

# ANNUAL PARISH MEETING

3rd April 2017

Paul Cummings

Chair North Luffenham Parish Council

# North Luffenham Parish Council

- Paul Cummings - Chair
- Charles Cade - Vice Chair
- Pete Burrows
- Gina Inman
- Steve Marson
- Claudia Riordan
- John Sewell
- Tim Smith
- Clerk / RFO - Angela Ashpole (Replaced Ian Ferguson Jul 16)

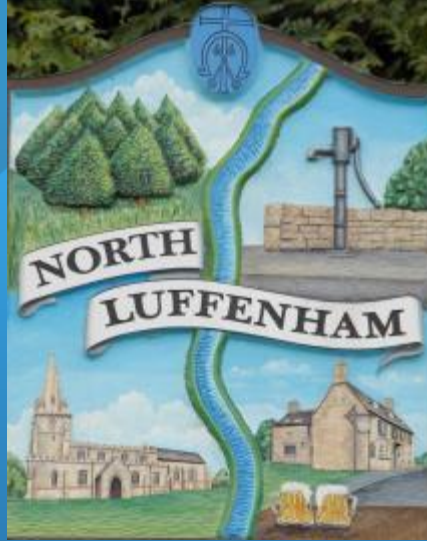
# Agenda - Annual Parish Meeting

- Air and consider the concerns and views of Parishioners
  - What can the PC do better ?
  - Where should our priorities lie for 2017/18
  - Identify potential volunteers
- To review Minutes of the last meeting
- To brief Villagers on the work of the Parish Council in the past Financial Year
- To identify the challenges ahead
- Review the Parish Council Finances



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# OPEN FORUM

# Matters Arising from the Minutes of the last meeting Apr 16

RCC / Spire Homes – Shared ownership  
- Geoff Sewell Close

Odour – Green compost site



# Parish Council Vision

- To provide effective, efficient and accountable local government in line with our Standing Objectives, enabling residents to be involved in the life of the community and its future development.
- To be a strong voice for residents and local businesses, working to improve the overall village area both built and natural, while preserving the uniqueness of heritage areas.

# Parish Council Review Jun 15 - Principles adopted - 1

- PC should be seen as being open, fair, proactive, responsive and effective in its work.
- PC should identify more streamlined, modern business processes and IT tools to speed up its work and decision making processes.
- Improved communication was essential to ensure that everyone living in the Village understands the responsibilities of the PC and is aware of how they may help to influence the decision making process.
- The maintenance of 'community spirit' within the village should be an important part of the PC's role.

# Parish Council Review Jun 15 - Principles adopted - 2

- PC should seek to identify the needs and aspiration of the whole village (all age groups). PC should aim to represent the views of the village rather than solely personal opinions.
- There is a need to develop a strong and effective consultation process
- PC should make best use of working groups reporting to the PC, co-opting individuals with appropriate expertise / interest.
- Best use should be made of Volunteers to enhance services within the village eg community watch, speed awareness etc

# NORTH LUFFENHAM PARISH COUNCIL CHANGE OBJECTIVES FY16/17:

- Develop and write a Village Plan
- Complete the NLPC Governance Review.
- Develop a comprehensive, secure internal document management and communication process.
- Deliver Village Day 2016 within budget.
- Review the ability of Parochial Church Council and Parish Council to provide burial spaces in the medium to long-term.
- Develop a Village Welcome Pack and distribution management system.
- Improve communication to villagers through Website development and written communication.

# NORTH LUFFENHAM RECREATION GROUND AND NORTH LUFFENHAM FIELD GARDENS CHARITIES (TRUST) CHANGE OBJECTIVES:

- Complete repair / restoration of Oval walls within limitation of the allocated budget.
- Develop and open the Permissive pathway.
- Formalise the relationship between the Parish Council and the Cricket Club.
- Erect a fence bounding the permissive pathway and the allotments
- Complete a review of playing field equipment and identify and agree a way forward.

# Work of the Parish Council in FY16/17

- Road Safety - On going
- Village Information Booklet / Welcome Pack (Cllr Inman)
- Locally Equipped Area of Play (LEAP) (Cllr Marson)
- Parish Council and Parish Clerk Training
- Planning Committee (Cllr Smith)
- Governance Review
- Revised Internal Audit arrangements
- Risk Analysis
- New Street Lights

# St George's Barracks Development

- PC Chair met with CE RCC and Cllr Oliver Hemsley and local County Councillors on 31 Mar 17.
- Clear commitment to work closely between MoD / DIO / RCC / Parish Councils to establish a joint plan for development.
- RCC to identify the potential impact on the local plan to 2036
- 2 Med Regt will disband in 2018/19
- 1 Military Working Dog Regiment will move in 2020/21 (Cottesmore or Melton Mowbray) - Temporary Kennelling solution sought to allow move of 2 x Squadrons from Germany
- Site will close in 22/23 and be sold by Defence Infrastructure Organisation
- Review to establish Strategic National Resource (Limestone for cement)
- RCC to explore funding for development planning through the Cabinet Office
- Married Quarters (Annington Homes) remain inside and outside Barrack perimeter.
- No 'Right to Buy' for original landowners.

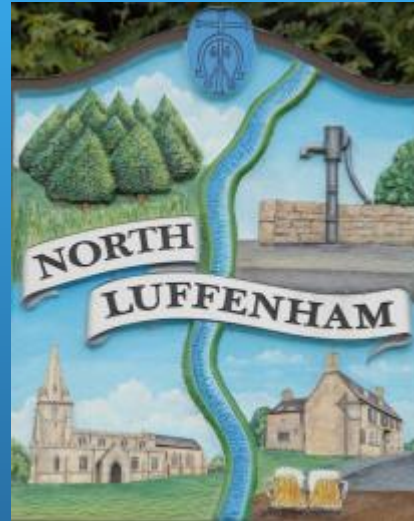
# IT Enhancements

- Through the transparency fund the Parish Clerk now has a dedicated laptop and A3 printer/scanner for Parish Council business purchased through the Transparency Fund.
- Secure document storage being developed through Google Docs to contain Private (PC Only) and Public areas. All PC endorsed documents will in future be archived and accessible to all.
- Data protection and cyber-security is a high priority
- Web Site continues to attract considerable 'hits'.  
(Thanks especially to Wayne Bishop)



# Web Site Statistics - FY16/17

- 16,829 Sessions
- 8,921 Users
- 31,847 Page Views
- 51.56% are New Visitors
- 35% of Visits are viewed with iOS (iPad / iPhone)
- 10.7% - Android
- 45% - Windows



# Administration

- New Parish Clerk recruited, inducted and trained.
- Parish Clerk funded (£400) in FY17/18 to complete Certificate in Local Council Administration (CiLCA) training
- Revised layout of Agendas, Letters, Papers and Minutes.
- Commitment to make documents accessible to all
- Collective Councillor training delivered by LRALC
- Governance review on-going
- Revised Financial Regulations, Standing Orders etc developed.
- Revised planning process working well

# Grants

- Under the authority given in the Local Government Act the PC have funded:
  - S137 - Grant of £100 to Rutland Citizens Advice for advice service in particular housing / debt
  - S214 (6) Grant of £500 to NL PCC to assist in the cost of maintenance in FY16/17 (£3,200) of the village graveyard.



# Work of the Parish Council acting as Sole Trustee of Fields Gardens and Recreation Ground Charities FY16/17

- Village Walkway
- Allotments
- Recreation Ground - Trees
- Recreation Ground Play Equipment
- Recreation Ground - Grass Cutting
- Recreation Ground - Walls

# Village Walkway





# Field Gardens Charity Allotments



## Current charges

Full allotment: £33 pa

Half allotment: £20 pa

Quarter allotment: £12 pa

All allotment users are also required to be members of the allotment association at an annual cost of £3 and to pay an annual insurance fee of £3.50 to cover in particular 3rd party liability .

3.84 acres comprises 21 full allotments, which is currently let as 46 plots.

Currently 4 x spare plots



# The Oval Recreation Ground Trees (120 trees)



## FY17/18:

- Review 2014 tree survey regarding H&S (Height) and health of trees
- New grass cutting contract (£2k/Annum)
- Consider 'In Memorium' planting

# The Oval Recreation Ground Walls

FY 16/17 - £1,400 Investment in repairs



Walls Reserve of £2,400 available in 2017/18





# Current Play Equipment

## The Oval Recreation Ground



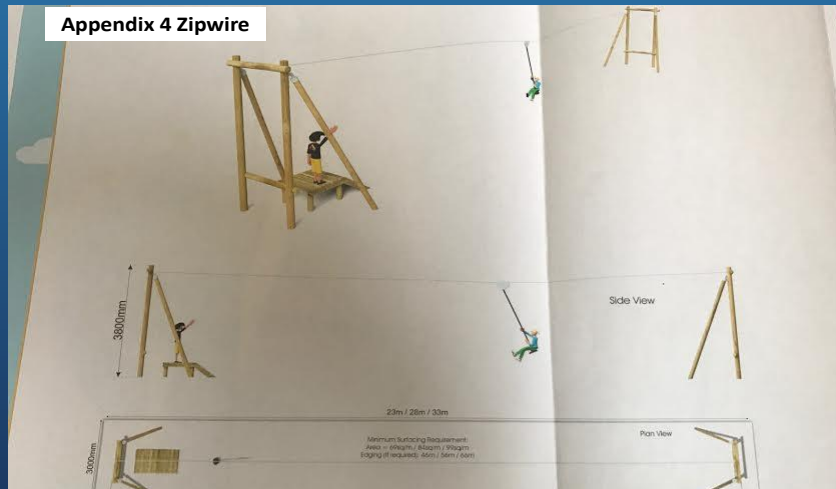
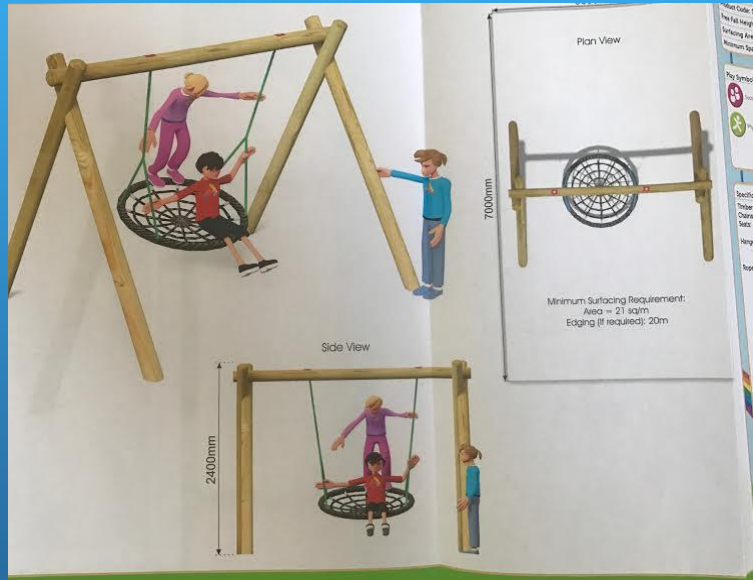
### FY 17/18 Tasks:

- Implement Mar 17 Safety Report incl new signage
- (Estimated costs: £3,200)
- Refurbish / Repaint existing equipment
- Edge safety tiles



# New Play Equipment

## Oval Recreational Ground - £15.6k (Leaves £25k)





# Location - New Play Equipment Oval Recreation Ground



# DOGS

“Please be a responsible owner”



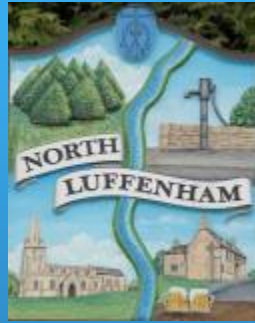
# Bonfire Night



FY16/17 - made a profit of £939

**But:**

- Need for additional volunteers to run the event
- Greater control of access and knowledge of numbers attending
- Risk Management complexity
- Cost of additional insurance - £500
- Lighting
- Sound System
- Safety Distances
- Sparklers



# NORTH LUFFENHAM VILLAGE PLAN



# North Luffenham

## A very special place to live



# What is a Village Plan

The Village Plan provides a Community vision for the future.

A way of finding out what people think about the area they live in - What is good / What is bad / What needs to be changed.

Advises on future development



# Village Plan - Areas to be considered

- Aspirations of Villagers
- Environment / Planning
- Education
- Transport and Roads
- Volunteers
- Recreation and Sporting facilities
- Community issues incl Senior Citizens and Youth activities
- Other issues considered relevant

# Village Plan Steering Group Work Streams

- IT / Data Management / Analysis
- Administration / Finance / Publicity / Photographs
- Statistics / Information / Census / Electoral Roll / Maps
- Housing / Planning / Barrack Development
- Environment / Green Spaces / Transport
- Education / Youth / Community / Church / Amenities

# Village Plan - Timetable

- 10 Apr 17 - Briefing for Volunteers
- Distribute Questionnaires - 14 - 21 Apr 17
- Collect Questionnaires - 28 Apr - 5 May 17

# Responsible Financial Officer's Report FY 16/17

Angela Ashpole

Clerk / RFO to North Luffenham Parish Council

# NLPC - Provisional Financial Statement

## 1 Apr 16 - 31 Mar 17

	FY 16/17	FY 15/16
Total Income:	£13,246.40	£10,383.33
Total Expenditure:	£12,352.53	£9390.38
Surplus on Year	£893.87	£992.95
Opening Balance	£54,674.66	£13,048.71
S106 Grant		£40,633.00
Closing Balance:	£55,568.53 Of which £40,633 is committed to LEAP	£54,674.66
<b>Uncommitted reserve:</b>	<b>£14,935.53</b>	<b>£14,041.66</b>

Note: Budget FY16/17 anticipated a  
Surplus of Expenditure/Income of £3,090

# Field Gardens/Oval Trust

## Provisional Financial Statement

### 1 Apr 16 - 31 Mar 17

	FY 16/17	FY 15/16
Total Income:	£7,721.17	£6,619.06
Total Expenditure:	£5,976.14	£8,971.31
Surplus on Year	£1,745.03	(£2,352.25)
Opening Balance	£10,029.19	£12,381.44
Closing Balance	£12,319.22	£10,029.19
Trust Dividend Account	£9,090.11	£8,043.43
Trust Current Account	£3,229.11	£1,985.76
<b>Total:</b>	<b>£12,319.22 *</b>	<b>£10,029.19 *</b>

• Incl £2,600 ring-fenced  
For walls repairs

\* Incl £3,000 ring-fenced  
For walls repairs

# Trust Account Statement - 31 Mar 17

## Provisional Figures

<b>Proceeds of Sale of Former Village Hall</b>	
Opening Balance - 1 Apr 16	£4,955.95
Increase in value of Accumulation Units	£960.49
Closing Balance - 31 Mar 17	£5,916.44
<b>Field Gardens Trust</b>	
Opening Balance - 1 Apr 16	£121,460.82
Increase in value of Income units	£1,420.61
Closing Balance - 31 Mar 17	£122,881.43

# Financial Requirement 2016/17



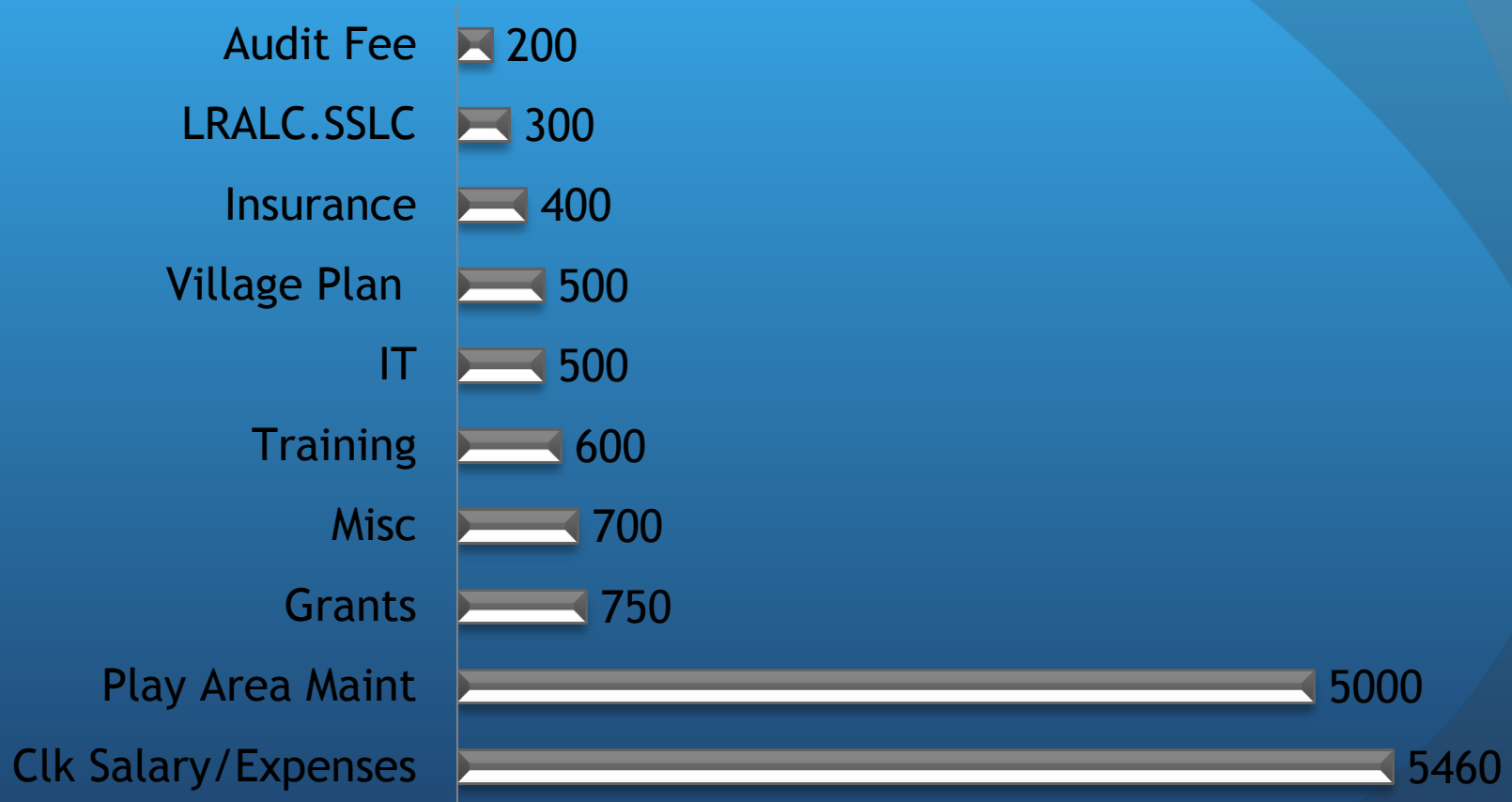
# Financial provision FY 17/18

In FY16/17 the Budget Requirement was raised by £1,730 to £9,630. The additional funding was used largely to fund additional hours for the Parish Clerk.

For FY17/18 the precept was set at £9,203 which absorbed the Local Council Tax Support Grant of £426. Within the current plan a total of £6,2178 may need to be drawn from reserves. This will fund the following:

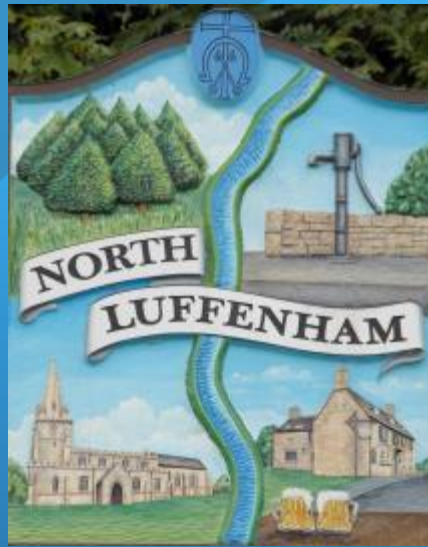
- Maintenance of existing play area - £5,000
- Providing training for Parish Clerk to CiLCA Standard - £200
- Investment in IT solutions - £300
- Village Plan Expenditure of £500
- Sufficient funding allowed to increase Clerk's hours from 9 to 10 hrs/week incl 1% Cost of Living increase.

# FY17/18 - Where will the money go



# Personal perception / summary

- A strong, dynamic and enthusiastic Parish Council working hard to maintain services and deliver meaningful long-term change
- Commitment of Cllrs and Clerk is exemplary
- Governance review paying dividends now
- A need to fully understand what the village wants and how best to deliver it
- Elections in 2 Years time - new Cllrs will be needed !!



# Questions

