



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton
8th May 2018 at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr K Briggs (from 19.41), Cllr J Haynes, Cllr P Officer (from 20.02)
Cllr C Weston
2 members of the public

In attendance: Alison Gibson, Clerk

Action

1.	42/18 – Election of Chairman and signing of Declaration of Office It was proposed by Cllr Weston and seconded by Cllr Haynes that Cllr Bladon be chair for the fiscal year 2018/19. - Resolved that Cllr Bladon be chair for 2018/19 Cllr Bladon signed the Declaration of Acceptance of Office	
2.	43/18 – Apologies for Absence - County Councillor Kevin Feltham	
3.	44/18 – Declarations of disclosable pecuniary interests and granting of dispensations – Cllr P Officer arrived at 20.02 p.m. and declared an interest in item 15.3 plan 18/00745/PDN as the property he owns is in close proximity. Reason 33c – the dispensation is in the interests of persons living in the authority's area. This was granted, length this meeting only	
4.	45/18 – To approve the minutes of the previous meeting held on 13th March 2018 Resolved that the Minutes of the Parish Council Meeting held on 13/3/18 be approved and adopted as a true record.	
5.	46/18 – Questions from members of the public – none	
6.	47/18 – To appoint members to undertake: 6.1 Spot Checks during grass cutting – resolved Cllr Weston to continue 6.2 Checks of street furniture - resolved to continue with arrangement that whoever puts up agenda checks notice board and seat on Village Green and that the seat at the Village Hall be checked as entering for meetings. Defibrillator and phone kiosk are checked during routine checks 6.3 Parish Councillor to check account reconciliations - Resolved Cllr Weston	
7.	48/17 – To appoint representatives: 7.1 Village Hall Committee – deferred to next meeting 7.2 Footpath Warden – the current Footpath Warden has been contacted to see if he wishes to stand again however no response has been received. Deferred to next meeting to confirm appointment if a response is received, otherwise advertise in future newsletter to see if anyone else is interested. Noted that appointment of Dr Susan Hills as Trustee of Hanbury Charity runs to 27/2/2020	
8.	49/17 – To review and adopt 8.1 Standing Orders – it was resolved to waive Standing Order 5jix and review Standing Orders at meeting in July as NALC are due to issue an amendment to the Model Standing Orders 8.2 Financial Regulations – resolved to adopt amended version as circulated 8.3 Asset Register – updated to include Emergency Grab Bag at cost of £1 as it was donated. Insurance Value would be £600. Resolved to adopt amended version as circulated. 8.4 Aims and Objectives - a draft was circulated. Deferred to July meeting for councillors to give feedback before adopting for 2018/19	Cllrs
9.	50/18 – Clerk's Report including Year Plan and LRALC update • Year Plan – noted as circulated • LRALC ○ Newsletter no 2 – Spending on local church – what are PC's allowed to do / Section 137 expenditure limit for 2018-19 is £7.86 per elector • LCC	

	<ul style="list-style-type: none"> ○ Submission of Leicestershire Minerals and Waste Local Plan ● HDC <ul style="list-style-type: none"> ○ Spring Newsletter and Parish Council update – lists of contents circulated ○ 100 year anniversary of end of WW1 – HDC offer to contribute towards the costs of commemorative seats – noted ● National Rural Crime Survey – noted, details to go on website 	
10.	<p>51/18 – Reports from</p> <p>10.1 District Councillors – none</p> <p>10.2 County Councillor Kevin Feltham – LCC is continuing to clear blocked gullies and mend potholes when reported. If problems are identified please inform him.</p> <p>10.3 Police – none</p> <p>10.4 Footpath Warden - none</p>	
11.	<p>52/18 – Defibrillator</p> <p>11.1 To identify person to undertake checks and report to webnos – the current volunteer has indicated that he is no longer able to continue to undertake these checks. Councillors extended their thanks. To be included in the next newsletter to try to get new volunteers. In the meantime the Parish Council will undertake the checks</p> <p>11.2 Renewal of Annual Support agreement with Community Heartbeat Trust - the defibrillator was installed Feb 2017 and so renewal of Annual Support Agreement expected to run from Feb 2018 at £126.00. However in spite of clerk sending three emails and leaving a phone message invoice has not been received. Resolved to authorise payment of £126 pending receipt of invoice.</p>	Clerk / Cllrs
12.	<p>53/18 – Village Hall – to receive update from the Village Hall Committee on meeting 12/4/18</p> <p>Significant support from the village was shown at the meeting. The committee is concentrating on the roof as the first stage of the project and will be applying for an “Awards for All” grant. The Village Hall has been accepted for the Harborough Lottery.</p> <p>The Parish Council will explore the possibility of taking out a Works Loan to support the renovation of the Village Hall.</p>	
13.	<p>54/18 – Highways</p> <p>13.1 General Update – LCC details of Surface Dressing for the period 23/4/18 to 31/8/18 circulated and noted</p> <p>13.2 Snagging list – no update since last meeting</p> <p>13.3 Grass Cutting – cuts 13/3/18, 4/4/18 and 16/4/18</p> <p>13.4 Dog Fouling Signs – still to be installed, Cllr Weston will pursue</p> <p>13.5 Speeding – on B6047. Cllr Bladon is investigating signs that show actual speed. LCC cannot give financial support. They range from £12,000 for a mobile unit, charged by solar power. Item for next agenda to explore for consideration for next budget.</p>	Cllr Weston
14.	<p>55/18 – General Data Protection Regulations</p> <p>14.1 Update / Review of information - information has been put onto the Councillors’ Private area of the website. In particular to note Slides from LRALC Training / NALC toolkit / LRALC 12 steps guide. Other specific advice from LRALC was circulated and noted</p> <p>14.2 Data Audit and Actions – the clerk circulated a Data Audit based on the template supplied by LRALC. This takes into account the information and feedback from LRALC referred to in 14.1 above. The Data Audit is an ongoing document and will be updated as appropriate. Action – Clerk to check with Yourlocale and the Local Resilience Forum’s that their Data Protection Procedures are GDPR compliant.</p> <p>14.3 To approve Privacy Notices – (based on templates from NALC Toolkit). It was resolved to adopt the General Privacy Notice and the Privacy Notice for Staff, Councillors and Role Holders as circulated</p> <p>14.4 To approve Consent Form (based on template from NALC toolkit) – resolved to approve as circulated.</p> <p>14.5 To approve Subject Access Request Policy (based on template from NALC toolkit) – resolved to approve as circulated.</p> <p>14.6 To adopt Revised Data Protection Policy – (based on template from LRALC) – resolved to approve as circulated.</p> <p>14.7 To adopt Data Breach Policy – (based on template from LRALC) – resolved to approve as circulated.</p>	Clerk

14.8 Data Security and update on Fire Proof Box.

Cllrs reviewed the information from LRALC regarding keeping data securely. One requirement is that councillors and clerks use parish council assigned email addresses. **Resolved that the council will work towards this.** Data Security Policy, backing up of data and Councillor emails to be an item on the agenda for the July meeting

Fire Proof Box / Security of paper archive material – chair and clerk met and went through archive material and weeded in accordance with Document Retention Policy. The remaining documentation is either old ledgers, for which the External Auditor has recommended purchase of a Fire Proof Box or other documents which are to be scanned so a backup copy is held securely. At the meeting on 13/3/18 a maximum of £200 was authorised to purchase a fire proof box. The ledgers are not a standard size and so it has proved difficult to find a suitable box. One was sourced however it was lost in transit and so the clerk is still trying to find one within the price range. The other alternative to explore is storing the ledgers at the Records Office.

clerk

15. 56/18 – Planning and Enforcement**Planning**

15.1 Update on decisions from HDC 18/00274/TCA – works to trees, fell, 11, The Cottage, Main Street, TL – to note permitted

15.2 Update on planning applications pending consideration at HDC

- **17/01644/FUL** – Extension of access track to form car park, The Manor, TL – still pending consideration
- **17/01478/FUL** – Shipping containers, The Manor – still pending consideration

15.3 To agree response to 18/00746/PDN – prior approval for the change of use of an agricultural building to a larger dwelling house and for associated operational development (Class Qa and Qb), Land North of Trafford House, The Orchard and the Cottage, Kibworth Road, TL. – resolved to respond as follows:

Tur Langton Parish Council's comments in response to application 17/01298/PDN still stand. The building was clearly used for business purposes as stated in the documents, however the Parish Council cannot confirm whether the building was used for agricultural purposes on 20/3/2013 and calls on the District Council to consider whether the criteria of agricultural use has been fulfilled under Class Q.

The Parish Council reiterates that this land is not put forward for consideration as a potential development site in our Neighbourhood Plan.

15.4 Enforcement – unauthorised signage in the village remains a problem. Photos to be taken. Agenda item for meeting in July

16. 57/18 – Review of Clerk's Salary in line with new pay scales from 1/4/18.

New hourly rate for SCP 17 from 1/4/18 is £9.705 an hour. For four hours a week this equates to £168.22 a month. **Resolved to approve a pay increase for the clerk in line with this**

17. 58/18 – Finance**17.1 Clerk / RFO Report**

- New Practitioners' Guide Published – link circulated
- Letter received about arrangements for claiming VAT
- The following payments have been received since the last meeting:
 - First instalment of precept for 2018/19 - £2,646.00
 - VAT refund - £1,485.66

17.2 2017/18 Accounts

17.2.1 To receive and approve final accounts / reconciliation to 31/3/18 – Resolved to approve as circulated

17.2.2 Arrangements for audit – an additional meeting was agreed for 5/6/18 to approve the appropriate documents once the papers have been received back from the Internal Auditor to meet the External Auditor deadline of 11/6/16.

17.3 To approve for payment

(i) Clerk's Salary and Homeworking Allowance April 2018 – Salary £168.22, Home working

	<p>allowance £8.67 – total £176.89 – resolved approved</p> <p>(ii) NALC and LRALC Subscription renewal - £118.69 - resolved approved</p> <p>(iii) RCC Subscription Renewal from 30/5/18 - £60.00 including VAT – resolved approved</p> <p>(iv) Leicestershire Gardens for cut 13/3/18 - £60.00 (no VAT) - resolved approved</p> <p>(v) Leicestershire Gardens for cuts in April - £120.00 (no VAT)</p> <p>Total to Leicestershire Gardens = £180.00</p> <p>(vi) Information Commissioner Registration (pending receipt of invoice). Registration is £40.00 or £35.00 if paid by Direct Debit. It was resolved to pay this by Direct Debit</p>	
18.	58/18 – Passenger Transport Consultation - report circulated and noted. Service 44 is at risk.	
19.	59/18 – Repairs and Maintenance – no problems to report	
20.	<p>60/18 – Community Engagement</p> <p>20.1 Superfast Broadband – Cllr Officer had received an email from HDC to advise that work has been done and speeds should be improved</p> <p>20.2 Newsletter – the next copy is due for the end of June. Copy to Cllr Briggs by 20/6/18</p>	
21.	<p>6118 – To confirm dates of next meetings</p> <p>5/6/18 at 7.30 p.m. – Finance Meeting</p> <p>10/7/18 – Full Parish Council Meeting 7.30 p.m.</p> <p>11/9/18 at 7.30 p.m. – full Parish Council meeting</p>	
	Meeting ended 20.55 p.m.	