



## Minutes of the Parish Council Virtual Meeting (Skype)

24<sup>th</sup> March 2020 at 7.30 p.m.

(note this meeting has been rearranged from 10/3/20)

### Statement

This meeting was planned before the government announcement on 23/3/20 restricted peoples' movements. As a result, the meeting has been arranged to take place by Skype. This is in line with the NALC advice on holding meetings (below) received through LRALC on 20/3/20, which is the latest advice available at the time of the meeting. Details of the agenda were published on the noticeboard and website with a request that any comments from members of the public be forwarded to the clerk by 12 noon on the day of the meeting.

"NALC strongly encourages councillors and staff to follow government guidance on social distancing and self-isolation. This is particularly important if anyone is in an at-risk group as identified by the guidance. We would encourage local councils to consider if they need to hold scheduled meetings at all. The health and safety of councillors, staff and the public should be your primary concern. If local councils do follow government guidance on social distancing and social isolation and so they do not hold scheduled meetings, including annual council meetings, NALC's opinion is that the likelihood of a successful legal challenge is low.

We are expecting government guidance on holding meetings remotely early next week, and NALC will also produce further guidance next week. In the meantime, if local councils decide to not hold meetings and take decisions by email or other remote methods NALC feels it's likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, we would suggest for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision".

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

Action

1.	<b>28/20 – Apologies for Absence</b> Cllr J Haynes, unable to log onto Skype – <b>It was resolved to accept this apology</b>	
2.	<b>29/20 – Declarations of disclosable pecuniary interests and granting of dispensations</b> Cllrs Bladon, Officer and Staveley, item 9 – Village Hall. Cllrs Bladon is a Trustee and Cllrs Officer and Staveley are committee members. All have dispensations to speak and vote on this item to the next election.	
3.	<b>30/20 – To approve the minutes of the previous meeting held on 31<sup>st</sup> January 2020.</b> <b>It was resolved that the Minutes of the Parish Council Meeting held on 31/1/20 be approved and adopted as a true record. Cllr Bladon will sign, scan and send to the clerk.</b>	
4.	<b>31/20 – Questions from members of the public</b> – none present as this was a virtual meeting. No public comments have been received on items on the agenda.	
5.	<b>32/20 – Clerk's Report including Year Plan and LRLAC update</b> Year Plan – noted as circulated. Some dates will be subject to change due to the changes relating to the Coronavirus. <b>LRLAC</b> <ul style="list-style-type: none"> <li>• New Chief Executive Ja'neen Day</li> </ul>	

	<ul style="list-style-type: none"> <li>• Biodiversity Training 9/9/20</li> <li>• Notification of VE and VJ Day services 8/5/20 and 15/8/20. Newarke Houses Museum are asking for memorabilia for VJ Day 15/8/20</li> <li>• NALC Legal Update Feb 2020, details circulated.</li> <li>• New (12<sup>th</sup> edition) of Charles Arnold Baker due out in September. LRALC are expecting NALC to negotiate a discount.</li> </ul> <p><b>Harborough District Council (HDC)</b></p> <ul style="list-style-type: none"> <li>• New Register of Electors held</li> <li>• HDC News March 2020 – link and details of contents circulated</li> </ul> <p><b>Leicestershire County Council (LCC)</b></p> <ul style="list-style-type: none"> <li>• Funding Bulletins Jan and Feb 2020 circulated</li> <li>• Notes and presentations from LCC Liaison Meeting 22/1/20 circulated             <ul style="list-style-type: none"> <li>○ Action Notes</li> <li>○ Presentations - Draft Adults and Communities Strategy / Forestry / Leicestershire Highways Presentation / Traffic Management</li> </ul> </li> </ul> <p><b>SLCC</b> - Clerk Magazine March 2020 - link and details of contents circulated.</p>	
6.	<p><b>33/20 – Reports and updates from</b></p> <p><b>6.1 District Councillors</b> <b>Cllr Phil King</b></p> <ul style="list-style-type: none"> <li>• District Council tax was set for zero increase.</li> <li>• Number of initiatives being carried out by HDC including:             <ul style="list-style-type: none"> <li>• Community governance review- ongoing</li> <li>• Review of all conservation areas to be carried out.</li> <li>• VE75 day grants for parish councils of £500</li> <li>• review of public open spaces -over the coming year</li> <li>• Young Person’s Strategy- ongoing consultation at moment</li> <li>• Access to HDC services survey live via HDC website</li> </ul> </li> </ul> <p><b>6.2 County Councillor – none</b></p> <p><b>6.3 Police Update</b></p> <ul style="list-style-type: none"> <li>• Beat Newsletter Feb 2020 – link and details of contents circulated.</li> <li>• Community Safety Partnership Newsletter Feb 2020 – link and details of contents circulated</li> <li>• Crimes reported on police website             <ul style="list-style-type: none"> <li>○ December 2019 – Tur Langton – one vehicle crime and one violence and sexual offences. None elsewhere in the Langtons</li> <li>○ January 2020 – none in Tur Langton, Church Langton or East Langton. Two vehicle crimes in Thorpe Langton</li> </ul> </li> </ul>	
7.	<p><b>34/20 -To review and adopt</b></p> <p><b>7.1 Expenses Policy</b> – deferred to a future meeting</p> <p><b>7.2 Risk Assessment</b> – <b>resolved to adopt with slight changes as circulated</b></p> <p><b>7.3 Communication Policy</b> – deferred to a future meeting</p> <p><b>7.4 Asset Register</b> – <b>resolved to adopt as circulated amended to write off printer as it no longer works.</b> Clerk to use her own printer and continue to claim for ink as previously under the Expenses Policy</p> <p><b>7.5 Aims and Objectives</b> – deferred to a future meeting – Chair asked Councillors to look closely at the Aims and Objectives in preparation for future review.</p>	Cllrs
8.	<p><b>35/20 – Insurance</b></p> <p><b>8.1 Review of Fidelity Guarantee Insurance</b> – the renewal sum insured is £25,000, excess £100 each and every loss, all members and employees are covered. <b>It was resolved that this cover is adequate</b></p> <p><b>8.2 Review of cover and renewal with Zurich Insurance</b> – Councillors reviewed the cover in the renewal insurance document and agreed that it is adequate. <b>It was resolved to renew the insurance with Zurich Insurance for the period 10/4/20 to 9/4/21 at £257.60</b></p>	
9.	<p><b>36/20 – Village Hall</b></p> <p><b>9.1 General Progress Report</b></p>	Clerk

- Noted that all work has stopped due to Coronavirus. Clerk to send a letter to John Gloag at Merton College to inform him of the current situation that the site is closed and work has stopped but that it is still the intention to complete the work as soon as things get back to normal and ask him to acknowledge that he is aware.
- The skip can now be collected as it is full. Clerk to contact Bakers Waste. It is not expected to need another skip.
- An invoice for £3,500 has been received from JED Design Architectural Service Ltd for the full amount of £3,500 + VAT for the checking of contractors etc (a requirement of Merton College in the lease). The invoice was received too late for the agenda and is made out to the Village Hall Committee rather than the Parish Council. This is to be an item on the next agenda, in the meantime a letter to be sent to ask for the invoice to be made out to the Parish Council and to query the amount.

Clerk

Clerk

**9.1.1 Electrical Work** – there is still some work outstanding on the Alden Electrical Ltd Contract and still £3,967.20 + VAT held on commitment following stage payments being made. Work has now stopped for the time being and it is not expected to receive any more invoices from them until the work is completed when things get back to normal.

**9.1.2 Update on Grant Applications**

- Harborough District Council Community Grant – the application was successful and a grant of £1,400 has been awarded towards the cost of the front door
- Awards for All for the floor – Cllr Bladon has explored this and recommends the Parish Council does not pursue this as it is more suitable for the Village Hall Committee to claim this and organise this part of the work as they fit the criteria better

**9.2 Monitoring of finance / spending on loan** – a monitoring spreadsheet was circulated. A further refund of VAT £1,169.91 has been received, leaving the loan account £1,741.06 in debit when all payments and commitments (including VAT) are taken into account. Cladding for the kitchen (£220 + £44 VAT = £264 and bathroom £264) and bathroom (£410.40 + 82.08 VAT = 492.48) total £756.48 were authorised at meeting 31/1/20 and included in the commitments above. Purchase of these is to be delayed at present, for review at a future meeting, so removing these from the commitment leaves the loan account £984.58 in debit. Further VAT of £978.59 can be claimed at the beginning of April, leaving the account £5.99 in debit. A grant has been awarded of 50% of the cost of insulation and so from the current payments a further £364.59 can be claimed (this will be claimed once the floor insulation has been purchased). This leaves the account £358.60 in credit with a further £661.20 VAT to be claimed (in commitment).

**9.3 To approve purchase of front door**

Note there is grant funding of £1,400 towards this

The following quotations were considered:

- Domadeco Fargo 42 – 1,400 + VAT = £1,680 (no delivery charge). Includes rain deflector which may not need (£60). Long handles can be added at a cost of £1,500 + £300 VAT = £1,800
- Direct Doors (Balham) - £1,137.81 including VAT – free delivery. Includes glass, hinges, locks and handles but will need a finish of paint or varnish.
- Direct Door (Cottage 6 pane oak) - £1,374.21 including VAT – free delivery. Includes glass, hinges, locks and handles will need a finish of paint or varnish.

The Village Hall Advisory Committee Recommendation – Domadeco -Fargo 42 at £1,400 + VAT = £1,680 (which would be covered by the grant once VAT claimed back) or with longer handles £1,500 + £300 VAT = £1,800. Reason, the unit is complete and needs no further

preparation work after installation. As the doors are pre-hung the fitting of the door should be cheaper.

**It was resolved to 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 (however it may be possible to review this when the budget is reviewed following the end of the financial year).**

Purchase to be deferred until the grant funding has been received and then Cllr Bladon will explore whether it is possible to place the order now depending on the situation with the Coronavirus. Clerk to purchase and claim back through expenses

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

Cllr  
Bladon

#### 9.4 To approve purchase of Floor Insulation.

Note there is 50% grant funding for this

The following quotations were considered (prices on web date 23/3/20):

- Insulation Express - £519.75 + VAT, free delivery
- Building Supplies Online - £608.79 + VAT
- Insulation Superstar - £549.82 + VAT + £55 delivery

The Village Hall Advisory Committee recommendation is Insulation Express £519.75 + £103.95 VAT = £623.70 it is the cheapest price and includes free delivery

**It was resolved to 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)**

Cllr Officer will explore whether it is possible to order now depending on the situation with the Coronavirus. Clerk to purchase and claim back through expenses

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

Cllr  
Officer

#### 9.5 To approve purchase of Floor Boards

The following quotations were considered (prices on web date 23/3/20):

- Building Supplies Online - £957 + VAT
- Sheet Materials Wholesale - £752.50 + VAT+ £37.50 delivery
- Builders Depot - £823.90 + VAT

The Village Hall Advisory Committee recommendation is Sheet Materials Wholesale at £790 + £158 VAT = £948, as this is the cheapest.

**It was resolved to 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).**

Cllr Officer will explore whether it is possible to order now depending on the situation with the Coronavirus. Clerk to purchase and claim back through expenses

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

Cllr  
Officer

#### 9.6 To approve purchase of additional wall cladding

The following quotation was considered (price on web date 23/3/20):

	<p>Sheet Materials Wholesale - £56.40 + £11.28 VAT = £67.68 for two additional sheets of MDF for the entrance</p> <p><b>It was resolved to 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).</b></p> <p>Cllr Officer will explore whether it is possible to order now depending on the situation with the Coronavirus. Clerk to purchase and claim back through expenses</p> <p>This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)</p> <p>The above approvals take the loan account into £86.48 in debit. <b>It was 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).</b></p> <p>For cashflow purposes funding will be taken from the General Reserve as necessary until VAT is recovered</p>	Cllr Officer
10	<p><b>37/20 – Highways</b></p> <p><b>10.1 General Report</b></p> <ul style="list-style-type: none"> <li>• LCC Highways Winter Newsletter – link and details of contents circulated</li> <li>• “Tackling Road Safety – a kit for Parish Councils” – circulated. It was agreed for the clerk forward this information to the member of the public who expressed an interest in coordinating Speedwatch on behalf of the Parish Council along with a link to the Speedwatch website and suggest that she contacts them to talk through the process on behalf of the council.</li> </ul> <p><b>10.2 Damaged sign on Cranoe Road – Clerk to report to LCC Highways.</b></p>	Clerk  Clerk
11	<p><b>38/20 – Grass Cutting Update</b></p> <ul style="list-style-type: none"> <li>• Details of contractor’s Waste Carrying Licence confirmed on Environment Agency Website</li> <li>• Still waiting for Leicestershire Gardens to send details of £10 million public liability insurance before they can commence cutting. LCC have delayed the start to their mowing season due to Coronavirus but have advised parishes can commence if they wish. Cllr Bladon to check with contractor to check the effect the virus is having on grass cutting</li> </ul>	Cllr Bladon
12	<b>39/20 – Review of Emergency Plan – deferred to a future meeting</b>	
13	<p><b>40/20 – Planning and Enforcement</b></p> <p><b>13.1 General Report and update on applications / decisions from Harborough District Council since last meeting</b></p> <p>Decisions since January meeting:</p> <ul style="list-style-type: none"> <li>• 20/00013/TCA – Works to trees (fell), Langton House, Main Street, Tur Langton – HDC decision Permitted Development</li> <li>• 20/00035/TCA – works to tree (horse chestnut) and fell dead elm tree, Crox Farmhouse, TL – to note permitted</li> </ul> <p><b>13.2 Enforcement and Monitoring – nothing to report</b></p>	
14	<p><b>41/20 – Assets</b></p> <p><b>14.1 Health and Safety Check of Assets – no problems identified</b></p> <p><b>14.2 Maintenance of Assets – the Noticeboard, which has been noted as getting damp on the inside, is currently of no major concern and will be monitored</b></p> <p><b>14.3 Phone Kiosk Electricity Supply - Steve Emery from Welland Valley Electrical Services looked at the light in the phone box 27/2/20 and removed the cover over the incoming supply and found an RCD unit had tripped. He reset it and the power was restored. He did not charge for this. He advised that if the problem persists, he will need to look further</b></p>	

	into the installation of the light circuit and defibrillator power supply. Clerk to write to thank him.	
15	<p><b>42/20 – Finance</b>  Internet Banking – in view of the current circumstances with the Coronavirus it is proposed to implement Internet Banking to overcome the problem of getting cheques signed. It has been possible to implement a system where the clerk sets the payment up and then it is authorised by another signatory, currently Cllr Bladon. Cllr Bladon will get her authorisation limits increased to make this easier to implement. An Internet Banking Policy was circulated.  <b>It was resolved to approve making payments by internet banking and the associated policy.</b></p> <p><b>15.1 Clerk / RFO Report –</b></p> <ul style="list-style-type: none"> <li>• Notification received that our Internal Auditor will be Hayley Cawthorne, who has made contact.</li> <li>• Receipts and payments since meeting 14/1/20 not previously minuted: <ul style="list-style-type: none"> <li>Receipts</li> <li>15/1/20 – VAT refund £138.78</li> <li>5/2/20 – VAT refund £1,181.19</li> <li>Payments</li> <li>21/2/20 – PWLB repayment of £1,1671.87</li> <li>28/2/20 – Cllr Officer reimbursement £875 wall insulation, authorised 31/1/20</li> <li>28/2/20 – clerk reimbursement internal wall cladding £1,996.56, authorised 31/1/20</li> <li>28/2/20 – Alden Electrical stage payment £3,000 (inc VAT) for Village Hall</li> </ul> </li> </ul> <p><b>15.2 To approve accounts reconciliation to 6/3/20</b>  Receipts to 6/3/20 - £68,535.32  Payments to 6/3/20 - £65,131.80  Balance at 6/3/20 - £9,802.91  <b>It was resolved to approve the bank reconciliation as circulated.</b></p> <p><b>15.3 To approve for payment</b></p> <p><b>It was resolved to approve the following payments:</b></p> <p>15.3.1 Clerk Salary and Homeworking Allowance March 2020 (181.31) and April 2020 (£181.31) (note payment scales are not yet available from 1/4/20 and so there may be a back dated pay award resulted in payment of arrears)</p> <p>15.3.2 Clerks expenses, travel to LCC for liaison meeting 22/1/20 - £4.77</p> <p>15.3.3 Merton College for rent of Village Hall 9/2/20 to 8/2/21 - £500 (£123.37 to come from Village Hall reserve)</p> <p>15.3.4 LRALC Internal Audit Service 2019-20 - £170.00</p> <p>15.3.5 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)</p> <p>15.3.6 LRALC Annual Subscription pending receipt of invoice</p> <p>15.3.7 Chairman's Allowance - £30.00</p>	
16	<b>43/20 – Website Accessibility</b> – it was agreed to work on this in May	
17	<p><b>44/20 – Openreach Fibre Broadband</b>  Cllr Bladon has received a communication from the Chair of Shangton Parish Meeting, Tony Beechey. They have been successful in getting Community Funding through the DCMS "Gigabit" Voucher Scheme with a number of residents applying and being successful in acquiring sufficient funds to cover the installation costs into each home / business. He is now in contact with Openreach to get a date for this to commence. Once installed the householder has to take a contract out for fibre broadband within 12 months of installation. There are 14 properties within Tur Langton Parish that have been attached to the scheme. Cllr Bladon will put a note together, checking details with Shangton, to put through the relevant households' doors to inform them of the opportunity and how to go about getting it if they are interested.</p>	Cllr Bladon

