



North Luffenham Parish Council

Minutes of the meeting of the Parish Council (Trust) held at the North Luffenham Community Centre from 8.50pm on Monday, 3rd July 2017

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

Also in attendance:
Mrs Ashpole (Clerk/RFO)

There were 3 members of public present

13/17 Apologies: Cllr Inman, Cllr Marson, Cllr Riordan, Cllr Sewell

14/17 Declarations of Interest:

- Cllr Cade declared an interest by virtue of being Chairman of NL Cricket Club.
- Cllr Burrows declared an interest by virtue of being Vice Chairman of NL Cricket Club

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

16/17 To receive an update about progress of outstanding resolutions from the last meeting:

- a. Registration of the united charity:** detailed clarification was provided on 13/06/2017 via the Charity Commission's online form and a response was awaited.
- b. Woodland Walk / allotment gate notice:** Cllr Cade confirmed that additional maps indicating the route had been placed along the walk and on the gate. As agreed previously (ref: PC Minutes, January 2017, Public Forum) signage would be placed at the juncture of the allotments.

Action: Cllr Cade

- c. Trip hazard to the entrance of the Oval in Church Street:** this had been completed, with thanks to be conveyed to Cllr Marson.
- d. Tree survey and inspection:** Cllr Cade had advised that a verbal quote had been received via RCC at a significantly reduced cost of £350. In accordance with NLPC Standing Orders (SO) **it was resolved** to suspend "... to be conducted by the arboriculturalist previously used in 2012" being part of item 11/17. In addition, upon receipt of the quote of £350 from RCC, **it was resolved to approve** authorisation for the Clerk to issue an order.

Action: Cllr Cade/Clerk

17/17 To consider Code of Conduct and Conflicts of Interest Policy for Trust matters: the Chairman explained that the PC acting in its capacity as sole trustee for the Recreation Ground & Field Gardens Trust was bound to abide by the complexities of charity law as regulated by the Charity Commission (CC). In view of the fact that CC procedures 'trump' Local Authority procedures, Cllr Riordan had undertaken substantive research which had culminated in the production of several papers. These had been circulated prior to the meeting for councillors' perusal and consideration. 'NLPC Code of Conduct' had been revised and would be considered for adoption alongside Standing Orders at a full PC meeting. It was acknowledged that whilst there was not a legal requirement to adhere to the Transparency regulations, publication of agenda, minutes and accounts for Trust matters would continue to be undertaken as a principle of good practice. The Chairman recommended adoption of the 'Code of Conduct and Conflict of Interests Policy' and, **it was resolved to accept and adopt** the Policy. Thanks were to be conveyed to Cllr Riordan for her efforts with this significant piece of work.
Action: Cllr Cummings

18/17 Finance Report

- a. **PC to receive Qtr 1 (April-June) Actual/Forecast Budget Summary:** similar to that noted in the PC meeting, a VAT reclaim is only valid when purchase is made directly from Trust funds and not via a third party. Payment for Trust purchases in accordance with 'proper practice' was being investigated and would be reported to the Finance Working Group. **It was resolved to approve** Qtr 1 Summary.
Action: Clerk
- b. **To consider and approve the Finance Report: it was resolved** to accept and **approve**. It was noted that, as per previous arrangements, the grounds maintenance team would be requested to notify the Clerk via email after each grass cutting session of the Oval.
Action: Clerk

19/17 To consider the plan to tidy the Oval and make good the cricket pitch following the bonfire event: items were in the process of being disposed of via ebay; it was unclear what more could be done. The Chairman suggested that the Group meet to discuss and agree a plan for consideration at next meeting.
Action: Oval Working Group

20/17 Field Gardens Report

- a. **Allotments update:** whilst it was thought that plot 10b2 remained vacant it had transpired that the allotment tenants wished to make a direct payment to the PC Trust bank account. Bank details would be conveyed to the allotment tenants forthwith.
Action: Clerk
- b. **Woodland Walk expenses: approval sought by Cllr Cade to spend up to £25 for fuel associated with grass cutting:** upon submission of summary of expenses and appropriate receipts to the Clerk **it was resolved to approve** payment.
Action: Cllr Cade/Clerk

21/17 To receive and consider the draft Allotment Letting Policy: circulation of the revised policy had been overlooked; apologies were conveyed by Cllr Cade. **It was resolved** to circulate the revised document forthwith for councillors' consideration and comments at the next PC (Trust) meeting.

Action: Cllr Cade

22/17 Oval Report:

- a. **Wicksteed Play Equipment:** it was noted that maintenance had been undertaken on 16/06/2017

23/17 To consider quotes x 3 for specialist painting play equipment: it was reported that quote x 1 had been received; another 2 quotes were pending. These would be presented to the Clerk for circulation and consideration at the next PC (Trust) meeting.

Action: Cllr Cade/Clerk

24/17 To consider a Family Day: it was noted that this item should have been listed and discussed as PC General business. The proposed 'Family Day' event was supported in principle with the proviso to keep it manageable in terms of limiting activities due to reduced resources. The following was noted:

- a. Date identified: Saturday, 26th August 2017 (August bank holiday weekend)
- b. Permission sought by the PC to the PC (Trust) to use the Oval
- c. Suggested attractions included:
 - activities: softball, cricket, touch rugby, barbeque
 - present family produce from allotments
- d. Approval was sought to spend up to £100 for refreshments

It was resolved to approve all aspects as listed for a Family Day.

Action: Cllr Cummings

25/17 Questions to the Chair:

- a. **Goalposts:** would replacement order be included in the S106 play equipment quote and discussed previously? The resolution in the minutes would be checked.

Action: Clerk

26/17 Agenda items for discussion at the next meeting:

- **Revised draft Allotment Letting Policy:** for consideration at the next PC (Trust) meeting.

27/17 Date of next Parish Council (Trust) meeting:

Monday, 4th September 2017

The meeting closed at 9:15pm

Signed: _____

Date: _____