



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 16th October 2017

Present: Cllr Cummings (Chairman), Cllr Cade, Cllr Burrows, Cllr Inman, Cllr Riordan, Cllr Smith

In attendance:

Mrs Ashpole (Clerk/RFO), Cnty Cllr Waller

Non attendance:

Cllr Sewell

There were 9 members of public present

62/17 Apologies: Cnty Cllr Bool

63/17 Declarations of Interest: none.

64/17 Public Forum

No power to the street light in the school/church drive. Noted at item 74/17b below.

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

65/17 To approve and sign Minutes of PC meeting of 4th September 2017: it was resolved including annotated clarifications by the Chair to **approve** and sign the minutes as a true record.

66/17 To receive an update about progress of outstanding resolutions from the last meeting

- a. **5/17 (15/05/2017):** Cllr Cummings advised that he had discussed progress with Cllr Burrows as reported in item 69/17
- b. **45/17.1: Request for feasibility survey by RCC Highways relating to parking for Lyndon Road.** RCC had offered a site visit and a suitable date was to be identified. Residents would be made aware of this visit as soon as a date had been confirmed.
Action: Clerk to inform residents
- c. **45/17.3: Visibility issue from shrubs at junction of Glebe Rd/Lyndon Rd.** Cllr Cummings had been advised that this had been progressed.
- d. **48/17 b: Installation of play equipment.** This had been installed and it had been reported that it was well used.
- e. **48/17 d: Parish Council Newsletter.** A draft had been circulated with a request for comments to Cllr Cummings by 20/10/2017.
- f. **53/17: The Jetties street light.** RCC had advised that they are unable to maintain lights on an unadopted road. Cllr Cummings referred to [House of Commons Library note dated 10/10/2010](#) which concluded that " ... The general rule is that responsibility for

street lighting on an unadopted road will rest with whoever installed the original lighting." It was felt that further research was required.

Action: Clerk

- g. **54/17 e: to note that Clerk attended LRALC¹ training for GDPR²/Freedom of Information on 28/09/2017** and would provide feedback to NLPC Data Controller. Also, to differentiate between Data Protection Officer and Data Controller.
- Action: Clerk**
- h. **55/17: Speed Limit Review** – it was noted that RCC is to cost and invoice for the work to be done for FY 2018/19 for:
- i. SLR04 - Edith Weston Rd to Ketton Rd
 - ii. SLR15 - Station Rd to Ketton Rd
- i. **57/17: Pinfold Lane** – RCC Highways had agreed to provide 30mph road painted speed limit signs instead of repeater signs
- j. **58/17: Maintenance of Woodyard Corner** – the landlord of the Fox Inn had reported staffing issues. He had made alternative arrangements and believed that the area was maintained to a good standard and was willing to continue this arrangement. He had also suggested a competition in association with the village Garden Club.

67/17 Chairman's Report

- **St George's Development and NLPC's response to Rutland County Council:** following a meeting at RCC and a briefing paper published online, Helen Briggs, CE of RCC would host a briefing at 7pm on 26/10/2017. Cllr Cummings sought NLPC endorsement of his letter to CE RCC which highlighted key points, noted as follows:
 - Despite frequent promises from RCC, no consultation took place before the County produced their draft proposals. This has resulted in an inevitable lack of trust moving forwards.
 - Edith Weston and North Luffenham Parish Councils wish to be given a seat on the appropriate project board to ensure that our voice can be heard.
 - The new discreet 'Garden Village' proposal, not part of Edith Weston, nor North Luffenham enables RCC to represent solely their own views for a community that doesn't yet exist.
 - We urgently need to know the likely scale of the proposed development.
 - We look forward to working closely with RCC to involve our community in the proposals for growth.

Other comments taken from the floor were noted as follows:

- a synergy would be created by working with Edith Weston PC
 - the 'Oakham Hub' could happen at St George's Development
 - concern expressed regarding infrastructure; roads; potential for 'rat run' along Edith Weston Road and difficulties accessing A47; transportation vehicles to remove spoil from the site;
 - a request for an early indication of buffer zone.
 - The wider issue that the development appears to contradict RCC's former desire to retain the rural environment alongside the facilities provided to locals and tourists at Rutland Water
- It was resolved** to finalise the paper with the comments noted and to send jointly with Edith Weston PC.

¹ Leicestershire & Rutland Association of Local Councils

² General Data Protection Regulation

Action: Cllr Cummings

- **Endorsement of NLPC response to RCC Draft local plan:** this had been circulated to councillors and **it was resolved to endorse the response.**
- **Notice of Councillor Vacancy:** it was noted with deep regret that due to work commitments Cllr Marson had made the decision to stand down from the PC. The clerk was following the required Councillor vacancy procedure, in accordance with RCC procedure. **It was resolved** that Cllr Cummings would write to Cllr Marson to thank him for his invaluable work with the PC.

Action: Cllr Cummings/Clerk

- **Review of NLPC's existing Data Protection Policy to align with GDPR by May 2018:** following GDPR training and prior to the next meeting a short briefing note is to be produced highlighting the revised requirements and circulated for the next PC meeting. A date to feedback to the Data Controller was in progress.

Action: Clerk/Cllr Smith

68/17 Finance Report

- a. **To consider and approve Finance Report:** it was **resolved** to **approve.**
- b. **To receive actual against budget report:** noted as received.
- c. **RCC Street Lighting:** to seek approval to spend £433 – discussion ensued. **It was resolved** to approve and to query next year if not less due to an anticipated reduction of lower output for 2017/18.

Action: Clerk

- d. **To seek approval to reimburse NLPC Trust account for £45 for Cat 3 Firework training (Trust 32/17 b. refers):** it was **resolved** to approve.

Action: Clerk

- e. **To note receipt of final payment of Action Play Leisure play equipment of £12,533.60 + £2,506.72 VAT.** It was noted that the net and VAT amount should be deducted from the investment account.

Action: Clerk

- f. **To note Finance Working Group Draft Minutes for 25/08/2017 circulated to NLPC:** noted as received.
- g. **To note LRALC alert re precept consultation** and to identify how to respond and who would do that: **it was resolved** that Cllr Cummings would write a similar note to that of last year.

Action: Cllr Cummings

- h. **Preparation of Budget 2018/19:** to consider changes required using 2017/18 budget as a reference. It was noted that speed limit costs and street lights should be included. **It was requested** that suggestions for expenditure are submitted by 30/10/2017 to enable it to be factored into next year's budget via the Finance Working Group.

Action: All

69/17 Consideration of the proposal to establish a dedicated Parish Council website and to identify a way forward: The Web Group

reviewed the paper produced by the Clerk and concluded a similar outcome to a previous meeting, which was in terms of overhead costs in administration it would be better served to enhance the current provision. **It was resolved** that the Web Working Group would provide a written report of their findings prior to discussion at an Extraordinary Meeting, to be arranged for Wednesday 08/11/2017

Action: Web Working Group/Clerk

70/17 Governance: to receive and adopt NLPC Freedom of Information Policy for 2017-18: it was suggested that the draft had not been finalised. **It was resolved** to bring to the next meeting.

Action: Governance Working Group

71/17 To consider householders' responsibility for maintenance of hedges that intrude onto the pavement along Edith Weston Road: Cllr Inman advised that she had liaised with Rutland County Council. Cnty Cllr Waller advised that if ownership of the land in question is unknown (i.e. whether individual householder or developer) the issue should be reported to RCC.

72/17 Village Plan Questionnaire: to consider how best to disseminate results. Discussion ensued and **it was resolved** that the Steering Group would discuss and bring their recommendations to the next meeting.

Action: Village Plan Steering Group

73/17 To consider Bonfire Night Event administration: papers had been circulated to Councillors for comments. It was noted that:

- all Councillors present indicated their availability for the Event with the exception of Cllr Inman
- volunteers would receive a written outline of their responsibilities
- additional volunteers were needed to assist with various activities on the night

It was resolved to:

- i. seek approval of NLPC Trust to hold a Bonfire Night Event on the Oval on Sunday, 5th November 2017
- ii. receive the Bonfire Event Plan/Risk Analysis
- iii. finalise the arrangements at a Bonfire Working Group meeting to be held at Digby Drive on 23/10/2017
- iv. **approve expenditure** of £2,521.35 to include:
 - cost of fireworks of £1,200 to include VAT
 - NFU one-off Bonfire Event Insurance of £435.86
 - special event drinks licence of £21
 - cash float of £600

74/17 Clerk Correspondence

- a. **Severn Trent Water:** it was noted that from 01/04/2017 it was being managed as Water Plus
- b. **School/Church drive street light:** a lamp had been attached to a pole without power; to note liaison with school had been initiated.
- c. **RCC Green Waste:** to note £35 per green bin charge as from 01/04/2018. Residents who sign-up to the scheme would be issued with stickers. Bins without stickers would not be collected.

- d. **Uppingham Surgery:** introduction to Rapid Access Clinic – posted online.
 Suggestions were invited as to how this and similar information should be cascaded to residents who do not have access to online information. It was suggested that the original sender be told that the information had been posted online and that it is their responsibility to ensure that such communications are passed to all their clients/patients/parents etc.
- e. **RCC: Consultation on School Admissions Arrangements 2019:** details posted online
- f. **Rutland Food Bank:** monetary donation request. Any such support required should be a matter for the Village Trust.
- g. **Enquiry re event to mark Holocaust Memorial Day** in January 2018; **it was resolved** that North Luffenham would not participate.
- h. **Rural Community Council:** request to promote 'Tackling Fraud Community Programme'. **It was resolved** to pass such information to the Good Companions.
- i. **Invitation to Citizens Advice Rutland AGM** at 5.30pm on 7/11/2017 would be attended by Cllrs Cummings and Smith.

75/17 Planning: Cllr Smith reported on the following:

- **To receive planning applications:** none
- b. **To receive planning decisions for the following:**
 - i. 2017/0788/FUL – **Granted:** Demolition of integral garage, two storey side, single storey rear extension, two storey front extension. Window & door positions, cladding & render. 8 Oval Close, North Luffenham

76/17 Appointment of internal auditor and to consider potential of LRALC service for Internal Audit and Cloud backup service: although interest had been registered with LRALC, no further information regarding costs had been received to date. **It was resolved** to post an online advert for an Internal Auditor. Investigations would be made regarding cloud backup service.
Action: Cllrs Cummings/Burrows

77/17 To discuss looking into the possibility of applying for a LEADER grant to fund the cost of extending the footpath along Edith Weston Road from the entrance of Rosewood Close to the junction of Pinfold Lane. It was noted that there was strict criterion associated with the LEADER funding and included that any project must be completed in advance. Cllr Cummings advised that the footpath project remained on the Integrated Transport List. **It was resolved** to not pursue the LEADER grant.

78/17 To propose forthcoming meeting dates for:

- Initial meeting of Staffing Committee – it was resolved to identify a date between 23-27 October
- Finance Working Group – it was resolved to identify a date between 6-10 November

79/17 To confirm Parish Council meeting dates for the next 18 months: dates were circulated and published online. **It was resolved** to approve the dates and these were to be added to the online calendar.
Action: Cllr Burrows

80/17 Items to mentioned at this meeting to be included on the Agenda for the next NLPC meeting:

- short briefing note re GDPR to be circulated prior to the next PC meeting
- adopt NLPC Freedom of Information Policy for 2017-18
- Village Plan Questionnaire: how best to disseminate results.

81/17 Date of next Parish Council meeting: Monday, 4th December 2017

The meeting closed at 8.55pm

Signed: _____ Date: _____