North Luffenham Parish Council

**Minutes of the meeting of the Parish Council Meeting held in the North Luffenham Community Centre at 7pm on   
Monday, 2 July 2018**

**Present**: Cllr Cummings (Chairman), Cllr Cade, Cllr Davies,   
Cllr Inman, Cllr Smith, County Cllr Waller

# There were 5 members of public present

**19/18. Apologies**. Cllr Riordan, Cllr Burrows, Cllr Sewell

**20/18. Declarations of Interest:**

* Cllr Cummings - village day costs
* Cllr Smith - Planning

**Chairman’s Opening Remarks.**

Chair welcomed all present to the meeting, in particular Norman Milne, Chair of EWPC and CO 1 MWD Regt. He reported that a very close working relationship had been formed between EWPC and NLPC n particular regarding the St George’s Barracks Development. The key objectives were:

* St George’s Barracks Development Update
* Review of Regular Payments
* Planning applications
* PC Strategy meeting

**21/18. Public Forum**. Concern had been previously raised by residents of Pinfold Close with regard to parking in the Close with complete disregard of the residents. Various problems were highlighted and a request that a ‘Residents only’ parking sign be put up. Whilst this issue fell outside of the jurisdiction of the Parish Council, County Cllr Waller suggested the following actions.

1. Parish Council write to the head of North Luffenham Primary school as some of the issues related to School pick-up time
2. Copy any correspondence to Neil Tomlinson, Highways at RCC

It was confirmed that the Parish Council would do both.

The Clerk advised that a copy of the original email had been sent to Spire Homes as they are responsible for the Close and a response was due in the next few days.

Concern was also raised with regard to the recent refurbishment of the pavement as you entered into Pinfold Close but not the paths to the individual sheltered houses. As this again fell under the responsibility County Cllr Waller agreed to write to them

**22/18. Approve and sign Minutes** as follows:

* Annual Parish Council meeting of 21st May 2018

It was **resolved** to accept the minutes as a true record of the meeting, subject to the date being amended from 21st March 2018 to 21st May 2018.

**23/18. Progress since the last meeting**

The Chair reported that due to Annual Holidays and work in support of the St George’s Barracks Consultation he had yet to complete the work on the Freedom of Information Policy Revision and the appointment of a new Trustee for the Village Trust. Both are now in hand.

**24/18. Chairman’s Report.**

* Speed Limits – Statutory Documentation had been published on Web site it was anticipated that work would be completed in the early Autumn.
* Strategy Meeting – Chair advised that it was important that this was addressed without further delay, a date would be fixed at this meeting.
* PC Report to Residents – Sep 18 – Chair requested ideas from Cllrs for input to a Sep Newsletter.
* Consideration of a proposal to amalgamate EW and NL under a single PC – Chair asked if this was something that should / might be explored. Agreed to consider at the Strategy meeting.

**25/18. To receive an update regarding St George’s Barracks Masterplan consultation.**

a. The Chair thanked the SGB Working Group and in particular Tim Collins, for the development of a thoroughly professional submission that was made to RCC. All had had a chance to read the document and it’s thrust and style was endorsed by all present. The Chair noted that he had received a number of glowing endorsements from villagers.

b. Chair advised that he had circulated a summary of the meeting Chaired by Sir Alan Duncan MP held on 22 Jun 18 which was attended by Tim Smith and himself. The most positive action that came out of this, was a commitment to create an Advisory Group to work with RCC. He advised that he had written to Oliver Hemsley to ask that we help to draft the ToR for such a group. We are advised that the formal minutes will be published by Sir Alan later today.

**It was agreed that the informal notes less any personal comments should be published on the N L web-site.**

c. Chair advised that he had made contact with Whitehill/Bordon Town Council and arranged to visit them later in the month with Norman Milne. It is important that we learn the lessons from their experience. Photographs taken by Cllr Cummings were circulated to Cllrs and the public. Cllr Cummings also advised that having spoken to the local Council at Bordon, that they did manage to reduce the number of planned houses from 5000 to 3000.

d. In response to a question it was confirmed that the existing married quarters were outside the proposed development and there were currently no plans to replace them

e. It was confirmed that the Barracks development at present is **not** a a formal Government approved a Garden Village Development but that it conforms to the principles of a Garden Village

**26/18. Update of Governance Documents 2018**

The Chair confirmed that having reviewed all our Governance documents, we are left with 2 that needed review and endorsement:

* Revise SOPs – Initial draft completed
* Revise Freedom of Information policy – In Hand

**27/18. Correspondence - Clerk**

* Policy Documents re Zurich Insurance had been received and checked
* We had been copied in to a letter from resident of the sheltered housing in Butt Lane re Disabled Parking bays in Butt Lane
* Email from a resident with the actions to be undertaken by RCC re Lyndon Rd/ Glebe Rd junction
* Email from a resident of Pinfold Close re parking in Pinfold Close and the request for additional signage in line with Deweys Close. It had been referred to Spire Homes

**28/18. Finance Report - Clerk**

* Cllr Davies confirmed that he had reviewed the Bank reconciliation of the Parish Council accounts and all was in order
* The 1st quarters accounts were presented and approved
* Approval was sought and given for invoices to be paid upon receipt of invoice and confirmation that the works had been carried out satisfactorily where those invoices related to an agreed contract. Specifically the Clerks salary. Approval was given subject any such payments being itemised at the next Council meeting
* The following payments were agreed:

Cllr Cummings Village Day costs £197.32 (Declared Interest by Chair, Cllr Cummings)

Clerks salary to 30th June 2018 £971.00

Mcfee virus protection £59.99 – Payable to Clerk

**29/18. Planning - Cllr Smith**

The following applications were received:

**2018/0358/FUL,** 12 Glebe Road, North Lufenham – **proposal**: Demolition of house and garage and replacement with new 4 bed dwelling including detached garage. Erection of new front gates and fencing.

Cllr Smith confirmed that a public meeting had been held and as a result the Parish Council had submitted a neutral response.

***Cllr Smith withdrew from the meeting due to a declared interest with regard to the following application***;

**2018/0344/FUL,** 6a Church Street, North Luffenham – **proposal**: Fitting of two Conservation Velux Roof lights (55cm x (98cm) to the north

face of garage roof. The garage is six years old and in the curtilage of my house which is a Grade 2 listed building.

There were no objections. **Clerk to submit an approved response**

***Cllr Smith returned to the meeting***

**30/18. Allocation of Tasks for Bonfire night:**

Finance Parish Clerk

Fireworks Cllr Cade

First Aid Cllr Davies

Safety / Lighting Cllr Cummings

Food / Drink Cllr Burrows – TBC at next meeting

Donations Cllr Smith

**31/18. Affordable Housing in Geoff Sewell Close**

County Cllr Waller confirmed that any new Social Housing and ‘affordable’ homes would be allocated on the current guidelines ie local connections and some specified occupations such as teachers, social workers etc. However, as yet no change in RCC oversight of re-sale of affordable homes and maintaining the local connection had been implemented.

With regard to the specific point raised by Cllr Riordan that existing shared ownership houses in Geoff Sewell Close, when they come up for re-sale, being again initially available at 20% ownership utilising the Rural Repurchase Scheme, - this would be raised with Spire homes by Cllr Waller.

**32/18. Date for PC Strategy Meeting including Risk Management and Village Survey commitments**

After discussion Monday 23rd July was selected

**33/18. Items for the next Meeting**

* St Georges Barracks (To be a Standard agenda item)
* Citizens Advice Grant request
* Governance – Freedom of Information Policy and Standing Orders
* GDPR and Data Protection Review
* Web Update including email addresses

**34/18. Dates of next meeting:** The proposal to bring forward the Parish Council (Trust) meeting from 3rd September to **Tuesday, 28th August 2018 was approved**

**Meeting Closed at 7.40pm**

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