

**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
5th July 2016 starting at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr. K Briggs, Cllr P Officer, Cllr C Weston
Two members of the public

In attendance: Alison Gibson, Clerk

Action

1.	75/16 - Apologies for absence – Cllr J Haynes, work commitments- Resolved to accept District Cllr. C Holyoak, District Cllr. P King, County Councillor K Feltham, PC Steve Winn	
2.	76/16 - Declarations of pecuniary interest and granting of dispensations - none	
3.	77/16 - To approve the minutes of the previous meeting held on 10th May 2016 Resolved that the Minutes of the Parish Council Meeting held on 10/5/16 be approved and adopted as a true record.	
4.	78/16 - Questions from members of the public <ul style="list-style-type: none"> Resident reported Horse Chestnut tree opposite The Old Barn (Main Street) top of Buckey Lane adjacent to Greystones Paddock felt to be in need of attention. Resident advised to contact Merton College who are believed to own the tree. Any work would require Planning Permission. Nettles underneath the seat outside the Village Hall – see item 20 	
5.	79/16 – Clerk’s Report including Year Plan and LRALC update 5.1 Year Plan – noted as circulated 5.2 Clerk’s Report <ul style="list-style-type: none"> Counter Terrorism / Security online training – noted clerk has completed this training Flood Warden – information from HDC – noted, consider for next newsletter SLCC Clerk Magazine - circulated 5.3 LRALC Update May Funding Forum e-bulletin / Superfast Leicestershire Stakeholder Forum, 19/7/16 at LCC <ul style="list-style-type: none"> Newsletter number 3 Duties and Responsibilities of a chairman – tips on handling meetings Local Associations Information Services(LAIS) Briefings List NALC Chair and Chief Executive Report April 2016 Shire Community Grants Programme 	
6.	80/16 – Reports from: 6.1 District Councillors Cllr Philip King had sent the following report: <ul style="list-style-type: none"> Shares Cllr Feltham’s concerns regarding the Kibworth SDA option The number of subscribers to the Green waste collection service is now approx. 18,000 Green Spaces Consultation is live at present. There will also be a county wide, consultation over the next few weeks about the Local scheme of Council Tax support, applicable to those of low income and working age households only. It is expected that a preferred option for the HDC local plan will be in the public domain in a couple of months’ time. There is to be a consultation about the Leicestershire and Leicester Strategic Growth Statement to be made live in mid-late July. 6.2 County Councillor Kevin Feltham had sent the following report: HDC SDA option for 1600 houses plus bypass on the north east side of the A6 i.e. Between A6 and halfway to Tur Langton. Kibworth Harcourt may need support of Tur Langton to comment should this become the chosen SDA instead of Lutterworth or Scraftoft. (Village meeting?) 6.3 Police – PC Steve Winn had set the following report: There are no crime figures for Tur Langton for the last three months, details for the other Langtons: <ul style="list-style-type: none"> Theft of kerosene oil, Thorpe Langton – 15/02/16 – 31/03/16 Criminal damage – horses being placed in field causing damage to gate of field, East Langton – 17/05/16 & 22/05/16 Burglary – Church Langton – 16/05/16-26/05/16 Criminal Damage – damage to gate posts –Melton Road, West Langton – 30/05/16 	

	<ul style="list-style-type: none"> • Theft of calf, East Langton 21/06/16 – 22/06/16 	
7.	<p>81/16 - To Review and Adopt:</p> <p>7.1 Health and Safety Policy – resolved no changes</p> <p>7.2 Lone Working Policy – resolved no changes</p> <p>7.3 Home Working Policy – resolved no changes</p> <p>7.4 Asset Register – updated to write off 9th (old) edition of Arnold Baker reference book and add (new) 10th Edition – resolve to adopt changes as circulated</p> <p>7.5 Policies and Procedures for handling requests for information – resolved no changes</p>	
8.	<p>82/16 – Defibrillator</p> <ul style="list-style-type: none"> • Details of a fundraising event on 16/7/2016 at the Crown Public House noted. • The Parish Council will be collecting the money raised. Donations can be made at any point 	
9.	<p>83/16 – Community Engagement</p> <p>9.1 New Website Progress Report</p> <p>The Development Brief has been sent on 16/6/16 to the provider agreed at the last meeting, pc.net, however despite reminders no response to date. The existing site will be switched off 31/8/16. Cllr Officer has explored an alternative using - http://www.wix.com/ a free website provider and a test site has been set up. The website is free, but they restrict you to using their web address. Would need to pay to connect to our own domain name, about £25 a year. Would also need to buy the domain name (£7 / year for www.turlangton-pc.org.uk) and then put the website on it. Total of £32 per year.</p> <p>Resolved to set this site up as a stop gap solution to ensure transparency requirements are met once existing site ceases whilst continuing to pursue pc.net. If by the September meeting pc.net is not satisfactory, if the wixsite is successful decision to use pc.net can be reviewed and possibly reversed in accordance with Standing Order 7(a).</p> <p>9.2 Email Account</p> <p>The problem outlined above also means that there is a delay in organising a new email address. It is possible to retain the current email address with 2Commune at a cost of £25 + VAT to 18/5/17 when the current domain turlangtonparishcouncil.org.uk expires.</p> <p>Resolved to retain existing email address with 2Commune to 18/5/17 at a cost of £25 + VAT</p> <p>9.3 Parish Council Logo – thank you to Mr Mike Phillipson, a resident, the two competition entries have been made into logos. Both entrants have been given a prize.</p> <p>Resolved to adopt “Church” design (see top of page) as the Parish Council logo and the “Archway” design (see bottom of page) for use on the Newsletter)</p> <p>9.4 Newsletter – copy for the next newsletter is almost complete.</p> <p>Resolved to extend to four sides for this newsletter only</p>	
10.	<p>84/16 – Neighbourhood Planning</p> <p>10.1 Steering Group update – last meeting 23/6/16, looked at sample policies which need supportive narrative / local knowledge to enable Gary Kirk to expand. Obligation for houses is nil, however the plan will be more robust if it includes provision for some sites. Article in newsletter to ask landowners to put sites forward. Policy on businesses is being worked on. Design can be addressed by including eight or nine broad categories, other plans have done a Village Design Statement. Mike Stead will look at the questionnaire summary to suggest edits to ensure anonymity.</p> <p>10.2 Environment Group Update – last full meeting 19/4/16, next meeting 11/7/16. Members have been surveying area to identify and score green spaces, a bird survey is underway and interesting wildlife being identified. This work is being tied in with HDC Green Spaces Consultation (item 11). Hope to have a draft Environment Chapter by September.</p> <p>10.3 Next Steps – revised timetable:</p> <ul style="list-style-type: none"> • The policy writing to be finalised - by mid-September • Further consultation - by end September • Pre-Submission draft circulated - mid October • Consultation and basic conditions statement prepared and Plan submitted - mid December <p>10.4 Neighbourhood Plan Finance - Awards for All grant – £9,700 - deadline for spending July 2016. Extension of six months requested in line with revised time table, feedback awaited.</p>	

11.	85/16 – Green Spaces Consultation (Harborough District Council) Open Spaces, Sport and Recreation Sites – The Local Green Spaces have been reviewed in consultation with the NP Environment Group and it is recommended that eight sites be removed and three possible new sites were agreed to include in the feedback sent.													
12.	86/16 - Village Hall Lease – update on negotiations with Merton College and agree next steps Since the last meeting Cllr Briggs has had a phone conversation with John Gloag at Merton College. His legal team had not got back to him regarding the revised lease sent to them by TLPC solicitor and he will chase them. Cllr Briggs will try to arrange a meeting of councillors with Mr Gloag and ask him to bring version of the lease he is prepared to sign. Cllr Bladon will arrange for an updated quotation against the Schedule of Works previously prepared by Cllr Officer.	Cllr Briggs Cllr Bladon												
13.	87/16 – Highways Parish Clerks’ Highways Newsletter July 2016 – noted as circulated <ul style="list-style-type: none">• Surface Dressing Schedule 2016• Comprehensive Maintenance Review – survey to be released shortly asking for views of Parish Councils, to be followed by new strategy April 2017• Tree Warden Initiative• Street Cleansing Schedule, weeks for Mechanical Road Sweeper and Litter Picking in the Langtons – w/c 15/8/16, w/c 7/11/16 and w/c 30/1/17 13.1 Grass Cutting, to note updates – noted that the grass is looking good and the contractor is doing a super job in difficult weather conditions 13.2 Speed Monitoring / Wheelie Bin Stickers – information from Debbie Collier, Safety Camera Team Leader, confirms that it is not possible to use the 30mph bin stickers on the B6047 in TL because mobile speed enforcement is conducted in the area and they are classed as repeater signs leaving them open to challenges. Other “Kill Your Speed” stickers are permissible and they have supplied, free of charge, a stock to the council for distribution. The B6047 is not to become a Core Route but will remain as a Community Concern Site with increased mobile speed enforcement between March and October to reflect that it is a known motorcycle route. They have two parking locations in Tur Langton that they use for mobile speed enforcement:: <ul style="list-style-type: none">• Hard standing gateway on the RHS just inside the 30mph, when travelling towards the A6.• Grass verge on RHS opposite Wadlands Cottage, when travelling towards the A6. It was agreed to organise another Speed Watch exercise, Cllr Bladon to book for September	Cllr Bladon												
14.	88/16 – Emergency Planning – defer to next meeting	Cllr Officer												
15.	89/16 - Revised salary scales for adoption New salary scales apply from 1/4/16 for clerks employed under the terms of the model contract. Clerk is paid on Salary Point 16 between 1/4/16 – 11/5/16 and Point 17 from 12/5/17 onwards. Point 16 increases from £8.82 an hour to £8.92 an hour Point 17 increases from £9.029 an hour to £9.12 an hour (£9.24 an hour from 1/4/17) Resolved to adopt these salary scales													
16.	90/16 – Transparency Fund Application Application based on the site with pc.net: <table><tr><td>Website set up costs</td><td>£150</td></tr><tr><td>Website monthly costs from live date of 1/8/16 at £8.33 a month</td><td>£66.64</td></tr><tr><td>Two hours training @ £9.12 an hour (staffing)</td><td>£18.24</td></tr><tr><td>10 hours setting up costs @ £9.12 an hour (staffing)</td><td>£91.20</td></tr><tr><td>1.5 hour a month staffing costs @ £9.12 an hour from 1/4/16</td><td>£164.16</td></tr><tr><td>Total</td><td>£490.24</td></tr></table> Resolved to submit claim based on these figures	Website set up costs	£150	Website monthly costs from live date of 1/8/16 at £8.33 a month	£66.64	Two hours training @ £9.12 an hour (staffing)	£18.24	10 hours setting up costs @ £9.12 an hour (staffing)	£91.20	1.5 hour a month staffing costs @ £9.12 an hour from 1/4/16	£164.16	Total	£490.24	
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17.	91/16 – Adoption of new Governance and Accountability for Local Councils Resolved to adopt as circulated													
18.	92/16 – Finance 18.1 – Review of Bank Mandates													

	<p>Market Harborough Building Society - current signatories - Cllrs Bladon, Haynes, Weston – any two to sign – Resolved no changes</p> <p>HSBC – currently Cllrs Bladon, Haynes, Officer, any two to sign. Resolved to add Cllrs Briggs and Weston</p> <p>18.2 2015/16 accounts update – papers sent to External Auditor by deadline and acknowledgement received. Papers displayed on website in accordance with Transparency Requirements. Inspection period Friday 3/6/16 to Thursday 14/7/16</p> <p>18.3 2016/17 Accounts – to receive and approve updated accounts / reconciliation including payments from petty cash</p> <ul style="list-style-type: none">Internal Auditor, Mr John Lowe, has indicated he is happy to act in this capacity again for 2016/17 accountsVAT refund £769.59 received (from 2015/16 year)Note 10th Edition Charles Arnold Baker text book received, payment authorised at last meeting. £73.60 paid to Lexis Nexis EXP 10/16Note EXP4/16 – LRLAC renewal £110.41 – original cheque 100022 mislaid. Stop put on at bank incurring charge of £10. Replacement cheque 100027 issued <p>Petty Cash approval and top up</p> <table><tr><th>Date</th><th>Ref</th><th>Description</th><th>Amount</th></tr><tr><td>25/4/16</td><td>P1/16</td><td>Cash put into meter for heating for meeting</td><td>£4.00</td></tr><tr><td>10/5/16</td><td>P3/16</td><td>Cash put into meter for heating for meeting</td><td>£4.00</td></tr><tr><td></td><td></td><td>Total top up</td><td>£8.00</td></tr></table> <p>Resolved to approve Petty Cash Top up</p> <p>Resolved to approve bank reconciliation as circulated</p> <p>18.4 To approve for payment:</p> <ul style="list-style-type: none">(i) Clerks' Salary and Home Working Allowance Arrears April 2016 (£1.73), May 2016 (£1.63). Total arrears due £3.36 Salary + HWA - June (£166.75 + £3.36 arrears = £170.11) and July 2016 (£166.75)(ii) SLCC membership renewal - £65(iii) Four Counties Ground Care for Grass Cutting May 2016 - £100 + £20 VAT = £120(iv) Tur Langton Village Hall hire - £20(v) Yourlocale (NP Work) - £2,700 + £540 VAT = £3240.00 <p>Resolved to approve these payments</p>	Date	Ref	Description	Amount	25/4/16	P1/16	Cash put into meter for heating for meeting	£4.00	10/5/16	P3/16	Cash put into meter for heating for meeting	£4.00			Total top up	£8.00	
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19.	<p>93/16 – Planning and Enforcement</p> <p>Planning:</p> <ul style="list-style-type: none">Strategic Housing Land Availability Assessment (SHLAA) 2015 Update16/00744/FUL - Erection of a single storey rear extension - Bramble Cottage Shangton Road TL –permitted16/00500/FUL - Erection of two oak framed buildings to provide holiday accommodation (C3) and change of use from agricultural land to leisure use - The Manor Main Street, TL – permitted <p>Enforcement</p> <ul style="list-style-type: none">HDC Enforcement list 23/05/16 The Manor, Main Street, Tur Langton, Leicestershire. LE8 0PJ - New units, parking areas and general intensification issues – still under investigation (HDC)Bull's head site – possible encroachment onto paddock land, confirmation from HDC that despite there being a paddock this is still residential curtilage.																	
20.	<p>94/16 – Repairs and Maintenance</p> <p>No problems to report apart from nettles underneath the seat outside the Village Hall, removal to be arranged</p>																	
21.	<p>95/16 – To confirm date of next meetings and items for next agenda</p> <p>Tuesday 6th September 2016 at 7.30 p.m. Tuesday 8th November 2016 at 7.30 p.m.</p> <p>Next agenda – Shrubs on verge outside Village Hall. These were planted by villagers many years ago but are now noted to be obstructing visibility. Removal, reseeding and returning to verge to be</p>	<p>Clerk Cllrs</p>																

	explored. This is Highways land – permission to be sought. Three quotations to be obtained for meeting 6/9/16.	
	Meeting ended at – 21.45 p.m.	

DRAFT