



**Minutes of Parish Council Meeting (Virtual meeting Zoom)
14th July 2020 at 7.30 p.m.**

Present: Cllr T Bladon, Cllr J Haynes, Cllr P Officer, Cllr C Staveley

Action

1.	<p>78/20 – Apologies for Absence County Councillor Kevin Feltham, District Councillor Simon Whelband</p>	
2.	<p>79/20 – Declarations of disclosable pecuniary interests and granting of dispensations Cllrs Bladon, Haynes, Officer and Staveley, item 11 – Village Hall. Cllrs Bladon and Haynes are Trustees and Cllrs Officer and Staveley are committee members. All have dispensations to speak and vote on this item to the next election. Cllr Bladon, item 7.2.1, planning application 20/00864/FUL as she lives in close proximity to the site. No dispensation applied for.</p>	
3.	<p>80/20 – To approve the minutes of the previous meeting held on 27th May 2020. It was resolved that the Minutes of the Parish Council Meeting held on 27/5/20 be approved and adopted as a true record. Cllr Bladon will sign, scan and send to the clerk.</p>	3
4.	<p>81/20 – Questions from members of the public – none present</p>	
5.	<p>82/20 – Clerk’s Report including Year Plan and LRALC update Year Plan – noted as circulated LRALC</p> <ul style="list-style-type: none"> • NALC Legal Topic Note 8 on elections has been updated • Spring Edition of NALC LCR magazine now available online, link circulated • LRALC training update circulated included HDC funded webinars • NALC Legal Update June 2020 circulated • Parish Council Carbon Footprinting Tool – details circulated <p>SLCC – Clerk Magazine July 2020 – details circulated Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • Information for Parishes and Communities - link and details circulated • Passenger Transport Strategy Review has been paused • LCC June Parish Council Newsletter – details circulated • LCC Communication – Safe Opening of Community Facilities – details circulated <p>Rural Community Council (RCC)</p> <ul style="list-style-type: none"> • Impact Magazine Spring 2020, details circulated • Guidance on safe opening of Community Centres circulated 	
6.	<p>83/20 – Reports and updates from</p> <p>6.1 County Councillor (Kevin Feltham)</p> <ul style="list-style-type: none"> • Kibworth Tip is due to reopen on 3/8/20, appointment needs to be booked, list of items that can be taken still restricted and can be viewed on LCC website and checked when making appointment • Grants of up to £3,000 are available for community groups and organisations to develop “green” projects through support from LCC. Application deadline for current round is 31/7/20, link shared <p>6.2 District Councillors - none 6.3 Police</p>	

	<ul style="list-style-type: none"> Local Business “Bird in the Hand” had a break in on 6/7/20 and there were also break ins at the Manor in Tur Langton Harborough Police Newsletters June and July 2020 circulated Harborough District Community Safety Partnership newsletter May 2020 circulated 	
7.	<p>84/20 – Planning and Enforcement</p> <p>7.1 General Report and update on applications / decisions from HDC</p> <ul style="list-style-type: none"> 20/00607/TCA – Works to trees, 1, Cranoe Road, TL – to note permitted 20/00531/FUL – erection of a single storey rear extension linking main house to new annexe, conversion of double garage (music studio and office space) to 2 bed annexe, erection of single storey outbuilding to house new music studio and office space and associated landscaping (revised scheme of 19/00209/FUL) Fargate Lodge, Main Street, TL – to note permitted <p>7.2 To agree response to the following applications:</p> <p>7.2.1 20/00864/FUL – erection of four dwellings, land east of Shangton Road, TL. Cllr Bladon left the meeting and was moved to the Zoom Waiting Room for this item. It was resolved to object to this application. See Appendix 1 for reasons for objection</p> <p>Cllr Bladon was moved from the Zoom Waiting Room and re-joined the meeting.</p> <p>7.2.2 20/00957/TCA – works to trees (fell), Appletree Cottage, Shangton Road, TL – it was resolved to respond that the council is neutral to this application</p>	
8.	<p>85/20 – Finance 19/20 Year - Link to the External Auditor instructions had been circulated for reference prior to the meeting</p> <p>8.1 To receive and note Internal Auditor’s Report</p> <p>The Internal Auditor has considered all the Internal Control Objectives on page 3 of the Annual Governance and Accountability Return (AGAR) and agreed that they have all been met in the 2019/20 year. The Internal Auditor also submitted a written report raising the following points:</p> <p>All points raised on the internal auditor’s report 18/19 have been addressed, with the exception of the first two bullet points below:</p> <ul style="list-style-type: none"> A recommendation for the parish council to review the clerk’s capacity to carry out all tasks required in her current hours of employment (4 hours a week). Response – the council is aware this needs to be reviewed and it will be revisited at appraisal A recommendation to review that as an employer, the parish council are providing their clerk with paid annual leave as per the clerk’s contract of employment. For example, a clerk employed and paid to work 4 hours a week for 52 weeks of the year amounts to 208 hours of work. However, on a pro rata basis, actual working hours per week should be 3.57 (assuming annual leave allowance of 28 days per year including bank holidays). To achieve a four hour working week a clerk would need to be paid for 4.5 hours. Response – to be reviewed, however it was noted that the clerk does take annual leave. Acknowledges the restated figures for boxes 4 (£2,105) and 6 (£2,323) for 2018/19 on this year’s Section 2 AGAR. A recommendation that that upon agreeing payments, councillors should cross reference the payment list supplied by the clerk at the parish council meeting with the actual invoices, and sign and date the invoices accordingly. Response – acknowledged that this is good practice and will be adopted when physical meetings resume, noted that the invoices are inspected by the councillor who checks bank reconciliations. <p>8.2 To approve Annual Governance Statement – The clerk referred councillors to the Joint Panel on Accountability and Governance Practitioners’ Guide pages 30-50 for information about each assertion. Councillors reviewed the statements on the Annual Governance Statement. It was resolved that the statements in the Annual</p>	

	Governance Statement are met and the document was approved and will be signed by the chair	
9.	<p>86/20 – Finance 19/20 Year</p> <p>9.1 To approve Accounting Statement - the clerk / RFO had prepared the Accounting Statement based on figures from the reconciliation agreed at meeting 27/5/20 and presented this to the meeting. Councillors considered this and it was resolved to approve the Accounting Statement as presented. The document will be signed by the chair.</p> <p>The period for the exercise of public rights was set for 20/7/20 to 28/8/20</p> <p>Councillors thanked the clerk for all the work entailed to make the audit process go smoothly</p>	
10.	<p>87/20 – Finance 20/21 Year</p> <p>10.1 RFO Report including update on payments not previously minuted</p> <p>Receipts not previously minuted:</p> <ul style="list-style-type: none"> • 30/6/20 – interest (Market Harborough Building Society) - £13.84 • 9/7/20 – VAT Refund - £284.60 <p>Payments not previously minuted:</p> <p>Direct Debit</p> <ul style="list-style-type: none"> • 27/5/20 - £35.00, Information Commissioner Registration <p>From list of payments occurring on a regular basis (these entries to be signed by two councillors once physical meetings resume)</p> <ul style="list-style-type: none"> • 29/5/20 – Clerk Salary and HWA May 2020 - £181.31 • 7/6/20 – Leicestershire Gardens grass cutting invoices 20/072 and 20/083 cuts 11/5/20 and 28/5/20 £160.00 • 24/6/20 – Leicestershire Gardens grass cutting invoice 20/107 cut 16/6/20, £80.00 • 30/6/20 - Clerk Salary and HWA June 2020, £181.31 • 11/7/20 – Leicestershire Gardens grass cutting invoice 20/121 cut 2/7/20, £80.00 (not included in reconciliation at 10.2 below) <p>Village Hall</p> <ul style="list-style-type: none"> • At meeting 27/5/20 purchase of floor insulation from Online Insulation at £515.89 + VAT was authorised. This was based on a quote sourced online on 21/5/20 and it was noted this may vary). When this was purchased the price was £540.39 + VAT total £648.47. Clerk has been reimbursed for this purchase on 1/6/20 <p>10.2 To approve Bank Reconciliation to 9/7/20</p> <ul style="list-style-type: none"> • Total Payments to 9/7/20 - £2,738.89 • Total Receipts to 9/7/20 - £7,276.03 • Balance at 9/7/20 (HSBC and Market Harborough Building Society) - £15,854.22 <p>It was resolved to approve the Bank Reconciliation as circulated</p> <p>10.3 To approve for payment SLCC clerk membership renewal - £109.00 – resolved to approve.</p> <p>10.4 Bank Accounts / Mandates</p>	

	<ul style="list-style-type: none"> Details of how to report problems on highways and footpaths / bridle paths to be included in next newsletter <p>12.2 Damaged sign on Cranoe Road – this has not been done yet, clerk to chase again. Noted also that the hedge behind the sign needs cutting and that this is covering the sign. It is thought the hedge is the responsibility of the Housing Association. Cllr Haynes will check with the Housing Association and if it is their responsibility, she will report it.</p> <p>12.3 Dog Fouling – this is still a problem. Cllr Bladon will explore two options, spraying with paint and putting flags on with a message.</p> <p>12.4 Pavement Parking – this has become a problem. It is not illegal unless it is dangerous, however it was noted that this is being reviewed. It was agreed to including an article in the newsletter, requesting people park safely and if parking on the pavement is unavoidable to do so without forcing people to go onto the road.</p>	<p>Clerk</p> <p>Cllr Haynes</p> <p>Cllr Bladon</p>
13	<p>90/20 – Grass Cutting</p> <p>13.1 General Update – noted that there have been five cuts so far, 14/4/20, 11/5/20, 28/5/20, 16/6/20 and 2/7/20.</p> <p>13.2 Grass Bank on Shangton Road</p> <ul style="list-style-type: none"> Further to the discussion at the last meeting the clerk has explored the option of sowing with wildflowers with LCC and received some information to use if this option is chosen. Noted that the nettles have recently been strimmed by a resident. Clerk to contact Leicestershire Gardens, who have the grass cutting contract, for advice on spraying the nettles and to discuss a maintenance regime. 	<p>clerk</p>
	<p>Cllr Haynes left the meeting at this point (21.12 p.m.)</p>	
14	<p>91/20 – Hanbury Charity Trustee</p> <p>The chair of Hanbury Charity has made contact to advise that the numbers of Hanbury Trustees has dropped to a critical level and to remind the council that they seek a nomination for the Tur Langton Vacancy. The nomination does not have to be a councillor or resident of the parish, but the nomination must be from the Parish Council. Noted that many people from the parish have benefited from the charity, particularly children as they give a lot of support to the school (Church Langton). Clerk to obtain some more information to put together an article for the article to advertise the vacancy</p>	
15	<p>92/20 – Community Response Plan</p> <p>15.1 Recent Water Shortage – the chair and clerk attended a virtual meeting with Helen Hardy and Alison Fleming from the Leicestershire Resilience Partnership on 6/5/20 to discuss the response to the recent water shortages and how the Community Response Plan could have been activated. Noted that as a small community, residents helped each other out, but the main problem related to the communication with Severn Trent Water (STW) and lack of accurate information from them. Alison and Helen are going to contact STW to explore what went wrong and how improvements can be made in future. Once communication problems with STW were identified the Resilience Partnership should have been contacted.</p> <p>Noted that the Community Response Plan needs to be updated, this will be revisited once face to face meetings can resume.</p>	
16	<p>93/20 – Assets</p> <p>16.1 Health and Safety Check of Assets – no problems identified following inspection, apart from the seat by the Village Hall (16.2 below)</p> <p>16.2 Seat by Village Hall – to consider quotation for repair – no quotation received yet, a local contractor has suggested in the region of £300, however this could be higher as the</p>	

	<p>wood is proving to be expensive. There is a decking board option that would be cheaper, but the boards may not be thick enough for the span of the seat. Other options are being explored and in the meantime Cllr Officer will inspect the seat to see if it is dangerous and take any necessary action to ensure it is safe.</p> <p>16.3 Request to add a Memorial Plaque on the seat at the Village Green – a request has been made to place a memorial plaque on the seat, which will be donated, along with an offer to clean and treat the seat. The proposed wording for the plaque was circulated. It was resolved to accept this kind offer and the proposed wording was approved. Cllr Bladon will liaise with the donor and ensure appropriate safety precautions are taken.</p>	<p>Cllr Officer</p> <p>Cllr Bladon</p>
17	<p>94/20 – Website Accessibility The council is required to:</p> <ul style="list-style-type: none"> • Check website for accessibility problems (whether it meets the international WCAG 2.1 AA Standard). (i.e. do an Accessibility Audit) • Make a plan to fix any accessibility problems found (within reason) • Publish an Accessibility Statement • Make sure new features are accessible. • At the least, a plan of action and accessibility Statement must be in place by 23/9/20 <p>Village resident Simon Traill has produced an Accessibility Statement for the website, which was circulated. The council thanked Simon for his work.</p> <p>The clerk will meet with Simon to work with him to remediate what can reasonably be remediated without placing a Disproportionate Burden on the council and to write an Accessibility Statement for presentation to the next meeting.</p>	<p>clerk</p>
18	<p>95/20 – Openreach Broadband Cllr Bladon reported that there is no further information to that reported at the last meeting. Noted that Openreach have been doing some work in the village so it is possible that the fibre cable has been installed to the houses in the village which are included in the Shangton scheme, however it is understood the householders have not been informed. Cllr Bladon will try to get some more information.</p>	<p>Cllr Bladon</p>
19	<p>96/20 – Community Engagement</p> <ul style="list-style-type: none"> • Newsletter – Cllr Staveley will lead on this, aim to distribute at the end of July. To include Hanbury Charity Trustee, Pavement Parking and reporting problems on roads and footpaths / bridleways • Requirement to co-opt a new councillor – also to be included in newsletter. 	<p>Cllr Staveley</p>
20	<p>97/20 – To approve the dates of next meetings and items for next agenda Next meeting: 8/9/20 – Full Parish Council meeting 10/11/20 – Full Parish Council meeting</p>	

Meeting was closed at 21.45 p.m.

Appendix 1

Agenda item 7.2.1 - 20/00864/FUL – erection of four dwellings, land east of Shangton Road, TL

Tur Langton Parish Council objects to this proposal for the following reasons:

1. The Limits to Development in the Neighbourhood Plan were specifically extended to include this land. Therefore, the council is supportive of the development of this land where it is in compliance with the policies of the Neighbourhood Plan.
2. The development as proposed does not comply with the policies of the Neighbourhood Plan. These policies were carefully developed by the village and accepted in a referendum, to highlight and safeguard particular features which were considered important to the character of the village. These are outlined below with reference to the proposed development.
 - a) Policy H1a - The village is characterised by its linear nature, with highway frontage and no back-land development. This policy is not respected here, the proposed arrangement has two properties perpendicular to the road front and therefore does not comply to this policy
 - b) Policy H2 - Tur Langton is a Sub Selected Rural Village. Development must meet a demonstrated local need within the village. There is no current local need within Tur Langton that the Parish Council is aware of, and no case is made in the submission. In addition, the housing mix does not display the hierarchy outlined in the policy. The proposed properties display little variation in terms of scale or target demographic.
 - c) Policy H3a - The design of the scheme, both in character and density, does not respect this policy. The arrangement of the houses in the village is typically of linear highway frontage and generous rear gardens extending to farmland behind. There are a balanced mix of cottages and houses that have developed organically over the years. This character is clearly defined in the Neighbourhood Plan, specifically noting that 'uniform series of properties that all look the same' are not acceptable. The proposed houses are not of high quality design. They are not in keeping with the majority of the buildings in the village and they do not sit comfortably within the existing settlement pattern.
 - d) Policy ENV5 - The development is proposed on a ridge and furrow field Ref 241. This has not been addressed within the proposals or any mitigation proposed.

In addition to the above policies, we have been made aware by a villager that the proposed footpath to the development encroaches onto their private land. This is of some concern. The footpath connection to the village must be clear and safe to ensure that this development is a part of the village rather than a satellite development.

The council notes and concurs with Leicestershire Highways concerns relating to the entrance. For any future development on this site the entrance and specifically the start of the 30 mph zone should be reviewed in detail.

In summary, the council is in favour of this land being sensitively developed, but does not believe that this proposal is right for this site. A development of reduced scale with highway frontage (albeit slightly set back like The Brambles), with a mix of properties in keeping with the policies of the Neighbourhood Plan would be more appropriate.