



North Luffenham Parish Council

Minutes of the Annual Parish Council Meeting held on **Monday, 17th May at 7.30pm at North Luffenham Community Centre**

- Present:** Cllrs Smith, Barsby, Canham, Burrows, Cade, Marsh and Anker, County Cllrs Bool and Waller and 3 members of the public
- 56/21** Cllr Smith was elected Chair for another year
- 57/21** Cllr Cade was elected Vice-Chair for another year
- 58/21** Apologies: Cllr Sewell
- 59/21** Declarations of Interest: None declared
- 60/21** To review and confirm Committees & Working Groups for 2021/22
- Planning Committee – Cllr Burrows, Marsh and Canham
 - Finance Working Group – Cllrs Smith, Cade, Anker and Barsby
 - Play Area Working Group – Cllrs Smith, Cade, and Barsby
 - Neighbourhood Plan Steering Group – Cllrs Smith, Burrows and Barsby
 - IT Working Group – Cllrs Burrows, Smith and Marsh
 - Staffing Committee – Cllrs Smith and Canham
 - St Georges Barracks Working Group - Cllrs Anker, Burrows and Smith
 - Bonfire Night Working Group – Cllrs Cade and Burrows
- 61/21** The following policies were renewed on block for 2021-22, however it was noted that the STO's was a re-adoption of the original policy before the ones adopted last year which were brought in to cover virtual meetings due to Covid
- Standing Orders
 - Finance Regulations
 - Code of Conduct and Conflicts of Interest Policy
 - Complaints Procedure and accompanying Grievance and Disciplinary Policy
 - Procedure for handling requests associated with Freedom of Information Act 2000 and Data Protection Act 1998. It was noted that the 1998 Data protection act had been superseded by the 2018 Act
 - Press / Media Policy
- 62/21** Public Forum:
Glebe Road development. It was confirmed that there had been no change to the original planning application relating to the building of 3 new houses in Glebe Road as agreed by RCC
- 63/21** The minutes of the following meetings were approved and signed:
- Parish Council meeting of 29th March 2021 (virtual)

- PC Extraordinary meeting of 26th April 2021 (virtual)

64/21 Chairman's Report

The Chair thanked his fellow Cllrs, County Cllrs and Clerk for their support over the last 12 months which had enabled a lot being achieved. It had not been an easy year due to Covid restrictions and we had all got used to having virtual meetings. It was nice to now have proper meetings.

- Rutland Future Conversation. Cllr Smith advised that he had drawn up a response on behalf of the Parish Council and this had been circulated to other Cllrs before submission. Cllr Smith advised that he had been pleased with the initial response received from the interim CEO and was updated on further actions concerning the Local Plan following the rejection of the HIF. RCC however aimed to continue with the proposals in the emerging LP.
- County Cllrs advised that they had both been called to an emergency meeting on 7th June which they believed related to SGB

65/21 Annual Governance and Accounting Report

1. Approval was given to sign Section 1 - Annual Governance Statement 2020/21. Signed by Chair and Clerk
2. Approval was given to sign Section 2 - Accounting statements 2020/21, previously certified by the RFO – Cllr Smith signed
3. The internal audit date of 19th May 2021 was noted

66/21 Correspondence – Clerk

- Age UK Rutland newsletter had been circulated
- Village directional sign. It was agreed that the clerk write to RCC highways (fix my street) to arrange for the sign as you come into the village from Edith Weston to be refurbished

67/21 Finance Report – Clerk

1. Cllr Burrows confirmed the Bank Reconciliation
2. The Finance Report was approved as presented
3. It was noted that the precept for 2021/22 of £16,500 had been received
4. The purchase of a new laptop computer up to a cost of £500 as per the budget was approved
5. The following contractual payments were approved:
 - £607.10 Zurich Insurance: Annual insurance premium
 - £814.56 J Willoughby salary
 - £203.60 HMRC
 - £2500.00 Transfer to Field Garden Account as per budget

68/21 Planning - Cllr Burrows

Reference: 2021/0438/CAT

The Dovecote 4A Church Street North Luffenham Rutland LE15 8JR

PROPOSAL: Remove Silver Birch tree (T1) to just above ground level. Reduce height of Yew tree (T2) 2m and reduce lateral branches by 1.5m to balance shape. Reduce height of Maple tree (T3) 2.5m.

Reference: 2021/0471/FUL

The Bungalow, Ketton Road, North Luffenham, Rutland PE9 3UT

PROPOSAL: Construction of a replacement dwelling and demolition of existing bungalow.

Reference: 2021/0494/CAT

Stonecroft 7 Digby Drive North Luffenham Rutland LE15 8JS

PROPOSAL: (T1) 1 no. Beech - Fell due to poor basal union low amenity and short safe useful life expectancy.

Cllr Burrows confirmed that all applications had been reviewed with no responses considered necessary.

69/21 To receive and consider the report from the Community Centre Management Group:

It was agreed that this would now become the Community Centre Management Committee. The initial members were; Cllrs Smith, Cade and Marsh and residents Janet Whittaker, Katie Ellis and Liz Cafforelli. Cllr Cade will be the Chair and Cllr Marsh the vice-chair. It was noted that as a sub-committee, meetings will be open to the public with agendas and minutes being circulated in line with standing orders. Initially the committee will meet monthly on the Monday following the Parish Council meeting Confirmation of the memorandum of understanding and terms of reference were still awaited from RCC. With regard to utility costs, an agreed % split with the school still needed to be arranged. With regard to electricity, we were still looking at having a separate sub meter installed. Clerk to contact Syd Overington who looked into the matter originally for details.

The committee will initially review the following; internet provider, booking system, interactive touch screen, utilising the monies from the Community Association. Approval was given to spend up to £300 on a vacuum cleaner. A request was made for the committee to have an agreed spending limit and to also open an account with Harrison and Dunn. To allow this, the financial regulations will need to be reviewed and updated.

70/21 To receive and consider the report from the Neighbourhood Plan Steering Group.

- Designated green spaces. These are protected areas and need to be identified within the plan. Some of the spaces are under NLPC management and therefore need to be agreed by NLPC. They include The Oval, allotments and woodland walk. Other areas are owned by private residents such as the water gardens. Before designation, consultation must take place with owners and residents. It was agreed that before seeking approval for designation, there was a need to establish that once protected, could that designation change. Cllr Barsby to check and report back at the next NLPC meeting.
- The following grant applications were noted; £8400 for specialist support and £1230 for project costs. A separate restricted account will be set up to monitor expenditure against the application if received

71/21 Informal strategy meeting. Tuesday 25th May at 7.00pm was agreed with the meeting to be held in the Community Centre. Cllr Canham offered her apologies due to a prior commitment.

72/21 Chair to seek approval to close the meeting to the public to discuss item 73/21 in confidence. Approval was given

73/21 North Luffenham Village Trust (NVLT). After a full discussion it was agreed to defer until 21st June meeting, a decision on a new nominee following notification that Jo Spiegel did not wish to stand for a further 4 years.

74/21 Date of next meeting: Parish Council meeting, **Monday, 21st June 2021 at 7.30pm, North Luffenham Community Centre**

Meeting closed at 9.08 pm