Minutes of the meeting of North Luffenham Parish Council held on **Monday 17th October 2022 at 7.30pm** at NL Community Centre


North Luffenham Parish Council

**Present:** Cllrs Smith, Burrows, Cade, Canham, Marsh, Waller, Bool and 1 member of the public

**124/22 Acceptance of Apologies for Absence**: Cllrs Gorse, Barsby

**125/22 Declarations of Interest:** Cllr Canham pointed out that she now owned the Water Gardens.

**126/22 Public Forum** There were no additional comments.

**127/22** The minute of the Parish Council meeting of 15 August 2022 was agreed as a true and accurate record and signed by the Chair with the addition of Cllr Marsh’s name to the Apologies.

**128/22 Ward Report:** Cllr Waller reported back on the County Council’s most recent concerns, in particular the lack of NHS dentists in Rutland and efforts being made to bring in a new practice. She mentioned finance as a continuing concern. Cllr Bool highlighted the key importance of the Local Plan and the particular value of a meeting with Defence Infrastructure Organisation in early November

**129/22** **Chairman’s Report**

* Anti-Social Behaviour: the Chair reported that incidents of ASB seemed, at least, reduced and police were aware of a history of incidents in the immediate area. Cllr Waller recommended that all incidents of concern were reported to [community.safetyforrutland.gov.uk](file:///C%3A%5CUsers%5Cclerk%5CDownloads%5Ccommunity.safetyforrutland.gov.uk).
* CIL working group: Chair said that money was now available for parish initiatives and the Clerk reported that an additional £8684.71 was expected on 1 November.
* Review of Governance: the Chair indicated that the ongoing review of governance in the parish would extend next to the Code of Conduct, and there would be a need to report on wider interests, including membership of political parties and other campaigning organisations.
* Asset Register: Chair said that he was working on an update of the Asset register and Cllr Cade agreed to provide up-to-date information on play equipment owned by the Parish.

**130/22** **Correspondence – Clerk**

* The Clerk confirmed that the grit bin on Butt Lane, and 14 others in the parish, were owned by RCC, but managed and largely paid for by the parish. The decision on how to move forward on repairs to these was deferred for the present time.
* The Clerk reported back on her training and obtained agreement to attend up to 3 further finance modules over next 12 months at a cost of £30 each.
* She also reported on correspondence:-
	+ on poor highways maintenance which was referred to RCC.
	+ with the Pension Regulator
	+ confirming conclusion of the audit report received from PKF Littlejohn.
	+ from the British Legion re a statue of a WW1 Tommy to support Remembrance Day celebrations in village. Agreed Clerk to circulate this information and put on November agenda for further discussion.
* Also Clerk reported an additional electricity bill for street lighting received from RCC. This represented an additional 20% on the payment made in January and showed 70 separate lights. It was agreed that an audit of current street lighting was needed, that the council could do this between themselves, and the issue along with the bill to be formally considered at the next meeting in November.

**131/22 Finance Report – Clerk**

1. The bank reconciliation was deferred to allow the Clerk to take further advice.
2. The following contractual payments were also duly noted:
* £416.62 Clerk – August salary
* £416.62 Clerk – September salary
* £240 PKF Littlejohn audit fees
* £12 DCK Payroll
* £21.72 Ionos
* £66.60 Zen
* £104 HMRC
1. Payments were agreed of :-
* £133.32 Compton & Moore (TV for community centre)
* £21 Expenses to Cllr Burrows (temporary event licence)

**132/22 Planning - Cllr Burrows/Cllr Smith**

Cllr Burrows set out the position with most recent planning applications:-

**2022/1073/CAT Digby Drive** Raise crown of Tulip tree (T1) to 4m. Raise crown of Cypress tree (T2) over outbuilding to give 1m clearance over it.

This was seen as relatively uncontentious. Cllr Bool said Parish might benefit from developing a register of TPOs in the area.

**2022/1051/FUL Black Barn**

Proposed Vehicular Access from Pilton Road to the Barn utilising the existing agricultural access which had been recently rejected.

**Decision Notice 2022/0898/FUL**

Change of use from Children’s Day Nursery to Air B n B

**Review of planning applications leading to removal of one tree and pollarding of another 2022/0898/FUL**

The Chair said that he had circulated a paper detailing the process in this unfortunate decision in that he felt residents had been let down by the decision-making involved. There had been a general failure to understand that the TPOs in place were provisional, and the Clerk had failed to pass on a notification of planning application during this process, which had not helped. The Chair said there was a need for a better system at parish level meaning that every application received would be posted online, and it appeared that RCC had experienced some significant breakdown in communications too. It was agreed that the Chair would write to Mark Andrews at RCC asking for a full explanation of the decision and specifically requesting that all trees that have been removed should be replaced, with copies to all relevant County Councillors.

**133/22 RCC Local Plan**

The Chair highlighted the response received from the Defence Infrastructure Organisation to the Neighbourhood Plan and the meeting on St George’s Barracks due to take place with them on 3, November 2022. Ward councillors will be attending and neighbouring parishes have been invited. Cllr Waller assured that the intention was to resist the major development of housing in this area.

**134/22** **Update report from Neighbourhood Planning Steering Group**

The Chair explained that the consultation process for the Neighbourhood Plan had been extended from 6 to 8 weeks. There had been a good response and the next steps in the process were to submit the plan to RCC along with a consultation statement explaining the detail. An examiner would be appointed and then finally there would be a local referendum on the plan. Cllr Burrows explained that comments so far were broadly supportive, and the council may need an EGM to take forward this process

**135/22** **Report from Community Centre Management Committee**

After a general discussion about the legal standing of the Community Centre and developments around this, Cllr Canham expressed some concerns about how its budget was being managed. The Clerk explained she had not received accounts from the Management Committee and the last figures available date from July. The council voted on the proposal

“There is a need to review the Community Centre committee’s terms of reference to enable Rutland County Council to establish a workable service level agreement and keep the building open in the longer term.

Proposer: Cllr Smith Seconder: Cllr Cade. This was carried unanimously.

**136/22 Financial regulations**

Council discussed the amended Financial Regulations and agreed they were now fit for purpose with the addition of “Clerk can contract for a single item of up to £500 in the event of an emergency” to be added as point (b) into 5.5

Council approved updated regulations with that amendment.

Proposer: Cllr Marsh Seconder: Cllr Canham

**137/22 Online banking**

The proposal to move to an on-line banking system was discussed. It was agreed that the Clerk would approach Unity Trust bank, in the first instance, and confirm whether their accounts allowed for download into CSV and/or Excel formats. Assuming this is feasible, the Clerk is to instigate action to move the HSBC accounts across to this system from early November.

**138/22 Scribe**

The benefits of moving towards an online accounting system were discussed in detail. There was a range of views, but particular concern on whether the expense was justified and proportionate for a small council was noted. The proposal that “the council focus first on making a successful move to an online banking system” went to a vote and was passed. Proposer: Cllr Burrows, Seconder: Cllr Canham

**139/22** **Bonfire Night**

Cllr Cade reported back on arrangements for Bonfire Night. In particular, it was agreed that the Community Centre will need to buy various items in cash for the event and will provide the Clerk with a note of cash needed. Cllr Burrows will provide two Sumup readers to handle some payments with some emphasis on encouraging cash donations.

**140/22 Date of next Parish Council meeting:**

Monday 21 November 2022 at 7.30pm

The meeting closed at 9.40pm

Sue Hammond

 Parish Clerk