All Councillors are summoned to the Annual Parish Council Meeting on **Monday, 17th May at** **7.30pm** **at North Luffenham Community Centre**

North Luffenham Parish Council

Agenda

**56/21** Election of Chair

**57/21** Election of Vice-Chair

**58/21** Apologies

**59/21** Declarations of Interest

**60/21** To review and confirm Committees & Working Groups for 2020/21

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

**61/21** To review and adopt Governance Documents for 2021-22:

* 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
* Press / Media Policy

**62/21** Public Forum

**63/21** To approve and sign Minutes as follows:

* Parish Council meeting of 29th March 2021 (virtual)
* PC Extraordinary meeting of 26th April 2021 (virtual)

**64/21** Chairman’s Report

* Rutland Future Conversation

**65/21** Annual Governance and Accounting Report

1. To consider, approve and sign Section 1 - Annual Governance Statement 2020/21 – Clerk
2. To consider, approve and sign Section 2 - Accounting statements 2020/21, previously certified by the RFO – Cllr Smith
3. To note the internal audit date of 19th May 2021

**66/21** Correspondence – Clerk

* Age UK Rutland newsletter

**67/21** Finance Report – Clerk

1. To receive a report from Cllr Burrows – Bank Reconciliation
2. To receive consider and approve the Finance Report
3. To note receipt of Precept FY 20/21 as follows £14,500
4. To confirm the purchase of a new laptop computer up to a cost of £400 as per budget
5. To receive and confirm the following contractual payments:

* £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.

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

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

* To receive consider and approve the designated green spaces that are under NLPC management
* To note the following grant applications; £8400 for specialist support and £1230 for project costs

**71/21** To consider a date for an informal strategy meeting.

**72/21** Chair to seek approval to close the meeting to the public to discuss item 73/21 in confidence

**73/21** To discuss applications received to be a Parish Council representative on the North Luffenham Village Trust

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

John Willoughby

Parish Clerk

11th May 2021