



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton  
26<sup>th</sup> February 2019 at 7.30 p.m.**

Present: Cllr T Bladon, Cllr K Briggs (for part of the meeting), Cllr P Officer, Cllr C Weston.

In attendance: Alison Gibson, Clerk

		Action
1.	<b>20/19 – Election of chair to open meeting</b> – this was not necessary, Cllr Bladon arrived earlier than expected so was able to chair the whole meeting	
2.	<b>21/19 – Apologies for Absence</b> Cllr J Haynes, away – <b>it was resolved to accept this apology</b> County Councillor K Feltham, District Councillors C Holyoak	
3.	<b>22/19 – Declarations of disclosable pecuniary interests and granting of dispensations</b> – none	
4.	<b>23/19 – To approve the minutes of the previous meeting held on 8<sup>th</sup> January 2019</b> <b>Resolved that the Minutes of the Parish Council Meeting held on 8/1/19 be approved and adopted as a true record.</b>	
5.	<b>24/19 – Questions from members of the public</b> – none	
6.	<b>25/19 – Clerk's Report including Year Plan and LRALC update</b> <ul style="list-style-type: none"> <li>• <b>Year Plan</b> – noted as circulated</li> <li>• <b>LCC</b> <ul style="list-style-type: none"> <li>○ Attended Clerk's Quarterly meeting at LCC on 6/2/19, notes circulated</li> <li>○ Links to monthly funding bulletins Jan and Feb circulated</li> <li>○ LCC Annual Parish Conference for Councillors will take place on 8/7/19 in the evening</li> </ul> </li> <li>• <b>HDC</b> <ul style="list-style-type: none"> <li>○ Link to HDC Spring newsletter circulated</li> <li>○ HDC Consultations now expired, Local Plan Modifications and Budget</li> </ul> </li> <li>• <b>LRALC</b> <ul style="list-style-type: none"> <li>○ Update in notes from LCC meeting 6/2/19 – Recruitment Manual / Annual Subs / HDC Grant for LRALC to do training webinars for councils in HDC area / Committee for Standards in Public Life – Local Government Standards System needs more robust safeguards</li> <li>○ Article about local clerk stealing £36,000 from Parish Councils, LRALC reiterates importance of internal controls and financial procedures in the NALC model Financial Regulations</li> <li>○ LRALC AGM will be on 15/6/19</li> <li>○ Details of training courses circulated</li> </ul> </li> <li>• <b>SLCC</b> – Clerk Magazine March 2019 – includes articles on elections and Local Government Standards System report</li> <li>• <b>Strategic Growth Plan</b> - now published, link circulated</li> </ul>	
7.	<b>26/19 – Reports from</b> <b>7.1 District Councillors</b> – none <b>7.2 County Councillor</b> – see Unitary Authority, item 15 <b>7.2 Police update</b> <ul style="list-style-type: none"> <li>○ New website to look at local crime figures, shows one crime reported during December 2018 in Tur Langton, vehicle crime, under investigation. No details available for later months yet</li> <li>○ HDC Community Safety Partnership Parish Newsletter issue 4, including: reporting crimes online / Local Crime update / Community Speedwatch</li> <li>○ Leicestershire Police Harborough Newsletter no 1, including: theft from vans, tool marking events - <b>action, to look into hosting such an event joint with other parishes</b> / travelling criminals targeted / cyber-crime awareness</li> </ul>	clerk

8.	<b>27/19 – To Review and Adopt</b> <b>8.1 Grievance Policy</b> – waiting for advice from LRALC - deferred to next meeting <b>8.2 Disciplinary Policy</b> – waiting for advice from LRALC - deferred to next meeting <b>8.3 Expenses Policy – resolved to adopt, no changes</b> <b>8.4 Communications Policy – resolved to adopt, no changes</b> <b>8.5 Risk Assessment – resolved to adopt revised version as circulated</b> <b>8.6 Asset Register</b> – this has been updated to show replacement values for insurance purposes, replacement costs for benches and noticeboard still outstanding, Cllr Bladon will find replacement costs for these items. <b>Resolved to adopt as circulated with these costs outstanding, to be updated once these costs are assessed</b>	Clerk  Cllr Bladon
9.	<b>28/18 – Information Security and Data Retention</b> <b>9.1 To approve Data Management and Information Security Policy - resolved to approve as circulated.</b> Cllrs to have Parish Council allocated email addresses following election <b>9.2 Google Documents</b> – Cllr Officer will set this up, putting some trial documents up for testing. Once this is complete Communications Policy to be updated <b>9.3 Scanning of Archive Documents, to approve payment to clerk for four hours work, £38.82 – resolved approved</b>	Cllr Officer
	20.05 p.m. – Cllr Briggs joined the meeting	
10.	<b>29/18 – Defibrillator</b> – next check due 18/3/19 <b>10.1 Replacement pads</b> – these have been ordered and received (covered under Annual Support Agreement). To be fitted <b>10.2 To authorise Annual Support Agreement Year 3, £126 – resolved to authorise this payment</b>	Cllr Bladon
11.	<b>30/18 – Insurance</b> <b>11.1 To review Fidelity Guarantee</b> (currently £25,000, excess £100 each and every loss) – <b>Resolved that this is adequate cover</b> <b>11.2 Review of cover and authorisation of renewal with Zurich Insurance (£257.60)</b> – the renewal documentation was reviewed. Fidelity Guarantee figures are as in 11.1 above. Assets covered up to £10,000, this limit will still be adequate even when the replacement costs of street furniture are added (8.6 above). <b>Resolved to accept the quotation from Zurich Insurance and to authorise payment of £257.60</b>	
12.	<b>31/19 – Village Hall</b> <b>12.1 Update from Village Hall Committee</b> -The grass verge in front of the Village Hall has been cut by Leicestershire Gardens, who reported that they did the exact hours quoted and so the invoice is the same as authorised at meeting 8/1/19 (18.3 below). Four large vans full of debris were removed including some as a result of fly tipping. Leicestershire Gardens will continue to mow the verge under the Parish Council grass cutting schedule. <b>12.2 Applying for a loan – progress report</b> – further update of advice from Ministry of Housing, Communities and Local Government was circulated. Consultation to see what support there is for the renovation of the Village Hall, taking out a loan and associated precept increase is still underway and the next steps will be agreed once this is completed. <b>12.3 Harborough District Council Built Facilities Strategy, Consultation with Parish Councils</b> – Cllrs Bladon and Officer will confer with Matt Bills (HDC) over this	Cllr Officer  Cllrs Bladon / Officer
13.	<b>32/19 – Highways</b> <b>13.1 General Update</b> <ul style="list-style-type: none"> <li>• Highways update in notes from LCC meeting 6/2/19 – permits for roadworks on highways / gulley cleansing / winter gritting / grass cutting / Passenger Transport Strategy (bus services affected, e.g. 44 bus, will be notified March, April and changes rolled out over calendar year) / trees on highways</li> <li>• Notice of imposed 50 mph speed limit on part of Langton Road, Kibworth and Kibworth Road, Tur Langton. Public consultation 3/1/19 – 21/2/19, notice put on noticeboard</li> <li>• Temporary Road closures Shangton Road and Melton Road for carriageway patching work from 27/2/19</li> </ul> <b>13.2 Snagging list</b> <ul style="list-style-type: none"> <li>• Missing chevron on B6047 proceeding from Church Langton towards TL and “Bend” sign opposite to the site of the missing chevron which is loose and twists round in the wind – clerk brought this up at Highways Surgery and was advised that an inspector had visited</li> </ul>	

	<p>the site and reported that all the chevrons are in place and they have no record of a chevron ever having been at the site in question. Cllr Weston subsequently met with an inspector earlier today and it was established that LCC last recorded a chevron there in 2009. He also pointed out the “Bend” sign. Cllr Weston will follow up the visit with an email to see what action is to be taken on these two points</p> <p><b>13.3 Dog Fouling (signs)</b> – Cllr Weston has met with Jordan Smith (HDC), six locations were agreed and Mr Smith will order them</p>	Cllr Weston
14	<p><b>33/19 – Grass Cutting</b></p> <p><b>14.1 Update</b></p> <ul style="list-style-type: none"> <li>• Copy of Leicestershire Gardens Public Liability Insurance for £10 million received and forwarded to LCC</li> <li>• Hard copy of revised quotation for 2019 season received showing £70 a cut, this was agreed at meeting 8/1/19 based on text message advising of the increase from £70 a cut due to increase in Public Liability Insurance from £5 to £10 million as required by LCC</li> </ul> <p><b>14.2 To approve revised Grass Cutting Specification</b> – revised to take into account new requirements from LCC. <b>Resolved to approve as circulated</b></p>	
15	<p><b>34/19 – LCC Proposals for a Unitary Authority – to discuss and agree the Council’s position</b></p> <p>Updates circulated. Cllr Feltham has advised that a report from the LCC Scrutiny Committee is being put together for LCC Cabinet to consider in May and it is likely that the Cabinet will then commission a business case which will go back to Cabinet in autumn and through the scrutiny process before a possible free vote for the full council in 2020 about whether to approve the business case for a Unitary Authority. In the meantime, the LCC leader is continuing meetings with District Leaders and MPs. Cllr Feltham advises that any input by Parish Councils is best reserved until the business case is made public.</p> <p>Based on this advice it was agreed to defer until the business case is published</p> <p>There is an offer from LCC for someone to come out to talk to parish councils (up to mid April)_. It was agreed to consider this if a meeting is to be held in April to approve the Neighbourhood Plan</p>	
16	<p><b>35/19 – Planning and Enforcement</b></p> <p><b>16.1 Update on applications / decisions from Harborough District Council since last meeting and outstanding planning applications pending decision</b></p> <p><b>Decisions since last meeting</b></p> <ul style="list-style-type: none"> <li>• 19/00006/TCA – works to trees, (fell), The Granary, Main Street, TL– to note permitted</li> </ul> <p><b>Still outstanding at HDC</b></p> <ul style="list-style-type: none"> <li>• 17/01478/FUL – Shipping containers, The Manor – still pending consideration, no new documents since last meeting</li> </ul> <p><b>16.2 To agree response to the following application:</b></p> <p><b>19/00209/FUL – erection of a single storey rear extension, conversion of garage to annexe, erection of a single storey outbuilding and associated landscaping, Fargate Lodge, Main Street, TL</b></p> <p><b>Resolved not to support this application on the following grounds:</b></p> <ul style="list-style-type: none"> <li>○ Part of the application extends beyond the current limits to development and also those proposed in the emerging Tur Langton Neighbourhood Plan</li> <li>○ The application removes a double garage and significantly reduces the space to park behind the house</li> </ul> <p><b>16.3 Enforcement – The Manor signage</b> – with reference to the signs that The Manor are proposing to put on the verge, information obtained by clerk at LCC meeting on 6/2/19 indicates that it is very unlikely that LCC would give permission for such signage on LCC owned verges. This has been communicated to The Manor</p>	
17	<p><b>36/19 – Neighbourhood Plan Update</b></p> <p>The Inspector’s Draft Report has now been received. It is very positive and make the plan more robust. One policy has been deleted on development in the countryside but this is covered by national policy. Other policies have been reworded slightly but the intention of the policies remain the same. The Parish Council therefore supports the acceptance of the recommendations in the report. The draft report has been scrutinised for errors and one minor error has been reported back to HDC at their request. The final report should be available shortly. This will then be considered by HDC Executive and if they approve it the</p>	

	Parish Council will need to incorporate the recommendations into the plan and approve a Referendum Version of the plan to submit to HDC so that they can arrange the Referendum.	
18	<p><b>37/19 – Finance</b></p> <p><b>18.1 Responsible Financial Officer’s / Clerk’s Report</b></p> <ul style="list-style-type: none"> <li>○ Receipts since last meeting – LCC Grass cutting reimbursement £334.62</li> <li>○ Notification that Internal Auditor will be Hayley Cawthorne</li> </ul> <p><b>18.2 Approval of 2018/19 Accounts Bank Reconciliation to 21/2/19 –resolved approved as circulated</b></p> <p><b>18.3 To approve for payment - it was resolved to approve the following payments:</b></p> <ul style="list-style-type: none"> <li>(i) Clerk’s Salary and HWA February 2019 - £176.89 - <b>resolved approved</b></li> <li>(ii) Clerk’s Salary and HWA March 2019 - £176.89 – <b>resolved approved</b></li> <li>(iii) Clerk’s Salary and HWA April 2019 - £181.31 – <b>resolved approved</b></li> <li>(iv) Clerk’s expenses – travel to County Hall to attend Clerk’s Quarterly Liaison meeting 6/2/19 £5.85 (return journey to be funded by ELPC) – <b>resolved approved</b></li> <li>(v) Clerk additional salary payment for scanning of archive documents (9.3 above), £38.82 – <b>resolved approved</b></li> <li>(vi) Leicestershire Footpaths Association Renewal - £5.00 (Section 137) – <b>resolved approved</b></li> <li>(vii) Leicestershire Gardens for clearing area in front of Village Hall, £320 – <b>resolved approved</b></li> <li>(viii) LRALC Internal Audit Service, £170 (this was not expected until the next financial year and so not budgeted for this year. As there is no budget for this it was agreed to vire £170 from the Neighbourhood Plan budget heading – <b>resolved approved</b></li> <li>(ix) Tur Langton Parochial Church Council for use of church for meetings 2018/19 - £60.00 – <b>resolved approved</b></li> </ul>	
19	<p><b>38/19 – Repairs and Maintenance</b> – no faults or damage noted to any street furniture</p> <p><b>19.1 Cleaning of seats</b> – to be done when weather is better</p> <p><b>19.2 Tiling of phone kiosk</b>, it was agreed to explore getting this done by volunteers over the summer</p> <p><b>19.3 Refurbishment of Noticeboard</b> – this is in hand</p>	<p>Cllr Bladon</p> <p>Cllr Bladon</p>
20	<p><b>39/19 – Community Engagement</b></p> <p><b>20.1 Superfast Broadband</b> – notification received from India Cocking at LCC that Cabinet East Langton 5 has now been upgraded and those on this cabinet should now be able to upgrade by contacting their broadband provider and taking out a fibre package. Information to be included in newsletter</p> <p><b>20.2 Newsletter</b> – agreed to include information about Superfast Broadband, Election, Hanbury Charity Trustee, Police Website, Village Gateways (asking for ideas about design, examples from other villages). It was agreed to delay until the results of the Village Hall consultation are known so this can be included along with an update</p>	
21	<b>40/19 – Arrangements for Clerk’s Appraisal</b> – this was arranged for 19/3/19 with Cllrs Bladon and Officer	
22	<p><b>41/18 – Dates of next meetings</b></p> <p><b>21/5/19, Annual Parish Meeting at 7.00 p.m. followed by Annual Parish Council Meeting at 7.30 p.m. at the church</b></p> <p><b>9/7/19 at 7.30 p.m. at the church (availability of the venue to be checked)</b></p>	
	<b>Meeting finished at 21.00 p.m.</b>	