Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
13th March 2018 at 7.30 p.m.

Present: Cllr. T Bladon, Cllr J Haynes, Cllr C Weston

In attendance: Alison Gibson, Clerk

		Action
1.	**21/18 – Apologies for Absence** Cllr K Briggs family commitments, Cllr P Officer, work commitments – **resolved to accept these apologies** District Councillors C Holyoak and P King	
2.	**22/18 – Declarations of disclosable pecuniary interests and granting of dispensations –** none	
3.	**23/18 – To approve the minutes of the previous meeting held on 9th January 2018** **Resolved that the Minutes of the Parish Council Meeting held on 9/1/18 be approved and adopted as a true record.**	
4.	**24/18 – Questions from members of the public –** none present Richard Mugglestone (RM) from Midlands Rural Housing was present and the chair suspended the agenda and opened the meeting to enable the public to speak at 7.45 p.m. to enable him to address the meeting and for the following discussion: RM advised the meeting that Midlands Rural Housing have been asked by Harborough District Council to complete a Housing Needs Survey in the parish so that they have data at parish level. Cllrs advised RM on the progress on the Neighbourhood Plan and he agreed that undertaking a survey at the present time would get in the way of the progress of the plan. Once the NP is adopted he will attend another meeting and go into the process in more detail. 7.55 p.m. RM left meeting, the chair resumed agenda and closed the meeting for public speaking	

5.	**25/18 – Clerk's Report including Year Plan and LRALC update**
	• **Year Plan –** noted as circulated
	• **Community Response Plan –** submitted, positive response. Expecting Grab Bag shortly.
	• **Leicestershire County Council –** clerk attended Clerk's Quarterly Operational Meeting at Anstey 12/3/18 and circulated report. The main points covered were Communities Strategy, Highways Maintenance Pilot, Passenger Transport Policy and Strategy and Digital Councils and Customer Services. Of specific importance to TL is the Passenger Transport Policy and Strategy, see summary below.
	  • **Passenger Transport Policy and Strategy** – New policy on support of passenger transport is to be consulted on. Relates to passenger transport that is subsidised by LCC. Policy suggests subsiding is not always the best solution and for certain routes they will explore other options with parishes, e.g. demand responsive, car sharing, good neighbours. 44 route is partially subsidised and at Risk.
	• **Harborough District Council**
	  ○ HDC Lottery Launch took place on 7/3/18, they are seeking good causes
	• **LRALC update**
	  ○ Training dates at HDC – 12/9/18 for chair / 13/9/18 for councillors
	  ○ LRALC are investigating the potential for training podcasts
	  ○ NALC revision to LTN 87 on Procurement to reflect new financial thresholds from 1/1/18 – to be taken into account when Financial Regs are reviewed May 2018
	• **SLCC –** Clerk Magazine March 2018	

6.	**26/18 – To Review and Adopt** **6.1 Expenses Policy – Resolved no changes** **6.2 Communication Policy – Resolved no changes**	

	6.3 Risk Assessment - Resolved to adopt with changes as circulated. Risk Assessment Item 3.2 – Loss of paper documents due to fire **-** Chair and clerk plan to go through and weed archive (paper) material over Easter. Documents to be retained will be identified with a view to arranging for these to be scanned so that an additional electronic copy is held. There are three ledgers containing minutes and Accounting details dating back to 1894 and a fire proof box to be purchased to store these, the clerk and chair will explore this **and it was resolved to authorise a top limit of £200** **6.4 Asset Register – resolved no changes, however once received the grab bag will need to be added, value £1.00 as it is to be donated.** In future Asset Register will be updated to include replacement values for insurance purposes.	**Clerk / Cllr Bladon**
7.	**27/18 – Reports from** **7.1 District Councillor –** none **7.2 County Councillor Kevin Feltham –** none **7.3 Police –** none received. Email received 5/3/18 from Superintendent Shane O'Neill to say that due to the significant number of serious and major incidents Neighbourhood Teams are being utilised or deployed away from their normal duties and may have to realign and reorganise some engagement / visibility in some areas will be reduced. As soon as demand is met teams will be returned to front line duties on their beats. • List of contacts for reporting crime and disorder, details to go into newsletter / website.	
8.	**28/18 – Insurance Renewal** **8.1 Review of Fidelity Guarantee Insurance –** current value £25,000**. Resolved Fidelity Insurance limit should continue at £25,000** **8.2 To consider insurance renewal quotations and approve renewal for period 10/4/18 to 9/4/19** Two quotations have been received: • Zurich Insurance (current insurer) - £257.60 – Total Asset value £10,000 • Came and Company £218.00 – Total Asset value - Office contents £185, Street furniture £6,477.00. **It was resolved to accept the quotation from Zurich as the asset cover reflects the total asset value more closely**	
9.	**29/18 – Village Hall – to receive an update from the Village Hall Committee** Following slow response from contractors to price the whole job, the committee is now targeting the roof as the first step and two quotations have been received so far. Grants are being sourced specifically for the roof. The grant from "Mick George" fits the brief well, however need to get interest and investment from the village before applying for the grant.	
10.	**30/18 – Grass Cutting** **10.1 To note cuts –** there was a cut on 19/1/18 instead of the one requested at the end of the 2017 season which did not take place due to weather conditions. There have been no cuts for the 2018 season yet. 10.2 **Signing of Service Level Agreement with Leicestershire County Council for 2018 season – Resolved to sign** **10.3 Signing of Contract Agreement with Leicestershire Gardens – resolve to sign**	
11.	**31/18 – Highways** **11.1 Dog Fouling signs –** Cllr Weston has been in contact with Jordan Smith (HDC) regarding the signs and now the snowy weather has cleared will pursue this. Locations to be on yellow footpath signs and perhaps one in the street. 11.2 **Snagging List –** see Appendix 1 for updated list. In addition LCC have notified that signs have recently been cleaned in TL and surrounding villages.	
12.	**32/18 – Planning and Enforcement** **Planning** **12.1 Update on decisions from HDC –** none **12.2 Update on planning applications pending consideration at HDC** • **18/00274/TCA –** works to trees, fell, 11, The Cottage, Main Street, TL, (received too late for last agenda). Note still pending consideration • **17/01644/FUL** – Extension of access track to form car park, The Manor, TL – still pending consideration, since last meeting new documents from LCC Archaeology, Historic England and two site plans	

- **17/01478/FUL** – Shipping containers, The Manor – still pending consideration, no new documents since last meeting

12.3 Appeal APP/F2415/W/17/3182880 (17/00840/FUL), erection of detached dwelling house, The Brambles, Shangton Road, Tur Langton – noted appeal dismissed

Enforcement

12.4 Entrance Roads at the Manor – Update – this was reported to HDC Enforcement and the response is that unfortunately as the accesses are existing and there doesn't appear to be any planning conditions preventing the use of them, HDC do not have any control over their use from a planning perspective. Subject to certain limits HDC do have control over the advertisements and directional signage, which would otherwise encourage customers to use different access points. As the Manor has been a site that has evolved over time rather than at a single point, placing conditions on the means of access would be difficult, as trying to ascertain which vehicles are visiting which part of the site and for which purpose would be impossible to enforce. .HDC will however contact the owners to advise them that the main access in the village is the preferred access point.

12.5 Advertising signs in the village – still trying to set up a meeting with representatives from The Manor to discuss this. To be included on agenda again once meeting has taken place.

13. **33/18 – Finance**

13.1 Clerk / RFO Report

- Precept returned to HDC within time limit
- PFK Littlejohn Auditor Webinar (link circulated).
- Neighbourhood Plan Locality Grant - end of grant report submitted
- VAT claim submitted in October not yet received. Phone VAT office they have not received it and so resent
- Internal Audit Service - application form submitted, however we have now been informed that this is for 2018/19 year and not current year, councils should continue with existing arrangements for the 2017/18 year. Mr John Lowe has agreed to do this for one more year. **Resolved to appoint Mr John Lowe as Internal Auditor for 2017/18 year only.**

13.2 2017/18 Accounts, to receive and approve updated accounts / reconciliation to 8/3/18 – Resolved to approve as circulated

13.3 To approve expenses claim form, Cllr Officer, website domain and Subscription to Wix Site (from Transparency Grant) £121.33, see breakdown below. **Resolved approved.**

Website "Connect Domain" upgrade on Wix Site	£67.88
Domain registrations for website and email address $74.66 converts to £53.45 on www.ex.com (13/3/18)	£53.45
Total	**£121.33**

13.4 **To approve paying the balance of the Transparency Grant to clerk as salary as monthly payments for additional work undertaken by clerk to meet requirements of the Transparency Code –** Balance in Transparency Fund £216.64, less £121.33 authorised at 13.3 above, balance = £95.31 – **Resolved approved.** To be added to March 2018 salary

13.5 To approve payments from Petty Cash: Resolved to approve top up as shown below:

Date	Reference	Description	Amount
8/3/18	P5/17	Printer ink	£27.00
8/3/18	P6/17	Printer paper	£3.25
8/3/18	P7/17	Mobile phone top up	10.00
		Total top up requested	**£40.25**

13.6 Chairman's Allowance – not claimed

13.7 To approve for payment

	(i) Clerk's Salary and Homeworking Allowance February 2017 - £168.83 – **resolved approved** (ii) Clerk's Salary, Homeworking Allowance March 2018 and payment from Transparency Fund - £168.83 + £95.31 = £264.14 – **resolved approved** **(iii)** Clerk's travel expenses to GDPR course in Anstey - £12.06 – **resolved approved** **(iv)** Tur Langton Village Hall Hire for meetings 9/1/18 and 13/3/18 - £20.00 – **resolved approved** (v) Leicestershire Gardens for cut 19/1/18 - £60.00- **resolved approved** (vi) LRALC for clerk's GDPR training 31/1/18 - £35.00 (note £17.50 will be paid to TLPC for this by ELPC) – **resolved approved** (vii) Leicestershire Footpaths Association subscription 2018 - £5.00 – resolved approved	
14.	**34/18 – General Data Protection Regulations - to review information held and agree next steps** A lot of guidance has been issued and this will be put onto the Councillor's section of the website. In particular slides from training course, 12 steps for preparing for GDPR, NALC Toolkit. Tasks include preparing Privacy Notices and distributing them, preparing a data audit, establishing the lawful basis for processing the data and refreshing consent where applicable, updating Data Protection Policy, be aware of Data Breaches, reviewing ability to retrieve data in the event of a data loss and considering the security of information held by councillors.	`
15.	**35/18 – Consultation - To agree response to Strategic Growth Plan –** this was discussed however it was not possible to agree a response based on the specific questions asked on the consultation form	
16.	**36/18 – Website and emails, - update on domain / email address** New website address - www.turlangton-pc.org.uk new email address - clerk@turlangton-pc.org.uk – process of transferring to this new address to commence shortly	
17.	**37/18 – Repairs and Maintenance –** no problems to report	
18.	**38/18 – Community Engagement** **18.1 Newsletter, to agree contents** – dates of meetings, details of APM / precept / Public Transport Survey / Update on Emergency Plan / Village Hall / Theft of red telephone boxes. Future newsletters to include articles to encourage people to stand as a councillor at next election **18.2 Loss of Water in the village** (4th – 6th March). It was noted that there was no official response from the Parish Council, however residents did help people who needed it and it was agreed to put something in the newsletter to thank people and ask if there was anything else the council could have done. Cllr Weston will put an article together. It did not trigger the Community Response Plan, clerk to find out if there was anything the Local Resilience Partnership could have done.	**Cllr Briggs / Cllr Bladon /clerk** **Cllr Weston / Clerk**
19.	**39/18 – Feedback from Clerk's appraisal –** this has taken place and Cllr Bladon thanked the clerk for her hard work.	
20.	**40/18 - Arrangements for Annual Parish Meeting –** it was agreed to include an update on the Village Hall and to arrange refreshments.	
21.	**20/18 – To confirm dates of next meetings** **8/5/18 – Annual Parish Meeting at 7.00 p.m. followed by Annual Parish Council meeting at 7.30 p.m.** **10/7/18 – Full Parish Council Meeting 7.30 p.m.**	
	Meeting ended 9.45 p.m.	

Appendix 1

Agenda item 11.2 – Highways Snagging List

	Issue and date reported	**Progress –**
1/17	30 mph sign is missing, B6047 (coming from Billesdon on LHS) The 50 mph sign as leaving the village is in place. *Originally reported incorrectly Oct 2016 as 30mph sign wrong way round*	18/10/17 - Email from Adam Hill, LCC planned to visit sign during that week and will then re-order the relevant materials and arrange a gang to install works 8/3/18 - Email update Adam Hill, LCC, the 30 mph sign is in stores and is awaiting gang to install
2/17	Missing chevron on B6047 proceeding from Church Langton towards Tur Langton approximately 50 metres after the pond on the right hand bend, situated on the exit of the bend just after the field entrance.	Reported 14/3/17 – reference FS14059394 8/6/17, Adam Hill, LCC, asked for the specific location and if possible an image from google maps. 7/11/17 – Cllr Weston has provided two photographs which have been forwarded to LCC 8/3/18 – email update, Adam Hill, LCC – thank you for the specific location, I can now raise a job for the new chevron to be installed
1/18	Reported 6/3/18 - B6047, Melton Road (just across the road from the missing chevron above) bend sign which appears to be loose on its post as it blows round when there are high winds.	8/3/18 – email update, Adam Hill, LCC – job will be raised to re clip the loose bend sign
2/18	Kibworth Road, Tur Langton – Tractor Sign has been hit (Identified by LCC and notified to TLPC 8/3/18	8/3/18 – email update, Adam Hill, LCC - a job has been raised for a new post to be installed