



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 3rd July 2017

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

In attendance:

Mrs Ashpole (Clerk/RFO), Cnty Councillor Waller, Major Kemp, PC Icke

There were 7 members of public present

26/17 Apologies: Cllr Inman, Cllr Marson, Cllr Riordan, Cllr Sewell, Cnty Cllr Bool

The Chairman welcomed those present, including PC Peter Icke to this his first PC Meeting as South Rutland Dedicated Beat Officer and Major Jack Kemp, Project Officer for 1 Military Working Dog Regiment. Alongside routine governance and finance business, key objectives for the meeting were identified as:

- to consider progress with the Community Emergency Response Plan
- to review the situation regarding Military Working Dogs at St George's Barracks
- to consider how to proceed with Bonfire Night 2017
- to review the initial results of the Village Plan Survey and identify how to take this work forward.

It was explained that in accordance with NALC¹ guidance, agenda items and page numbers within Minutes would be numbered consecutively throughout each business year.

The Clerk confirmed that Transparency Regulations had been met.

27/17 Declarations of Interest: None

28/17 Public Forum

Questions and responses, which included input from Cnty Cllr Waller, were noted as follows:

- **Access to Woodland Walk:** it had been reported that some walkers continued to enter the allotments and use the rear of Geoff Sewell Close (GSC) to access the Woodland Walk. Some residents of GSC and allotment holders had sought clarification. The Chairman provided an overview of how the route was originally selected. Whilst NLPC continues to do its best to encourage the agreed route with appropriately placed signage, it was clarified that, with the exception of the land rented for agricultural use, the land belongs to the village and, as such, access cannot be restricted. Whilst signs had been erected to encourage people to access the Woodland Walk from Edith Weston Road, it was acknowledged that this was considered by some

¹ National Association for Local Councils

users as hazardous, when walking along the narrow pathway of this road with its current maximum speed limit of 60mph. Some walkers were choosing what was considered a safer option via the allotments gate and to the rear of GSC. It was confirmed that maps had been put in place along the route and on the allotments gate.

- **The process for reporting potholes:** despite potholes in and around the village being marked yellow some weeks ago, repairs had not yet begun. Parishioners were advised that these can be reported directly by any number of residents via RCC's online form [at <https://www.rutland.gov.uk/my-community/roads-and-highways/highway-maintenance/road-maintenance/>] Alternatively residents could email brief details and location(s) of potholes to the Clerk (nlparishclerk@outlook.com) who would then forward to RCC Highways team (and copy to Cnty Cllrs).
- **Weeds between external boundary of property and public pathway:** it was confirmed that weed killer was applied twice per year and was also the responsibility of the Highways team and should be reported as noted previously.

29/17 To approve and sign Minutes of the PC meeting held on 15th May 2017: it was resolved to approve and sign the minutes as a true record.

30/17 To receive an update about progress of outstanding resolutions from the last meeting:

- a. **Approval of S106 variation:** despite regular contact by Cllr Cummings and Cnty Cllr Waller, approval had not been forthcoming. It was explained that the impending summer school closures would severely impact the lead time for the implementation of the play equipment and as the officer progressing the case was on leave, Cnty Cllr Waller advised NLPC to proceed with procurement preparations (raise an order, arrange installation date etc). **It was resolved** to proceed with preparations of procurement.
Action: Cllr Marson/Clerk
- b. **RCC LED Lighting:** the engineer's recommendation of his assessment of light no 1454 in Chapel Lane was that a replacement light fitting was required. He had advised a lead time of 4-6 weeks for the appropriate type of lantern. The resident had been informed.
- c. **Speed survey on Pinfold Lane:** RCC Highways had agreed to a survey and would fit a small black box to a post for one week during the school run, to be prioritised prior to the school summer break.
- d. **Transparency compliance:** it was confirmed by the Clerk that:
 - i. Grant Thornton had acknowledged receipt of NLPC's annual return at their office on 1st June 2017.
 - ii. Annual reports/returns had been published in accordance with transparency regulations.

- 31/17 Guest speaker:** South Rutland Dedicated Beat Officer, PC Pete Icke, provided an introduction together with an overview of the past year's crime report for the area and explained:
- the statistics for the area during the past year did not indicate a significantly high level of crime
 - around Rutland Water problems had been created when people had diligently transferred valuables from their car, out of sight to the car boot. They had potentially been observed, which had led to subsequent theft from their car boot
 - forthcoming Beat Surgery dates and locations, which include Property Marking scheme – contact the Clerk or visit <https://leics.police.uk/local-policing/rutland-south/events>
 - information and updates via the free Neighbourhood Watch app
 - 'Speed watch' and the county-wide issue of speeding (and parking) during the school run

It was noted that Cnty Cllr Waller requested that Beat Surgeries take place within free parking zones.

A member of public entered and joined the meeting.

32/17 Chairman's Report

Community/Emergency Response Plan: as a result of the recent major national incidents, Resilience Planning had been transferred from the Village Plan and would be prioritised. A draft plan was being prepared which included a list of key players and a host of local support groups. NLPC interest had been registered with 'Leicestershire, Leicester and Rutland (LLR) Prepared' and a meeting scheduled imminently with the LLR Prepared Senior Resilience Officer. Requests for Councillor involvement were sought. A progress report would be presented at the next NLPC meeting.

Action: Cllr Cummings

33/17 To receive an update of St George's Barracks Military Working

Dogs: with reference to minute 20/17c, Cllr Smith and Mr Overington, a former Councillor, attended the meeting at Catmose on 23/05/2017. Following their reports and a subsequent telephone discussion between Cllr Cummings and Chief Executive (CE) RCC, the facts had been collated [[Appendix A refers](#)] and were reported to the meeting. The summary was noted as follows:

- RCC accept that they got it wrong, in respect of their failure to consult with Parish Councils as previously promised. The CE has made assurances that this lesson had been learnt. The requirement not to adopt Planning Permission processes was made by RCC Officers, and their decision was supported by CE.
- As planning permission was not required we have no planning decision to make.
- Our County Councillors both accept that this could have been handled better but that "we are where we are" and that further discussion would not be productive.

- Many thanks to Cllr Smith and Mr Overington for forcefully making our points to RCC; a letter would be sent to Mr Overington thanking him for his time and expertise

Action: Clerk

- The number of temporary kennels and dogs is greatly reduced from that originally briefed.
- The exact impact upon the village is not known but the Regiment have committed to review working practises if necessary. (Feeding times)
- There remains an operational requirement for military working dogs for the purposes of national security.

A map indicating the location of the kennels was circulated and Major Kemp provided additional clarification as follows:

- A reduction in dogs from a desired 326 kennels to an operational 'must have' was being implemented
- specific equipment used for military dog-training purposes is securely stored in a new purpose-built building
- the principal relocation of personnel and dogs to the barracks was scheduled for 21/7/2017 and it was expected that the operation would be fully completed by 31/08/2017 (i.e. an additional 72 dogs)
- process for complaints associated with dog noise: local residents should submit concerns to NLPC via the Clerk in the first instance, who would forward to RCC, who in turn, would progress such complaints to the Regiment
- 6.30am feed could be adjusted to a later time
- potential sale of barracks land; NLPC will continue to liaise with RCC

Cllr Cummings recommendations were to:

- proceed with positivity
- brief residents via a newsletter to all households
- maintain a watching brief
- liaise with the Regiment as necessary.

It was resolved to accept these recommendations.

Action: Cllr Cummings

34/17 To review and adopt Governance Documents for 2017/18

The Governance Working Group had undertaken the somewhat complex review and a final draft of proposed Standing Orders (SO) and supporting documents was nearing completion. These (and potentially the revised Financial Regulations), would be circulated during August for NLPC consideration and comment.

Action: Clerk

Key observations were noted as follows:

- a. **Standing Orders:** the need to appoint a Staffing Committee (as advised by LRALC²). It was clarified that whilst NLPC as Council Corporate retained overall management of pay and working hours

² Leicestershire and Rutland Association for Local Councils

of its employee(s), a Staffing Committee should advise NLPC on the detail associated with employee recruitment and staffing matters related to employment regulations.

- b. **Financial Regulations:** it had been identified recently that VAT can only be claimed when purchase is made directly from NLPC funds and not via a third party. A VAT claim cannot therefore be made when any individual is reimbursed for goods personally purchased on behalf of NLPC. An appropriate means of payment for NLPC purchases, such as a debit card, was being investigated and findings would be reported to the Finance Working Group.

Action: Clerk

35/17 Correspondence

- a. **Citizens Advice Rutland:** The recently appointed CEO requested an introductory visit and would therefore attend as a guest speaker at NLPC's next meeting on 04/09/2017.
- b. **AON Insurance:** receipt of Renewal Policy and Certificate of Employers' Liability Insurance were noted.
- c. **The Pensions Regulator:** receipt of acknowledgement of Declaration of Compliance was noted.
- d. **RCC: Winter Maintenance:** Highways were in the process of their annual review to ascertain grit bin requirements for winter preparation. Highways had confirmed that:
- the bins were topped up a maximum 3 times in the same year; subsequent requests for top-up would be charged to Parish Councils at £55 per refill
 - the contents must be used on adopted highways only, not footways and private properties
 - Highways would try to assist with requests for salt/grit for paths immediately outside dedicated accommodation for elderly residents but stipulated that this would depend on their available resources and priorities at the time.

It was noted that this information should be referenced within the Community/Emergency Response Plan [item 32/17 refers].

Action: Cllr Cummings

NLPC were advised that the 13 grit bins around the village were in the process of being inspected. A response would be sent to Highways within their requested timeframe together with a request for a grit bin for Lyndon Road.

Action: Clerk

36/17 To formerly appoint Councillors x 2 to represent North Luffenham at LRALC (Rutland Branch): Cllr Cummings advised that the LRALC Rutland Branch had been re-invigorated under the Chairmanship of Cllr Brown (a former NALC executive member) who is a Councillor for Barrowden PC. NLPC were required to formally appoint 2 x representatives to vote at the AGM each June. **It was resolved** to appoint Cllr Cummings and Cllr Cade to be the NLPC representatives to LRALC (Rutland Branch)

It was also noted that the Rutland 30 Year Plan would be discussed at the next Parish Forum. Aside from this, it was clarified that new Rutland Plan would supersede any older Neighbourhood plan (which is specific to the broader-ranging aspects of planning and its infrastructure). NLPC were strongly advised by Cnty Cllr Waller to liaise with Edith Weston PC given that their Neighbourhood plan was up for renewal.

Action: Cllr Cummings

37/17 Finance Report

a. **To receive Qtr 1 (April-June) Actual/Budget Forecast**

Summary: in response to the confusion expressed at the previous meeting, payments for net and VAT were now presented separately. Subsequent to the Qtr 1 Summary publication however, and as noted in item 34/17b, it had become apparent that VAT cannot be claimed via a third-party purchase. It was noted therefore that 'IT costs' for this quarter would be subsequently adjusted to £39.99 without VAT.

It was resolved to accept and **approve**.

b. **To consider and approve Finance Report: it was resolved** to accept and **approve**.

c. **To consider and approve quote to replace Notice Board (for Pinfold Close):**

A quote was presented as:

- i. £364 without Parish Council header lettering
- ii. £434 with Parish Council lettering

plus a nominal sum for materials to erect the posts.

It was resolved to **approve** a spend of **up to £450** to replace and erect a notice board with Parish Council lettering and an order to be issued.

Action: Clerk

d. **To seek authority to purchase x 3 printed copies of 'Good Councillor Guide' at £3 per copy plus p&p: it was resolved** to **approve**.

e. **To seek approval to spend:**

- i. LRALC CiLCA 3 x training session of £190
- ii. Reimbursement to Clerk for office supplies:
 1. Amazon – compatible printer ink cartridges of £16.77
 2. Office World – 1 pack x 5 notepads of £9.95

It was resolved to **approve** this expenditure.

f. **To note** emergency payment for 1 year's subscription of McAfee antivirus software of £39.99 for NLPC computer (in accordance with NLPC Financial Regulations 4.5 endorsed January 2016) and to note more economical options to be explored prior to next year's renewal. NLPC were advised that the expiry of trial antivirus software coincided with media reports concerning the software virus which severely affected NHS computer systems worldwide. The purchase included a discount of £50 applicable only by making payment as 'recurring'. An alert to remove the recurring payment would be initiated.

Action: Clerk

38/17 Planning

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

- a. **2017/0577/CAT - Proposal:** Fell 1 No. Cypress. St John the Baptist Church, Church Street, North Luffenham
To note that this application was **supported**
- b. To receive planning **decisions** for the following:
 - i. **2017/0343/CAT - Granted:** 1 No. Blue Cedar - fell. 2 No. Silver Birch – fell. Stoneway, 9, Church Street, North Luffenham
 - ii. **2017/0289/CAT – Granted:** Remove 1 No. Tree leaning towards Deweys Close. Remove 1 broken branch from 1 No. Tree. Remove 1 branch leaning towards Deweys Close and smaller broken branches from 1 No Tree. Stonecroft, 7, Digby Drive, North Luffenham
 - iii. **2017/0265/FUL – Granted:** replacement of existing wooden shed with a new wooden combination summerhouse with side shed. Chater Cottage, Glebe Road, North Luffenham
 - iv. **2017/0445/CAT – Granted:** T27, T28, T29, T30, T31, T32, T33, T34 – Lime Trees. Re-pollard to maintain suitable size for their location. North Luffenham Hall, Church Street, North Luffenham

39/17 To consider allocation of tasks for 2017 Bonfire Night event:

Cllr Cummings proposed key tasks allocated to individuals as follows:

- Publicity and volunteers: tbc
- First Aid: Cllr Smith
- Bonfire & Fireworks: Cllr Cade
- Safety & Risk Assessment: Cllr Cummings
- Lighting & Fencing: Cllr Sewell?
- Finance & cash management – tbc – a need to comply with NLPC with Financial Regulations was noted
- Insurance: Clerk
- Refreshments: Cllr Burrows

NLPC were advised that a Category 3 safety training on 17/09/2017 at a cost of £140 was provided via a fireworks manufacturer and noted that this cost would be automatically absorbed by the fireworks manufacturer should a minimum order of £1,000 be placed. Cllr Cade had expressed an interest in undertaking the training.

It was anticipated that all operational plans associated with the Bonfire Night event would be encompassed within an Extraordinary Meeting at a future date.

It was resolved that a Working Group meeting would take place at 7.30pm on 10 July at Digby Drive to establish the operational detail of the event.

Action: Bonfire Night Working Group

40/17 To receive a presentation of the results of the Village Plan questionnaire. It was reported that circa 300 questionnaires had been completed. Although it was acknowledged that more analysis was required, data had been collated using Google Forms to present the current results.

Comments noted were:

- young people's responses numbered 10
- the Oakham-Stamford bus (no 19) may be under threat
- to consider how best to communicate the results
- to consider the most effective way to reference the results in order to help influence thinking the future (e.g. potential township of the barracks)

Thanks were conveyed to Cllr Smith and Cllr Burrows for their time and skill in producing such a substantial piece of work. **It was resolved** that the Steering Group would conduct further analysis on the results and report back at the next PC meeting.

Action: Cllrs Smith/Burrows

41/17 Questions to the Chair:

Councillors were given an opportunity to raise any questions/comments to the Chair. It was noted that this item was a 'one-off' and would not be repeated.

- a. A need to organise NLPC strategy meeting was identified.

Action: Cllr Cummings

42/17 Date of next meeting: Monday, 4th September 2017

The meeting closed at 8.45pm

Signed: _____

Date: _____