



# North Luffenham Parish Council

**Minutes of the meeting of the Parish Council held in the North Luffenham Community Centre at 7pm on Monday, 5<sup>th</sup> March 2018**

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

**In attendance:**

Mrs Ashpole (Clerk/RFO), Cnty Cllr Bool,

**There were 6 members of public present**

The Chairman welcomed those present and explained that the key objectives of the meeting were to:

- Review progress relating to the St George's Barracks Development and consider how best to proceed
- Review the projected outturn for FY17/18
- Formalise audit arrangements for FY17/18
- Review Clerk's Working Hours
- Consider GDPR and its impact on the PC

**127/17 Apologies:** Cllr Davies, Cllr Inman, Cllr Sewell, Cnty Cllr Waller

**128/17 Declarations of Interest:**

Cllr Cummings by virtue of being PCC Treasurer in respect of item 139/17

**129/17 Public Forum**

- a. Gratitude was expressed to farmers and contractors for clearing the roads during the recent heavy snow falls.
- b. To request the clearance of an abundance of slippery decaying leaves adjacent to the boundary of the Oval on Edith Weston Road, causing a potential hazard to pedestrians.

**130/17 To approve and sign Minutes of meeting of 8<sup>th</sup> January 2018: it was resolved** to approve and sign the Minutes as a true record.

**131/17 To receive an update about progress of outstanding resolutions from the last meeting:**

**a. 113/17b: update on affordable homes Audit Report.**

Cllr Cummings referred to the Internal Audit Report prepared for RCC by Consultants LGSS and disappointment had been expressed with its lack of clear direction on how affordable homes are to be kept in perpetuity for the benefit of local people. It was **recommended** that an early meeting should be sought with Cllr Waller and appropriate RCC Officers (Housing Strategy and Enabling Officer) together with Cllr Cummings, Cllr Riordan and Mr Overington. **It was resolved to approve** the recommendation.

**Action: Cllr Cummings**

- b. **118/17: Freedom of Information request to RCC for the Memorandum of Understanding for the St George's Barracks development** – RCC had Released an expurgated version of the Memorandum of Understand (MoU) for 'Normanton St George' but many key elements had been redacted. Of particular concern stated within is "The partnership agrees to explore further land acquisitions or involvement in the partnership of other landowners as and when appropriate to enhance project aims. The Housing Infrastructure Fund has been identified as a potential funding source for this element of the project".
- c. **114/17 b: Resilience Planning Working Group:** the draft Resilience Plan had been successfully utilised during the recent extreme snow falls. It was acknowledged that it needed to be finalised and considered for approval. In addition to Cllrs Cummings and Smith, other volunteers were sought to complete this task.

**Action: Cllr Cummings**

### **132/17 Chairman's Report**

- a. **St George's Development Update:** it was noted that regular communications had been posted to the village website and all updates had been circulated to councillors. It was noted that updates would in future specifically state 'for information only' or 'for comment'. Cllr Cummings read the most recent post and also the correspondence jointly signed by himself and Cllr Milne (Chairman, Edith Weston PC), addressed to the Leader of RCC, which expressed the community's concern regarding the scale of the development. It was now intended to raise the profile in relation to the scale of the proposed development across the County under the banner of "Right for Rutland". The St George's Steering Group would prepare a 'Concerns' paper to identify the key areas which it hoped would be addressed by RCC.
- b. **To seek to approve St George's Steering Group (SGSG) Terms of Reference (ToR):** it was confirmed that the draft ToR had been circulated to all concerned prior to the NLPC meeting and no adverse comments had been received. The ToR was read to the meeting and one amendment proposed in paragraph 2 was to delete "up to 6 members" and insert "additional individuals". It was questioned that the ToR indicated that SGSG would make formal resolutions and seek endorsement from NLPC, yet it was suggested that as a press release was imminent and a letter had already been sent to the Leader, RCC, the SGSG had in fact exercised executive authority, despite it not being stipulated in the ToR. Cnty Cllr Bool acknowledged that "speed of travel" in relation to seeking PC approval in the short-term would restrict progress. Further discussion ensued and it was suggested that the ToR could state "if a decision was unanimous then x could be progressed". It was also noted that another Councillor was required to join SGSG. **It was resolved** to revise the draft SGSG ToR and resubmit for consideration.

**Cllr Cummings**

- c. **To note formal appointment of Cllr Jonathan Davies** who, during a recent meeting with Cllr Cummings, had expressed his enthusiasm to fully support NLPC with its work.
- d. **To note resignation of the Clerk and to provide an update on progress to fill the vacancy:** it was noted that the present Clerk would remain in post until early May. Applications to date had been received from 3 candidates. **It was resolved** that the Staffing Committee would interview applicants and make a recommendation of appointment to NLPC.

**Action: Staffing Committee**

### **133/17 Finance Report – Clerk**

- a. **To consider and approve Finance Report:** no queries were raised. Cllr Cummings advised that he had undertaken a bank reconciliation immediately prior to commencement of the meeting and all accounts were to be found in order. **It was resolved to approve** the Finance Report.
- b. **To consider anticipated budget forecast for FYE 17/18** – a Budget Monitoring paper had been circulated by the Clerk. Cllr Cummings had reviewed the paper and tabled a revised budget paper for each councillor. He explained that he had changed the format slightly to indicate the financial status to date and concluded that NLPC was in a healthy financial position.
- c. **To note** submission to RCC of Precept 2018-19 for £13,136 – noted.
- d. **To note** receipt of VAT refund of £4,454.78 into NLPC bank account **and** to note:
  - i. transfer of £886.20 VAT to Field Garden Trust bank a/c
  - ii. transfer of £3,133.40 VAT to S106 Business a/c
  - iii. the balance of £435.18 VAT refund in NLPC bank a/c
 There being no queries raised, item d. was formerly noted.
- e. **To seek approval to appoint LRALC Internal Audit Service – it was resolved to approve** this appointment
- f. **To seek approval to spend £210 for LRALC Internal Audit Service – it was resolved to approve** the spend.
- g. **To seek approval to spend £70.42 for Clerk expenses – it was resolved to approve.**
- h. **To seek quotes for Insurance Policy renewal** – it was noted that quotes for NLPC insurance renewal could be sought 90 days before expiry.
- i. **To note attendance at PFK Littlejohn External Audit Briefing** on 26/02/2018 organised via LRALC<sup>1</sup>. The Clerk had previously circulated a brief overview of the new regime which contained a link to supporting documentation. It had become apparent that as NLPC's expenditure for this accounting year would exceed £25,000 (due to purchase of play equipment), an External Audit Review at a cost of £200 plus VAT would be necessary and thus be an additional budget item.

**134/17 To note draft Staffing Committee Minutes of 18/01/2018:** it was acknowledged that the presence of Cllrs Riordan, Cummings and Smith and the Clerk had been erroneously omitted from the draft Staffing

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<sup>1</sup> Leicestershire & Rutland Association of Local Councils

Committee (SC) Minutes; this would be formally amended at the next SC meeting. It was reported that it was the SC's view that:

- a. there was insufficient information in relation to specific tasks undertaken by the Clerk to support a recommendation to NLPC to increase Clerk hours
- b. an additional councillor was sought for the SC.

**135/17 To consider a proposal to increase Clerk's hours from 10hrs to 11hrs/week based on current hours worked and to make provision for a further hour from Reserves if required:**  
Cllr Cummings referred to the current and previous Clerk hours recorded, changes to working practices and governance procedures. In summary he believed the current hours were insufficient and should be increased as per arrangements in the budget. It was clarified that although the provision to increase the Clerk hours was made in the budget, formal approval by NLPC was required. The proposal was amended to: "to approve the Clerk's hours from 10 to 11 hours per week". **It was resolved to approve** the 1 hour increase in Clerk's hours with immediate effect.

**Action: Clerk**

**136/17 To receive and consider Web Group Report:** the Report had been circulated prior to the meeting for consideration. No questions were raised. **It was resolved** to approve the **recommendations**.  
**Action: Web Working Group**

**137/17 To propose a dedicated Parish Council meeting to discuss the Village Plan Survey and consider the summary of suggestions:** **it was resolved to hold** an Extraordinary meeting dedicating half to the Village Plan Survey and the remainder for any other items of business which might require urgent consideration prior to the Annual Parish Council meeting. A date was to be identified.  
**Action: Cllr Smith/Clerk**

**138/17 To consider Council preparations for General Data Protection Regulation (GDPR) – Cllr Cummings**

- a. To consider the need for dedicated Parish Council email addresses for councillors: **it was resolved** to implement dedicated councillor email addresses via [www.northluffenham.com](http://www.northluffenham.com)  
**Action: Cllr Burrows**
- b. To note launch of NALC<sup>2</sup> GDPR Toolkit for local councils, which was described as 'comprehensive'. It was suggested that GDPR would not impact greatly on NLPC because it does not hold large amounts of protected data. **It was agreed** that a data audit would be an essential first step. However, it was felt that the most contentious element was the appointment of a Data Protection Officer especially as ICO<sup>3</sup> is unlikely to issue any specific guidance for PCs until at least the end of this year. **It was resolved** that Cllrs Cummings, Smith and Burrows would meet to discuss the detail.  
**Action: Cllr Burrows to arrange a date**

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<sup>2</sup> National Association of Local Councils

<sup>3</sup> Information Commissioner's Office

**Cllr Cummings left the meeting and Vice-Chairman Cllr Cade presided the next item.**

**139/17 To consider Churchyard Grant Application of £500:** the application had previously been circulated. It was noted that as allocation for this had been made in the budget **it was resolved** to **approve** the Grant Application.

**Action: Clerk**

**Cllr Cummings returned and presided the remainder of the meeting.**

**140/17 'Village Tidy' day – Cllr Cade**

- a. To identify a date: **it was resolved** to **approve** the weekend before Easter, i.e. 24-25 March 2018
- b. To seek approval for purchase of 6 litter pickers at cost of up to £50: **it was resolved** to **approve**.

**141/17 To consider a date for this year's Village Day and:**

- a. to identify the format
- b. to confirm organising

It was felt that NLPC should try to have this event but noted that its success would depend on input from residents. The event would consist of simple sports activities, picnic / BBQ / bar. It was noted that £500 had been allocated within the budget. **It was resolved** to **approve** the Village Day as 20<sup>th</sup> May 2018.

**142/17 Correspondence – Clerk**

- a. RCC Green Waste Collection: to note sign-up by 02/03/2018
- b. RCC: Bus Stop Enhancements for 2018 – none required
- c. Royal British Legion: Silent Soldier: it was resolved to seek further information

**Action: Clerk**

- d. Western Power: Safety leaflet – noted.

**143/17 Planning - Cllr Smith**

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

- i. **2017/1050/FUL – Withdrawn** - alterations and extension to existing garage to create additional double garage with storage room above. Fir Tree House, Ketton Road, North Luffenham
- ii. **2018/0081/FUL - Proposal:** Erection of single-storey extension. 31 Ancaster Way, North Luffenham
- iii. **2018/0061/FUL - Proposal:** 2018/0061/FUL – Proposal: Retrospective application for the erection of detached dwelling house with detached garage. Fir Tree House, Ketton Road, North Luffenham

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

- i. **2018/0006/CAT - Granted:** Fell 6 No. Pine Trees. Reduce crown of 1 No. Oak Tree by 1m. Remove 3 No. lowest branches of 1 No. Sycamore Tree. Misty Hill, 7A, Digby Drive, North Luffenham

**144/17 To note Planning Committee Minutes of:**

- a. 24/01/2018
- b. 08/02/2018
- c. 22/02/2018

It was noted that each of these had been published online.

**145/17 To consider Governance papers for approval:**

- a. **Code of Conduct (General):** a revised version had been circulated and as there were no comments **it was resolved to approve**
- b. **Freedom of Information:** this Policy was reviewed in September 2017, stated as approved on 16/10/2017 and included in each Councillors' Governance Policies (black) folder. This had subsequently been reviewed and thought to be ambiguous. **It was agreed** that the Policy should remain in-situ but noted that it required revision.

**Action: Governance Working Group**

**146/17 Items mentioned at this meeting to be considered on Agenda for the next NLPC meeting:**

- a. Revision of SGSG ToR
- b. Update on report of decaying leaves to RCC Highways

**147/17 Dates of next meetings (Mondays):**

- a. **Parish Meeting (called by Chairman) 16<sup>th</sup> April 2018**
- b. **Annual Parish Council meeting, 21<sup>st</sup> May 2018**

**The meeting closed at 8.45pm**

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