



**Minutes of Annual Parish Council Meeting held at the Village Hall Tur Langton  
23<sup>rd</sup> May 2023 at 7.30 p.m.**

Present: Cllr T. Bladon (Chair), Cllr D. Molyneux, Cllr C. Staveley  
In attendance – Alison Gibson, Clerk

Action

1.	<p><b>46/23 – To elect a Chair of the Council</b> Cllr Molyneux proposed Cllr Bladon, this was seconded by Cllr Staveley and agreed unanimously. <b>It was resolved to elect Cllr Bladon as Chair until the next Annual Parish Council meeting</b></p>	
2.	<p><b>47/23 – To receive Chair's Declaration of Office or to decide when it shall be received.</b> Cllr Bladon signed the Declaration of Office</p>	
3.	<p><b>48/23 – Signing of Declaration of Office (Councillors) and to decide when any which have not been received as provided by law shall be received.</b> Cllrs Bladon, Molyneux and Staveley had signed their Declaration of Office before the meeting. <b>It was resolved to set a deadline of 15/6/23 for Cllr Officer to sign his Declaration of Office</b></p>	
4.	<p><b>49/23 – To elect a Vice Chair of the Council</b> Cllr Bladon proposed Cllr Staveley, seconded by Cllr Molyneux and agreed unanimously. <b>It was resolved to elect Cllr Staveley as Vice Chair until the next Annual Parish Council meeting.</b></p>	
5.	<p><b>50/23 –To Receive Apologies for Absence</b> Cllr P Officer - <b>it was resolved to approve the reason for absence.</b> County Councillor Kevin Feltham District Councillors P King and S Whelband</p>	
6.	<p><b>51/23 – To adopt Vacancies Policy</b> <b>It was resolved to adopt the Vacancies Policy as circulated.</b></p>	
7.	<p><b>52/23 – Co-option</b></p> <p><b>7.1 To consider co-option to fill vacancy left unfilled.</b></p> <p><b>As there were no members of the public present it was resolved to exclude the press and public should any arrive during the confidential item (Public Bodies admissions to meetings Act 1960) to discuss applications for vacancy.</b></p> <p>Two applications had been received and these were discussed. Councillors focussed on how to use the skills of both applicants to the best advantage of the Council.</p> <p><b>It was resolved to open the meeting again to the press and public should any arrive.</b></p> <p><b>It was resolved to co-opt Mr James Anderson to the Parish Council.</b></p> <p>The other candidate to be invited to consider the position of Tree Warden.</p> <p><b>7.2 To decide when Declaration of Office shall be received.</b></p> <p><b>It was resolved to set a deadline of 15/6/23 for Mr Anderson to sign his Declaration of Office</b></p>	

	<p><b>7.3 To agree to fund training for new councillor.</b></p> <p>LRALC training information was circulated.</p> <p><b>It was resolved to fund LRALC Councillor Training at £50.00.</b></p>	
8.	<p><b>53/23 – Declarations of disclosable pecuniary interests and granting of dispensations.</b></p> <p>Cllr Bladon is a Trustee of the Village Hall Committee and declared an “other” interest in any item relating to the Village Hall. She applied for a dispensation to speak and vote on this item to the next election.</p> <p><b>It was resolved to grant this dispensation to the next election.</b></p>	
9.	<p><b>54/23 – To approve the minutes of the previous meeting held on 7<sup>th</sup> March 2023.</b></p> <p><b>It was resolved that the Minutes of the Parish Council Meeting held on 7/3/23 be approved and adopted as a true record.</b></p>	
10	<p><b>55/23 – Questions from members of the public – none.</b></p>	
11	<p><b>56/23 – To appoint members to undertake:</b></p> <p><b>11.1 Spot Checks during grass cutting - It was resolved to appoint Cllr Molyneux</b></p> <p><b>11.2 Checks of Street Furniture - It was resolved to appoint Cllr Staveley</b></p> <p><b>11.3 Checks of Accounts Reconciliations - It was resolved to appoint Cllr Officer</b></p> <p><b>11.4 Defibrillator Checks - It was resolved to appoint Cllr Staveley</b></p>	
12	<p><b>57/23 – To appoint representatives to the Village Hall Committee and to consider dispensations for representatives to Village Hall Committee</b></p> <p><b>It was resolved to appoint Cllr Molyneux and Cllr Staveley to the Village Hall Committee.</b></p> <p>Both declared an “other” interest and will include this on their Register of Interest forms to be returned to Harborough District Council.</p> <p>Cllr Molyneux and Cllr Staveley requested dispensations to speak and vote on items relating to the Village Hall to the next election.</p> <p><b>It was resolved to grant these dispensations to the next election</b></p>	
13	<p><b>58/23 – Clerk’s Report including Year Plan and LRALC update.</b></p> <p>Year Plan – noted as circulated.</p> <p><b>LRALC</b></p> <ul style="list-style-type: none"> <li>• Information for new councillors</li> <li>• Monthly training bulletin May 23</li> <li>• LRALC Legal Topic Note index</li> <li>• Updated “How To” Guides</li> <li>• LRALC March and May Newsletters</li> </ul> <p><b>Leicestershire County Council (LCC)</b></p> <ul style="list-style-type: none"> <li>• LCC Annual Liaison Event 3/7/23 evening</li> <li>• Monthly Funding Bulletins, April and May 2023.</li> <li>• Opening of Kibworth Tip</li> <li>• Clerks’ Operational Meetings - links to recordings</li> <li>• Parish Nature Network</li> <li>• Shire Community Grants Programme</li> </ul> <p><b>Harborough District Council (HDC) - HDC Newsletters April and May</b></p> <p><b>SLCC - Clerk Magazine May 2023</b></p> <p><b>Rural Community Council - Impact Magazine April 2023</b></p>	
14.	<p><b>59/23 – Reports and Updates</b></p> <p><b>14.1 County Councillor – Cllr Kevin Feltham:</b></p> <ul style="list-style-type: none"> <li>• Is attending the Network Rail information event this evening, mainly about diverting pedestrians off a Public Right of Way for 6 months.</li> <li>• On 17/5/23 I was elected to be chairman of LCC for a further 12 months.</li> <li>• Roadworks on the A6 caused major congestion and traffic problems at the end of April by Cadent installing a gas pipeline into the Coach &amp; Horses pub. Then in the first week of May,</li> </ul>	

	<p>Severn Trent started digging a trench to improve water flow to the pub involving 4-way traffic lights, so the queues were worse at times. They didn't complete the works by 9<sup>th</sup>, so will be back to complete it, probably w/b 22<sup>nd</sup> May, to be confirmed.</p> <ul style="list-style-type: none"> <li>• Kibworth Harcourt volunteers took part in Community Speed Watch fortnight in April and caught 63 drivers speeding. Kibworth Harcourt Parish Council has now taken delivery of 2 x MVAS and they will be erected by the parish groundsman in the next few weeks on Main Street and Albert Street initially. These will capture speed, date and time so providing evidence for further speed reduction measures to be considered.</li> </ul> <p><b>14.2 District Councillors</b></p> <ul style="list-style-type: none"> <li>• Cllrs King and Whelband are also attending the Network Rail information event.</li> <li>• Cllr King – If there are any queries or questions please don't hesitate to get in touch.</li> </ul> <p><b>14.3 Police Update</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Watch News March, April and May</li> <li>• New Neighbourhood Watch website – link shared.</li> </ul>	
15	<p><b>60/23 – Planning</b></p> <p><b>15.1 General Report and update on applications / decisions from Harborough District Council</b></p> <p>Planning applications / decisions since last meeting:</p> <ul style="list-style-type: none"> <li>• 23/00210/TCA, works to trees (fell), The Elms, Main Street, Tur Langton – to note permitted.</li> <li>• 23/00013/FUL and 23/00014/LBC – conversion and single-story extensions of the existing barn to create an annexe, Carpenters House, Main Street, Tur Langton – permitted.</li> </ul> <p><b>15.2 To receive and accept comments agreed under the Scheme of Delegation</b></p> <p>23/00385/TCA - Works to trees (fell) - Wadlands Cottage Shangton Road Tur Langton Leicestershire LE8 0PN. Status at HDC permitted.</p> <p><b>Comments agreed and submitted under Scheme of Delegation:</b></p> <p><i>Tur Langton Parish Council objects to this application.</i></p> <p><i>Tur Langton Parish Council monitors all applications for works to trees carefully and have been looking at the possibility of TPO's being placed on trees of significance in our village. We are very concerned about the number of applications to fell trees and the lack of plans to replace with trees more suited to gardens.</i></p> <p><i>Whilst in this case we understand the concern about damage to property, the trees were in position before the extension was built and it should therefore have been designed to withstand the effect that the trees may exert.</i></p> <p><i>Removal of the trees will probably not solve the subsidence and may even exacerbate it as noted in the report (3.1.3). It is suggested that the subsidence is more likely to be due to the extreme dry weather last year and lack of rainfall this winter being the dominant driver in the clay shrinkage. Removing the tree could lead the clay to swell beyond what it was at the construction of the building and lead to heave on the foundations. The Parish Council recommends employing a Structural Engineer or Specialist Building Surveyor to review the damage to the building, with particular reference to NHBC Standards Chapter 4.2 - Building Near Trees.</i></p> <p><i>Also pollarding may be an option to stop trees from spreading their roots further.</i></p> <p><b>It was resolved to accept this comment.</b></p> <p><b>15.3 List of important trees update</b></p> <p>It was agreed to defer this item as it is hoped to appoint a Tree Warden, who could support this.</p> <p><b>15.4 To agree response to: 23/00660/TCA – works to trees (fell), land at junction of Cranoe Road and Melton Road, Tur Langton. (applicant Merton College Estates)</b></p> <p><b>It was resolved to respond:</b></p> <p><i>As the tree is clearly diseased the Parish Council has no objection to it being taken down.</i></p>	

	<p><i>In order to prevent the degradation of wildlife habitat and also the landscape of the village the council feels it is important that suitable replacement trees are planted.</i></p> <p><i>The council is concerned about the methods used for traffic management, danger to traffic and professionalism demonstrated by the contractor when carrying out previous work.</i></p> <p>It was also agreed to write to Merton College to ask for an update on any ongoing maintenance to the trees on their land, including the large Horse Chestnut at the end of Buckey Lane and also details of any tree planting schemes to replace diseased ash trees.</p> <p><b>15.5 Enforcement</b></p> <ul style="list-style-type: none"> <li>• No planning enforcement matters to report.</li> <li>• It was noted that bins are being left permanently on the verge by the driveway to The Lodge on Kibworth Road, lids are often open and rubbish also on the verge. Clerk to report to the appropriate department at Harborough District Council.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
16	<p><b>61/23 – To review and adopt:</b></p> <p><b>It was resolved to adopt the following policies with no changes:</b></p> <p><b>16.1 Code of Conduct</b></p> <p><b>16.2 Standing Orders</b></p> <p><b>16.3 Financial Regulations</b></p> <p><b>16.4 Internet Banking Policy</b></p> <p><b>16.5 Subject Access Request Policy</b></p> <p><b>16.6 Data Breach Policy</b></p> <p><b>16.7 Data Management and Information Security Policy</b></p> <p><b>16.8 Policies and Procedures for handling requests for information</b></p> <p><b>16.9 Document Disposal and Retention Policy</b></p> <p><b>16.10 Scheme of Delegation</b></p>	
17	<p><b>62/23 – Website</b></p> <p><b>17.1 Domain (Wix Plan upgrade)</b></p> <p>The storage limit for documents on the website was exceeded and so to be able to continue to upload documents the clerk, with the agreement of the chair, upgraded to the Premium Plan Combo at a cost of £147.90 (including VAT), (in line with Financial Regulation 4.1) This price includes a credit of £20.75 for the time remaining on the previous plan. The plan runs for two years from 18/4/23 to 18/4/25.</p> <p><b>17.2 Website Accessibility Review (Wix Accessibility Wizard) – Cllr Officer – this is ongoing</b></p>	<p>Cllr Officer</p>
18	<p><b>63/23 – Finance and Audit 22/23 (1)</b></p> <p><b>18.1 Approval of Accounts Reconciliation to 31/3/23 and to note payments and receipts to 31/3/23 not previously minuted</b></p> <p>Payments since last meeting:</p> <ul style="list-style-type: none"> <li>• From list – 31/3/23 – Clerk Salary and Homeworking Allowance March 2023 - £206.62</li> <li>• Other – 31/3/23 – Bank Charges £18.00</li> <li>• Transfer – on 9/3/23 £7,500 was transferred from Unity Account to Market Harborough Building Society Account. The Building Society Account, which was dormant, has now been reactivated.</li> </ul> <p>Total Receipts to 28/2/23 – £ 15,390.92  Total Payments to 28/2/23 - £8,297.23  Closing Balance at 31/3/23 - £15,153.63  At 31/3/23  Balance Unity = £4,859.24  Balance HSBC = £0  Balance MHBS - £10,294.39</p> <p><b>It was resolved to approve the final accounts to 31/3/22 as circulated.</b></p>	

	<p>Final list of payments arising on a regular basis for 22/23 noted and agreed.</p> <p>The clerk had circulated the links to the “Annual Governance and Accountability Return (AGAR)” and associated instructions from the External Auditor and “Joint Panel on Accountability Practitioners’ Guide 2023” (JPAG), which pertain to items 18.2, 18.4 and 19.1 below.</p> <p><b>18.2 To approve Exemption Certificate</b> It was resolved that the council satisfies the criteria for certifying as Exempt and the Certificate was approved and signed by the Clerk / RFO and Chair.</p> <p><b>18.3 To receive and note Internal Auditor’s Report</b> The Internal Auditor has considered the Internal Control Objectives on page 4 of the Annual Governance and Accountability Return (AGAR) and agreed that they have all been met in the 2022/23 year. The Internal Auditor also submitted a written report which does not note any areas for consideration or improvement.</p> <p><b>18.4 To approve Annual Governance Statement</b> The clerk brought the council’s attention to JPAG pages 8-14 and 34-46 for information about each Assertion on the Governance Statement. Councillors reviewed the statements on the Annual Governance Statement. It was resolved that the statements in the Annual Governance Statement are met, and the document was approved and signed by the Clerk / RFO and Chair.</p>	
19	<p><b>64/23 – Finance and Audit 22/23 (2)</b></p> <p><b>19.1 To approve Accounting Statement</b> The clerk / RFO had prepared and signed the Accounting Statement based on figures from the reconciliation and presented this to the meeting. Councillors considered this. It was resolved to approve the Accounting Statement as presented and the document was signed by the Clerk / RFO and Chair</p> <p><b>19.2 To agree Inspection Period</b> It was agreed to set 5/6/23 to 14/7/23 as the period of for the exercise of Public Rights (the period suggested by the External Auditor).</p>	
20	<p><b>65/23 – Finance and Audit 23/24 Year</b></p> <p><b>20.1 RFO Report including noting of payments and receipts from 1/4/23.</b> Payments and receipts from 1/4/23: Receipts 12/4/23 – 1<sup>st</sup> instalment of precept from HDC - £5,013.00 24/4/23 – HMRC refund of VAT - £97.21 Payments: 28/4/23 – Clerk salary and Home Working Allowance April 2023 - £256.10 (from list) Balance Unity at 21/5/23 - £9,713.35 Balance MHBS - £10,294.39</p> <p><b>20.2 To receive and accept decisions made by delegated authority.</b> Wix plan upgrade - £147.90 (including VAT) It was resolved to accept this decision.</p> <p><b>20.3 To approve list of payments arising on a regular basis for 23/24 year</b> It was resolved to approve the list as circulated.</p> <p><b>20.4 To agree Internal Auditor for 23/24 Year</b> It was resolved to appoint LRALC Internal Audit Service for the 23/24 year.</p>	

	<p><b>20.5 Review of Bank and Building Society Mandates and Signatories</b></p> <p>Unity Bank – current signatories  Cllr Bladon (internet access)  Former Cllr Haynes  Cllr Officer (internet access)  Cllr Staveley (internet access)</p> <p><b>It was resolved to remove Cllr Haynes and add Cllr Molyneux</b></p> <p>Market Harborough Building Society current signatories:  Cllr Bladon  Former Cllr Haynes  Cllr Officer  Cllr Staveley</p> <p><b>It was resolved to remove Cllr Haynes and add Cllr Molyneux</b></p> <p><b>20.6 To approve for payment</b>  <b>It was resolved to approve the following payments:</b></p> <p>20.6.1 Tur Langton Village Hall, room hire for meetings 23/5/23 - £5.00.  20.6.2 LRALC and NALC subscription - £176.45  20.6.3 Clerk reimbursement for upgrade of Wix Website Plan - £147.90  20.6.4 SLCC Renewal - £139.00</p>	
21	<p><b>66/23 – Assets</b></p> <p><b>21.1 Health and Safety Check of Assets</b> - no problems identified following inspection apart from notice board (21.2 below).</p> <p><b>21.2 Notice Board</b> – Treatment of the mould is ongoing.</p> <p><b>21.3 Refurbishment of Phone Box</b> – Cllr Staveley has located the paint and will contact a possible volunteer to undertake the work.</p>	Cllr Bladon Cllr Staveley
22	<p><b>67/23 – Village Hall Memorial Sign – update on design and quotations</b> – Cllr Bladon reported that this is still in progress.</p>	Cllr Bladon
23	<p><b>68/23 – Defibrillator – replacement of spare electrodes</b> – Cllr Staveley reported that the spare electrodes have been received, expiry date 31/12/24.</p>	
24	<p><b>69/23 – Highways</b></p> <p><b>24.1 General Report</b></p> <ul style="list-style-type: none"> <li>• Carriageway patching has taken place on Cranoe Road.</li> </ul> <p><b>24.2 Traffic Calming</b></p> <p><b>24.2.1 MVAS – identification of possible sites and consultation with neighbouring properties</b> – two possible sites have been identified and it was agreed to postpone consultation on these locations until the other traffic calming options have been fully explored.</p> <p><b>24.2.2 Review of Research of other options</b> – Cllr Staveley shared information from LCC and prices from her research on upgrading the two existing Vehicle Activated 30 mph Reminder Signs to signs that display speed (Speed Indicator Device (SID)). Information from LCC on Village Gateways was also circulated along with a link to the catalogue for a possible supplier.</p> <p><b>24.2.3 To agree way forward</b> – Cllr Staveley will continue to chase quotations for SIDs</p> <p><b>24.3 Community Speedwatch</b> – The clerk has been in contact with the Community Speedwatch Team at LCC, who advise that they are currently checking with the police to check that there is no enforcement planned for the area. They will then send a representative to meet with the coordinator to risk assess the locations for volunteers, which needs to be done even if the same locations have been used previously. It was agreed to ask for direction as to where the locations should be if the previous ones are no longer suitable.</p>	Cllr Staveley

	<p><b>24.4 Snagging List</b></p> <ul style="list-style-type: none"> <li>Road markings on layby on Cranoe Road which are worn and not visible – reported by Cllr Staveley, response received from LCC 17/3/23 that the works have been ordered and are expected to be completed within 60 days, however this is weather dependant and so there could be delays. Noted that this is not yet done and that 60 days have now elapsed.</li> </ul> <p><b>24.5 Footpaths</b></p> <ul style="list-style-type: none"> <li>Footpath Order for the path and bridleway by The Manor (B7 (parts), B15 (parts) and A86 (parts) – LCC reported 6/3/23 that they are still awaiting completion of the works by the applicant. No further update received.</li> </ul>	
25	<p><b>70/23– Review of Neighbourhood Plan</b></p> <p>It has been agreed that Cllr Officer will go through the plan to highlight changes and liaise with Harborough District Council about how to go about making these changes. In particular, the reference to the Village Hall needing to be refurbished needs to be updated and the section on future reviews needs to be amended. There was no update on progress.</p>	Cllr Officer
26	<p><b>71/23 – Grass Cutting</b></p> <ul style="list-style-type: none"> <li>Noted that Contractor’s Waste Carrying Licence has been confirmed.</li> <li>Invoice has been received for cuts on 14/4/23 and 29/4/23, clerk will arrange payment. There have been no further cuts. A cut is expected next week on Thursday.</li> <li>No Mow May – four areas have been left; it is expected that this will continue into June.</li> </ul>	
27	<p><b>72/23 – Website History Page</b></p> <ul style="list-style-type: none"> <li>Cllr Molyneux is continuing to research material and is writing an introduction.</li> <li>Cllr Bladon is looking into photographs / descriptions.</li> </ul>	Cllr Molyneux. Cllr Bladon
28	<p><b>73/23 – Community Engagement - Newsletter</b></p> <p>It was agreed to aim for September for the next edition, in anticipation of the new history web page being up and running and also include an introduction of the new councillor, “no mow May” and traffic calming.</p> <p>It was also agreed to try and get an article into the June edition of the Kibworth Chronicle.</p>	Cllr Staveley  Cllr Molyneux
29	<p><b>74/23 – To confirm the date of next meetings and items for next agenda.</b></p> <p>The following dates of main meetings for the 23/24 year were agreed, all starting at 7.30 p.m. 11/7/23, 12/9/23, 14/11/23, 9/1/24, 12/3/24</p>	

Meeting was closed at 21.35 p.m.