



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at 7pm on Monday, 4th December 2017

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

In attendance:

Mrs Ashpole (Clerk/RFO), Cnty Cllr Waller

There were 5 members of public present

91/17 Apologies: Cllr Sewell, Cnty Cllr Bool

92/17 Declarations of Interest:
Cllrs Cade & Burrows by virtue of being members of NL Cricket Club

93/17 Public Forum: there were no items mentioned.

94/17 To approve and sign Minutes of:

- a. NLPC meeting of 16th October 2017
- b. NLPC Extraordinary meeting of 8th November 2017
- c. NLPC Extraordinary meeting of 22nd November 2017

It was resolved to approve and sign Minutes of all meetings listed above as a true record.

95/17 To receive an update about progress of outstanding resolutions from the last meeting:

a. 45/17.1: Outcome of feasibility survey by RCC Highways relating to parking for Lyndon Road: Senior Highways Manager conducted the survey which took place on 01/11/2017 and the following points were noted:

- i. it was agreed that bollards would be installed adjacent to no. 7 Lyndon Rd, to protect the property passing vehicles at cost to RCC. It was agreed to obtain written confirmation of this cost.

Action: Clerk to seek confirmation

- ii. The Senior Highways Manager would be prepared to support a proposal by those residents who wish to raise it, to remove sections of their front boundary wall in order to provide access for driveways in front of their homes. It was clarified that planning would be required for such a proposal and whilst this had been considered previously, it had not been supported.
- iii. It was agreed that RCC would remove a bush further down the road on the South West side of the Glebe Road / Lyndon Road Junction.

b. 53/17: The Jetties street light: RCC unable to maintain lights on an un-adopted road. The Clerk advised that according to RICS¹ "Councils are under no obligation to carry out repairs on private streets, even if the public has a right of access". **It was agreed** to take no further action at present.

c. 70/17: Governance: to receive and adopt NLPC Freedom of Information Policy for 2017-18. It was clarified that whilst the Governance Working Group believed the draft had been finalised for NLPC approval, it was felt that a further review should be undertaken at the next Governance meeting and to also consider in relation to GDPR requirements, following Cllr Smith's GDPR training on 31/01/2017.

Action: Clerk to add to Governance Agenda

d. 68/17.d: addendum – it was noted that it was unnecessary to reimburse NLPC Trust account for £45 for Cat 3 Firework training (Trust 32/17 b. refers). Although it had erroneously been noted in the Trust Minutes, payment had correctly been made from NLPC General account.

96/17 Chairman's Report

a. St George's Development: Cllr Cummings referred to notes from a Briefing Paper produced as a result of a meeting with CE of RCC on 30/11/2017. **It was agreed** to publish the paper online prior to an update meeting to take place in N Luffenham on 07/12/2017 (Cnty Cllr Waller had a prior commitment and gave apologies). Of particular note within the paper is item I. Focus Groups. Any member of public who would wish to attend RCC's consultation event on 29/01/2018 in the Officers Mess (max capacity 200) **must** complete and return RCC's application form:
<https://www.rutland.gov.uk/my-council/st-georges/>

b. Review of draft budget paper FY18/19: the NLPC Budget 2018/19 paper dated 28/11/2017 was referred to and key factors were mentioned. In addition, discussion ensued about potentially seeking specialist planning or other professional advice associated with St George's Development. **It was agreed** that the Finance Working Group would finalise at their next meeting and bring to the next PC meeting.

c. Appointment of internal auditor: two options were available:
i. consider new LRALC² service – costs should be known after 11/12/2017
ii. Advertise online via a post and within the next village newsletter

It was agreed to advertise for an Internal Auditor online and to consider LRALC's cost for this service if it is published prior to finalising the budget.

97/17 To receive a report about the audit of RCC's process for managing/monitoring compliance by Housing Associations of their responsibilities to ensure "affordability" in perpetuity:
Cnty Cllr Waller advised that she was awaiting a final Report from

¹ Royal Institution of Chartered Surveyors

² Leicester & Rutland Association of Local Councils

RCC's internal auditor and a summary of this is anticipated in January 2018. It was noted that implementation of best practice for managing affordable homes would also be pertinent to the St George's Development

98/17

Finance Report – the following was noted:

- a. **To consider and approve Finance Report:** following a query raised by Cllr Riordan, the Clerk had reviewed the published Finance Report of 28/11/2017 and identified that entries for Bonfire Night event and S106 monies had been incorrectly presented. A tabled Finance Report revised as at 01/12/2017 included an explanation of adjustments associated with S106 and Bonfire event monies. The revised Finance Report superseded the previous version and the Clerk would publish it online. Cllr Cummings advised that he had undertaken a bank statement to cash book reconciliation immediately before the commencement of the PC meeting and had signed all papers as correct. **It was resolved to approve** the adjusted Finance Report revised as at 01/12/2017.
- b. **To note Finance Working Group (FWG) Draft Minutes for 15/11/2017:** the draft had been circulated for Councillors perusal. Key points were noted as follows:
 - i. authorisation was sought and given for the FWG to approach the NL Cricket Club & Chater Bowls Club to explore rents.
 - ii. it was clarified that the Clerk's working hours would be explored by the FWG
- c. **To seek approval for Clerk expenses for office supplies of £108.25:** the expense summary June-Nov 2017 had been circulated to Councillors and **it was resolved to approve** payment.
- d. **To seek approval for SLCC³ membership of £100: it was resolved to approve** membership renewal.
- e. **RCC: Parish Energy Recharges:** street lighting contribution for 2017/18 of £551.78 and projected 2018/19 of £559.77: clarification had been received from RCC that it had previously invoiced in arrears but because their pay system is to change, all Parish Councils had been invoiced for the current year's electricity costs to be paid in January 2018. RCC acknowledged that as it was unlikely that the additional invoice would not have been anticipated RCC would accept a deferred payment. **It was resolved** to carry forward the payment of street lighting contribution for 2017/18 to next year. Clarification would be sought regarding the basis of how the charges were formulated.

Action: Clerk
- f. **LRALC Code of Conduct training:** to seek approval to spend £50 – **it was resolved to approve.**
- g. **LRALC GDPR/FoI training:** to seek approval to spend up to £70 – **it was resolved to approve** the cost of training sessions x 2. A retrospective discount of £10 against 98/17 f was noted and training sessions on 31/01/2018 would be confirmed as follows:
 - i. Cllr Smith 10am-1pm (£35 minus £10 discount)
 - ii. Cllr Burrows 6pm-9pm (£35)

³ Society of Local Council Clerks

Action: Clerk

- h. **To request payment to S Luffenham Church for the use of their BBQ for Bonfire Night of £20:** the payment was agreed and to note that it would be an expense from the Bonfire Night event

Action: Clerk

- i. **To seek approval for spare defibrillator pads of up to £38 + VAT: it was resolved to approve.**

Action: Clerk

- j. **To consider a recommendation to make S137 grant of £25 to NL Cricket Club to reflect their cooperation and support to the village: it was resolved to approve.**

Action: Clerk

99/17 To receive and consider Staffing Committee Report:

- a. To consider whether and how to review Clerk's working hours: it was agreed that the FWG would progress.

Action: FWG

100/17 To consider the final version of the Village Survey Report and to seek approval:

- a. to publish the Report on the village website as a pdf
b. to spend up to £160 on 50 paper copies of the report
c. to leaflet the village by the Steering Group that the report has been published online and that a paper copy is available if required

It was resolved to agree the following:

- a. edit the section headings within the Report from 'conclusions' so as to make it clear that these are the consensus aspirations arising from the questionnaire and not actions that the PC is committed to at this stage to 'considerations' and additionally, to produce a single aspiration list of considerations specifically for NLPC reference

Action: Village Plan Steering Group

- b. to report 4 quotes and **approve £160.34** for the printing of 50 copies of the report

Action: Clerk

- c. to consider other news that could be included within the leaflet

Action: All to forward proposals to Cllrs Cummings/Smith

101/17 To report on the Bonfire Night Event for 2017: thanks were conveyed to all who contributed to a hugely successful event. One concern of note was to ensure that medical cover is recognised as a dedicated task; such volunteers should not be allocated other tasks. It was requested that consideration be given to the purchase of a generator to power bonfire night lighting and other emergency requirements. Quotes were requested for consideration at the next PC meeting on 08/01/2018.

Action: Cllr Burrows

102/17 Correspondence

- a. **LRALC: paper re key developments** – noted that LRALC would move to become a limited company

b. **RCC: seeks views of draft Local Flood Risk Management**

Strategy: Mr Tim Collins agreed to review and advise the Clerk of any recommendations.

Action: Tim Collins

c. **RCC: Community Infrastructure Levy and Neighbourhood funding payments 2017/18:** no comments offered.

d. **Publishing of non-PC communications relevant to residents:**

- i. it was reported that the Clerk was forwarding non-PC communications to editors@northluffenham.com for online posting and the system was working well.
- ii. it was noted that Cllr Riordan had suggested (via email to Cllr Burrows) separate 'community' and 'PC' calendars and also suggested categorising non-PC news as 'public notices'
- iii. A suggestion of 2 distribution lists was mooted from the floor
- iv. it was also noted (as a matter arising from the Extraordinary Meeting on 08/11/2017, item 84/17) that Councillors should submit their statement of requirements for Web Working Group consideration to Cllr Burrows by Friday, 05/01/2018.

Action: All

103/17 Planning:

a. To receive planning applications for the following:

- i. **2017/1043/CAT - Proposal:** T1 Sycamore - lateral reduction to appropriate growth points to common boundary. 4 no. pine trees to be removed. Misty Hill, 7A, Digby Drive, North Luffenham, OAKHAM, Rutland, LE15 8JS:
Cllr Smith requested a copy of the application because he appeared not to have received it. A concern was also raised that no relevant planning notice had been displayed.
Action: Clerk to forward application to Cllr Smith
- ii. **2017/0913/FUL - Proposal:** Proposed variation of conditions 5 (Approved Plans), 9 (Stockpiles), 10 (Phasing Details), 44 (Habitat Management Scheme) and 49 (Restoration and Aftercare Scheme) as set out, and incorporated in, permission ref. no. FUL/2007/0150/CC (Variation of conditions 9, 10, 11, and 12 of planning permission FUL/2000/0192/CC in respect of changes to phased extraction and restoration works) – Land at Ketton Quarry, Off Ketco Avenue, Ketton, Rutland PE9 3SX. Hanson Cement Ltd, Castle Cement Ltd Ketton Works, Ketco Avenue, Ketton, Stamford, Rutland, PE9 3SX
- iii. **2017/0911/FUL - Proposal:** Proposed alternative diversion of Empingham Road, Ketton to facilitate a quarry development permitted under planning permission FUL/2007/0150/CC. Hanson Cement Ltd, Castle Cement, Pit Lane, Ketton, Stamford, Rutland, PE9 3SZ
It was clarified that notices in items ii and iii above were submitted for NLPC consideration because the area spans up to and including the Parish boundary.
- iv. **2017/1050/FUL - Proposal:** Proposed alterations and extension to existing garage to create additional double garage with storage room above. Fir Tree House, Ketton Road, North Luffenham, Stamford, Rutland, PE9 3UT

Whilst 'no objection' had been submitted by NLPC for item iv above, as an aside, it had been noted that a workshop address of a consulting neighbour was listed as a landscape & grounds maintenance business. As NLPC held no record on file, the Clerk was asked to contact RCC Planning to explore if approval had been given for a change of use application.

Action: Clerk

b. To receive planning decisions for the following: none

104/17 GDPR/Freedom of Information summary: following circulation (to all Councillors) of the presentation received during the training session a query raised associated with the security of Google products. Cllr Burrows advised that whilst Google cloud did not currently meet GDPR regulations, their website statement suggested that it would do as GDPR came into being on 25/05/2018.

105/17 To propose forthcoming meetings:

a. Finance Working Group – 2pm, Weds, 13/12/2017: Councillors would confirm by close of play on 05/12/2017

b. Staffing Committee: it was agreed to defer until 2018

To resolve to go into private session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of the business to be transacted in the next item: **it was resolved.**

106/17 To consider Councillor vacancy applications: following discussion which included referring to NLPC Standing Orders 8, **it was resolved** to invite each candidate to a maximum 20-minute discussion immediately before the next NLPC meeting.

Action: Clerk

107/17 Items mentioned at this meeting to be considered on Agenda for the next NLPC meeting:

a. Governance:

i. NLPC Freedom of Information Policy for 2017-18

ii. Draft Finance Working Group Terms of Reference

It was agreed to consider the items above at NLPC March 2018 meeting.

b. Planning: to receive an update regarding the change of use query re the Bungalow

108/17 Date of next Parish Council meeting: Monday, 8th January 2018

The meeting closed at 8.55pm

Signed: _____

Date: _____