



North Luffenham Parish Council

Minutes of the meeting of the Parish Council held at the North Luffenham Community Centre at the later start time of 7.30pm on Monday, 8th January 2018

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

In attendance:

Mrs Ashpole (Clerk/RFO), Cnty Cllr Bool

Non attendance:

Cllr Sewell

There were 6 members of public present

109/17 Apologies: Cnty Cllr Waller

110/17 Declarations of Interest

111/17 Public Forum

- Cnty Cllr Bool advised that Cllr Matthias had resigned as Leader of Rutland County Council and Ward Member for Oakham South East with immediate effect; the statement was available on [RCC website](#). All council business would continue as normal.
- The Chairman invited Cnty Cllr Bool to provide a brief explanation of the role of Chairman of Rutland County Council: it is not a management role but a non-political role which has a casting vote.
- A resident asked questions with regard to the allotments, which were addressed as follows:
 - in relation to the recent placement of a new dog waste bin and polite 'be a responsible dog owner' signs near the allotments it was clarified that dog owners cannot be prevented from walking their dogs in the allotment area. It was explained that the bin and notices were erected in response to previous complaints about dog fouling on the allotments.
 - the Woodland Walk directional sign would be progressed.
 - it was believed that allotment holders have an obligation to maintain footpaths between allotments; they cannot prevent access to others.

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

112/17 To approve and sign Minutes of meeting of 4th December 2017: it was resolved to approve.

113/17 To receive an update about progress of outstanding resolutions from the last meeting:

- a. **95/17.i. - Written confirmation from RCC re cost of bollards:**
the Clerk advised that this had been received.

- b. **97/17 - to be updated on the "affordability" Audit Report:** due to unforeseen circumstances this was deferred to the next meeting.
- c. **98/17 e - to provide feedback on how RCC formulate street lighting charges to each village:** RCC had provided a detailed analysis and had clarified that "Parish Councils now pay for all energy costs of all 'community' lighting within their Parish."
- d. **103/17 a.iv - enquiry to RCC about application for change of use:** RCC Planning had confirmed that the building in question was not being used as a business and is going to be demolished.
- e. **121/17 b - Draft Local Flood Risk Management Strategy:** a comprehensive response had been compiled by Mr Collins and had subsequently been submitted to RCC by the Clerk.

114/17 Chairman's Report

- a. **St George's Development Update and 29/01/2018 Focus Group Meeting:** A summary of the Village Consultation meeting held on 07/12/2018 had been published online. Cllr Cummings advised that no communication had been received recently in relation to the Focus Group Meeting (FGM) on 29/01/2018. In addition, he commented that the majority of the content of the 'Feedback Form' was irrelevant and an inappropriate means to use as an application to attend the 29/01/2018 meeting. He requested that another more appropriate application is made available. Cnty Cllr Bool emphasised that RCC felt it was essential to engage closely with affected villages and advised that there would be a regular series of meetings. Cnty Cllr Bool would follow up the comment about the form together with a request that a summary of previous meetings held by RCC be more easily accessible to the public.
Action: Cnty Cllr Bool
- b. **Resilience Planning:** to be progressed and to create a working Group. Cllrs Smith and Burrows expressed an interest in joining the Working Group.
Action: Cllr Cummings
- c. **Appointment of Internal Auditor:** no interest had been received from local residents. More detail noted at item 120/17 below.
- d. **Request for PC and Trust Objectives for FY18/19:** in order to feed into the NLPC's Management Plan (an essential mechanism to formulate ideas for the following year), Councillors were asked to provide suggestions by the end of the month.
Action: All

115/17 To consider and seek approval for the Budget paper FY18/19: The Chairman reported on the previously published paper. The figures prior to discussion of the Clerk's salary was approved. Discussion ensued regarding Clerk's salary.

It was resolved:

- **to approve** provision for an increase of Clerk hours from 10hrs to 11hrs per week within the budget. Formal consideration would be made at the next NLPC meeting.
- **to make provision** for an additional 1hr per week to be taken from Reserves, and, following recommendations from

the Staffing Committee (if any) to firm up a decision at the next PC meeting (05/03/2018).

It was resolved to approve the precept FY18/19 of £13,136 (to include an additional £10 for the internal audit fee).

A member of public left the meeting.

116/17 To receive an update on the website including the statement of requirements and a proposal for the way forward: feedback had been received from some councillors and these would be considered, prioritised and a plan made at the following week's Web Group meeting (date to be confirmed).

Action: Cllr Burrows

117/17 To receive and consider Staffing Committee Report: the meeting scheduled for 03/01/2018 was inquorate due to unexpected circumstances. The PC were advised that whilst much work had been done to analyse Clerk's 'theoretical' hours, nothing conclusive could be recommended at this stage.

118/17 To seek approval for NLPC to place a Freedom of Information request to RCC for the Memorandum of Understanding for the St George's Barracks development: it was resolved to submit a Freedom of Information request.

119/17 Finance Report:

- a. to consider and approve Finance Report: **it was resolved** to approve
- b. to note Finance Working Group Draft Minutes of 13/12/2017 – noted.
- c. to note purchase of grass seed and top dressing of £38.96 against Bonfire Night event costs – noted.

120/17 Correspondence – Clerk

- a. **LRALC Playground Inspection Training:** no interest expressed.
- b. **RCC Grounds Maintenance Contract:** no interest was expressed for NLPC opting to take on grass cutting of the urban highway verges.
- c. **HMRC update of system for claims using form VAT126:** no action was required. NLPC were advised that a claim for VAT refund of £4,454.78 was made to the end of November 2017.
- d. **GDPR / DPO¹ / Internal Auditor service:** the current Payroll supplier was introducing this service; the Clerk was asked to make enquiries. It was noted that LRALC Internal Audit Service Fee 2018-19 for NLPC would be £210. **It was resolved** to make a provision of £210 in the budget.

Action: Clerk

121/17 Planning - Cllr Smith

- a. **To receive planning applications for the following:**

¹ General Data Protection Regulations / Data Protection Officer

i. **2017/1173/CAT - Proposal:** Reduce height of 2 No. Himalayan Birch trees(T1 & T2) by ~2.5m and reduce lateral branches by ~1.5m. Sundial Cottage, 3, Digby Drive, North Luffenham Digby Drive, North Luffenham - a 'neither' response had been registered.

b. **To receive planning decisions for the following:**

i. **2017/1043/FUL - Granted:** 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 – a 'neither' response had been registered.

c. **To consider query regarding planning permission associated with tree felling:** the Planning Committee had ascertained that the property in question was not within a conservation area. A request for a tree preservation order list had been made to RCC

122/17 To propose forthcoming meetings – Cllr Cummings

- a. To finalise FY 18/19 Budget and Precept: as this had been finalised within item 115/17 above, this meeting was not required.
- b. To discuss findings of Village Survey Report: date to be confirmed.
- c. Staffing Committee to progress working hours of Clerk.

123/17 To consider purchase of rigid plastic dog notices: it was resolved to spend up to £50 for 10 signs.

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 to approve and the public cleared the room.

124/17 To appoint a new Councillor: it was resolved to make an offer to Mr J Davies.

Action: Cllr Cummings/Clerk

The Chairman resumed the meeting and the public returned to the room.

125/17 Items mentioned at this meeting to be considered on Agenda for the next NLPC meeting:

- a. To be updated on the "affordability" Audit Report by Cnty Cllr Waller
- b. To receive recommendations from Staffing Committee re Clerk's hours

126/17 Date of next Parish Council meeting: Monday, 5th March 2018

The meeting closed at 9pm

Signed: _____

Date: _____