



**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
9th January 2018 at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr K Briggs, Cllr P Officer, Cllr C Weston
District Councillor Chris Holyoak

In attendance: Alison Gibson, Clerk

Action

1.	1/18 – Apologies for Absence Cllr J Haynes, family commitments – resolved to accept apologies County Councillor Kevin Feltham	
2.	2/18 – Declarations of disclosable pecuniary interests and granting of dispensations – none	
3.	3/18 – To approve the minutes of the previous meeting held on 7th November 2017 Resolved that the Minutes of the Parish Council Meeting held on 7/11/17 be approved and adopted as a true record.	
4.	4/18 – Questions from members of the public – none present	
5.	5/18 – Clerk’s Report including Year Plan and LRALC update <ul style="list-style-type: none"> • Year Plan – noted as circulated LRALC Update: <ul style="list-style-type: none"> • LRALC Articles of Incorporation • General - Data Protection Regulations update <ul style="list-style-type: none"> ○ L08-17 – Privacy Notices and the Legal Basis for processing personal data ○ L09-17 – General Data Processing and Subject Access Requests ○ L10-17 – Data Protection Officer • Newsletter 6 <ul style="list-style-type: none"> ○ PAT testing (Action - Cllr Bladon will explore whether she can arrange PAT Testing for laptop and printer) ○ LCC Community Strategy HDC <ul style="list-style-type: none"> • Hayley Cawthorne has returned from Maternity Leave • Clerk has picked up hard copy of Electoral Roll from HDC • HDC Newsletter Winter 2017 <ul style="list-style-type: none"> ○ New Lottery to support Community Groups - Action - Cllrs Bladon and Officer will explore what support there would be in the village for this if it were to be run for the Village Hall ○ Local Plan update ○ Vision for new and improved Leisure Facilities LCC <ul style="list-style-type: none"> • Superfast Broadband delays letter 5/1/18 – on website as a news item 	<p>Cllr Bladon</p> <p>Cllrs Bladon / Officer</p>
6.	6/18 – To Review and Adopt <ul style="list-style-type: none"> 6.1 Grievance Policy – Resolved no changes 6.2 Disciplinary Policy – Resolved no changes 	
7.	7/18 – Reports from <ul style="list-style-type: none"> 7.1 District Councillor – Cllr Chris Holyoak <ul style="list-style-type: none"> • Budget – HDC Precept is to rise by 1.5% (LCC by 4%). • Enforcement - HDC propose to expand the Enforcement team to improve the service. Funding to come from an extra 20% charge to developers which has to be put towards planning • Leisure Facility – following consultation it is planned to rebuild the centre in Market 	

	<p>Harborough, either on the current site or a new site. Not cost effective to refurbish the current building. Contract currently out for tender. Hoped a new facility, more fit for purpose, will attract more customers, increase profit and enable HDC to remove current subsidy.</p> <ul style="list-style-type: none"> • Legacy Project funding – £50K to be available over whole District for community projects relating to the centenary of the end of WW1 and Votes for Women. Criteria still to be set, expected to be launched May • Highways – there was a discussion about why LCC Highways are taking a long time to attend to problems. Their budget has reduced from £34 million to £17million and Cllr Holyoak advised that problems should be referred to Cllr Feltham • Health and Well-Being has now been from LCC and is taking up a lot of District Councillors' time <p>7.2 County Councillor Kevin Feltham – noted when he sent his apologies that he passed an accident on the B6047 the previous Wednesday evening. Also to note that the Kibworths NP referendum is on 25th January</p> <p>7.3 Police – PC Steve Winn sent the following report: Figures across the Langtons as a whole look low. Figures for the past month:</p> <ul style="list-style-type: none"> • Church Langton has suffered a burglary to a house where entry was forced to a window • The Bakers Arms suffered a burglary • After this East Langton has suffered 1 theft from a vehicle and 1 burglary to the Langton Inn • Tur Langton has suffered a theft from a vehicle 	
8.	<p>8/18 – Neighbourhood Planning - to approve the following documents: 8.1 Basic Conditions Statement – Resolved to approve as circulated 8.2 Pre-submission Consultation Responses Document - Resolved to approve as circulated 8.3 Inventory of Sites - Resolved to approve as circulated 8.4 Submission Version of Neighbourhood Plan - Resolved to approve as circulated</p> <p>Once the Consultation Statement has been prepared by the Clerk the plan will be submitted to Harborough District Council</p>	
9.	<p>9/18 – Village Hall – to receive an update from the Village Hall Committee Cllrs Bladon and Briggs are trying to set up a meeting with Tim Bale (Merton College representative). One quotation has been received with high costs. The possibility of doing the work on a piecemeal basis rather than as one big project is to be explored. Cllr Officer has approached a contractor who is expected to give a price, broken down into individual jobs, by the middle of January. Once the quotations are received grants can be claimed.</p>	Cllr Officer
10.	<p>10/18 – Grass Cutting 10.1 2017 Season – an additional cut was requested from the current contractor at the end of last season, however due to the snow and a break in they were not able to carry it out.</p> <p>10.2 To award contract for Grass Cutting in the village from the 2018 season onwards LCC have advised that the future of Parish Council funded 3rd Party grass cutting is currently under review and they are offering a 12 month extension to the existing arrangement. Three quotations were considered. Resolved to accept the quotation from Leicestershire Gardens (previously 4Counties Ground Maintenance, the current contractor), for the 2018 season with the option to extend for the 2019 and 2020 seasons pending arrangements with LCC. This was the cheapest quotation.</p>	
11.	<p>11/18 – Highways 11.1 Dog Mess – The council has not received any more reports of incidents, however Cllr Weston said that he occasionally notices some and has noted more in the fields since Christmas. HDC have provided an example of a sign that can be put up and it was agreed to request eight. Clerk to request these and ask HDC to liaise with Cllr Weston who will be able to advise locations.</p> <p>11.2 Snagging List. No update from LCC on the two outstanding items, clerk to chase</p> <p>11.3 Footpath B7 at the Manor, update - this was queried after the last meeting with reference to planning application 17/01478/FUL. HDC Planning Officer (Mike Smith) agreed that it would appear that the line of the footpath has previously been diverted away from the definitive line, however having inspected the site it would appear that its line is not affected by the current application proposals because the current plans are not accurate. He has asked the applicants to submit more accurate plans showing the true scale of the</p>	Clerk / Cllr Weston clerk

	<p>development so that it is clear that the line is not affected by the current proposals. He has also asked them to liaise with the county Rights of Way officer to resolve the alterations that have previously taken place.</p>	
12.	<p>12/18 – Planning and Enforcement</p> <p>12.1 Update on decisions from HDC</p> <ul style="list-style-type: none"> 17/01749/TCA, Work to trees, Fargate House, Main Street Tur Langton, to note approved <p>12.2 Update on 17/01478/FUL – siting of six shipping containers for use as office space with associated hard landscaping (retrospective), The Manor, TL</p> <p>12.3 Update on 17/01644/FUL – Extension of existing track to create a car park (retrospective). The Manor, TL</p> <p>There has been significant correspondence on both including comments from LCC Archaeology and Historic England. The development encroaches onto a scheduled monument. Applicants to carry out archaeological investigations, test pits to be dug</p> <p>Enforcement</p> <p>12.4 Entrance Road at the Manor – further to the discussion at the meeting on 6/12/17 regarding the two unauthorised entrances to the Manor it was agreed to refer it to HDC Enforcement. Cllr Briggs will take some photos and send to clerk.</p> <p>12.5 Advertising Signs in the village – to be monitored</p> <p>12.5.1 Meeting with representatives from the Manor – following discussion at the November meeting a letter was sent to the Business Manager at the Manor asking them to arrange for all unlicensed advertising signs to be removed and inviting them to get in touch if they would like to discuss with the council how the businesses can advertise themselves in a way that is acceptable to all. The signs have not been removed, however they have expressed an interest in meeting with the council and the clerk has been communicating with them to arrange a mutually convenient time. Cllrs Bladon, Briggs and Weston to attend.</p>	<p>Cllr Briggs / Clerk</p> <p>Clerk / Cllrs Bladon/ Briggs /Weston</p>
13.	<p>13/18 – Finance</p> <p>13.1 Clerk / RFO Report</p> <ul style="list-style-type: none"> 4Counties Ground Maintenance invoice for £100.00 (no VAT), grass cutting October 2017 received and paid, authorised meeting 7/11/17 Reimbursement for grass cutting 2017 season received from LCC (£334.62) Notification received from HMRC regarding changes to claiming VAT VAT refund claimed still not received Clerk magazine Jan 2018 – Exemption from External Audit – information circulated Email from “Smaller Authorities Audit Appointments” that External Auditor is PKF Littlejohn LLP, plus scale of Audit Fees Capping – the government intends to defer the setting of referendum principles for town and parish councils for three years - LRALC 5/1/18 – Data Protection Officer Services and possible costs update- details circulated. The council will have to have its own appointed Data Protection Officer and work is being done by NALC and LRALC to develop a service. The cost, however is not yet known and so if the budget set is not enough the advice is that it may be necessary to meet the costs from reserves and then budget accordingly in subsequent years <p>13.2 2017/18 Accounts, to receive and approve updated accounts / reconciliation to 27/12/17 – Resolved to approve as circulated</p> <p>13.3 Appointment of Internal Auditor – further details of the LRALC Internal Audit Service received. Fees for an electorate of 150 – 500 (applicable to TL) are £170 and this is reflected in the draft budget to be considered at 14 below.</p> <p>Taking into account the requirements of the new audit regime it was resolved to appoint</p>	

	<p>the LRALC Internal Audit Service provided by LRALC</p> <p>A letter of thanks to be sent to the previous Internal Auditor, Mr Lowe, for all of his work</p> <p>13.4 To approve for payment</p> <p>(i) Clerk's Salary and Home Working Allowance December 2017 (£168.83) – resolved approved</p> <p>(ii) Clerk's Salary and Home Working Allowance January 2017 (£168.83) – resolved approved</p> <p>(iii) Tur Langton Village Hall for meetings June - November 2017 - £50.00 – resolved approved</p>	
14.	<p>14/18 – To agree Budget / Precept for 2018/19</p> <p>Councillors reviewed the draft budget, associated notes and HDC Tax Base Calculator. Since the draft budget was put together it has emerged that there may be some further expenditure on the Neighbourhood Plan which is not taken into account in the draft and there is no further grant funding available. It was therefore agreed to reduce the amount in the "Village Improvements" category from £400 to £100 and add in £400 to the Neighbourhood Plan category. This gives a budget / precept of £5,292.00, an increase of £175 on the previous year and a 3% increase in Council Tax. This was felt to be justified taking into account the increased fees for Internal Audit, the doubt around the fees for a Data Protection Officer and the requirement to budget for further expenditure on the Neighbourhood Plan.</p> <p>Resolved to set a budget / precept of £5,292.00</p>	
15.	<p>15/18 – Website – arrangements for Purchase of Domain Name and Subscription to Wix Site It was resolved to</p> <ul style="list-style-type: none"> • Upgrade Wix website from the free account to "Wix Premium Plan" - £67.68 including VAT. (Previously authorised meeting 9/5/17). This is valid to 12/1/2020 and enables the website to be connected to the new domain. (see below) • Purchase Website Domain (turlangton-pc.org.uk) (\$56.90) and email (clerk@turlangton-pc.org.uk) (\$17.76) with namecheap.com, total \$74.66 (Previously authorised meeting 9/5/17 at £72.91+VAT with a company called "123" but this cheaper option has since been found). The website domain runs for 10 years from 12/1/18 and the email domain for two years from 12/1/18. (the "namecheap website states it does not charge VAT on domain purchases). The exact amount in GBP will depend on the exchange rate at the time of purchase. <p>Cllr Officer will complete this and claim reimbursement in line with the council's Expenses Policy</p>	Cllr Officer
16.	<p>16/18 – Emergency Planning – To Adopt Plan.</p> <p>It was resolved to adopt the plan as circulated. Cllr Bladon will keep the contents of the Emergency Grab Bag once received until the Village Hall is renovated.</p>	
17.	<p>17/18 – Repairs and Maintenance – no problems to report</p>	
18.	<p>18/18 – Community Engagement</p> <p>Noted that the newsletter had been delivered. Village Hall update to be included in the next edition</p>	
19.	<p>19/18 – Arrangements for Clerk's Appraisal – a date was set for the appraisal. Cllrs Bladon and Officer will carry this out.</p>	Cllrs Bladon / Officer
20.	<p>20/18 – To confirm dates of next meetings</p> <p>13/3/18 – 7.30 p.m.</p> <p>8/5/18 – Annual Parish Meeting at 7.00 p.m. followed by Annual Parish Council meeting at 7.30 p.m.</p> <p>Meeting closed at 9.25 p.m.</p>	