



# North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 4<sup>th</sup> September 2017

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

**In attendance:**

Mrs Ashpole (Clerk/RFO), Cnty Cllr Waller, Cnty Cllr Bool, Mr Simon Mutsaars

**There were 7 members of public present**

**43/17 Apologies:** Cllr Cade, Cllr Inman, Cllr Marson

**44/17 Declarations of Interest:** Cllr Riordan: item 53/17 i. by virtue of residing adjacent to the Oval.

**45/17 Public Forum**

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

- **1. Parking restrictions along Lyndon Road:** a 'Parking Review – Scheme Proposal Form' had been handed in for register to RCC on 31/08/2017 by the resident of the former Post Office building in Lyndon Road. The application stated "vehicle impact/accidents" to his property. An application had apparently been submitted to the Parish Council and RCC in August 2016, although neither had a record of this on file. The application included a list of 18 signatures from within the vicinity. Residents in attendance supported the Review application and key points were noted as follows:
  - the narrowing of Lyndon Road caused restriction to large vehicles, which had recently included a fire engine
  - residents had experienced damage to their parked vehicles which had impacted negatively on obtaining car insurance
  - those present were seeking to remove their front boundary walls, i.e. house numbers 4-14 inclusive in Lyndon Road, to facilitate a layby for residents' parking only
- the Parish Council acknowledged the significant problem and expressed complete sympathy with the residents' predicament. The PC however were not convinced with the proposal that had been submitted. Cllr Cummings referred to 'Support for the proposal' section within the application and it was suggested that the following responses should be submitted:
  - 'Yes, in principle' to 'Does the Parish Council support this proposal'
  - 'Yes, in principle' to 'Do you know if there is Ward Member support for this proposal'
  - 'It would be dependent on costs' to 'If the scheme is successful in receiving Cabinet approval would the Parish

Council be willing to make a financial contribution towards the scheme'

**It was resolved** to approach RCC Highways and request a feasibility survey to be conducted by the Senior Highways Engineer. **Action: Cllr Cummings/Clerk**

- **2. Complaints procedure that residents should follow regarding nuisance noise from Military Kennels:** residents expressed concern about anti-social noise from military working dogs at St George's Barracks. It was especially noticeable during the early hours (i.e. 3am) on 3 consecutive nights during the recent heatwave, when residents' windows were open through the night. It was suggested that security patrols undertaken at 3am aroused the dogs. Residents were encouraged to observe the following process:
  - to note the times of disturbance during a one-week period
  - submit the report to the Parish Clerk preferably via email ([nlparishclerk@outlook.com](mailto:nlparishclerk@outlook.com))
  - the Clerk would collate reports and forward to RCC, who in turn would submit to the appropriate contact at St George's Barracks
- **3. Tree obscuring vision on left when turning from Glebe Road into Lyndon Road:** concern was expressed regarding the size of the tree near the junction, which was deemed to be causing a hazard. Despite this being reported to RCC some 6 months ago and a follow-up pursued, no action had yet been undertaken. It was established that felling the tree was thought to be the only solution. Residents were advised to forward their concerns with the Parish Clerk, who would collate and submit to RCC Highways and copied to Cnty Cllrs Bool and Waller.

The public were thanked for their comments and the formal business began.

**46/17 Guest speaker:** Mr Simon Mutsaars, recently appointed CEO, Citizens Advice Rutland provided an overview of the work of the CAB together with the Rutland Community Wellness Service. Simon explained that the information, advice and support was an initiative delivered alongside The Bridge, Spire Homes, AgeUK and Vista in partnership with RCC and NHS East Leicestershire and Rutland. He anticipated a more accessible interactive website [<http://www.rutlandrap.org.uk/>] would be launched by the end of the month. Flyers promoting the service and contact details including CAB address at 56 High Street, Oakham were circulated. Cllr Smith would raise awareness of the Service within NL's Good Neighbours Scheme. The Rutland Community Wellness Service would be posted online. **Action: Clerk**

**47/17 To approve and sign Minutes of PC meeting of 3<sup>rd</sup> July 2017: it was resolved to approve** and sign the minutes as a true record.

**48/17 To receive an update about progress of outstanding resolutions from the last meeting:**

- a. **RCC receipt of approval of S106 variation:** Cllr Cummings conveyed grateful thanks to Cnty Cllr Waller for her support with

S106 variation. He referred to a communication received on 21/7/2017 from the Senior Planning Policy Officer, RCC with attached copy of signed letter of agreement from Francis Jackson Homes together with RCC confirmation of consent to the work being paid for out of the LEAP contribution.

- b. **Play equipment procurement:** Action Play & Leisure had advised today that the installation of the play equipment would begin in 2 weeks' time.
- c. **RCC: Winter Maintenance;** grit bin survey would be undertaken late in September.
- d. Parish Council Newsletter; it was hoped that it would be ready for circulation by the end of the week.

**Action: Cllr Cummings**

- e. **Community/Emergency Response Plan:** the final draft of the Plan was nearing completion and positive feedback had been received from LLR Prepared Senior Resilience Officer. Minor adjustments were required prior to finalising. LLR Prepared would be contacted when NL is ready to arrange a date to test the plan.

**Action: Cllr Cummings**

- f. **Village Plan Questionnaire:** analysis was ongoing and it was anticipated that a report would be available at the next NLPC meeting.

**Action: Cllr Smith**

#### **49/17 Chairman's Report**

- **Rutland Local Plan:** comments due by 25/09/2017 and available at <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/local-plan-review/> Key points noted were:
  - i. The plan does not include any significant comment regarding the potential redevelopment of St George's Barracks because no plans have been formally finalised regarding the closure of the Barracks.
  - ii. No proposed development has been identified in North Luffenham.
  - iii. No take up of the sites offered for development last year have been taken up, which included Station Road, Glebe Road and Pinfold Lane.
  - iv. Cllrs Cummings and Smith are attending meetings. Any thoughts regarding the plan would be welcomed. A response by NLPC will be prepared and circulated to Councillors by 20/09/2017
  - v. 'One Public Estate' <https://www.local.gov.uk/topics/housing-and-planning/one-public-estate> RCC hoped to work closely with MoD and interested parties, including NLPC, to ensure the most appropriate development of the Barracks was realised.
  - vi. The plan provided for 2,200 new houses over 20 years.
- **To advise current state of play of Web Working Group** (resolution 5/17 refers): a date was to be identified to review the Group's current state of play.

**Action: Cllr Cummings**

**50/17 To receive and adopt Governance Documents for 2017-18:** thanks were conveyed to the Governance Working Group for the significant time dedicated to review NLPC Financial Regulations (FR) and Standing Orders with supporting documents against current NALC model. Two key considerations of the FR were noted as below. Proposed drafts had been circulated for councillors' consideration and comment. **It was resolved to accept and approve** the following documents and to note any further amendments for consideration at the next NLPC Annual Meeting.

- Financial Regulations:
  - i. FR 4.5 – 'In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure ... subject to a limit of £500'
  - ii. FR 6.21 – 'Personal debit or credit cards of members or staff shall not be used under any circumstances'
  - iii. Approval should be sought at NLPC meeting for expense claims for nominal expenditure, accompanied with relevant receipts.
- Standing Orders
- Complaints Procedure
- Grievance Policy
- Disciplinary Policy
- Press / Media Policy
- Staffing Committee Terms of Reference

Drafts would be finalised and a set provided to each councillor.

**Action: Clerk**

**51/17 To consider appointment of members to NLPC Staffing Committee:** whilst NLPC would retain its authority associated with pay and working hours for staff, it was strongly recommended that a Staffing Committee (SC) should be formed to manage the detail as stipulated in the Staffing Committee Terms of Reference. It was recommended that a volunteer be sought, preferably with an HR background to join the Committee to advise the SC on best practice. **It was resolved** that members of the Staffing Committee would be Cllrs Cummings, Riordan and Smith.

**52/17 To receive the Bonfire Night Working Group report:** the Bonfire Night Working Group met on 26/07/2017 and the report had been circulated. Key issues included identifying sufficient volunteers, BBQ chef and caterers. Cllr Burrows would attend the Cat 3 Fireworks Safety Course provided by Kimbolton Fireworks.

**Action: Cllr Burrows**

**53/17 Clerk Correspondence**

- **AON Insurance** - to note receipt of:
  - i. **closure of claim** because the claimant was not wanting to pursue a claim for damage but for the tree in question to be inspected and the necessary action taken to prevent further damage – no further action associated with AON in respect of this was deemed necessary by NLPC

- ii. **notification of AON service withdrawal for 2018** – other insurance providers would be investigated taking into consideration the requirements for the annual Bonfire Night event

**Action: Clerk**

- **The Jetties street light no 445:** notification had been received from a resident that the street light had been overlooked in the recent LED upgrade. RCC advised that it needed to be pursued with Eon because it was not part of RCC's inventory. Eon provided a quote of £344 + VAT. Subsequently, a RCC inventory which listed the street light was located; a request for RCC Highways to investigate was submitted and a response was awaited.

**Action: Clerk**

- Whilst no formal decisions could be taken, it was noted that the caretaker had, prior to commencement of the meeting, reported that there was no power to the street light in the school/church drive. He requested that the light head be moved to the school entrance. It would be investigated and reported at the next meeting.

**Action: Clerk**

#### **54/17 Finances Report**

- a. **the Finance Report** was circulated and **it was resolved** to accept and **approve**.
- b. **Grant Thornton – to note:**
  - i. Certified Annual Return for YE 31/03/17
  - ii. Payment of invoice of £100 + VAT
- c. **Internal Audit:** to note payment of invoice of £100
- d. **To seek authorisation to notify Payroll provider of 1% increase** to Parish Clerk's pay scale as per NALC Briefing E02-16, 2016-18 backdated to 01/04/2017 (PC Minutes, 11/07/2016 item 7 refers) – **it was resolved to approve**.
- e. **LRALC training for Clerk:** Data Protection & Freedom of Information for Local Councils on 28/09/2017 - to seek approval to spend £35: the course was now fully subscribed. **It was resolved to approve** the spend of £35 should a cancellation place become available or another date for the same course is published.

**Action: Clerk**

**Action: Clerk**

#### **55/17 To consider RCC Speed Limit Reviews (SLR) at a total approximate cost of £2,639.07 being:**

- SLR 04: approx cost £845.06
- SLR 15: approx cost £1794.01

Cllr Cummings reported the following communications:

**04/10/2016:** RCC advised the two schemes had been approved subject to funding by the Parish Council (there may be potential to use any surplus s106 funds to go towards the speed limit changes)

**25/07/2017:** RCC have confirmed that s106 monies have been allocated to fund the installation of SIDs and therefore the scheme will be installed at the cost to the parish.

Discussion ensued with reference to the lengthy period of time that NLPC had been pursuing the scheme on behalf of the community. It was clarified that:

- RCC would pay the legal fees.
- S106 would fund the Speed Indicator Devices
- the costs for SLR 04 and 15 were for the new signs and the labour for the installations.

The following options were explored:

- a. advise RCC that NLPC is not in a position to fund the scheme
- b. NLPC to take from Reserves then replenish by increasing the 2018/19 precept

**It was resolved** to progress with the scheme with a request to RCC that payment be made next year as no budgetary provision had been made for this year. In the event that a negative response was received from RCC, it should be referred to Cnty Cllrs Bool and Waller.

**Action: Cllr Cummings/Clerk**

**56/17 Planning:** Cllr Smith reported on the following:

- To receive planning applications for:
  - i. 2017/0723/FUL - Proposal: single storey rear extension & demolition of existing conservatory, with internal alternations – 1 Rose Close, North Luffenham  
**Granted** decision received earlier that day
  - b. To receive planning decisions for the following:
    - i. 2017/0577/CAT – **Granted**: Fell 1 No. Cypress - St John The Baptists Church, Church Street
    - ii. 2017/0485/LBA – **Granted**: construct & fit ensuite in bedroom - The Old Rectory, 8 Church St
    - iii. 2017/0618/CAT – **Granted**: T1 fell 1 no. cherry; T2 fell 1 no. Ash; G1 – row of trees – fell due to ongoing maintenance - 2A Glebe Road
    - iv. 2017/0650/FUL – **Granted**: erection of dwelling - Land Rear of Stone Cottage 27 Church Street
    - v. 2017/0688/LBA – **Granted**: internal alterations to 2<sup>nd</sup> floor bedroom - Boyton House, 10 Church St

Cllr Smith confirmed that the Planning Committee will review application 2017/0788/FUL – 8 Oval Close, (Application Date: 16 Aug 17), will consult with neighbours and if necessary call an Extraordinary meeting.

**57/17 To consider Speed Survey Results and RCC's offer to install a pair of 30 mph repeater signs** between the junction with Edith Weston Road and the first street light at the cost of RCC. Discussion ensued and, in keeping with RCC's requirement to reduce signs, it was

suggested that the signs should be replaced with road painting. **It was resolved** to pursue the road painting suggestion with RCC.

**Action: Clerk**

**58/17 To consider/review maintenance of 'Woodyard corner'**: concern was expressed about the apparent poor maintenance of the prominent entrance to the village via Pinfold Lane. The area appeared to be overrun with weeds and grass cuttings abandoned onsite. It had been suggested that ill-health of the maintenance staff could be the issue. **It was resolved** to discuss with the landlord of 'The Fox Inn'.

**Action: Clerk**

**59/17 To request that the Web Working Group review Clerk's Report: 'Rationale for a dedicated Parish Council website' dated 02/08/2017**, circulated to NLPC with Strategy Agenda: Cllr Burrows requested that the Clerk forward the supporting documents to the Report. He also asked for clarification to be sought from LRALC on NLPC's eligibility for transparency funding for a dedicated PC website, bearing in mind the current on-line community presence.

**Action: Clerk**

**It was resolved** that the Web Working Group would consider the Report at a meeting open to any councillor. Recommendations would be provided for consideration at October's NLPC meeting.

**Action: Web Working Group**

**60/17 Agenda items for discussion at the next meeting:**

- Seek Trust permission to hold the Bonfire event
- LRALC Round Robin: Internal Audit and Cloud backup service
- Affordable Housing
- Seek approval of costs of spare defibrillator pads upon receipt of quote
- Street light in the school/church drive. Pursue request to RCC for the light head be moved to the school entrance

**61/17 Date of next Parish Council meeting:** Monday, 16<sup>th</sup> October 2017

**The meeting closed at 8.50pm**

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

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