



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 5th December 2016

Present: Cllr Cummings (Chairman), Cllr Cade (Vice Chairman), Cllr Inman, Cllr Marson, Cllr Riordan, Cllr Sewell, Cllr Smith,
Also in attendance: Cnty Cllr Waller, Mrs Ashpole (Clerk)

There were 2 members of the public present

The Chairman opened the meeting by welcoming all present. As well as the routine business, the key objectives were to:

- Review the initial FY 17/18 Budget Proposals
- Review Bonfire Night activities and the draft safety report
- Approve routine expenditure

It was further clarified that the draft versions of the Finance and Bonfire Night Reports previously circulated to Councillors were for discussion in the first instance during the meeting. It was intended to formally present both Reports for approval at the next full council meeting.

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

Public Forum

Thanks were expressed to the Parish Council for the gravel that had recently been laid to the entrance of the allotments.

The meeting proper then began

- 1. Apologies:** Cllr Burrows
- 2. Declarations of interest:** Cllr Cummings declared an interest in item 10, Annual Budget (S137 Grant to Charities) – Churchyard Maintenance Grant by virtue of being PCC Treasurer.
- 3. Minutes of PC meeting held on of 17th October 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 was in progress.
 - b. Map of Village (and for Village Information Pack (VIP):** A suitable up-to-date map (indicating Rosewood) had been sourced with the intention to incorporate into the Information booklet. Permission was being sought via OS to ensure copyright compliance. **Resolved:** to discuss when and how to circulate to new residents to the village, together with Good Neighbours Scheme material.

Action: Cllr Inman/Cllr Smith

c. Dog waste bins:

- i. A new bin had been purchased and sited by the church
- ii. Cllr Cade had volunteered to take responsibility for emptying the new waste bins by the church and at the entrance to the Woodland Walk
- iii. Thanks were recorded for 2 x £75 cheques returned to the PC due to services not rendered during the past 6 months - alternative arrangements had been initiated by RCC.

d. Burial space: nothing further to report; this matter continues to be progressed.

e. Village Plan update: A Steering Group had been appointed to take the initiative forward. The first meeting is scheduled to take place on 23 January 2017.

f. Environment Agency (River Chater blocked): It was noted that the key area that required tree clearance is in the River Chater by the footbridge. It had been established that responsibility lies with the landowner, who may, as in this case, pass that responsibility to his tenant. The tenant had been contacted. The PC was advised that clearance will be dealt with as soon as time permits.

g. Edith Weston PC - concerns regarding speeding along Edith Weston Road: Resolved: to support EWPC proposal for a review.

h. Contact System Leaflet: These were in the process of being distributed. Although a dedicated Parish Council phone number is currently being trialled, the Clerk confirmed that there is no immediate requirement to change her current phone contact details on the leaflet.

i. Councillor Training date: 6-9pm on Monday, 13th February 2017. Councillors were encouraged to diarise this date in order to achieve a majority attendance. **Resolved:** to confirm the booking with LRALC.

Action: Clerk

j. Woodyard Corner: confirmation had been received that regular maintenance of the area would be undertaken by the Landlord of the Fox Inn, in return for displaying a small promotional sign of The Fox Inn. **Resolved:** to make the Landlord aware of the appropriate place to site the sign.

Action: Cllr Cade

5. Chairman's Report

a. St George's Barracks: announcement of closure. A communication between Cllr Cummings and CO Lt Col Steve Foreman was shared at the council meeting. The PC was advised that CE RCC were facilitating a briefing associated with the closure programme on 7th December; a PC representative will attend and report back in due course. **Resolved:** to invite the Commanding Officer to a future meeting to brief the PC on the plans for the Barracks closure.

Action: Cllr Smith/Cllr Cummings

6. Correspondence - Clerk

a. **Request received for street light repair in Church Street:** The light had been fixed.

b. **RCC: LED Lighting upgrade:** implementation date being pursued.

Action: Clerk

c. **Pensions Regulator:** as an employer, the PC had received a staging date of 1 May 2017. NEST Pension Scheme had been identified as this does not require any initial cost to the Parish Council. The Clerk was asked to leave the room whilst discussion took place. **Resolved:** PC to discuss a 1% pension contribution with LRALC.

Action: Cllr Cummings

7. Finance Report

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

b. **Authority sought to spend:**

- i. Repair street light between 5 & 7 Church St: E-ON £126.50 + VAT - **approved**
- ii. Portable lockable metal storage carry case £25 - **approved**
- iii. LRALC Councillor training £190 plus mileage, which would be approximately 58 miles @ 0.45p per mile - **approved**
- iv. Clerk's expenses £84.90 - **approved**
- v. VOIP Sipgate – proposed phone communication for Clerk: £10 – discussed further in item 11 below.

8. Planning

Cllr Smith reported as follows:

To be advised on the following applications

- a. **2016/0999/LBA**, Stone Cottage, 27 Church Street – proposal: New waste pipe to be installed in order to facilitate conversion of small bedroom into a bathroom – although 'neither' response was submitted, council were advised that a decision had not yet been reached by RCC.

To receive the following decisions

- a. **2016/0690/FUL** - St Mary and St John Church Of England School, Church Street - **proposal: Erection of new a) Poly Tunnel b) Pent Roof Shed – granted**
- b. **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 door – granted**
- c. **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 - **refused**
- d. **2016/0846/FUL**, 5 Glebe Road – 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 - **granted**
- e. **2016/0973/CAT**, The Dovecote, 4A, Church Street, North Luffenham -- to reduce height of trees – **granted**

Resolved: to note receipt of these decisions.

To comment on the additional application since publication of the Agenda

- a. **2016/1172/CAT:** North Luffenham Hall, Church Street, North Luffenham – **Application:** Proposal - (T1-T10) 10 no. Lime trees - re-pollarding (removing re-growth to suitable previous points) to maintain suitable size for their location and to clear electricity wires. **Resolved:** the PC returned a 'non-contentious' response.
- b. **Adj to Pasture House, 10 Glebe Road** – the PC was advised that an informal meeting with the architect regarding the future development had been scheduled.

Action: Cllr Smith

9. To review Bonfire Night Event activities and to receive and consider the recommendations within the Bonfire Night Report

A draft Safety Report and a provisional summary of income and expenditure had been circulated to all councillors; all present confirmed that they had reviewed the documents prior to the meeting. Thanks were conveyed to many and included special thanks to the Fire Officer for his guidance with risk analysis etc and to the Landlord of the Fox Inn for pre-cooking the food. **Finance:** A profit of £1,149.45 was generated mainly from food and drink. A refund for the drinks licence was yet to be confirmed.

Additional comments for consideration included:

- a. A badge given to each person upon payment; this could also provide a method of quantifying attendance figures.
- b. More volunteers required for the following day

Resolved:

- To submit a final draft of the Report and Budget at the next PC meeting.
- To consider whether and, if so, how to compensate the Cricket Club for any costs incurred by the PC's use of the pavilion and to check whether a donation to the club is permissible within the parameters of S137.

Action: Cllr Cummings

10. To receive and consider the report and the recommendations of the Finance Working Group

The Finance Working Group met on 15th November and reviewed income and expenditure for 2016/17 and projected income and expenditure for 2017/18. A brief report covering an initial draft budget for 2017/18 was circulated to all councillors; all present confirmed that they had reviewed the report prior to the meeting.

It was noted that the Parish Precept letter to RCC must be completed by 20 January.

Resolved:

- to **agree** that the precept for FY17/18 is not increased and should remain at £9,203.42
- to formally consider and confirm FY17/18 Budget at the next council meeting.

Action: Cllr Cummings/Clerk

11. To receive and consider recommendations of the Communication Working Group (CWG)

Cllr Smith reported on behalf of the Group as follows:

- a. **Parish Council-specific website:** CWG recommended that a trial of Office 365 and Google Suite be undertaken for a period of one month. CWG members would explore each system during the first 2 weeks of January, then cascade training to the full PC for the remaining 2 weeks.

Discussion ensued and key concerns were noted as follows:

- The suggested initial 2 weeks was considered too short to learn, then cascade training to full PC in the following 2 weeks, given their mixed abilities of IT knowledge.
- In response to a request by the Chair of CMG, a councillor had provided an itemised list of relevant issues in consideration of a dedicated Parish Council-specific website. It was established that as this document had not been distributed to CMG by the Chair, the Group had not considered it.
- Different councillors had independently explored the platform recommended for UK Local Council websites; they reported that it was easy to find information such as Clerk contact details and council associated documents, such as Reports and Minutes, with a minimum of clicks

Resolved: to request that CMG make a comparison of costs and risks associated with their trials.

- b. **PAYG Phone for Parish Clerk:** a majority vote against PAYG mobile phone was established by CMG due to poor signal within our local area. A trial of Voice over Internet Protocol (VOIP) was recommended and a Stamford number would be registered with Sipgate, (a VOIP provider) for the Clerk to trial. Calls via VOIP would be automatically forwarded to the Clerk's home number; a specific voice mail message would be provided. Although a £10 top-up had been paid, no further details were available.

Resolved: that CWG provide costs, procedure for top-up and any other details to enable the PC to consider / approve the Sipgate service.

- c. **Planning Group email:** CWG recommended that a group email be set-up so that the Planning Committee and the Clerk receive Planning Applications simultaneously, thus negating the need for the Clerk to forward planning applications to the Head of the Planning Committee.

Resolved: to **approve** the set-up of a group email.

- d. **A dedicated Parish Council computer:** as the Clerk was unavailable to attend the CMG meeting this item had been deferred. During the PC discussion ensued regarding a dedicated computer for the Clerk to undertake parish council duties. There was a general consensus that it was appropriate to provide a personal computer for parish council business, procured if possible through the transparency fund.

Resolved:

- to explore the purchase of a laptop via the Transparency Fund
- to procure the printer/scanner with monies already received from the Transparency Fund
- a laptop had been sourced for loan in the interim; it was suggested that this could be made available once existing data had been deleted

Action: Cllr Cummings/ Cllr Burrows

12. To approve revised dates for Parish Council meeting for 2017:

All Mondays to begin at 7pm:

16th January, 6th March, 3rd April (APM), 15th May, 3rd July, 4th September, 16th October, 4th December.

Resolved: the revised dates were approved; the bookings of the Community Centre would be confirmed.

Action: Clerk

Date of next meeting: Monday 16th January 2017

The meeting closed at 8.35pm

Signed: _____ Date: _____