the Chair to the next PC meeting.

b. Near incident with child on the zebra crossing in Church Street:

RCC had been contacted by the parent and had subsequently investigated the matter. They advised that RCC highways officers will arrange for the bush to be cut back which is obscuring the school sign (approached from Digby Drive). A bush in a resident's garden that obscured another sign (approached from Lyndon Road) had recently been cut back. RCC will consider asking the school to organise a competition to design a sign by one of the pupils. The cost for producing and installing these signs would be covered by RCC but they required approval from NLPC – this was **approved**.

Date of next meeting: Monday 5th December 2016

The meeting closed at 9pm

Signed: _____ Date: _____