



# North Luffenham Parish Council

## **Minutes of the meeting of the Annual Parish Council Meeting (APCM) held in the North Luffenham Community Centre at 7pm on Monday, 21 March 2018**

**Present:** Cllr Cummings (Chairman), Cllr Cade, Cllr Burrows, Cllr Davies, Cllr Inman, Cllr Sewell (Joined at Item:27/18)

### **There were 2 members of public present**

#### **19/18. Election of Chair**

Cllr Cummings was proposed by Cllr Cade and seconded by Cllr Inman. There being no other nominations, Cllr Cummings was elected Chairman for 2018/19.

#### **20/18. Election of Vice Chair**

Cllr Cade was proposed by Cllr Cummings and seconded by Cllr Burrows. There being no other nominations, Cllr Cade was elected Vice Chair for 2018/19.

**21/18. Apologies.** Cllr Smith, Cllr Riordan, Mr Willoughby

**22/18. Declarations of Interest: None**

**23/18. Chairman's Opening Remarks.**

The Chairman advised that in the absence of the Parish Clerk he was acting as both Chair and Secretary. He thanked the former Parish Clerk, Mrs Angela Ashpole for her diligence in preparing the financial papers for this evening's meeting. He publically thanked Mrs Ashpole for her support and guidance over the past two year and in his absence welcomed John Willoughby to the appointment. He confirmed that in line with the 'transparency regulations' all papers being considered had been published for at least 3 working days.

**24/18. To review and confirm Committees and Working Groups for 2018/19.**

Membership to the following were confirmed:

- a. Planning Committee: Cllrs Smith, Burrows, Inman and Sewell (No Change)
- b. Finance Working Group: Cllrs Cummings, Cade, Riordan and Sewell (No Change)
- c. Play Area Working Group Phase 2: Cllr Cade, Cllr Davies, Cllr Burrows, and Mr Nigel Ashton (Volunteer).
- d. St George's Barracks Working Group: Cllr Cummings, Cllr Smith, Cllr Burrows and Mr Tim Collins.

- e. Web Working Group: Cllrs Burrows, Inman, Smith and Mr Wayne Bishop.
- f. Staffing Committee: Cllr Cummings, Cllr Smith, Cllr Inman

**25/18. To review and adopt Governance Documents for 2017/18**

- a. Terms of Reference for Planning Committee.** Cllr Smith had submitted no amendments to the ToR for the Planning Committee and it was resolved to accept the current ToR.
- b. Standing Orders (SO) –** Endorsed Sep 17: Cllr Cummings advised that SO were currently being re-written to reflect NALC 2018 revisions. Revised draft SO will be circulated prior to the next meeting. **Resolved** to accept current SOs pending formal review of 2018 draft. **Action Cllrs Cummings/Riordan.**
- c. Finance Regulations:** - Endorsed Sep 17 – There were no proposed amendments. **Resolved** to accept current Financial Regulations.
- d. Code of Conduct and Conflicts of Interests Policy –** Endorsed Mar 18. **Resolved** to accept current Code of Conduct and Conflicts of Interest Policies.
- e. Complaints Procedure and accompanying Grievance Procedure and Disciplinary Policy –** Endorsed 4 Sep 17. **Resolved** to accept existing policies.
- f. Freedom of Information –** Endorsed 6 Oct 17. Chair advised that this was currently being re-written to remove "Optional Documents" and a revised FoI document would be circulated prior to the next meeting. **Action Cllrs Cummings/Riordan.**
- g. Press and Media Policy –** Endorsed - 4 Sep 17. **Resolved** to accept existing policies.

**26/18. Public Forum.** Concern was expressed regarding the wording of the Notice placed on the allotment gate. Some considered it could be read to be a tacit encouragement for dogs to be walked on the allotments. The Village Walkway access route was also considered to be unclear with some walkers being unable to find a route to the walkway. It was confirmed that the Parish Council were not in a position to ban villagers from walking their dogs on the allotments. It was **Resolved** that Cllr Cade would review the matter with input from the Allotments Society and make recommendations for change. **Action: Cllr Cade**

**27/18. Approve and sign Minutes** as follows:

- Parish Council meeting of 5<sup>th</sup> March 2017
- Extraordinary Parish Council meeting of 9 Apr 18
- Extraordinary Parish Council meeting of 10th May 18

It was **resolved** to accept each of these sets of minutes as a true record of the respective meetings and they were signed accordingly.

**28/18. To receive an update about progress of outstanding resolutions from the last meeting.**

**a. RCC Affordable Homes Audit.** Cllr Cummings reminded the PC of the background and advised that a meeting to discuss the issue with C/Cllr Waller was still awaited. It remained an important principle that these shared ownership homes remained available to individuals with local connections in perpetuity and therefore RCC needed to review their current policies accordingly.

**b. Resilience Plan** – Cllr Cummings advised that he had not had an opportunity to review the current resilience plan but would do so asap. Cllr Davies agreed to assist with the review, which would be taken forward by Cllrs Cummings / Smith and Davies.

**c. St George's Barracks Working Group Terms of Reference.** Cllr Cummings advised that the current fluidity in the discussions regarding the Barrack Development Process meant that it was inappropriate to hinder the Group with restrictive ToR. It was **resolved** to allow the Working Group to press on as appropriate, reporting back to the Parish Council at each meeting and more frequently if required.

**d. Village Plan Survey/ Future Actions.** It was agreed that a strategy meeting was required to identify how to move this initiative forward. **It was resolved that Cllr Smith Cummings and Clerk to identify a suitable date.**

(Cllr Sewell joined the meeting at this point.)

**29/18. Chairman's Report.**

**Annual Parish Meeting.** A very successful meeting, which had given us an opportunity to comment on the 'State of the Nation'. Draft minutes and a copy of the presentation had been made available to the public. Clearly the highlight of the event was RCC's presentation on the future of St George's Barracks, which attracted over 150 people to our Parish Meeting.

**30/18 To Consider the Internal Audit Report**

The Chairman reminded Cllrs that the Internal Audit Report prepared by Lamin and White had been reviewed and approved at the EGM on 10th May. It had been agreed at that meeting to include in the AGAR the report prepared by Lamin and White, the Internal Auditor.

**31/18. To consider, approve and Sign Section 1 – Annual Governance Statement 17/18.** The Chairman read each item aloud, Councillors provided their response and the appropriate box was ticked. **It was resolved** to approve the paper (AGAR Section 1) and the Chairman duly signed this.

**32/18. To consider, approve and Sign Section 2 – Accounting Statements 17/18.** The Clerk had completed a draft copy and circulated to all Councillors before the Extraordinary General Meeting on 10th May 18. The Chairman confirmed that he had independently checked all the figures and

agreed with them. The Clerk had certified Section 2 before the meeting. **It was resolved** that the Statement of Variances related to Box 7 (Explanation of High Reserves) should be re-written to show that Reserves included money set aside for:

Play Area Development:	£24,989
Play Area Maintenance and Safety:	£3,200
Bonfire Night 2018.	£1,000
Total Earmarked Reserve	£29,189

**It was resolved** to approve the Section 2 of AGAR and the Chairman signed it.

**33/18. To set the date for the commencement of the period for the exercise of public rights:** It was recommended that the period of 30 working days would be from 4 June to 13 July 2018. **It was resolved** to approve this period.

### **34/18. Finance Report**

a. Due to recent handover of Parish Clerks no Finance report had been prepared by the Clerk. A report would be submitted prior to the next meeting. The Chairman proposed that in future bank reconciliation would be conducted by non Finance Committee Cllrs immediately prior to the meeting. The nominated Cllr would be identified in the Agenda Paper. The Finance Report would then include a statement by the nominated Cllr. **It was resolved that this process should be implemented with immediate effect. Action: Clerk**

b. Confirmation of receipt of Precept FYI 18/19: It was confirmed that £13,136.00 BACS remittance advice had been received from RCC, which was the full precept, requested.

c. To consider and approve Insurance premium of max £383.85 from BHIB Brokers, Insurers Aviva. (last years premium with AON was £421.63). The Chairman confirmed that following the EGM on 10 May 18, Zurich Insurance had submitted a proposal to provide Insurance Cover, which included all of our requirements for Bonfire Night at a cost of £703.93 (1 Year) or £601.58 / annum for a 3 Year Long Term Agreement (LTA). The quotation is attached to these minutes. To compare 'Like for Like' insurance cover this would be:

	<b>AVIVA throu' BHIB</b>	<b>ZURICH Direct</b>
Cost of Cover	£383.85	£703.93
Addl Bonfire Insurance reqd. Over 500 Attending and at least £5M Public Liability. (UK General)	£1,222	£0 - Cover needed included in premium.
Total 'Like for Like' Cover	£1,605.85	£703.93
3 Year LTA		£601.58

It was **resolved to appoint ZURICH Insurance** to provide cover over a 3 year LTA at a cost of £601.58, as this provided better VFM for overall cover required.  
**Action: Clerk**

d. To seek authority for payment of Angela Ashpole's final salary of £589.61.  
**Approved. Action: Clerk**

**35/18. Planning**

To receive confirmation of Planning Consent:

**2018/0247/LBA - Proposal:** Demolition of existing modern garage and garden wall. Erection of a replacement single detached garage, addition of pitched roof to an existing extension. Replace kitchen casement window with double glazes casement window, New gate; The Old Rectory, 8 Church Street. - **Noted.**

**36/18. Village Trust – Appointment of PC Nominee as Trustee.** Cllr Cummings advised that his tenure as a PC nominated Trustee was due to expire and that he felt it appropriate to step down. No one from the PC wished to be considered for appointment as a Trustee at this time. It was agreed that the Clerk should advertise for a Trustee and that the PC would consider applicants in due course. It was agreed that the Trust should be advised that Cllr Cummings would continue to represent the PC until a new appointment had been made.  
**Action: Clerk**

**127/17 Dates of next meetings:**

- a. **Mon 2 Jul 18**
- b. **Mon 3 Sep 18**

**The meeting closed at 7.45pm.**

With the holiday season approaching all Cllrs were requested to inform the Clerk of the dates that they would be away.

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

Attachments:

Zurich Insurance Quotation / UK General Firework Insurance Quotation