



North Luffenham Parish Council

Minutes of the Annual Parish Council Meeting held on **Monday, 20th May 2019 at 7pm** in the North Luffenham Community Centre

Present: Cllrs Cummings, Cade, Bishop, Smith, Burrows, Sewell

County Cllrs Bool and Waller were in attendance. There were 2 members of the public present

43/19. Election of Chair: Cllr Cummings was re-elected as Chair after a contested election.

44/19. Election of Vice-Chair: Cllr Cade was re-elected as Vice-Chair

45/19. Apologies: Cllrs Mason and Anker

46/19. Declarations of Interest: None declared.

The Chair welcomed everyone present saying that there was a full agenda ahead. He welcomed Cllr Wayne Bishop to his first meeting and also advised that 2 other new Cllrs, namely Mike Anker and Geoff Mason were on pre-arranged holidays

47/19. The following Committees & Working Groups for 2019/20 were agreed:

- a. Planning Committee – Cllrs Burrows, Sewell, Mason and Anker
- b. Staffing Committee – Cllrs Smith, Sewell, Anker and Cummings
- c. Finance Working Group – Cllrs Cummings, Cade, Bishop and Anker; It was proposed and agreed that the Bank mandate be amended accordingly with ex-councillors Riordan and J Sewell being removed and replaced by Bishop and Anker.
- d. Play Area Working Group (for Phase 3) – Cllr's Cade, Burrows, Mason and Smith
- e. St Georges Barracks Working Group – Cllrs Anker, Burrows, Bishop and Cummings
- f. Web Working Group – Cllrs Burrows, Bishop, Smith and Clerk
- g. Bonfire Night Working Group – Cllrs Cade, Burrows, Mason and Cummings
- h. Data Protection Officer – Clerk. It was noted that the PC was the Data Controller in line with our GDPR policy

48/19. To review and adopt Governance Documents for 2019-20

- Terms of Reference for Planning and Staffing Committees were adopted unchanged

- Review Other PC formal documents:
 - i. Standing Orders: The revised (May 2019 version) were adopted.
 - ii. Finance Regulations; adopted unchanged
 - iii. Code of Conduct and Conflicts of Interest Policy; adopted unchanged
 - iv. Complaints Procedure; adopted unchanged. It was agreed that the clerk circulate the Grievance and Disciplinary policies for review at the next meeting.
 - v. Freedom of Information; adopted unchanged
 - vi. GDPR; To be reviewed by the Web working Group
 - vii. Press / Media Policy; Adopted unchanged

The Chair thanked Cllrs past and present as well as the Parish Clerk for producing an up to date library of governance documents. Over the coming year we will continue to review all documentation and to adopt best practice wherever it can be found. As noted in our Internal Audit report a new Reserves Policy is required – Chairman advised that he had drafted such a policy and would bring it to the next meeting for formal review following consultation by the Finance Working Group. It was agreed that before the next meeting the Clerk will produce folders with 'hard' copies of the Governance Library for all Cllrs. Chairman had asked Cllrs Burrows / Bishop to identify how best we should ensure that our Governance Library is available to the Public through the website.

49/19. Public Forum

Chair advised that he had been made aware by a member of the public of concerns regarding the recent Parish and Council elections and the perceived failure of both RCC and the Parish Council to communicate effectively the fact that formal elections were not needed. The concern was understood and the Council will review how best we can improve communication with the entire electorate.

50/19. The Minutes of the following meetings were duly approved:

1. Parish Council meeting on 4th March 2019
2. Annual Parish meeting on 18th March 2019
3. Extraordinary Parish Council meeting on 29th April 2019

51/19. To receive an update about progress of outstanding resolutions from the last meeting. The Chairman advised that:

- Affordable Homes – Geoff Sewell Close: The matter is on-going and a meeting is scheduled to discuss the matter with RCC. Having met the selling agents for the house currently on the market it is clear that there is a process between Spire / Sellers whereby local people do get first preference to purchase any property than comes on the market.

- Community Centre – A meeting has been arranged on Wed 22nd May with RCC to discuss. The meeting will be attended by Cllr Cade together with Syd Overington, Janet Whittaker and Claudia Riordan.
- Welcome Pack – The revised Welcome Pack has been circulated. Members were asked to scan for any last-minute corrections – if there are no comments by 27th May the Clerk should arrange printing with Mrs Inman. It was agreed that 50 copies should be ordered.

52/19. Chairman’s Report: Cllr Cummings advised that:

- St George’s Barracks: There has been little progress since the last meeting. The Advisory Group has not met. The PCLG are meeting later this week to consider how best to keep RCC’s feet to the fire. I have circulated documents relating to the proposals for the development of some 10,000 new Homes as part of a Regional development at Woolfox. The next major piece of work will be the consultation of the new Local Plan – this is not anticipated until Jul / Aug or possibly later.
- Annual Parish Meeting. A successful meeting which gave us an opportunity to comment on the ‘State of the Nation’. Draft minutes and a copy of my presentation have been made available to the public. Members confirmed that they were content with the style / format of the meeting.

53/19. To consider the Internal Audit Report: This had been pre-circulated. The internal auditor reported that: “I am satisfied that effective systems to manage, monitor and control the Council’s business are in place and by examination of hard evidence and questioning, I tested all the Internal Control Objectives that I am required to consider and I am satisfied that in all significant respects, the objectives have been met. To that end, I have completed the Internal Audit Report at page 3 of the Annual Governance and Accountability Return.”

The full report is available for view through the Village website

54/19. To consider, approve & sign Section 1 - Annual Governance Statement 2018/19. This was approved and signed

55/19. To consider, approve & sign Section 2 Accounting Statements 2018/19. These had been previously certified by the RFO. This was approved and signed having previously been checked by the internal auditor. The figures were also the same as those endorsed at the recent extraordinary meeting.

56/19. To set the date for the commencement of the period for the exercise of public rights. (Recommended: Monday 17 June to Friday 26 July 2019)
The recommended dates were approved and will be advertised.

57/19. Finance Report

1. Cllr Bishop confirmed the Bank Reconciliation to 30th April 2019
2. The finance report was considered and approved

3. Receipt of Precept FYI 18/19 £10,000.00 was noted
4. The following payments were approved:
 - £604.29; Zurich Insurance re PC Insurance Cover (To include Review of Insurance Cover)
 - 26.76; Amazon re litter pickers for weekend clear-up
 - £56.08; Clerk's expenses (23/10/18-20/5/19)
 - £36.00; CPRE membership fee

58/19. Planning:

Cllr Smith advised that no new applications had been received and only one decision notice as below;

Decision Notice 2019/0247/LBA: The Old Rectory, 8 Church Street, North Luffenham. Condition 3 The revised window details on Plan 868P053B are acceptable and hereby approved.

59/19. Village Trust: appointment of PC Nominee as Trustee
It was proposed (Cllr Cummings) and seconded (Cllr Smith) that Cllr Anker be appointed. This was agreed

60/19. Consideration of proposal to run a Village Day 2019.
The decision was made to not hold an event this year It was agreed that one should be held next year.

61/19. Consideration of proposal to run Bonfire Night 2019.
The decision was made to hold this event. A budget of £1200 (£1000 fireworks and £200 miscellaneous), was agreed. Working group set up with responsibility as follows; Cllr Cade fireworks, Cllr Cummings safety and publicity Cllr Smith and Cllr Cade volunteers.
Clerk to write to the Cricket Club inviting them to provide hot refreshments in line with 2018.

62/19. To consider a date for an informal strategy meeting.
17th June 2019 was agreed, with further details to follow

63/19. Notification of Cllr training dates including nominations and costs.
Training is available for new Cllrs provided by LRALC at a cost of £40 per delegate. The following dates, time and venue were currently available

- 10th June – Oakham 10am to 1pm
- 4th July – Anstey 1pm to 4pm
- 29th Aug – Anstey 10am to 1pm

64/19. Review of web-site.

It was agreed that Cllrs Bishop and Burrows and the Clerk would meet to look at the recommendations made by the Auditor with regard to the availability/ease of finding PC documents on the web-site

65/19. To conduct a review of the performance and annual appraisal of the Parish Clerk/RFO

Cllr Cummings advised of the need to conduct an annual performance review of the Clerk/RFO. It was agreed that the Staffing Committee consider how best this be done and to proceed to conduct an appraisal.

66/19. Date of next meeting:

Monday, 1st July 2019 @ 7pm, North Luffenham Community Centre.

Meeting closed 8.10 pm