



# North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 6<sup>th</sup> March 2017

**Present:** Cllr Cummings (Chairman), Cllr Cade (Vice Chairman), Cllr Burrows, Cllr Inman, Cllr Marson, Cllr Riordan, Cllr Sewell, Cllr Smith, Mrs Ashpole (Clerk)

## **There were approximately 18 members of the public present**

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

- Consider proposals for play equipment and location on the Oval
- Receive a report on the Village Plan
- Approve expenditure of Village Information Pack

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

**1. Apologies:** County Cllr Bool, County Cllr Waller, Cllr Sewell

## **2. Declarations of interest**

- Cllr Riordan had submitted a request for dispensation in respect of Agenda item 11. The request was granted.
- Cllr Cummings declared an interest in respect of item 13 by virtue of being PCC Treasurer. Cllr Cade agreed to present this item.

Prior to proceeding to Agenda item 3, the Chairman explained that all communications received relating to the play equipment had been acted upon swiftly and subsequently circulated to all Councillors. Furthermore, he advised that following Cllr Marson's presentation, members of the public would have an opportunity to voice their concerns.

Councillors were asked to give careful thought to the following, prior to considering Agenda item 11:

- Does the equipment meet the requirements of the S106 Agreement and therefore are we authorised to commit funding to it?
- Do we have sufficient information to make a decision in particular in respect of projected noise levels?
- Is planning permission required?
- Does the equipment proposed meet the requirements of the PC in meeting their obligations for the provision of recreational facilities and the appropriate needs of the village?
- Does the proposed equipment have a significant negative impact upon the environment of the Oval?
- Do we know the maintenance requirements of the proposed equipment and potential liability in terms of insurance?
- Have we taken due regard of the potential nuisance to neighbours?

## **3. Public Forum: presentation of proposal relating to play equipment**

Cllr Marson explained the rationale associated with the proposal to install

new play equipment on the Oval. The public were reminded that even if an agreement was reached, the PC would still need to seek permission from the PC as trustee of the North Luffenham Recreation Ground charity to install any equipment on the Oval. Action Play & Leisure Brochures and photographs of the proposed play equipment were circulated to members of the public in attendance.

Questions were then invited from the audience and key concerns raised were associated with the skate ramp in relation to the noise impact; visual impact and location; ramp material: wood as opposed to concrete; potential for vandalism. Another concern noted was the perceived lack of consultation prior to publishing proposals.

It was also noted that a resident had only discovered that day about the equipment proposal, through speaking with another resident. The PC were advised that she could not access printed material and had not been aware of postings on the village website. She expressed fears regarding her safety when navigating the Oval following the proposed installation of the new equipment. Liaison was suggested to discuss the most suitable method of receiving PC information.

**Action: Clerk**

Time constraints prevented Cllr Marson addressing the process that the PC had followed. It was **resolved** to publish the 'Process' document with the Minutes.

**Action: Clerk**

**Two additional comments were noted from the public forum:**

- Since the implementation of the LED street lights upgrade, comments had been received about the brightness of the lights specifically along Edith Weston Road; RCC would be contacted to seek confirmation that the "low lumen" option had been installed and to enquire if it was possible to reduce the output.

**Action: Clerk**

- Access to allotments from Woodland Walk: this was item 5a, on the Trust Agenda.

**The Parish Council meeting proper then began**

**4. Minutes of PC meeting held on 16<sup>th</sup> January 2017.** It was **resolved** to accept and sign as a true record.

**5. Matters arising**

- a. **Maintenance of Notice Board** in Pinfold Close as a result of recent storm damage. Keys had been received; repair would be undertaken.

**Action: Cllr Cade**

b. **Progress Management Objectives by end of March:**

- i. **NLPC Governance Review:** the Governance Working Group are in the process of reviewing and revising various documents to include Standing Orders, Administration Policy; Reserves Policy; Internal

Auditor. Thanks were conveyed to Cllr Riordan and the Clerk for their input to date.

- ii. **Village Plan Steering Group:** a brief overview was provided together with progress. Various working groups had been formed and an online questionnaire was being developed (thanks conveyed to Cllr Burrows); to ensure inclusivity, a printed version was to be delivered to every member of each household. Quotes to produce printed versions would be provided to support a request to seek approval for funding.

**Action: Cllr Smith**

- c. **Training for online Document Store:** it was suggested that training be arranged initially for Cllr Cummings and the Clerk, for onward cascade to other potential users within the PC. A mutually convenient date was to be identified.

**Action: Cllr Burrows**

- d. **RCC LED Street lights upgrade:** whilst no formal notification of completion had been received, it was considered that the works had been completed.

- e. **NLPC equipment update:** the Clerk reported that a Transparency Fund application for a NLPC dedicated laptop and MS Office software had been successful. Notification of a Remittance Advice for £488.25 had been received from LRALC and procurement would be progressed.

**Action: Clerk**

- f. **Speed Indicator Devices (SIDs) and implementation of 30mph speed limit signs:** Correspondence received from RCC was read by the Clerk, the outcome of which is summarised as follows:
  - i. SIDs: authorisation is required from RCC's CEO to release S106 funds, so remains in progress
  - ii. Due to recent changes in legislation, guidance is being sought by RCC with the Road Safety Partnership.

- g. **Mobile Post Office:** item deferred to next meeting.

Due to the time taken to discuss item 3, the Chairman received permission to discuss Agenda items in order of perceived priority. For ease of reference however, the order of the items from hereon is recorded as per the published Agenda.

## **6. Chairman's Report**

- a. **Items for inclusion for Annual Report:** items for inclusion were requested by 14/03/2017

**Action: All**

- b. **Objectives for year 2017/18:** items for inclusion were requested by 14/03/2017

**Action: All**

- c. **Chairman's Annual report for year 2016/2017**

- d. **Communications with village:** it was suggested that a Public Relations representative may be useful to help improve village communications. Any suggestions would be very welcome from a Councillor or a volunteer.

## 7. Correspondence – items deferred

- a. Review request re Speeding on Pinfold Road, North Luffenham
- b. RCC Road closure notices: Luffenham Level Crossing, Station Road NL from 22:00 hours on 29/04/2017 until 09:00 hours on 30/04/2017

## 8. Finance Report

- a. **PC to consider and approve Finance Report:** this was accepted and approved
- b. **HMRC:** the Clerk explained that she had notification of a tax code change which had resulted in a tax refund. The NLPC's payroll service had advised that this should be repaid by HMRC to NLPC. This was pursued and HMRC had offered 2 options:
  - i. apply for advance funding via their online service (a mechanism to apply for a refund within the current financial year); or
  - ii. resend the letter request for the refund following the end of the current financial yearIt was **resolved** that the Clerk should choose the most convenient option to her.
- c. **To seek approval to spend £45.53 for clerk expenses:** this was approved
- d. **To consider increase in costs of Payroll Service from £58 to £67 with effect from 01/04/2017:** it was **resolved** to **approve** this increase.

## 9. Planning

Cllr Smith reported as follows:

**To receive planning applications for the following:**

- a. **2017/0008/FUL – Proposal: 3 new dwellings** – Land Adj Pasture House, 10 Glebe Road, NL

**To receive the following decisions:**

- a. **2017/0017/CAT**, Keepers Cottage, 1 Butt Lane, NL: Reduce northerly stem of lime tree to ~3.5m above ground level and remove southerly dominant branch back to stem – **granted**.
- b. **2017/0034/CAT**, 12 Lyndon Road, NL: 2 No. Leylandii trees to be cut down and cleared – **granted**.
- c. **2016/0809/FUL**, 9 Bede House Farm, Lyndon Road, NL: erection of a two bay open fronted Oak framed garage and reposition existing gates to the front of the driveway. **Appeal reference:** APP/A2470/W/16/3164821 – **the appeal is dismissed**.

10. **To consider printing quotes for the Village Information Pack and seek approval to spend £268:** it was explained that funding by NLPC for the GNS and defibrillator printed leaflets were no longer required. Approval was sought for printing costs for the A5 booklet only (first item

on the original quote). It was **resolved** to **approve** the reduced cost of £168.

**11. To fully consider a proposal to spend up to £37,000 (including VAT) on new recreational/play equipment for the Oval using the S106/LEAP money previously received following the Rosewood Development**

Cllr Cummings asked Cllr Marson if he would consider an amendment to his proposal, as follows:

**“To consider what equipment may be suitable for use on the new recreational/play equipment for the Oval using the S106/LEAP money previously received following the Rosewood Development”.** This was **approved**.

It was thought that sufficient work had been done in respect of considering 3 of the 4 pieces of equipment, i.e. the zipwire, basket swing and climbing frame, but before this could be progressed, Councillors were asked to consider if the following criteria could be met:

- Does the equipment meet the requirements of the S106 Agreement and therefore are we authorised to commit funding to it?
- Do we have sufficient information to make a decision in particular in respect of projected noise levels?
- Is planning permission required?
- Does the equipment proposed meet the requirements of the PC in meeting their obligations for the provision of recreational facilities and the appropriate needs of the village?
- Does the proposed equipment have a significant negative impact upon the environment of the Oval?
- Do we know the maintenance requirements of the proposed equipment and potential liability in terms of insurance?
- Have we taken due regard of the potential nuisance to neighbours?

Discussion ensued regarding separating the proposal into two and consideration included location, maintenance and safety, insurance and the financial implications of separating the proposal. It was **resolved** that NLPC would seek permission from the Trustee of the North Luffenham Recreation Ground Charity for the installation of 3 pieces of equipment onto the Oval as indicated in Appendix 1. The 3 pieces of equipment are: a basket swing; a climbing frame and a 25 metre zip wire.

Furthermore it was **resolved** to undertake further research on the impact of noise associated with the skate ramp.

**Action: Cllr Marson**

**12. To consider the proposal that the Parish Council should make to the Trustee of the Recreation Ground Charity in respect of play equipment:** prior to proceeding with this initiative Cllr Cummings advised that the PC must obtain authority from RCC to amend the S106 agreement. It was **agreed** that the proposal NLPC would propose to the

Trustee of the North Luffenham Recreation Ground Charity would be the installation of 3 pieces of equipment onto the Oval as noted in Agenda item 11, above.

- 13. To consider Churchyard Grant application of £500:** Cllr Cummings withdrew and Cllr Cade lead the discussion. It was **resolved to approve** £500 for this application.

Cllr Cummings returned to the room.

- 14. To consider quotes and recommendation for printing costs of questionnaires associated with the Village Plan and approval to spend £150 (inc VAT):** following submission of this item, the Village Plan Steering Group had identified the need to increase the quantity from 400 to 600 printed questionnaires, being one for each member of every household. Revised quotes would be submitted at the next meeting for consideration.

**Action: Cllr Smith**

It was further noted that:

- it was intended to deliver the printed questionnaires to each household via the recently launched Contact System
- two formats would be available to complete the questionnaire; either via the village website or a printed version, which should be completed and would be collected or returned to the Fox Inn within a two-week period.

- 15. Defibrillator electrodes:** approval was sought to spend £38. It was **resolved to approve**.

**16. Dates of next meetings**

**Extraordinary Meeting:** Monday, 13<sup>th</sup> March 2017

**Annual Parish Meeting:** Monday, 3<sup>rd</sup> April 2017

**PC meeting:** Monday, 15<sup>th</sup> May 2017

**The meeting closed at 9pm**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_