



North Luffenham Parish Council

Minutes of the Annual Parish Council Meeting held on **Monday, 16th May at 7.30pm at North Luffenham Community Centre**

- 61/22** Election of Chair: Cllr Smith was duly elected
- 62/22** Election of Vice-Chair: Cllr Cade was duly elected
- 63/22** Apologies: Cllr Canham, Cllr Sewell, Ward Cllrs Waller and Bool
- 64/22** Declarations of Interest: None declared
- 65/22** The membership of Committees & Working Groups for 2022/2023 were agreed as follows
- Planning Committee – Cllr Burrows, Marsh and Canham
 - Finance Working Group – Cllrs Smith, Cade, 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, Barsby and Canham
 - St Georges Barracks Working Group - Cllrs, Burrows and Smith plus residents M Wyatt and R Purves
 - Bonfire Night Working Group – Cllrs Cade Gorse and Burrows
- 66/22** To review and adopt Governance Documents for 2022-23:
- 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
- It was agreed that all policies be adopted however starting in June 2022 one policy will be reviewed at each meeting starting with the Complaints, disciplinary and grievance. This has recently been reviewed by Cllr's Marsh and Canham and a suggested policy will be circulated by Cllr Marsh for review and adoption at the June meeting
- 67/22** Public Forum: The issue of whose responsibility trees on the verges of roads were, especially as some were looking at being a potential hazard. It was agreed that they came under RCC Highways and that the resident should report to RCC under their 'Fix my Street' initiative.
- 68/22** Ward report: No report due to both ward councillors having sent in their apologies, however, Cllr Smith advised that following the resignation of one conservative cllr and the conservative chair resigning and now standing as an independent, there was a level of uncertainty at RCC at this time.

- 69/22** The Minutes of the following meetings were approved and signed
- Parish Council meeting of 21st March 2022
 - PC Extraordinary meeting of 4th May 2022
- 70/22** Chairman's Report
- Suggestions re Community Infrastructure Levy (CIL) expenditure. NLPC now has £19,119 of CIL monies which must be used to improve the infrastructure of the Parish for residents. The Chair will be seeking ideas from residents as to possible ideas how the money could be used. It must be used within the next 5 years
 - Appointment of Clerk: to be covered under agenda item 79/22
- 71/22** Annual Governance and Accounting Report
1. To consider, approve and sign Section 1 - Annual Governance Statement 2021/22 – This was considered and approved
 2. To consider, approve and sign Section 2 - Accounting statements 2021/22, previously certified by the RFO – This was considered and approved
 3. The internal audit date of 1st June 2022 was noted
- 72/22** Correspondence – Clerk
- Appointment of a flood warden: It was felt that this was not essential for the parish
 - RCC Parking policy had been circulated
 - Weekly RCC round robin. This is circulated by the clerk each week to all cllrs. It was suggested and agreed that items of interest to the general public could be posted on the village website
- 73/22** Finance Report – Clerk
1. Cllr Burrows confirmed the Bank Reconciliation
 2. Receipt of Precept FY 22/23 was noted as follows £16,500
 3. Receipt of a CIL payment of £8,430.05 from RCC was noted
 4. The following payments were agreed:
 - £639.81 Zurich Insurance: Annual insurance premium
 - £3000.00 Transfer to Field Garden Account as per budget
- 74/22** Planning - Cllr Burrows

Reference: 2022/0357/LBA

PROPOSAL: Internal & external alterations to outbuilding. Boyton House 10 Church Street North Luffenham Rutland LE15 8JR. No objection by the PC

Reference: 2022/0412/FUL

PROPOSAL: Resubmission - Construction of a replacement dwelling and demolition of existing bungalow. The Bungalow Ketton Road North Luffenham Rutland PE9 3UT. This was a further update on a previously supported application

- 75/22** To receive and consider the report from the Community Centre Management Committee: Cllr Cade advised that the committee were next due to

meet on the 13th June. He advised that the CC was now being well used by village groups and the Hall master booking system was now up and running. The committee was still looking at the price of installing a wall mounted screen.

76/22 To receive and consider the report from the Neighbourhood Plan Steering Group. The draft plan had been sent to RCC for them to carry out a Strategic Environmental Assessment and Habitats Regulations Assessment. There had also been a professional 'Health Check' and following this a few changes were now being made. The next step is for the plan to be resent to RCC for screening prior to it being subject to a full parish consultation known as REG 14. This will mean that the plan will be placed on the website along with copies of the policies being delivered to all households. Exhibitions will also be held to explain the purpose of the NP.

77/22 To further discuss the review of street lighting in the village: Cllr Smith had carried out a review and felt that the main area of concern was between the main allotments and the top of Pinfold Lane especially when trees were full of leaf. It was agreed that the PC would look at the feasibility of installing some low level solar lighting. It was noted that Rosewood Close was still unadopted by RCC. Clerk to contact RCC planning.

78/22 To consider the request from the Chair to close the meeting to discuss item 79/22 This was agreed.

79/22 To consider the Staffing committee's recommendation with regard to the appointment of a new clerk: Details of the applicant who had been interviewed by members of the Staffing committee 10th May had been circulated. It was proposed and agreed that Sue Hammond be appointed the Parish Clerk/Responsible Financial Officer with effect from 1st July 2022

80/22 Date of next meeting: Parish Council meeting, **Monday, 20th June 2022 at 7.30pm, North Luffenham Community Centre**

The meeting closed 20.35 pm