



North Luffenham Parish Council

Minutes of the meeting of the Parish Council (Trust) held at the North Luffenham Community Centre from 8.55pm on Monday, 4th September 2017

Present: Cllr Cummings (Chairman), Cllr Burrows, Cllr Riordan, Cllr Sewell, Cllr Smith

In attendance: Mrs Ashpole (Clerk/RFO), Mr Wyatt (Chairman of NLAS)

There were 4 members of public present

28/17 Apologies: Cllr Cade, Cllr Inman, Cllr Marson

29/17 Declarations of Interest: Cllr Riordan item 34/17 by virtue of residing adjacent to the Oval.

30/17 To approve and sign Minutes of PC Trust meeting of 3rd July 2017: it was resolved to approve and sign the minutes as a true record.

31/17 To receive an update about progress of outstanding resolutions:

- a. **Erection of boundary fencing of Manor Farm land adjacent to the Woodland Walkway:** the work was scheduled to take place in approximately 4 weeks. The order sent to the supplier had been 'returned to sender'. The correct contact details would be emailed to the Clerk.

Action: Cllr Sewell

- b. **Registration of the united charity:** it was reported that the application for registration had been processed and accepted. Guidance from the Charity Commission included a change of bank account name as follows:

from: North Luffenham Parish Council Field Garden Trust
to: North Luffenham Field Gardens and North Luffenham Recreation Ground Charities'

During a visit to HSBC on other business the Clerk had been advised that formal notification, such as a covering letter and a copy of the resolution within the Minutes would enable the account change request to be processed. **It was resolved** to approve the bank name change.

Action: Clerk

32/17 Finance Report:

- a. **To consider and approve Finance Report:** the Report had been previously circulated for consideration. The following was noted:
 - i. payment of £1,246.08 for the maintenance of the play equipment had been paid in error from the Field Garden Trust account. The cheque had been returned, which in turn incurred £15 bank charges due to insufficient funds.

- ii. An anticipated spend for the next quarter was calculated and a transfer of £3,000 from the investment account to the FGT account was actioned.
- iii. To rectify the error noted in i. above, a cheque for £1,261.08 (which includes £15 bank charges) would be issued from the NLPC General account to the FGT account.

Action: Clerk

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

- b. **To seek approval to spend up to £45 on Cat 3 Firework training: it was resolved to approve.**
- c. **To seek approval for £16 + VAT for duplicate Woodland Walk sign: it was resolved to approve.** Mr Wyatt agreed to liaise with Cllr Cade with siting the duplicate sign.

Action: Cllr Cade/Mr Wyatt

- d. **To seek approval to spend up to £450 for NFU Bonfire Night event insurance: it was resolved to approve.** It was noted that as the NFU quote expired on 20/8/2017 a revised quote would be requested and to indicate the event date as 5/11/2017 instead of 4/11/2017.

Action: Clerk

33/17 Field Gardens Report

- a. **Allotments update:** the Clerk advised that a waiting list had been implemented. Mr Wyatt reported that 2 allotment tenants had indicated that they might relinquish their plots next year; he would pass the details to the Clerk.

Action: Mr Wyatt

34/17 Oval Report

a. Tree Survey and Inspection:

- i. To seek approval to spend £352 for tree inspection. Cllr Riordan was requested to remain present but took no part in the discussion. The following papers were received on 17/8/2017 from RCC:

1. RCC's 'Parish Tree Maintenance & Inspection Policy' dated 18/08/2017;
2. 'RCC Agreement relating to the provision by RCC of Tree Inspection Services';
3. 'Appendix 1 – Parish Quote' indicating a total of £352.

The papers had been circulated to all councillors and, prior to his leave, Cllr Cade confirmed that he had read and had no issue with these papers. A provisional date of 20th September to conduct the inspection had been received from RCC's Forestry Officer. **It was resolved**, with Cllr Riordan abstaining, to **accept** RCC's Policy, sign the Agreement, **approve** the spend of £352 and obtain a confirmed date of inspection.

Action: Clerk

Cllr Riordan left the room.

Discussion ensued regarding a resident's concern about tree roots and **it was resolved** to approve inspection of these roots by RCC's Forestry Officer. The resident would be updated.

Action: Clerk

Cllr Riordan returned to the room.

- b. **LEAF project:** Cllr Cade had signed up to the recently launched Tree Charter. Free papers were available to all at the meeting. These promoted the initiative (including a form) to encourage public involvement. For every person signing the Tree Charter, online (<https://treecharter.uk/>) or offline, there would be a tree planted designated as a Tree Charter Legacy Tree, although not necessarily in our neighbourhood.
- c. **Goalposts replacement quotes:** seven companies had been approached with one response received to date. This would continue to be pursued.

Action: Cllr Marson

- d. **Damaged coating to Oval bench** (near Oval Close/cricket net) to consider replacement cost of £246 + £60 delivery and, to seek approval of up to £350 for replacement bench to include materials to install: discussion ensued. **It was agreed** to examine the bench and make a recommendation for replacement or repair. If deemed appropriate, emergency remedial work would be provided to make the bench safe in the interim.

Action: Oval Working Group

35/17 To consider quotes x 2 for specialist painting play equipment:

- a. Quote 1 - £1,600 (labour) + £280 (materials) = £1,880 + VAT
b. Quote 2 - £2,000 (labour) + £192 (materials) = £2,192 + VAT
Quotes 1 & 2 are for the multi-play unit only.

Discussion ensued and it was noted that:

The supplier for Quote 2 had also quoted for specialist painting of the swing unit, being £790 (labour) + £64 (materials) = £854 + VAT.

It was resolved to provisionally approve the painting of the multi-play unit **and** the swing units by Wicksteed, subject to a satisfactory quote being obtained in relation to the swing unit. **It was further agreed** to delay the work until Spring 2018 and review costings later in the year.

Action: Clerk to clarify supplier costings

36/17 Agenda items for discussion at the next meeting:

- Long-term review of trees
- Advertise for volunteer for phase 2 of play equipment
- Control of Ragwort on Woodland Walkway and suggestion to spray at end of May 2018

37/17 Date of next Parish Council (Trust) meeting:

Monday, 16th October 2017

The meeting closed at 9.35pm

Signed: _____ Date: _____