



North Luffenham Parish Council

Minutes of the meeting of the Parish Council (Trust) held in the North Luffenham Community Centre from 8.50pm on Monday, 5th March 2018

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

In attendance:

Mrs Ashpole (Clerk/RFO)

There were 3 members of public present

72/17 Apologies: Cllr Davies, Cllr Inman, Cllr Sewell, Cnty Cllr Waller

73/17 Declarations of Interest:

Cllr Cade and Cllr Burrows by virtue of being members of NL Cricket Club in respect of item 79/17 cii.

Cllr Riordan by virtue of living adjacent to the Oval in respect of item 80/17.

74/17 To approve and sign Minutes of Trust meeting of 8th January 2018: it was resolved to approve and sign the Minutes as a true record.

75/17 To receive an update about progress of outstanding resolutions:

a. 63/17 a: Registration/Change of Entity to Registered Charity:

registration had been completed. Liaison with HSBC to change the name of the trust bank account remains in progress.

b. 63/17 b: Play equipment, phase 2:

i. **Site visit to adjust slack on the zip wire requested:** whilst the contractors had advised that a site visit was imminent, it was acknowledged that a delay would be anticipated due to the recent heavy snow falls.

ii. **Proposals for additional equipment:** suggestions put to NLPC were a child's roundabout and, as village children had expressly indicated a skate ramp, it was felt that this should be revisited. It was thought that this could be mentioned in the next Newsletter. Cllr Cade agreed to draft a suitable paragraph to pass to Cllr Cummings.

Action: Cllr Cade

c. 63/17 c: RCC's dog bylaw notification: RCC had advised that a Public Space Protection Order would need to be in place for fines to be issued and had suggested that NLPC should instead contact Keep Britain Tidy for guidance. This was explored, which resulted in details of campaign package costs for guidance pack and signage. Discussion ensued and it was resolved to request that RCC instigate a Public Space Protection Order.

Action: Clerk

76/17 To note submission of Charity Commission Annual Return 2017

(Charity comprising the clear proceeds of sale of the former North Luffenham Village Hall) – noted.

77/17 Finance Report

- a. To consider and approve Trust 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 note payment of £160.51 for allotment insurance premium (under RFO delegated powers for emergency spend) – noted that the annual insurance premium had been delayed by one month and thereby effective from 1st February.
- c. To note receipt of £886.20 VAT refund – noted.
- d. To note receipt of allotment rents as at 20/02/2018 of £679 – noted.

78/17 Field Gardens Report

- a. **To note majority allotment rents collected for 2018, and to note:**
 - i. relinquishing of plots x 3
 - ii. outstanding rents x 3
 - iii. receipts and copy of Insurance Schedule provided to tenants
 - iv. allotment request on waiting list x 2

It was noted that as soon as confirmation of plots to be relinquished had been finalised, contact would be made with those who had expressed an interest in renting allotments.

Action: Cllr Cade

- b. **To seek approval to spend** NLAS¹ membership of £98 (£92=2018 & £6=2017, outstanding due to re-letting of plots in April 2017). **It was resolved to approve** a payment of £98 direct to the Chairman of NL Allotment Society, to enable him to liaise and pay subs direct to the National Allotment Society.
- c. **To seek approval to issue allotment refund of £8** paid by existing tenant who believed that the adjoining plot was available for rent: **it was resolved to approve** the refund of £8.
- d. **To note receipt of Remittance Advice** from Rural Payments Agency (RPA) for Woodland Walk: it was noted that the remittance advice was addressed to the former NLPC Chairman. Cllr Cummings had passed the document to the Clerk, who in turn had emailed a request to RPA to update their contact details. RPA's response advised that as the Clerk's email address was not registered on their system it nullified further communication. The documents were returned via Cllr Cummings for onward transmission to the former Chairman, to initiate the change of contact details.

79/17 Oval Report

a. RCC revised Tree Survey Report:

- i. to note receipt of revised Report from RCC Forestry Officer which now included the trees that had been erroneously omitted. Cllr Cade advised that this would make no difference to the quote.
- ii. to consider submission of planning application for proposed tree works: it was noted that the application must be made by NLPC

Action: Cllr Cade

¹ North Luffenham Allotment Society

b. To consider most competitive grass cutting quotes for 2018:

- i. **Play area & allotment path:** to consider quote for grass cutting at a total annual cost of £1,430 to be invoiced as 7 equal amounts of £204.29, throughout the summer. **It was resolved to approve.**
- ii. **The Oval:** to consider quote for grass cutting to be undertaken every 10 days at £80 per cut (March to October) at a maximum spend of £2,000. **It was resolved to approve.**

c. Correspondence:

- i. **To consider proposal by RCC for Tree Symposium:** it was reported that Cllr Cade and a resident had expressed an interest.
- ii. **To consider correspondence from NL Cricket Club re possible future use of the Pavilion:** it was suggested that a working group should be initiated to explore the detail and that nominations for membership be brought to the next meeting.

Action: Cllr Cummings

d. Oval Play Area:

To note installation of new gate and posts for play area and renewal of handrail adjacent to play area in Butt Lane – noted.

80/17 To receive an update regarding apparent tree root damage: Cllrs Cade and Cummings advised that they had removed the offending root. It was noted that the insurance company should be informed that NLPC believe that the problem had been resolved.

Action: Clerk

81/17 Agenda items for discussion at the next meeting:

- a. Nominations for Working Group membership to discuss NL Cricket Club
- b. Update on registered charity

82/17 Date of next Parish Council (Trust) meeting: Monday, 21st May 2018

The meeting closed at 9.20pm

Signed: _____

Date: _____