



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton
29th November 2018 at 7.30 p.m.**

Present: Cllr T Bladon, Cllr K Briggs, Cllr J Haynes, Cllr P Officer, Cllr C Weston.

In attendance: Alison Gibson, Clerk

Action

1.	109/18 – Apologies for Absence – County Councillor K Feltham	
2.	110/18 – Declarations of disclosable pecuniary interests and granting of dispensations – none	
3.	111/18 – To approve the minutes of the previous meeting held on 11th September 2018 Resolved that the Minutes of the Parish Council Meeting held on 11/9/18 be approved and adopted as a true record.	
4.	112/18 – Questions from members of the public – none present	
5.	113/18 – Clerk's Report including Year Plan and LRALC update <ul style="list-style-type: none"> • Year Plan – noted as circulated • LRALC update <ul style="list-style-type: none"> ○ 2019 election resources on LRALC website, link circulated ○ LRALC courses 2019, details circulated ○ University of Leicester Pro bono Legal Advice Clinic – details circulated ○ NALC Briefing L09-18, Public Sector Bodies Regulations 2018 –accessibility of public sector websites – required to meet standard by 23/9/2020. Cllr Officer and clerk to look at this • Leicestershire County Council (LCC) <ul style="list-style-type: none"> ○ Clerk's quarterly meeting 8/10/18, slides circulated ○ LCC Monthly funding bulletin, details circulated • Harborough District Council (HDC) <ul style="list-style-type: none"> ○ Newsletter October 2018 – link circulated ○ HDC Liaison Meeting 7/11/18 – handout circulated • SLCC - Clerk Magazine November 2018 – details circulated. • Police – new Inspector for role of commander for the Eastern Counties Neighbourhood Policing Area covering Harborough, Melton and Rutland, Inspector Siobhán Gorman 	Cllr Officer / clerk
6.	114/18 – Reports from 6.1 District Councillors – none 6.2 County Councillor - none 7.3 Police - none	
7.	115/18 – to Review and Adopt 7.1 Achieving Transparency Code Compliance – resolved to approve no changes 7.2 Media Policy – resolved approved no changes	
8.	116/18 – Information Security and Data Retention 8.1 To discuss draft Data Management and Information Security Policy – see 8.1.1 8.1..1 Councillor email addresses – Cllr Officer has set up separate email addresses and paid for the domain (See 17.3 below for claim for reimbursement). It was agreed to delay setting these up for councillors until after the election and wording the appropriate section of the policy to say the council is in the process of setting this up. 8.1..2 Google Documents – Deferred to the next meeting, Cllr Officer to explore	Cllr Officer
9.	117/18 – Defibrillator checks update - Visual checks have been taking place and need reporting to Webnos. Cllr Bladon will get the volunteers together to show them what it involves and set up a rota. She will report to the next meeting. It was agreed to keep a dustpan and brush in the kiosk.	Cllr Bladon
10.	118/18 – Village Hall 10.1 Update from Village Hall Committee <ul style="list-style-type: none"> • The Village Hall has been accepted for Gift Aid and is now registered. • Cllr Officer is in the process of getting a meeting together within the next two weeks. 	Cllr Officer

	<ul style="list-style-type: none"> Harborough Lotto – two wins in the village, leaflet to be distributed with newsletter. <p>10.2 To explore applying for a loan – Guidance from NALC and Public Loans Board noted. Cllr Officer will review the information and meet with clerk. Clerk to contact LRALC to discuss proposal and obtain application form for approval to borrow and request a meeting the January PC meeting</p> <p>10.3 Tidying up of verges – The suggested working party did not take place. Cllr Bladon will ask Leicestershire Gardens to quote for this work for consideration at the next meeting</p>	Cllr Officer / clerk Cllr Bladon
11.	<p>119/18 – Highways</p> <p>11.1 General Update -</p> <ul style="list-style-type: none"> LCC dedicated email address for clerks to log Highways issues, etc: CSCParishes@leics.gov.uk Slides from LCC quarterly clerks meeting 8/10/18 circulated include LCC Customer Services / Highways online reporting form / Digital Highways Project / Risk based approach to Highways Asset Management Temporary road closure Goadby 17/12/18 for not more than five days National Grid work at Shangton and Tur Langton Distribution sites, details circulated <p>11.2 Snagging list - the list appended to the minutes of the meeting 10/7/18 was reviewed. All items are now resolved apart from the following:</p> <ul style="list-style-type: none"> Missing chevron on B6047 proceeding towards TL from Church Langton Loose bend sign, just across the road from the missing chevron on B6047 <p>The Clerk will follow this up with LCC Highways</p> <p>11.3 Dog Fouling – Cllr Weston is in contact with Jordan Smith, HDC Waste Services Manager, and will follow this up to get the signs put in place</p> <p>11.4 Signs that display speed – clerk has obtained information from LCC Highways for Vehicle Activated signs to upgrade the existing signs on the B6047. Current cost is £3450 + VAT each. TLPC would be required to enter into an agreement with LCC to pay for the running costs for the anticipated lifetime of the signs, £1,164.78 per sign plus a fee for officer time, £1,000 provided no problems are encountered. A licence would have to be obtained from LCC Legal Services team at cost of £70 and TLPC would have to insure. It was agreed not to go ahead with this due to the high costs. An article to go into the next newsletter with details of action the council has taken about traffic over the last ten years and asking for volunteers to organise Speedwatch</p>	Clerk Cllr Weston Cllr Briggs
12.	<p>120/18 – Grass Cutting</p> <p>12.1 To note cuts in September, October and November – The following cuts were noted: 12/9/18, 9/10/18 and 30/10/18. Dates of any cuts in November to be confirmed</p> <p>12.2 Review of grass cutting over the season and to decide whether to request any more cuts – It was agreed that no more cuts are required this season</p> <p>12.3 2019 Season – Leicestershire Gardens have advised prices for 2019 are same as 2018. At meeting 9/1/18 it was resolved to accept quotation from Leicestershire Gardens for 2018 with option to extend for 2019 and 2020 pending arrangements with LCC, who have now confirmed that the arrangements for the 2019 will remain the same as for 2018 It was resolved to extend the contract with Leicestershire Gardens for the 2019 season on the same terms as for the 2018 season.</p>	
13.	<p>121/18 – Leicestershire County Council’s proposals for a Unitary Authority – background information noted. A response is to be agreed at the meeting in January, following points agreed:</p> <ul style="list-style-type: none"> It is not felt that Planning would benefit from being centralised Centralising everything on the far side of Leicester is not ideal there needs to be local offices 	
14.	<p>122/18 – Harborough District Community Safety Partnership</p> <p>14.1 Newsletter – circulated</p> <p>14.2 Consultation on priorities for 2019/20 –Noted, no comments</p>	
15.	<p>123/18 – Planning and Enforcement</p> <p>15.1 Update on applications / decisions from Harborough District Council since last meeting and outstanding planning applications pending decision</p> <ul style="list-style-type: none"> 18/01592/TCA – works to trees, Rose Cottage, Shangton Road, TL – permitted 18/01651/TCA – works to trees (fell), Lodge Cottage, Shangton Road, TL – permitted 18/01441/FUL – erection of a double garage with habitable accommodation above, The Coach House, Shangton Road, TL –withdrawn 	

	<ul style="list-style-type: none"> • 17/01644/FUL – extension of existing access track to create a car park (retrospective), The Manor, Main Street, TL – permitted • 17/01478/FUL – Shipping containers, The Manor – still pending consideration, no new documents since last meeting • 18/01969/DDD – Fell a dangerous tree, The Forge, Main Street - permitted <p>15.2 To agree response to the following application: 18/01867/FUL – erection of a double garage with habitable accommodation above (revised scheme of 18/01141/FUL, The Coach House, Shangton Road, TL. It was noted that there is already permission for a car port on this site. It was resolved to respond that the Parish Council is neutral on this application and acknowledges the changes made to move away from the boundary and reduce massing.</p> <p>Cllr Haynes left the meeting at this point (20.30 p.m.)</p> <p>15.3 Enforcement – to consider feedback on proposed design for new signage, The Manor, Tur Langton. The council considered the design for the proposed signage for the verge outside the Village Hall (to replace the current unauthorised signage) and had no objection. Clerk to give this feedback and advise that they will need to get permission of the landowner, liaise with Harborough District Council regarding planning permission and LCC Highways regarding permission to put something in this position. Clerk to query the proposals for the other sites where they currently have unauthorised signage.</p> <p>15.4 Neighbourhood Plan update – link to the Regulation 16 Consultation responses on HDC website circulated. Matthew Bills (HDC) has been in contact with the Examiner who hopes to have the report ready by 1st December or soon after.</p> <p>15.5 Review of the Leicestershire Planning Obligations Policy Guidance Consultation (deadline 10/1/19) - noted, Councillors will review the information and decide whether to include it on the next agenda.</p>	clerk
16.	<p>124/18 - Arnold Baker on Local Council Administration (new 11th Edition) – to consider purchasing jointly with East Langton Parish Council - £103.99 plus £7 delivery to SLCC members). Noted that ELPC have agreed to fund 50%. Resolved to purchase, splitting the cost 50/50 with ELPC. Clerk to purchase and claim reimbursement, 50% from ELPC and 50% from ELPC</p>	
17.	<p>125/18 – Finance</p> <p>17.1 Responsible Financial Officer’s / Clerk’s Report</p> <ul style="list-style-type: none"> • Receipts since last meeting not previously minuted - 12/9/18, HDC 2nd Instalment of Precept £2646.00 • Making Tax Digital – Information about claiming VAT digitally circulated <p>17.2 Approval of Bank Reconciliation to 21/10/18 – approved as circulated</p> <p>17.3 To approve for payment - it was resolved to approve the following payments:</p> <ul style="list-style-type: none"> (i) Clerk’s Salary and HWA October 2018 - £176.89 (ii) Clerk’s Salary and HWA for November 2018 - £176.89 (iii) Clerk’s Salary and HWA for December 2018 - £176.89 (iv) Clerk expenses - Reimbursement travel to attend LCC Clerk’s Quarterly meeting at Anstey, 8/10/18 (£9.99) (v) Cllr Officer reimbursement for purchase of email domains (£15.59) (vi) Leicestershire Gardens for cut 11/9/18 - £60.00 (no VAT) (vii) Leicestershire Gardens for cuts 9/10/18 and 30/10/18 - £120 (No VAT) 	
18.	<p>126/18 – Budget / Precept 2019/20</p> <p>18.1 To discuss first draft of budget</p> <p>An initial budget and associated notes (to be read in conjunction with these minutes) was circulated covering the essential items with discussion points. The following suggestions were agreed to be incorporated into a further draft for circulation and discussion to enable a final budget / precept to be agreed at the meeting in January</p> <ul style="list-style-type: none"> (i) Noted that the recommendation of the External Auditor and HDC is to hold a General 	

	<p>Reserve (in addition to itemised reserve) of 2 x the precept. Draft reflects previous advice to hold General Reserve of between 3 and 12 months total gross estimated payments. Strategy to be agreed to build General Reserve up (see also (viii) below)</p> <p>(ii) Hall hire for meetings, noted that the hall hire for the church for the 2018/19 year is estimated to be £60, draft to be updated to reflect this</p> <p>(iii) Training budget for 2019/20 – raise to £300</p> <p>(iv) Section 137 budget for 2019/20 – increase to £100</p> <p>(v) Citizens' Advice Bureaux. (CAB) – A request for donation has been received, however as no budget had been set for current year it was agreed not to consider this year. £50 to be included for 2019/20</p> <p>(vi) Grass cutting / Highways– estimated spend to 31/3/19 on grass cutting is £660 from a budget of £1000. Assume total expenditure of £1,000 to take into account tidying up of Village Hall verges (10.3 above)</p> <p>(vii) Village Improvements – noted this currently includes Maintenance of Street Furniture with additional £60 in itemised reserve for Repairs and Maintenance. Estimated spend under this category to 31/3/19 is £100 to cover the cost of tiling the phone box (offer of donation of tiles), cleaning down seats and refurbishment of noticeboard (agenda item 19 below). Agenda for January meeting to include cleaning seats down and tiling of kiosk. It was agreed to have a new heading for 2019/20, Maintenance of street furniture (£150) to split maintenance of seats / notice board from village improvements.</p> <p>(viii) Election – Currently £1629 held as itemised reserve. £233 was included in 18/19 precept with the intention of adding this to the reserve. Notification received from HDC that the highest estimated cost to TL if there is an election is £1083.85 but suggests budgeting for slightly more. Therefore nothing included in 19/20 budget for election, reserve to be reduced to £1,100 with the balance and £233 from 18/19 precept added to General Reserve. ((i) above)</p> <p>18.2 Projects / budget considerations for 2019/20 – discussion</p> <ul style="list-style-type: none"> • Taking into account concerns on traffic speeds on B6047 it was agreed to build up a budget towards creating a “Village Gateway” with “gates” and planters on the verge at the two entrances to the village on this road to make it more obvious to drivers that they are entering a residential area and slow down. Amount to add to be agreed at January meeting once the adjustments in 18.1 above have been incorporated • Consideration also needs to be made to include repayments towards any loan for the Village Hall following consultation with residents. 	
19.	<p>127/18 – Repairs and Maintenance Cllr Bladon will refurbish Notice Board. She has some oil left over from previous refurbish. Resolved to authorise her to purchase more oil if necessary up to a maximum cost of £50.00. (to come from Village Improvements budget (vii above) and from reserve if necessary)</p>	Cllr Bladon
20.	<p>128/18 – Community Engagement 20.1 Newsletter – currently in draft form, to include, Village Hall fundraising, Beer Festival Hanbury Trustee, Neighbourhood Plan update, Elections, Speedwatch, Jigsaw share</p>	
21.	<p>129/18 – Dates of next meetings – 8/1/19, 26/2/19 at the church.</p>	
	<p>Meeting finished at 21.30</p>	