



# North Luffenham Parish Council

Minutes of the Annual Parish Council Annual Meeting (virtual) on Monday, 18<sup>th</sup> May at **7pm**

**Present:** Cllrs Smith, Burrows, Cade, Canham, and Anker and County Cllrs Waller and Bool

There was 1 member of the public present

**59/20** Election of Chair: Cllr Smith was duly re-elected

**60/20** Election of Vice-Chair: Cllr Cade was duly re-elected

**61/20** Apologies: Cllr Sewell

**62/20** Declarations of Interest: None

**63/20** The following Committees & Working Groups were confirmed for 2020/21

- Planning Committee – Cllr Burrows, Canham and Sewell
- Finance Working Group – Cllrs Smith, Cade and Anker
- Play Area Working Group – Cllrs Smith, Cade and Burrows
- Neighbourhood Plan Steering Group – Cllrs Smith, Burrows and Cade
- IT Working Group – Cllrs Burrows and Smith
- Staffing Committee – Cllrs Smith and Canham
- St Georges Barracks Working Group - Cllrs Anker, Burrows and Smith
- Bonfire Night Working Group – Cllr Cade

**64/20** The following Governance Documents were reviewed and adopted for 2020-21:

- Standing Orders: A revised document had been pre-circulated to take into account the new rules concerning the legislation brought in to allow virtual meetings due to Covid-19. The new Standing Orders were adopted and will be published on the website along with the other governing documents
- Finance Regulations; no change, reviewed and adopted
- Code of Conduct and Conflicts of Interest Policy: no change, reviewed and adopted
- Complaints Procedure and accompanying Grievance and Disciplinary Policy: no change, reviewed and adopted
- Procedure for handling requests associated with Freedom of Information Act 2000 and Data Protection Act 1998: no change, reviewed and adopted
- Press / Media Policy: no change, reviewed and adopted

**65/20** Public Forum: No issues were raised.

**66/20** The Minutes of the following meetings were approved:

- Parish Council meeting of 14<sup>th</sup> April 2020 (virtual)
- PC Extraordinary meeting of 5<sup>th</sup> May 2020 (virtual)

**67/20** Chairman's Report

Cllr Smith thanked everyone for their support over the last 12 months since taking over as Chair following the resignation of Paul Cummings who had moved away from the area. In his role as Chair he had been responsible for the overhaul of policy documents and the Parish Council was now firm foundations.

Whilst he had initially only thought of doing it for 12 months, he had enjoyed the opportunity and felt he had grown into the role. He was therefore very happy to stand again for a further 12 months.

Cllr Smith advised that Cllr's Bishop and Mason had decided to stand down from being Cllrs with immediate effect. He had spoken with both and acknowledged their different reasons. RCC had been notified however they were unable to advertise for new Cllrs due to the current Covid-19 lockdown restrictions. It was confirmed the NLPC was still quorate.

He indicated that it had been a very busy year. He was pleased that in recent months the NLPC resilience plan had been approved but dismayed at how quickly we had needed to use it.

Mention was made that in the last 12 months the 'G Suite' had been established, Bonfire night had been held and again raised over a £1000 towards Council funds.

Work was also progressing with regards to the Neighbourhood plan.

SGB continued to be an ongoing issue. Both he and Cllr Anker were continuing to attend all the necessary meetings that were needed.

It was confirmed that our response to the retrospective planning application at SGB had been submitted and received. County Cllr Bool indicated that they may try to get a single item meeting at RCC to discuss the application in view of its importance and to ensure it does not get dealt with under delegated powers.

**68/20** Internal Audit Report: It was proposed and confirmed that the certificate of exemption could be signed as both the income and expenditure of NLPC were below £25,000

1. Approval was given to the signing of Section 1 of the Annual Governance Statement 2019/20 (AGAR)
2. Approval was given to the signing of Section 2 of the Annual Governance Statement 2019/20 (AGAR)

**69/20** To set the date for the commencement of the period for the exercise of public rights

**70/20** Correspondence –There was no new correspondence. The clerk confirmed that the weekly briefings from RCC were being distributed to Cllrs when received. Covid-19 updates from County Cllr Waller were being posted on the NL website when received.

**71/20** Finance Report

1. The Finance Report was received, considered and approved
2. It was noted that the Precept for FY 20/21 had been received from RCC

**72/20** Planning -

**Reference: 2020/0447/CAT** (Tree Preservation) (England) Regulations 2012  
Proposal: Fell 3 Conifers (T1; T2 & T3) due to excessive shading and low amenity value. Replace with Buddleias and Pyracantha to form hedge  
Location: 2 Glebe Road North Luffenham Rutland LE15 8JU

**Decision Notice: 2020/0324/LBA**

Proposal: Alterations to outbuilding, including insertion of 2 No. rooflights.  
Location: 11 Lyndon Road North Luffenham Rutland LE15 8JZ. **Granted**

**73/20** To receive and consider the report from the Community Centre Working Group:

It was first noted that the name of the school was; St Mary and St John CVA Primary School. The terms of reference (TOR's) had been pre-circulated. Some amendments were suggested and these will now be incorporated and the TOR's re-circulated.

The working group were still awaiting some of the proposed cross-charges from the school as well as the change to the fire exit. These matters had all been delayed due to the current lockdown procedures.

Cllr's Smith, Anker and Cade agreed to be the Cllr representatives on the new management committee and 3 members from the community would be sought to make up the balance of the committee. It was agreed that the remaining outstanding issues could be agreed by the new community.

It was therefore proposed and agreed that NLPC will formally adopt the running of the Community Centre.

**74/20** To receive and consider the report from the Neighbourhood Plan Steering Committee.

Cllr Burrows advised that matters were progressing with the drafting of the document. It was confirmed that it will cover the whole of the Parish including that land that is currently part of SGB.

An updated on-line survey had been drafted and is now ready for circulation, however a community event may have to be delayed due to the current restrictions. The goal for completing the plan by March 2021 was still in place. A Service Level Agreement (SLA) with RRC is required to be in place with obligations of both parties. It was proposed and agreed that the SLA is signed once the terms of the SLA were agreed.

**75/20** Bonfire Night 2020

Whilst there was support to hold a bonfire night event this year, it would be dependent on current restrictions being relaxed. Cllr Cade that a decision can wait until later in the year and therefore no costs will be incurred until a final decision is made

**76/20** Informal strategy meeting.

It was agreed that this will be deferred until a proper (not virtual) meeting can be held

**77/20** Annual appraisal of the Parish Clerk/RFO.

Cllr's Smith and Canham will meet to arrange this.

**78/20** Attendance of Parish Councillors at Parish Council Meetings.  
It was noted that within our Standing Orders, if a Cllr fails to attend a meeting for 6 months it could lead to their expulsion as a Cllr. All agreed that wherever possible this should be avoided with a discussion being held with that Cllr to ascertain the reason why, eg illness, lack of IT etc. Also, if the Cllr has failed to attend a meeting, but has carried out other duties in their capacity of a Cllr then this should be taken into consideration.  
All agreed that we needed to be inclusive.  
It was proposed and agreed that Cllr Anker would speak with the Cllr before the next meeting as we would need to pass a motion discounting non-attendance at the next NLPC meeting in July

**79/20** Date of next meeting: Parish Council meeting, **Monday, 6th July 2020 at 7.00pm**

**Meeting closed at 8.29pm**