



**Minutes of the Annual Parish Council Meeting (Virtual meeting Zoom)
12th May 2020 at 7.30 p.m.**

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

Action

1.	<p>50/20 – Election of Chairman and signing of Declaration of Office It was proposed by Cllr Staveley and seconded by Cllr Haynes to nominate Cllr Bladon to be chair to the next Annual Parish Council meeting. Cllr Bladon agreed, however would like someone else to take over next year. Resolved to elect Cllr Bladon as Chair to the next Annual Parish Council meeting Cllr Bladon signed the Declaration of Acceptance of Office and will send to clerk</p>	
2.	<p>51/20 – Election of Vice Chair It was proposed by Cllr Bladon and seconded by Cllr Haynes to nominate Cllr Officer to be Vice Chair to the next Annual Parish Council meeting. Resolved to elect Cllr Officer as Vice Chair to the next Annual Parish Council meeting</p>	
3.	<p>52/20 – Apologies for Absence County Councillor Kevin Feltham, District Councillor Simon Whelband</p>	
4.	<p>53/20 – Declarations of disclosable pecuniary interests and granting of dispensations Cllrs Bladon, Haynes, Officer and Staveley, item 13 – 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.</p>	
5.	<p>54/20 – To approve the minutes of the previous meeting held on 24th March 2020. It was resolved that the Minutes of the Parish Council Meeting held on 24/3/20 be approved and adopted as a true record. Cllr Bladon will sign, scan and send to the clerk. As this meeting was a virtual meeting held before the new legislation was passed and was not open to the public the decisions taken at this meeting were reviewed. It was resolved to ratify the decisions taken at meeting 24/3/20. (See Appendix 1)</p>	
6.	<p>55/20 – Coronavirus 6.1 General Update</p> <p>Clerk has put together a page on the website bringing together information about Coronavirus, including links to webpages from LRALC, LCC and HDC Community Hub.</p> <p>New legislation noted - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 enables Parish Council meetings to take place remotely up to May 2021</p> <p>6.2 To rescind delegation of powers to clerk On the advice of LRALC it was resolved to rescind the delegation of powers to the clerk now that the new legislation allows Parish Councils to meet virtually</p> <p>6.3 To adopt Remote Meetings Protocol It was resolved to adopt the Remote Meetings Protocol as circulated</p>	
7.	<p>56/20 – Questions from members of the public – none present</p>	

8.	57/20 – To appoint members to undertake 8.1 Spot Checks during Grass Cutting – It was resolved to appoint Cllr Staveley 8.2 Checks of Street Furniture – It was resolved to appoint Cllr Haynes 8.3 Checks of Account Reconciliations – It was resolved to appoint Cllr Officer 8.4 Defibrillator Checks – It was resolved to appoint Cllr Staveley	
9.	58/20 – To appoint representatives to Village Hall Committee It was resolved to appoint Cllr Officer and Cllr Staveley	
10.	59/60 – To Review and Adopt 10.1 Standing Orders – it was resolved to adopt with revisions as circulated 10.2 Financial Regulations – it was resolved to adopt with no alterations 10.3 Data Protection Policy – it was resolved to adopt with one correction to Page 3 10.4 Subject Access Request Policy – it was resolved to adopt with no alterations 10.5 Data Breach Policy – it was resolved to adopt with one spelling correction on Page 3 10.6 Policies and Procedures for handling requests for information - it was resolved to adopt with no alterations 10.7 Review of other policies – clerk and Chair will review the list of policies and propose a bi-annual cycle for review (unless there is a legal reason to review more frequently)	Cllr Bladon / clerk
11.	60/20 – Clerk’s Report including Year Plan and LRLAC update Year Plan – noted as circulated, includes a list of deferred items due to current restrictions. LRLAC <ul style="list-style-type: none"> • Coronavirus information and advice circulated • Payments by cheque -LRLAC encourages payments to be made by BACS or a council payment card in current circumstances rather than by cheque. • LRLAC Newsletter – LRLAC are moving towards more informative weekly Round Robins rather than the Newsletter • Clerk pay negotiations –offer of improved pay increase of 2.75% plus additional one day annual leave being considered • NALC Legal update – Coronavirus, PC Powers / Signing of Summons, electronic signature or typing name will suffice at current time / six-month rule for councillors attending meetings Harborough District Council (HDC) <ul style="list-style-type: none"> • HDC Newsletters April and May – links and contents circulated • HDC Liaison Officer weekly updates circulated. Leicestershire County Council (LCC) <ul style="list-style-type: none"> • Parishes and Communities Newsletter – link and details circulated • Parish Council Newsletter April 2020 circulated, includes information about grass cutting NHS East Leicestershire and Rutland - Coronavirus Bulletins links circulated SLCC - Clerk Magazine May 2020 - link and details of contents circulated.	
12.	61/20 – Reports and updates from 12.1 District Councillors Cllr Whelband - 96.8% of Business Grants from a pot of money from Central Government have been allocated. Brought attention to the Community Hub which is helping out households in the district. From 18/5/20 some Waste Sites will open, including the one at Market Harborough. It will be necessary to book a slot. 12.2 County Councillor – none 12.3 Police Update <ul style="list-style-type: none"> • Market Harborough Police Newsletter May 2020 circulated 	
13.	62/20 – Village Hall 13.1 Update <ul style="list-style-type: none"> • Letter sent to John Gloag – response dated 30/3/20 to confirm that he acknowledges and accepts that we are not allowed to continue work during the current restrictions and asks PC to advise him when plan to recommence work. The Advisory Committee will meet to make a plan for recommencing work when safe and permitted to do so and report back to Parish Council. Once work has recommenced a letter will be sent to John Gloag. • Skip has been collected. 	

	<ul style="list-style-type: none"> • Cashflow: <ul style="list-style-type: none"> ○ VAT refund £978.59 received ○ Grant for front door £1,400 received from HDC ○ Balance held £5361.21 (including grant for front door from HDC, £1,400) ○ Total Commitment including VAT = £7,406.58 ○ VAT in commitment anticipated refund = £1,234.43 ○ Anticipated grant from LCC towards insulation = £624.46 ○ Loan balance £186.48 deficit (to be taken from reserve held for road signs) <p>13.2 Payment to J.E.D Design Ltd. An invoice has been received dated 19/3/20 made out to the Village Hall Committee (too late to be included on agenda 24/3/20) for the work required by Merton College on checking contractors. It is for £3,500 + VAT, which is the figure based on initial discussions. In response the Parish Council sent a letter asking for the invoice to be readdressed to the Parish Council, querying the scope of work and corresponding value of the work performed and that the invoice cannot be settled until an agreement has been reached on this and that it will not be possible to comply with payment terms of 14 days from date of invoice as it will need to be submitted to the next Parish Council meeting for authorisation. The letter has been acknowledged but no response has been received yet. Clerk to follow up and chase a response.</p>	clerk
14.	<p>63/20 – Highways</p> <p>14.1 General Report – Dog fouling problem reported on Cranoe Road. Cllr Haynes will monitor</p> <p>14.2 Damaged sign on Cranoe Road – reported to LCC by clerk and confirmation received that works have been ordered and will be completed in line with Highways Maintenance Policy. The work has not been done yet and the damage is getting worse. Clerk to chase with LCC.</p>	Cllr Haynes Clerk
15	<p>64/20 – Grass Cutting Update</p> <p>15.2 Update</p> <ul style="list-style-type: none"> • Leicestershire Gardens Public Liability Insurance for £5 million seen. Although LCC require £10 million, in current circumstances they have allowed contractor to do it this year only with £5 million insurance. • First cut 14/4/20. Invoice for authorisation 18.6 below. Noted that there was another cut yesterday. <p>15.2 Grass Bank on Shangton Road Communication received from a resident about the state of the steep bank on Shangton Road and a response was sent explaining that this bank is dealt with on a separate cutting regime due to bulbs which are not cut back until at least the end of April and dangers associated with cutting such a steep bank, so a strip is cut at the base and the bank is strimmed periodically. This was discussed and it was noted that an overgrown hedge had prevented the bank being cut for a considerable time and as a result the condition of the bank has deteriorated and is full of nettles. It was agreed to explore the possibility of spraying the nettles and planting wild flowers.</p>	
16.	<p>65/20 – Planning and Enforcement</p> <p>16.1 General Report and update on applications / decisions from Harborough District Council since last meeting</p> <ul style="list-style-type: none"> • Plans and decisions from HDC since last meeting: <ul style="list-style-type: none"> ○ 20/00100/FUL - Installation of a flue pipe for a coffee roaster (retrospective) - Unit 49 Manor Farm Main Street Tur Langton Leicestershire LE8 0PJ – to note permitted ○ 20/00408/TCA – works to trees (fell), Mount Pleasant, Shangton Road, TL – to note permitted ○ 20/00492/TCA – works to trees (fell), The Paddock, Shangton Road, TL – no comments submitted, still pending decision at HDC 	

	<ul style="list-style-type: none"> Housing Needs Survey update received 26/3/20 to advise that the report is with the District Council awaiting their sign off and once this has been done it will be sent to the council. Clerk has sent further email for an update on timescale for receipt of the report. <p>16.2 To agree response to the following applications:</p> <p>16.2.1 20/00531/FUL – erection of a single storey rear extension linking main house to new annex, conversion of a double garage (music studio and office space) to two bed annex, 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</p> <p>It was resolved to object to this application on the following grounds: The proposed buildings are on agricultural land and outside of the Limits to Development in the Tur Langton Neighbourhood Plan, and so the application does not conform with Neighbourhood Plan Policy S1. This is a recurring problem in this village, where developers typically maximise the building plan area as far as possible within the Limits to Development, and then 'adopt' the adjacent paddock land as private gardens on the basis that over time it will become accepted into the residential curtilage, as has evidently happened here. We would ask that HDC enforce the adopted Neighbourhood Plan to address this creep.</p> <p>The Parish Council also notes with concern that the new application moves the buildings closer to the boundary with the neighbouring property</p> <p>16.2.2 20/00607/TCA – works to trees, 1, Cranoe Road, TL. It was resolved to respond as follows: Tur Langton Parish Council notes the comments submitted from a neighbouring resident and would request that only the overhanging branches are cut back and no further work takes place to ensure all rules for trimming trees overhanging boundaries are complied with.</p> <p>16.3 Enforcement and Monitoring – nothing to report</p>	
17.	<p>66/20 – Assets</p> <p>17.1 Health and Safety Check of Assets</p> <ul style="list-style-type: none"> Seat by the Village Hall – the wood has rotted round the bolt. Cllr Bladon will try to get a quotation to repair for consideration at the next meeting. No other problems identified 	Cllr Bladon
18.	<p>67/20 – Finance – Accounts and Budget</p> <p>19/20</p> <p>18.1 Audit update</p> <p>The External Auditor has sent the Annual Governance and Accountability Return (AGAR), associated documents and instructions which had been circulated to councillors. The Accounting Statement (Part 2 of AGAR) needed to be sent to Internal Auditor (just signed by clerk at this stage) by 11/5/20 and this has been submitted. The Internal Auditor’s Report will be required before Parts 1 and 2 of the AGAR can be approved. AGAR Sections 1 and 2, Bank Reconciliation, Explanation of Variances, notification of commencement of public rights and Internal Auditor Report need to be sent to the External Auditor by 31/7/20. The period for the Exercise of Public Rights needs to commence before the first working day in September. Aim to get and Sections 1 and 2 of the AGAR approved at the July meeting.</p> <p>18.2 To approve final accounts to 31/3/20 Total receipts to 31/3/20 - £68 549.09 Total payments to 31/3/20 - £66,385.48</p>	

Balance at 31/3/20 - £11,317.08

Resolved to approve the final accounts to 31/3/20 as circulated

18.3 To adopt Joint Panel on Accountability and Governance Practitioners' Guide March 2020

It was resolved to adopt the Joint Panel on Accountability and Governance Practitioners' Guide March 2020

20/21

18.4 Clerk / RFO Report

Receipts since last meeting (from 1/4/20):

8/4/20 – HDC precept first instalment - £4,599

15/4/20 – VAT Refund - £978.59

27/4/20 – HDC grant for front door, (Village Hall) - £1,400

Payments since last meeting:

8/4/20 - LRALC £132.37 (authorised meeting 24/3/20 pending receipt of invoice)

Balance at 11/5/20 - £15,213.14

18.5 To approve list of payments arising on a regular basis in 20/21 year

List circulated for Clerk's Salary and Grass Cutting. Payments to be included in minutes of next Parish Council meeting following payment and entry on list signed by two councillors. This is in accordance with Financial Regulations 5.6 and 5.7

It was resolved to approve the list as circulated

18.6 To authorise for payment – Leicestershire Gardens for grass cutting 14/4/20, £80.00. Resolved approved.

18.7 Review of Bank Account – the bank account with HSBC has been found not to fit the Parish Council's needs. There have been problems updating the bank mandate and problems with the payment limits for internet banking as there is a £200 a day limit and it has not been possible to speak to anyone at the bank to resolve this. It was agreed to look into moving to another provider. Clerk and Cllr Bladon will explore other options.

Clerk /
Cllr
Bladon

Budget 20/21

18.8 Review of Budget 20/21 – revised budget taking into account actual figures carried over at 31/3/20 was circulated with notes.

It was resolved to approve the revised budget as circulated

18.9 Review of Reserves Policy – revised policy was circulated taking into account of actual figures carried over at 31/3/20

It was resolved to approve revised Reserves Policy as circulated with one typing correction

19 68/20 – Website Accessibility

The clerk circulated a report she had put together. Volunteer who has offered to go through the website to do an assessment will make a start on this work and report back, liaising with the clerk about any amendments and changes in practice. Cllr Officer and Cllr Staveley will liaise with the volunteer regarding any access the volunteer will need. The Parish Council thanks the volunteer.

20 69/20 – Openreach Fibre Broadband

Following discussion at meeting 24/3/20 Cllr Bladon is waiting for further information from the company facilitating this for the 14 properties in Tur Langton. It may be possible for this to be

	expanded to include other households in the village. She will feed back when she has more information.	Cllr Bladon
21	70/20 – Community Engagement Cllr Officer reported that he has made a start on updating the information about the renovation of the Village Hall onto the website and the work is in progress.	
22	71/20 – To approve the dates of next meetings and items for next agenda Next meeting 14/7/20 – Full Parish Council meeting	

Meeting was closed at 9.00 p.m.

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Appendix 1 List of Decisions taken at meeting 24/3/20

Agenda Ref	Decision
3 30/20	Minutes To approve the minutes of meeting 31/1/20
7 34/20	Review of documents To adopt revised Risk Assessment To adopt revised Asset Register
8 35/20	Insurance To approve level of Fidelity Guarantee at £25,000 To renew Insurance with Zurich Insurance £257.60
9 36/20	Village Hall approve purchase of the Domadeco Fargo 42 with the longer handles at £1,500 +£300 VAT. The VAT can be reclaimed and the additional £100 to be vired from the £270 in the main council budget heading for Road Signs approve purchase of floor insulation from Insulation Express £519.75 + £103.95 VAT = £623.70. (noted that the prices may change slightly to the prices quoted from the web on 23/3/20) approve purchase of the floor boards from Sheet Materials Wholesale at £790 + £158 VAT = £948.00 (noted that the prices may change slightly to the prices quoted from the web on 23/3/20). approve purchase of additional wall cladding from Sheet Materials Wholesale at £56.40 + £11.28 VAT = £67.68. (noted that the prices may change slightly to the prices quoted from the web on 23/3/20). resolved to Vire the £86.48 from the remaining the £170 in the main council budget heading for Road Signs (however it may be possible to review this when the budget is reviewed following the end of the financial year).
15 42/20	Finance – Approved for payment <ul style="list-style-type: none"> • Clerk Salary and Homeworking Allowance March 2020 (181.31) and April 2020 (£181.31) • Clerks expenses, travel to LCC for liaison meeting 22/1/20 - £4.77 • Merton College for rent of Village Hall 9/2/20 to 8/2/21 - £500 (£123.37 to come from Village Hall reserve) • LRALC Internal Audit Service 2019-20 - £170.00 • St Andrew's Parochial Church Council for use of church for meetings 1/4/19 to 31/3/20 - £110 (£10 to be vired from Insurance budget heading) • LRALC Annual Subscription pending receipt of invoice • Chairman's Allowance - £30.00
20 47/20	Delegation to clerk <i>resolved that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place</i>