North Luffenham Parish Council

**Minutes of the meeting of the Parish Council Meeting held in the North Luffenham Community Centre at 7pm on   
Tuesday, 28th August 2018**

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

# There were 3 members of public present

**35/18. Apologies**. Cllr Davies, Cllr Sewell, County Cllr Bool

**36/18. Declarations of Interest:**

* Cllrs Cade & Burrows Cummings – Cricket Club

**Chairman’s Opening Remarks.**

The Chairman commented that at this meeting we will pick up on a number of issues that need speedy resolution. The St George’s Barracks (SGB) WG have been working hard throughout the Summer and are making some headway – much more to do. I would wish to place on record our thanks to Cllr Gail Waller who has been hugely diligent in pressing for change in the approach to SGB being taken by Cabinet and the CE of RCC.

He commented that in respect of core governance issues, before our next meeting, we need to finalise our Freedom of Information policy, revised Standing Orders incorporating the most up to date NALC guidance, review the 18/19 budget and prepare the 2019/20 first draft budget.

He reported that the new Clerk had settled in well and was quickly picking up the many nuances of being the Parish Clerk.

**37/18. Public Forum**. No issues were raised.

**38/18. Approve and sign Minutes** as follows:

* Parish Council meeting of 2nd July 2018

It was **resolved** to accept the minutes as a true record of the meeting.

**39/18. Progress since the last meeting**

* The Chair reported that he had yet to complete the work on the Freedom of Information Policy Revision.
* The Clerk reported that letters, as suggested by County Cllr Waller, had been written to RCC and the Head of the Primary School with regard to parking. The Head had responded that all parents will be written to at the start of the new School term with regard to being considerate to local residents and also once again promoting the School bus that was available for children living in nearby villages. No response had been received from RCC with specific reference to Pinfold Close. County Cllr Waller had previously advised that Spire Homes would be re surfacing the pathways in Pinfold Close this financial year.

**40/18. Chairman’s Report.**

The Chair reported that most of the issues currently being dealt with were covered in items set out in the agenda. He did circulate a draft of a document that was to be circulated throughout the village updating residents with regard to the St Georges Barracks proposed development and also the consultation with regards to the proposed revision to the Rutland Local Plan.

The Chair advised that a letter a just been received from RCC confirming that from 2019 the cost of holding Parish Council elections would be born by each Parish Council and therefore with elections due to take place next May then the costs needed to be taken into consideration when setting the precept for next year. The letter gave an indicative cost of £1083.46 if the seats were contested and £285.19 if uncontested. These however could increase by at least 15% as they were based 2015 costs.

There was some ambiguity as to whether the Parish were responsible for the costs of the County Cllr element and therefore County Cllr Waller agreed to seek clarification and also if the costs could be paid over a four-year period.

**41/18. To receive an update regarding St George’s Barracks Masterplan consultation.**

The Chair had circulated a discussion paper in advance of the meeting. He outlined the various group meeting that were now taking place including the PC Working Group, The PC Liaison Forum and finally the Advisory Board set up by MP Sir Alan Duncan which meets on a monthly basis. The Chair sought the consent of the Cllrs that they were content with the work currently being undertaken.

A general discussion then took place not only about the SGB proposed development but also in the context of it relationship with the revised local plan that had also been tabled by RCC and pre-circulated.

Mentioned was made of writing to the National newspapers about the proposed SGB development, if an issue of national importance could be identified. The Chair confirmed that this was being discussed by the working group.

The working group had drafted a short briefing paper of what the current situation was with regard to SGB and that this would be distributed to all residents once the final copy had been agreed. The PC endorsed the approach being taken by the Chair and the Working Group.

**42/18. To consider the Parish Councils response to RCC’s Focused Consultation regarding the revised local plan for Rutland.**

Details of the focused consultation had been pre-circulated to all Cllrs. There was agreement that the revised local plan should be reviewed on an individual basis and not in conjunction with SGB. Much discussion took place around the fact that RCC had failed to identify where the demand for the additional housing was coming from other then it was to meet the needs of not only Rutland but also other parts of the East Midlands, including Boston and Peterborough.

The Chair advised that the SGB working group would be drafting a response to the consultation paper and that this would potentially be the formal response from the Parish Council. A draft response document would be circulated to Parish Cllrs and an EGM arranged to endorse the PC response to the additional consultation now taking place. However, it was emphasised that all residents should be encouraged to respond individually. County Cllr Waller suggested that individuals responding should be encouraged to copy our MP, Sir Alan Duncan, with their responses.

**43/18. To Receive an update on Governance Documents 2018/19**

Cllr Smith advised that we had initially adopted a GDPR policy in time for when the new regulations had started. He had subsequently reviewed this to have a more workable document as presented at the recent PC strategy meeting.

Agreed that he would re-circulate for discussion and approval at the next PC meeting.

**44/18. Correspondence - Clerk**

* LRA LRALC – Training courses for Councillors and Clerks had been circulated to all Cllrs
* RCC – Documents relating to the Focused Consultation on the revised Local Plan for Rutland had been circulated to all Cllrs
* Updates to the Electoral Register were currently being rec’d on a monthly basis
* LRALC- Enquiry re Internal Audit. An email had been received enquiring if we would be using their services this year for our internal audit. Details of their fees were included. There fees structure was based on the number of electors which for North Luffenham would £210. VAT would not be payable as they were not registered. Agreed to discuss at the next finance working group meeting
* RCC Parish Council Forum 3rd Sept 2018 RCC Building. Details to be circulated to all Cllrs
* Email from Kevin Corby (Cricket Club) asking if they could organise this year’s BBQ on Bonfire night to raise much needed funds for the Cricket Club. To be discussed later on the agenda.

**45/18. Finance Report - Clerk**

* Cllr Inman confirmed that she had reviewed the Bank reconciliation of the Parish Council accounts and all was in order
* The accounts to the 28th August were presented and approved along with the finance report
* It was agreed that the finance steering group would meet on Monday 24th September (am) to review financial performance for the 1st six months and also consider who we would appoint as our internal auditors for this year.
* The clerk advised that an email had been received from the external auditors, PFK Littlejohn LLB advising that having reviewed our AGAR their report would be qualified. This was because we should have indicated that the PC was the sole trustee of a village trust. This was contrary to the guidance provided by our internal auditors Lamin and White who indicated that we should put n/a. The guidance provided by PFK Littlejohn was consistent with what we had previously reported in past years.
* The following payment was agreed: LRALC £80 re new Clerk Training

**46/18. Planning - Cllr Smith**

Three planning applications had been received:

**2018/0474/FUL**

**PROPOSAL: Demolition of existing rear conservatory and erection of part two storey, part single storey rear extension to single family dwelling house.**

2 Heathcote Cottage, Pilton Road, North Luffenham, Oakham, Rutland

*This application had been supported*

**2018/0628/LBA**

**Planning (Listed Building and Conservation Areas) Act 1990**

**PROPOSAL: Replacement windows; change of roofing material and replacement windows on outbuilding.**

11 Lyndon Road, North Luffenham, Oakham, Rutland LE15 8JZ

*This application had been supported*

**2018/0569/FUL**

**PROPOSAL: Raise the height of both parapet walls to meet current standards, to protect against falls from the road over bridge onto the railway below the bridge.**

Network Rail Bridge, Glebe Road, North Luffenham, Rutland

*The Clerk advised that he had received notification from RCC that this had been approved*

**47/18. Bonfire night.**

The Chair outlined the risks for putting on the event which were the same as in previous years, namely securing the services of sufficient volunteers, 1st Aid cover and also general health and safety issues.

**Agreement was reached to proceed.**

Discussion then took place with regard to the request from the Cricket Club to take on the cost of providing the BBQ in the hope that they would raise funds for the Cricket Club. At the prior request of Cllr Riordan, the Clerk had circulated a breakdown of the costs of each element of Bonfire Night and what each had generated to contribute to the overall surplus of the event. Figures for the last 2 years showed that the BBQ had contributed £396.50 (2016) and £645.08 (2017)

After much debate the following proposal was tabled by Cllr Smith; that the Cricket Club organise the BBQ and Hot Drinks (Tea and Coffee). Cllrs Burrows and Cade did not vote due to a declared interest. Cllrs Inman and Riordan voted against with Cllrs Cummings and Smith voting in favour. With the vote being split, the proposal was passed in line with the Chair’s casting vote.

**Approval** was given for the expenditure of £1200 (VAT would be recoverable from this amount) on fireworks plus up to £270 on support costs. (Again, VAT would be recovered where possible).

**Approval** was given for the PC to approach the trustees of the Oval to hold the Bonfire night celebrations on 5th November 2018

**48/18. Affordable Housing in Geoff Sewell Close.**

Cllr Riordan raised concern over 2 main issues in connection with the houses in Geoff Sewell Close:

1. The question of whether Spire Homes were able to implement the Rural Repurchase Scheme, to ensure that on resale of a shared ownership property, new owners would not be obliged to purchase more than a 20% share of the equity.   She understood from the minutes of the previous meeting that County Cllr Waller had undertaken to raise this with Spire.  Cllr Waller reported that she believed Spire to be appropriately registered with the scheme.
2. We had learnt that RCC had not included any specific covenants or conditions in the Land Registry ownership documentation requiring RCC to be notified of any proposed resales.  She wanted to know whether such covenants or conditions could perhaps be added retrospectively.  County Cllr Waller reported that she was still working on this issue and was now awaiting an update

Cllr Waller confirmed that she would continue to monitor the situation closely as it may also impact on any new social housing that may arise at SGB.

**49/18. Update on Website update.**

Cllr Burrows advised that the Web Committee met last week. He was currently looking at the issues of ‘Cookies’ and GDPR. He mentioned that all adverts should have an expiry of 1 month so that resident’s details were removed from the site.

A meeting is to be arranged between the Chair, Cllr Burrows and the Clerk to look at the move to Gmail and the storing of doc’s by way of Google Drive.

**50/18. Update on New Resident Welcome Pack**

Cllr Inman advised that she still had some copies of the current pack though some of the information was now out of date and therefore needed updating.

Agreed that some new posters would be made to be placed in the notice boards.

A discussion took place as to whether we could use updates to the electoral register to identify when occupants vacated a property and new occupants moved in. The matter had been raised with RCC and a limited response received. It was agreed that a pack could be delivered and as before, with no personal details being place on it.

**51/18. Parish Newsletter**

The Chair sought items to be included in this September’s Parish Council newsletter as well as approval for spending £100 on its printing.

Approval was given for the latter, with the following ideas put forward:

* Welcome Pack
* Good Neighbour Scheme
* Defibrillator
* Bonfire Night
* SGB and Local Plan Consultation

The Chair asked for other ideas by the weekend

**52/18. Items for the next Meeting**

* St Georges Barracks
* Governance – Freedom of Information Policy, GDPR and Standing Orders
* Bonfire Night
* Web Update including email addresses
* Purchase of Play equipment from Section 106 monies for siting on the Oval

**53/18.** The Chair received approval to close the meeting to the public with regard to the election of a new member to the Village Trust. Cllr Smith declared an interest and also withdrew from the meeting

**54/18.** One application had been received from Hilary Smith and the Clerk circulated her letter of application which included a CV of her past and present work both paid and voluntary. Her election was unanimously agreed.

Cllr Cummings advised that he would now be standing down as a trustee.

**55/18. Dates of next meeting: Monday, 22nd October 2018, 7pm @ the Community Centre**

**Meeting Closed at 8.40pm**

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