

**Minutes of Parish Council Meeting held at the Village Hall Tur Langton
26th March 2015, 7.30 p.m.**

Present: Cllr T Bladon (Chair), Cllr P Officer, and Cllr C Weston

In attendance: Alison Gibson, Clerk

Action

1.	23/ 15	Apologies for absence - Cllr J Haynes – family commitments Cllr H Kendall – work commitments Resolved to accept apologies	
2.	24/ 15	Declarations of pecuniary interest and granting of dispensations - none	
3.	25/ 15	To approve the minutes of the previous meetings 13/1/15 and 17/3/15 – the meeting on 17/3/15 was inquorate and was closed without any business being transacted. Resolved that the Minutes of the Parish Council Meetings held on 13/1/15 and 17/3/15 be approved and adopted as a true record.	
4.	26/ 15	Questions from members of the public – no members of the public were present	
5.	27/ 15	Clerk's Report <ul style="list-style-type: none"> • Precept request submitted within deadline • Attended LCC quarterly operational meeting (15/1/15). Presentations: LCC Communities Strategy and Grass Cutting. Next one 15/4/15 to include presentation focussing on LCC Highways Customer Services Centre – clerk to attend • Attended several of the LCC Community Strategy Workshops. Message – unlocking the capacity in communities to support vulnerable people / families • Attended HDC Annual Parish Liaison meeting with Cllr Weston – papers circulated. Included information on Resilience / Emergency Planning • SLCC "The Clerk Magazine", March edition - Articles about New Audit Framework, Permitted Development, Data Protection / FOI, Websites, Transparency Code • Attended Day in the Life of a Planning Officer Training at HDC 2/3/15. Information circulated. Template for Observations on a Planning Application • Attended Clerk Coffee Time with Hayley at HDC 4/3/15 (Tweeting) • Electoral Review of LCC, Event to hear more Anstey 23/4 – email circulated 	
6.	28/ 15	Reports from County and District Councillors - none	
7.	29/ 15	Police Report – PC Steve Winn had sent the following report: <ul style="list-style-type: none"> • Police spent an hour in the village with the speed gun on Friday 27th Feb. One ticket was issued for 37mph and one words of advice for 35mph. 	
8.	30/ 15	Travel and Expenses <p>8.1 To adopt Travel and Expenses Policy – Previously circulated. Clerk and councillor expenses [travel / associated costs, telephone calls, home working allowance (clerk) and stationary (councillors)]. Mileage rate NJC rates (clerk) and Inland Revenue approved limit (currently £0.45 a mile) (councillors). – Resolved approved</p> <p>8.2 To approve Expenses Claim form – Previously circulated. Mileage to be taken from "AA Route Planner" - Resolved approved</p> <p>8.3 To note Dispensation Application to HMRC – (for reporting non-taxable expenses)</p>	
9.	31/ 15	Risk Assessment, Asset Register and Policies <p>9.1 To review and adopt revised Risk Assessment – a draft had been circulated – Resolved Approved</p> <p>9.2 List of Policies still to be adopted. Councillors noted a list of existing policies / documents and a list / timetable of policies to be adopted in future – See Appendix 1</p> <p>9.3 To review and adopt revised Asset Register – a draft had been circulated – Resolved Approved</p>	

10.	32/ 15	<p>Grass cutting 2015 Season</p> <p>10.1 To receive update – LCC have sent a Service Level Agreement which they require the Parish Council to sign before any grass cutting takes place. Their document included certain clauses which were not appropriate to Tur Langton. These concerns have now been addressed and the SLA amended in agreement with LCC and in liaison with the contractor, the report at Appendix 2 refers. Foxton Parish Council, which uses the same contractor, took the lead in negotiating these changes with LCC and the Contractor and kindly shared the information with Tur Langton. Chair to send thanks to FPC</p> <p>10.2 Signing of Service Level Agreement with Leicestershire County Council – The revised SLA was considered by Councillors. Resolved approved and signed</p> <p>10.3 Review and Adopt revised Grass Cutting Specification – revised to take into account Health and Safety points raised by SLA, as outlined in Appendix 2.</p> <p>10.4 To agree procedures for carrying out spot checks – a councillor will be allocated to undertake this duty, to be allocated at next meeting</p> <p>10.5 To consider quotation for extra work – quotation not yet available, deferred to next meeting</p>	Cllr Bladon
11.	33/ 15	<p>Neighbourhood Planning</p> <p>11.1 To receive update from meeting with YourLocale 27/2/15. - Noted slides from presentation, Timeline, Menu of Fees (Total indicative costs £17,985), grants available to cover this.</p> <p>11.2 To receive update of actions since that meeting –</p> <ul style="list-style-type: none"> • Web page put together, • Plan of area to be covered obtained from HDC. • Letter requesting designation signed by chair sent to HDC 10/3/15. • The application is now on HDC website and a notice is on our notice board. • The six week publicity period runs to 27/4/15. <p>11.3 To sign contract with YourLocale</p> <ul style="list-style-type: none"> • Noted that the contract states the that the work to be undertaken is dependent on securing grant funding and that a reduction in the anticipated grant received will result in a review of the tasks to be undertaken and a revised range of activities. • Financial Regulation 11.1(a)(ii) enables contracts for specialist services to be exempt from complying with Regulation 11 relating to contracts. • Legislative basis: Localism Act 2011 Part 6 sections 116-121 amend Section 61 of the Town and Country Planning Act 1990 / Neighbourhood Planning (General) Regulations 2012 Resolved to sign the contract with Yourlocale. - This was signed by the chair on behalf of the council <p>11.4 Next steps</p> <ul style="list-style-type: none"> • Grants – Yourlocale have identified “Locality” and “Awards for All” as suitable grants to claim and will support the Parish Council in completing the application forms Resolved to apply for grants from “Locality” and “Awards for ALL” • Designation – by HDC takes around eight weeks to be confirmed so a decision should be expected around the middle of May • Training - Cllr Bladon, Cllr. Officer and clerk to attend LRALC “Nuts and Bolts” training on 30/3/15 	
12.	34/ 15	<p>Insurance 2015/16 – to review new policy and agree renewal</p> <ul style="list-style-type: none"> • £230.00 plus £13.80 IPT – total £243.80 • It has been confirmed that the Public Liability part of the policy meets LCC requirements for grass cutting and also activities under the Neighbourhood Plan Resolved approved 	

13.	35/ 15	<p>Website Domain – to agree whether to renew domain with 2commune for period 18/5/15 to 18/5/17 £50.00 + £10 VAT Resolved approved</p>																									
14.	36/ 15	<p>Parish Council website support – to agree whether to continue with the service for 2015-16 This service, from LCC, costs £50 = £10 VAT. They wish to know by 27/3/15. They will then send an invoice at which point the payment becomes due Resolved to continue with this service for 2015-16.</p>																									
15.	37/ 15	<p>Finance</p> <p>15.1 2014/15 accounts reconciliation Resolved approved</p> <p>15.2 New Bank Account with HSBC Resolved that the signatories for this account be Cllr Bladon, Cllr Haynes and Cllr Officer. The form has been completed and now needs to be taken into the bank</p> <p>15.3 To approve for payment:</p> <table border="1" data-bbox="188 801 1391 1294"> <tr> <td>(i)</td> <td>Clerk's salary Jan / Feb / Mar</td> <td>£447.87</td> </tr> <tr> <td>(ii)</td> <td>2commune (Domain renewal)</td> <td>£60.00</td> </tr> <tr> <td>(iii)</td> <td>Zurich Insurance</td> <td>£243.80</td> </tr> <tr> <td>(iv)</td> <td>Jonathan Dawson, Solicitor for legal advice about Village Hall lease and search fee (Local Government Act 1972 S111)</td> <td>£156.00</td> </tr> <tr> <td>(v)</td> <td>Travel Claims (clerk) (note these are based on HMRC rates rather than NJC rates for Income Tax purposes)</td> <td>£98.55</td> </tr> <tr> <td>(vi)</td> <td>Top up of Petty Cash <ul style="list-style-type: none"> • 14/3/15 – Printer paper - £2.08 + £0.42 VAT • 14/3/15 – Punch Pockets - £1.50 + £0.30 VAT • Stamps - £6.36 </td> <td>£10.66</td> </tr> <tr> <td>(vii)</td> <td>Leicestershire Footpaths Association subscription renewal</td> <td>£5.00</td> </tr> <tr> <td colspan="2">(see also item 23 of confidential minutes)</td> <td></td> </tr> </table> <p>Resolved approved</p>	(i)	Clerk's salary Jan / Feb / Mar	£447.87	(ii)	2commune (Domain renewal)	£60.00	(iii)	Zurich Insurance	£243.80	(iv)	Jonathan Dawson, Solicitor for legal advice about Village Hall lease and search fee (Local Government Act 1972 S111)	£156.00	(v)	Travel Claims (clerk) (note these are based on HMRC rates rather than NJC rates for Income Tax purposes)	£98.55	(vi)	Top up of Petty Cash <ul style="list-style-type: none"> • 14/3/15 – Printer paper - £2.08 + £0.42 VAT • 14/3/15 – Punch Pockets - £1.50 + £0.30 VAT • Stamps - £6.36 	£10.66	(vii)	Leicestershire Footpaths Association subscription renewal	£5.00	(see also item 23 of confidential minutes)			
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16.	38/ 15	<p>Planning</p> <p>16.1 14/01673/VAC - Removal of Condition 26 (Affordable Housing) of 14/01168/FUL to omit the provision of affordable housing - The Bulls Head Shangton Road Tur Langton - to note refused 15/00181/REM – Variation of condition 26 (affordable housing) of 14/01168/FUL to allow for a commuted sum in lieu of on-site affordable housing provision , The Bulls Head, Tur Langton (Consultation period past, pending consideration at HDC)</p> <p>16.2 15/00269/FUL – Erection of an extension to an existing public house, The Crown Inn, Tur Langton – No comment</p>																									
17.	39/ 15	<p>Repairs and Maintenance</p> <ul style="list-style-type: none"> • Checking of seats and notice board before each meeting Resolved that the notice board and seat next to it be checked before each meeting by the person who puts the agenda in notice board and the seat by the Village Hall be checked as entering the hall for meetings. Any problems to be reported at meeting (unless urgent in which case to be actioned as soon as noticed). • Annual cleaning and maintenance – plan to be set at next meeting 																									

18.	40/ 15	Consultations 18.1 Open Spaces Strategy (HDC) 18.2 Mobile Library Consultation Response agreed, Cllr Bladon to input	Cllr Bladon
19.	41/ 15	Community Engagement <ul style="list-style-type: none"> • Newsletter has been distributed - articles about NHP, Trees in Conservation Area, Election, Community Speed Watch and Budget <ul style="list-style-type: none"> ○ Next Newsletter to include information about Neighbourhood Watch ○ Community Speed Watch – only five people have volunteered. Cllr Bladon will contact the Speed watch team to see if they will put on training and run it for five people. If not it may have to be put on hold. • Website – to note pages on NHP, Election, Freedom of Information, All You Need To know, Financial Information • Parish Council Priorities for 2015/16 – deferred to next meeting • Election - Information about purdah circulated 	
20.	42/ 15	To confirm dates of next meetings and items for next agenda Next meetings: Tuesday 12/5/15 Annual Parish Meeting at 7 p.m. Tuesday 12/5/15 Parish Council Annual Meeting 7.30 p.m. To confirm arrangements for Annual Parish Meeting – clerk to contact Footpath Warden for report and to see if he wishes to stand again	
	43/ 15	Public Session of the meeting closed at 21.05 p.m.	
Confidential minutes for public domain			
21.	44/ 15	Resolved: To exclude the Press and Public at 21.05 p.m. under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business and the need to consider recommendations from sources other than members, committees or subcommittees. Extended by s.100 of the Local Government Act 1972 on the grounds that the item involves likely disclosure of exempt information as defined in Part 1 of Schedule 12A of LGA 1972: information relating to the financial business of a third party and staffing	
22.	45/ 15	Village Hall 22.1 Update and to agree next steps – Councillors were updated on the current position and a letter was agreed to be sent to Merton College 22.2 Registering the Village Hall as an Asset of Community Value – it was agreed to complete the application to nominate the Land with Village Hall incorporated as an Asset of Community Value 22.3 Harborough District Council request for information on community facilities – details of the Village Hall have been forwarded to HDC 22.4 To consider whether to ask for the Village Hall to be added to Harborough District Council's database of Emergency Centres – to be passed to Village Hall Committee	
23.	46/ 15	Staffing Follow on from clerk's appraisal <ul style="list-style-type: none"> • The clerks salary was reviewed and revised from 12/5/15 • The clerk was awarded a Home Working Allowance backdated to 12/5/14 and a payment was authorised 	
24.	47/ 15	The confidential session of the meeting closed at 9.25 p.m.	

Existing Policies and Documents

Policy / Document	Adopted	Review
Code of Conduct	3/11/14	12/5/15
Standing Orders	3/11/14	12/5/15
Financial Regulations	13/1/15	12/5/15
Policies and Procedures for Handling requests for information	3/11/14	12/5/15
Model Publication Scheme	3/11/14	12/5/15
Publication Guide (requires completion)	3/11/14	12/5/15
Grievance Policy	13/1/15	13/1/16
Disciplinary Policy	13/1/15	13/1/16
Media Relations Policy	13/1/15	12/5/15

Policies in Creation

Policy / Document	Anticipated Adoption
Travel and Expenses Policy	26/3/15

Documents for revision

Policy / Document	Anticipated revision
Asset Register	26/3/15
Risk Assessment	26/3/15
Publication Guide (requires completion and agreement on charges)	26/5/15

List of Documents / Policies to be created

Policy	Why?	Anticipated Date
Health and Safety Policy	In clerk contract Risk Assessment On model guide ICO	July 2015
Lone Working Policy	SLCC Rec Risk Assessment	July 2015 –
Home Working policy	Risk Assessment SLCC Rec	July 2015 –
Sickness and Absence Policy	In clerk contract	Sept 2015
Equal Opportunity Policy Equality and Diversity Policy	In clerk contract On model guide ICO	Sept 2015
Emergency Planning	SLCC Rec	
Complaints Procedure	SLCC Rec On model guide ICO	July 2015
Recruitment Policy	On model guide ICO	Sept 2015
Information Security Policy	On model guide ICO	12/5/15
Document Management or Record Keeping Policy / Records Management Policy (records, retention, destruction and archive) / Document Receipt, circulation, response, handling and filing	SLCC Rec On model guide (ICO) Gov and Acc	12/5/15
Data Protection Policy	On model guide (ICO)	12/5/15
Schedule of Charges	Part of Publication Guide	12/5/15
Responses to circulation requests	Gov and Acc Risk Assessment	Nov 2015
Recording and monitoring of members interests and gifts and hospitalities received	Gov and Acc Risk Assessment	Nov 2015

Grass Cutting Service Level Agreement with LCC

Agreement:

Clause 6 – Financial – 6.3 gives the option for one or two payments a year, it was not clear which option will apply.

- Clarification from LCC is that they require either one or two invoices, whichever we chose, therefore the choice for one invoice has been left in

Specification:

Urban Grass Cutting

Clause 1 – the plan attached was the original one. We included a couple of bits and revised the plan, in agreement with Andy Hunt (LCC)

- Suggested to LCC for clause 1 our plan should apply

Clause 2 –The specification from LCC requires that “grass cuttings are deposited on the area cut at the time of cutting and not onto the carriageway, footway, other paved areas or elements of the local highway drainage system”. Section 4 of our contract requires the contractor to remove grass cuttings; however we haven't asked to remove from the LCC contract the necessity to deposit on the verge as we don't want to make our agreement with LCC specific to one particular contractor

- Added to the SLA that this is delegated to the contractor and subject to spot checks by the Parish Council. Agreed by LCC

Clause 4 – Specifies five cuts per grass cutting season – we do more than this

Traffic Management

Clause 10 – Requires additional measures.

- Added that these measures are delegated to the contractor and subject to spot checks by the Parish Council

Clause 11 – requires the Parish Council to “provide, erect and maintain on completion all necessary signs, cones etc. as required by Chapter 8 of the Traffic Signs Manual”.

- Cllr. Bladon has discussed this with the contractor who has agreed that there will be a “Grass Cutting” sign at each end of the village. This has been advised to LCC.
- Added that these measures are delegated to the contractor and subject to spot checks by the Parish Council.

Clause 12 – requires every representative of the PC, including sub-contractors, to be provided with and wear high visibility clothing, all vehicles should be fitted with one flashing amber lamp and all vehicles to have signed boards reading “Highway Maintenance”.

- Cllr Bladon established with contractor that there will be a “Highway Maintenance” sign on vehicles used for transporting the grass cutting machinery and that operatives will be provided with and wear high visibility clothing. Advised to LCC
- Flashing lights – Cllr Bladon has clarified that all grass cutting machinery is hand held and so flashing lights not appropriate. Advised to LCC
- Have not sought to remove the requirement for flashing lights from LCC SLA, if we used another contractor in the future or if this one changes machinery it could be appropriate. Instead circumstances brought to the attention of LCC and added a sentence to this clause to say “In the case of hand operated machinery the requirement for a flashing unit would not apply”.
- Added that these measures are delegated to the contractor and subject to spot checks by the Parish Council

Confirmation from LCC that the amendments can be incorporated into the SLA received by email from Debbi Payne dated 16/3/15

Our Grass Cutting Specification:

Section 2 – Requirements

- 2.1 – requirement for the contractor to attend LCC training – added “where offered”

Section 5 – Safety Requirements

Section 5.3 added as shown below

5.3 Signs.

5.3.1. Highway maintenance signs are to be displayed on all vehicles transporting grass cutting machinery.

5.3.2. A Grass Cutting warning sign is to be displayed at each end of the village.

5.4 Clothing

5.4.1 All contractors, whilst engaged on the provision of the service, shall be provided with by their employer, and wear high visibility clothing.

Suggested next steps

1. At PC meeting March 2015

- Agree and sign amended SLA
- Approve changes to our specification
- Appoint a councillor to do spot checks, agree a form for recording them. Two a year?

2. Following meeting

- Return SLA to LCC
- Send updated specification (ours) and copy of SLA to contractor and tell them that this is what he should be working to and ask for copy of renewal insurance once received
- Instruct contractor he can start to work
- Record spot checks in minutes.
- Insurance – current insurance documents for TLPC and contractor have already been sent to LCC. Both run out in April and so renewal ones will need to be sent.