



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton
8th January 2019 at 7.30 p.m.**

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

One member of the public

In attendance: Alison Gibson, Clerk

Action

1.	1/19 – Apologies for Absence Cllr J Haynes, work commitments – it was resolved to accept this apology County Councillor K Feltham, District Councillors C Holyoak and P King	
2.	2/19 – Declarations of disclosable pecuniary interests and granting of dispensations – none	
3.	3/19 – To approve the minutes of the previous meeting held on 29th November 2018 Resolved that the Minutes of the Parish Council Meeting held on 29/11/18 be approved and adopted as a true record.	
4.	4/19 – Questions from members of the public – none	
5.	5/19 – Clerk's Report including Year Plan and LRALC update <ul style="list-style-type: none"> • Year Plan – noted as circulated LRALC <ul style="list-style-type: none"> • Newsletter 5 (2018), including –Donating funding to churches / Elections / Parish Boundary Survey / Changing Places grant application / Leic, Leics Strategic Growth Plan update / Superfast Broadband / Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 9L09-18) – agreed at last meeting Cllr Officer to look at with reference to PC website • NALC Legal update December 2018 – Elections, noted where there are elections the Annual Council Meeting must take place between 8/5/19 and 23/5/19, where there is no contested election the Annual Council meeting can be held on 7/5/19. • LRALC Training update – circulated Leicestershire County Council <ul style="list-style-type: none"> • Clerk quarterly meeting 6/2/19 – clerk has registered to attend • Monthly funding bulletin December 2018 – circulated Voluntary Action South Leicestershire – Newsletter circulated Leicestershire and Rutland Rural Community Council - Newsletter circulated	Cllr Officer
6.	6/19 – Reports from 6.1 District Councillors – wishes Parish Councillors a Happy New Year 6.2 County Councillor - none 6.3 Police - none	
7.	7/19 – To Review and Adopt <ul style="list-style-type: none"> 7.1 Grievance Policy – deferred to next meeting 7.2 Disciplinary Policy – deferred to next meeting 7.1 and 7.2 above – clerk to look at procedures in these policies and seek guidance if necessary before the next meeting 7.3 Financial Regulations – review of limit for the purchase of goods and services above which quotations should be invited. The limit is currently £100. It was resolved to increase this limit to £500	clerk
8.	8/18 – Information Security and Data Retention <ul style="list-style-type: none"> 8.1 To discuss draft Data Management and Information Security Policy <ul style="list-style-type: none"> 8.1.1 Google Documents – Deferred to the next meeting, Cllr Officer to explore 	Cllr Officer
9.	9/18 – Defibrillator checks update - Cllr Bladon advised that she has shown two volunteers how to do the checks and they will check regularly and email her so that she can update WEBNOS.	Cllr Bladon

	<p>Once every six months the red tag is to be removed and full check carried out (Cllr / clerk) in March and September. These checks are to be entered onto the Year Plan. Volunteers will ensure the kiosk is clean and perform health and safety check of kiosk, advising Cllrs / clerk of any damage.</p>	
<p>10.</p>	<p>10/19 – Village Hall</p> <p>10.1 Update from Village Hall Committee The Village Hall Committee had met the previous night and agreed the following actions:</p> <ul style="list-style-type: none"> • To produce a Business Plan in the next couple of weeks • To produce an information / consultation leaflet to be circulated around the village (see below) • Cllr Officer will liaise with Merton College via Mr Bale <p>10.2 To explore applying for a loan – Cllrs reviewed a draft Village Hall funding strategy put together by Cllr Officer and information / guidance from LRALC and Mr Shafi Khan from the Ministry of Housing, Communities and Local Government (MHCLG, the organisation to which the Parish Council has to apply, via LRALC for borrowing approval). On the basis of this the decision was taken to go through due process to establish the support in the village and take other steps towards preparing to apply for borrowing approval. Mr Khan is sending an evidence checklist for submitting the application which includes hints and tips, an example of the resolution to apply for permission to borrow and a survey template flyer. The advice received emphasises the importance of transparency and consultation with the parishioners throughout and that evidence of this has to be submitted with the application. Details of budget showing how the council has budgeted for loan repayments and also a cash flow forecast to show expenditure and income over the next three years to be submitted. The business case should rely on increasing the precept as the method of repayment of the loan (the results of the consultation would have to support this increase). It is also advised to send evidence of Merton College permission for the work. LRALC advise taking VAT advice and this can be done through them at no cost. The following actions were agreed:</p> <ul style="list-style-type: none"> • Cllr Weston will look for evidence of consultation with the village regarding the Village Hall refurbishment over the years • Cllr Officer will put business plan together • Cllr Officer / Village Hall Committee will put consultation leaflet together (once template received from Mr Khan) and arrange delivery. The consultation should be done by the Parish Council, however a joint one with the Village Hall Committee would be acceptable • Cllr Officer will liaise with Mr Bale • Clerk to query with Mr Shan timescale for a decision on application for borrowing approval and clarify whether additional payments can be made to pay off early. • Cllr Officer and Clerk to put together a page for the website with information about proposed refurbishment and consultations • Cllr Officer and Clerk to put query together and submit to LRALC regarding VAT <p>10.3 Tidying up of verges, to receive and approve quotation – a quotation has been received from Leicestershire Gardens for £320.00. It was resolved to accept this quotation and ask Leicestershire Gardens to undertake the work.</p>	<p>Cllr Officer</p> <p>Cllr Weston Cllr Officer</p> <p>Cllr Officer</p> <p>Cllr Officer</p> <p>Clerk</p> <p>Clerk / Cllr Officer</p>
<p>11.</p>	<p>11/19 – Highways</p> <p>11.1 General Update –</p> <ul style="list-style-type: none"> • Response from LCC to issues raised by member councils at the last Quarterly clerk’s meeting 8/10/19 <ul style="list-style-type: none"> ○ Clarification of LCC’s position on the provision of benches and other street furniture, that any street furniture in the highway requires a licence ○ Training for ground staff to work on the highway ○ Highways Maintenance Pilot – LCC Highways are keen to continue to work with those parishes involved in the pilot as it develops. Updates to be shared at quarterly clerks’ meetings ○ Digital Highways Pilot – LCC aim for the pilot to go live in 2019 with the first report at the beginning of February. • LCC automated monthly feedback on current Highways related enquiries – LCC have been running a trial with a small number of Parish Councils since June 2018 providing automated feedback on all current highways related enquiries. They would now like to offer this service to all Leics town and parish councils. 	

	<p>11.2 Snagging list – two items outstanding, see below</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>As part of the next LCC Clerk meeting on 6/2/19 LCC will be introducing a new trial surgery to tackle highways issues that are logged and awaiting a response and stuck in the system. Clerk will book a slot to try to resolve the two issues on the list.</p> <p>11.3 Dog Fouling – Cllr Weston is meeting Jordan Smith from HDC this Friday to agree locations for the signs</p> <p>11.4 Grass Cutting – communication received from LCC 7/1/19 with new Continuation form and revised Service Level Agreement to be signed for 2019 season and returned by deadline of 1/2/19. The revisions to the existing agreement are summarised as follows:</p> <ul style="list-style-type: none"> • The level of Public Liability Insurance increased to a minimum of £10 million • A revision to the Traffic Management Guidance in accordance with the latest Code of Practice “Safety at Street Works and Road Works 2013”. • The inclusion of the latest Personal Protection Equipment (PPE) requirements. • Data Protection GDPR compliance. • An increase the payment rate by 8.019% (£360.36 increased from £334.62) <p>At the meeting 29/11/18 it was agreed to extend the contract with Leicestershire Gardens at the same costs as the previous season as LCC had indicated there would be no changes for the 2019 season. Leicestershire Gardens have confirmed by text that they can meet the new requirements, however the will cost increase by £10 a cut to cover the cost of the increase in Public Liability Insurance from £5 million to £10 million. The amount budgeted for grass cutting in the draft budget to be considered at item 16 below will cover this increase.</p> <p>It was resolved to sign the extension form. (The Parish Council’s grass cutting specification to be revised to take into account the new requirements)</p> <p>Noted that the revised agreement will last a year and LCC will be contacting Parish Councils to discuss and work on the potential of a new three or five year agreement in place for the 2020 season.</p>	
	Cllr Briggs joined the meeting at 20.32 p.m.	
12.	<p>12/19 – Consultations</p> <p>12.1 LCC Proposals for a Unitary Authority – to agree the Council’s position – Cllr Feltham had advised that no decisions will be taken until May at the earliest and so it was agreed to defer this to the next meeting</p> <p>12.2 Leicestershire County Council Budget Proposals Consultation – noted, no comments</p> <p>12.3 Review of Leicestershire Planning Obligation Policy Guidance Consultation - noted, no comments</p> <p>12.4 LRALC Development and Member Support Questionnaire – It was agreed that the chair and clerk complete this as individuals and other councillors are encouraged to complete it also. Chair and clerk will emphasise the desire for online training modules for completion at home.</p>	
13.	<p>13/19 –Planning and Enforcement</p> <p>13.1 Update on applications / decisions from Harborough District Council since last meeting and outstanding planning applications pending decision</p> <ul style="list-style-type: none"> • Harborough Local Plan – Four weeks’ notice received from HDC prior to commencement of Modifications Consultation on Local Plan. Anticipated this could take place from 14/1/19. • Update on applications / decisions from HDC since last meeting <p>New applications received since last meeting:</p> <ul style="list-style-type: none"> • 18/02032/TCA, works to trees, The Chestnuts, Main Street, TL – (no comment TLPC) to note approved • 19/00006/TCA – works to trees, (fell), The Granary, Main Street, TL – received too late for inclusion on agenda <p>Decisions since last meeting</p> <ul style="list-style-type: none"> • 18/01867/FUL – erection of a double garage with habitable accommodation above (revised scheme of 18/01441/FUL) – The Coach House, Shangton Road, TL – to note permitted 	

	<p>Still outstanding at HDC</p> <ul style="list-style-type: none"> 17/01478/FUL – Shipping containers, The Manor – still pending consideration, no new documents since last meeting <p>13.2 Enforcement – The Manor signage – Clerk sent a response email to The Manor following the last meeting but it is understood that it has not been received and so clerk will send again</p> <p>13.3 Neighbourhood Plan Update – no update</p>	clerk
14.	<p>14/19 – Review of Clerk’s Salary from 1/4/19</p> <p>Salary scales for 2019/20 are now available. Salary Point 17 is now Salary Point 6. Full time equivalent is £19,171, hourly rate of £9.96 an hour. £9.96 x 4 x 52 gives an annual salary of £2071.68, £172.64 a month. Adding Home Working Allowance of £8.67 a month this gives a total of £181.31 a month, £2175.72 a year. Resolved to approve increase in salary</p>	
15.	<p>15/19 – Finance</p> <p>15.1 Responsible Financial Officer’s / Clerk’s Report</p> <ul style="list-style-type: none"> Information about claiming a VAT refund noted Section 137 – noted the limit for 2019-20 is £8.12 <p>15.2 Approval of Bank Reconciliation to 31/12/18 – approved as circulated</p> <p>15.3 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 January 2019 - £176.89 - resolved approved (ii) Clerk’s expenses – reimbursement 50% cost of Arnold Baker reference book – £55.49 resolved approved 	
16.	<p>16/19 – Budget / Precept 2019/20</p> <p>16.1 To agree final budget and precept</p> <p>Councillors reviewed the draft budget, associated notes and HDC Tax Base Calculator. The draft suggests a precept of £5,410, expenditure of £6,803. This is an increase of 2% from 2018/19, £0.98 for a Band D property</p> <p>Since the draft was put together it has emerged that the grass cutting reimbursement from LCC will be £360.36 rather than £334.62 and it was agreed to add the increase to the Grass Cutting category, making no difference to the final figures.</p> <p>Councillors also noted LRALC advice that a small council such as TLPC should hold 9 month’s expenditure as a general reserve, which would be £5,102 for the suggested budget. The reserve in the draft budget is £2,207. It was agreed to work on achieving the recommended reserve over the next two to three years.</p> <p>Resolved to adopt the budget as circulated with the change to income and expenditure to grass cutting as outlined above, setting a precept of £5,410.00.</p>	
17.	<p>17/19 – Repairs and Maintenance – no faults or damage noted to any street furniture</p> <p>17.1 Cleaning of seats – to be done when weather is better</p> <p>17.2 Tiling of phone kiosk – there has been a donation of tiles for the floor of the phone box from Cllr Officer. Cllr Officer may be able to lay the tiles on the floor if he has the right equipment. If not, Councillors will attempt to get a quotation for the next meeting.</p> <p>17.3 Refurbishment of Noticeboard – this is in hand</p>	Cllr Officer / Cllrs Cllr Bladon
18.	<p>18/19 – Community Engagement</p> <p>18.1 Newsletter – it was agreed that future newsletters be published and the end of February, May, August and November</p> <p>18.2 Hanbury Trustee – there have been no volunteers and the article advertising the vacancy will be published again in the next newsletter</p> <p>18.3 Superfast Broadband – clerk to query with India Cocking (LCC) when the cabinet is due to go live</p>	
19.	<p>19/18 – Dates of next meetings</p> <p>26/2/19 at 7.30p.m. at the church.</p> <p>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</p>	
	<p>Meeting finished at 21.07 p.m.</p>	