

Tur Langton Parish Council Extended Agenda 26/2/19

Present

1 Election of chair to open meeting

2 Apologies for absence

Cllr J Haynes- -away

County Councillor Kevin Feltham

District Councillors C Holyoak

3 Declarations of disclosable pecuniary interests and granting of dispensations

4 To approve the minutes of the last meeting held on 8th January 2019

5 Questions from members of the public

6 Clerk's Report including Year Plan and LRALC update

- **Year Plan** – circulated on Cllr area

LCC

- Clerk's notes from Quarterly meeting 6/2/19 circulated

- Monthly funding bulletin Jan 2019 - <https://www.leicestershireandrutlandalc.gov.uk/uploads/lcc-monthly-funding-bulletin---january-2019.pdf>
- Monthly funding bulletin Feb 2019 - <https://www.leicestershireandrutlandalc.gov.uk/uploads/february-2019---monthly-funding-bulletin.pdf>
- LCC Annual Parish Conference for Parish Councils will be on 8/7/19 in the evening

HDC

- HDC Spring Newsletter - <https://s6.newzapp.co.uk/t/gtp/OSwxMzU5NjMzOTUwLDM=/>
- Local Plan 2011 – 2031 Modifications Consultation - ran to 26/2/19 12 noon – details circulated
- HDC budget consultation ran to 10/2/19 – details circulated

LRALC

- See update in report from LCC meeting 6/2/19 including:
 - Recruitment Manual
 - Annual subs
 - Committee for Standards in public life report on standards for local councils
 - HDC grant for LRALC webinars for councils in HDC area
- Round Robin 1/2/19 – article about clerk stealing £36,000 from two local councils:

Clerk steals £36,000 from Leicestershire Parish Councils

<https://www.leicesterm Mercury.co.uk/news/local-news/dishonest-clerk-pocketed-36000-parish-2475143>

Both of these councils are relatively small yet the clerk was able to commit fraud and theft over a small number of years involving an amount equal to the combined annual 2015/16 precept of both councils.

An unfortunate element of this case is that LRALC had identified and provided formal advice to one of the councils involved on weaknesses in their internal controls and financial procedures through the (now ex) Chairman of the council. We subsequently discovered that this advice had not been acted upon or even passed on to the council (for whom the advice was intended). The remaining councillors reacted with horror when they saw the advice that may have enabled them to identify or at least reduce the risk of theft/fraud a year earlier than they eventually did.

We know that small councils especially sometimes see the “proper practices” and NALC model Financial Regulations (and dare I say it, even LRALC’s own advice) as being excessive and unnecessarily bureaucratic,

but the rules and practices are as they are precisely to minimise the risk of theft/fraud that exists for ANY council regardless of size. Mr Nobles' guilty plea at least saves me having to attend court as a witness for the prosecution.

- Round Robin 15/2/19 – Protocol in the event of the death of a senior member of the Royal Family
- LRLAC AGM will be on 15/6/19
- LRLAC Training Courses March and April 2019
 - **Chairman's Training, 4th March 2019, 1pm to 4pm**
 - <https://www.leicestershireandrutlandalc.gov.uk/chairmans-training.html>
 - **Planning Nuts and Bolts, 7th March 2019, 1pm to 4pm**
 - Responding to planning applications is an integral part of parish council business and it is increasingly important that both clerks and councillors are up-to-speed on the basic principles of planning. This course, delivered by Lance Wiggins of *Landmark Planning Ltd.* provides a great opportunity to access the knowledge and skills you need to deal effectively with the issues around applications, appeals and enforcement. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/planning-nuts-and-bolts-training.html>
 - **Appraisals Training, 14th March 2019, 10am to 1pm**
 - This training is for both clerks and councillors. Delivered by Chris Moses, Managing Director of *Personnel Advice & Solutions Ltd*, this session includes guidance on the purpose of appraisals, overcoming staff concerns, the appraisal form and preparing for an appraisal. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/appraisals-training.html>
 - **NEW COURSE: An Introduction to Social Media, 18th March 2019, 10am to 1pm**
 - This session is very much an introduction to the wider question of what Social Media is and how to use it in a manageable way with respect to the size of your council. The course, delivered by Gordon Fong, Managing Director of *e-mango*, will provide some practical tips on using social media and will be of most interest to clerks and councillors who are keen to engage with social media, but who lack the knowledge and confidence to do so. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/an-introduction-to-social-media.html>
 - **Councillor Training, 20th March 2019, 6pm to 9pm**
 - <https://www.leicestershireandrutlandalc.gov.uk/councillor-training.html>
 - **NEW COURSE: Book-keeping and Year - End Accounts, 21st March 2019, 2pm to 5pm**
 - This is a newly-commissioned course scheduled at this time of year to support those responsible for preparing the council's annual

accounts. The course is delivered by Steve Parkinson of *The Parkinson Partnership*. Steve, who is a former town clerk, will provide delegates with the knowledge and confidence to prepare and report the council's accounts accurately and effectively. Full details of this new course can be found here:

<https://www.leicestershireandrutlandalc.gov.uk/bookeeping-and-year-end-accounts.html>

- **NEW COURSE: Training for Grounds Staff to Work on the Highway, 25th March 2019, 9am to 3.30pm**
- This course is provided by *TQExel Ltd.* and is suitable for parish or town council grounds staff who are working towards becoming a Registered Moving Works Operative (MWO) as described in the Sector Scheme Document 12D. Please note that we have only **TWO** places remaining on this course. Full details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/sector-scheme-12d-moving-works-o.html>
- **Cemetery Management and Operation, 4th April 2019 10am - 1pm**
- The course focuses on the management and operation of cemeteries in compliance with the Local Authorities Cemeteries Order 1977 and associated legislation. Common problems are discussed along with ways to avoid these problems by using the law. Full details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/cemetery-management.html>.
- **Please note that due to the cancellation policy of the external training provider this course will only run if sufficient bookings are received by Wednesday 13th February.**
- **The Transfer Granting and Exercising of Burial Rights, 4th April 2019, 1.30 to 4.30pm**
- In an age of litigation it is vital that burial authorities protect their position by allowing only those legally entitled rights to take over grave ownership. This course identifies the legal documents that are required to effect a transfer of ownership to the person entitled to the rights and what to do should no legal documents be available.
- Full course details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/granting-exercising-and-transfer.html>.
- **Please note that due to the cancellation policy of the external training provider this course will only run if sufficient booking are received by Wednesday 13th February.**

SLCC

- Clerk magazine March 2019, including:
 - P6 – Local Councils paving the way for green action
 - P12 – Employment advice – grievances
 - P13 – Parish People
 - P15 – Planning review calls for sweeping reforms in Planning System
 - P17 – Finance – Internal Audit / Homeworking allowance

- P21 – what is holding the sector back and what can be done to invigorate it?
- P23 – Unitary Authorities / Budget and increasing reserves to improve services / sharing costs of services with other parish councils
- P26 and 24 – Why councils need an independent think tank
- P35 – Elections, timetable and advice on purdah
- P37 – Encouraging candidacy and qualities for candidates
- P39 – Make a change, be a local councillor
- P40 – letter to residents (election)
- P41 – Insurance implications of elections
- P41 – VAT, asking for advice, what information to include in query
- P43 – Preparing for elections
- P44 – Induction for new councillors
- P45 – Informing new councillors
- P41 – Market Bosworth Neighbourhood Forum
- P48 – Protecting wildlife and butterflies
- P51 – In my opinion, clerk remuneration and responsibilities
- P58 – New report – Local Government Standards System needs more robust safeguards

Strategic Growth Plan

- Has been published and can be found here - <http://www.llstrategicgrowthplan.org.uk>

7 Reports from

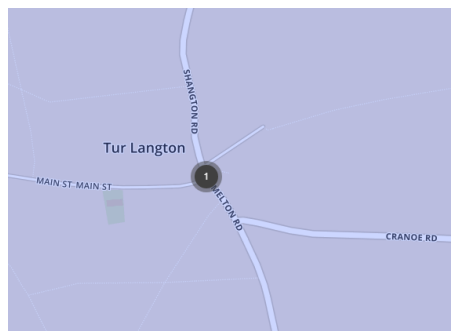
7.1 District Councillors

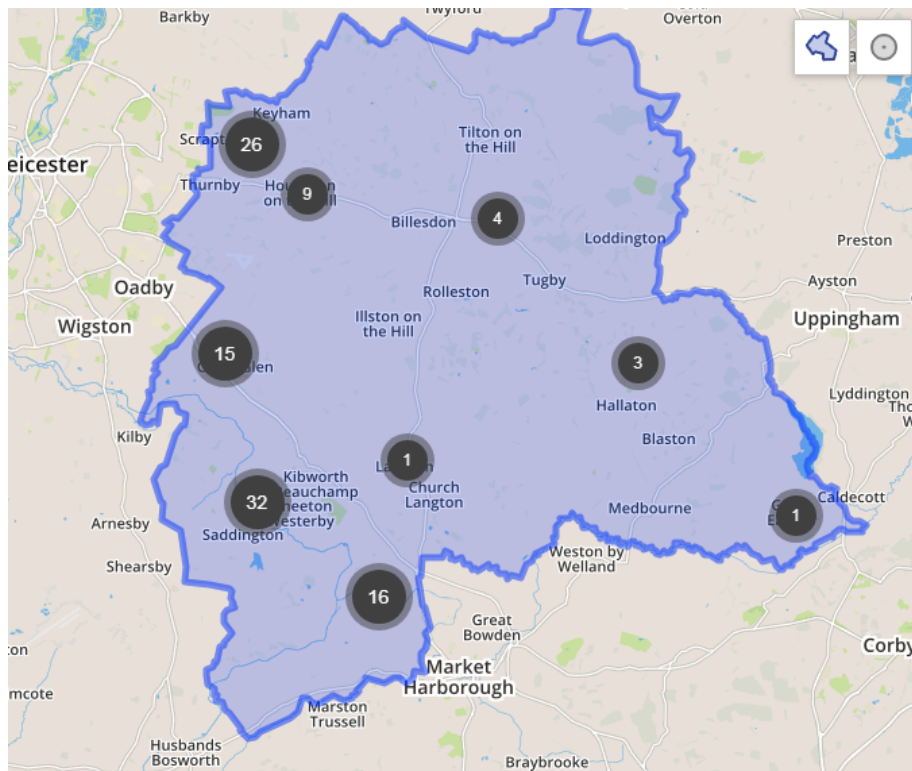
7.2 County Councillor – See under Unitary Authority, item 15

7.3 Police update

- **Website to look at local crime figures - www.police.co.uk**

Shows one crime reported during December 2018 – vehicle crime, under investigation





- **HDC Community safety Partnership Parish Newsletter issue 4**
 - Police contact information - reporting crimes online at www.leics.police.uk
 - Top tips to take a stand against internet crime
 - Local Crime update
 - Community Speedwatch
 - County Terrorism
 - Prevent
 - Community Speedwatch – Parish Speed Reduction Initiatives
 - County Lines – supply of illegal drugs
 - Fearless website where young people can access information about crime and a safe place for young people to give information about crime
- **Leicestershire Police Harborough Newsletter Issue 1**
 - Theft from vans tackled with tool marking events – can contact SDS Trade Equipment to arrange a time
 - Travelling criminals targeted in operation
 - Cyber Crime Awareness

8 To Review and Adopt

- 8.1 Grievance Policy** - waiting for advice from LRALC
- 8.2 Disciplinary Policy** – waiting for advice from LRALC
- 8.3 Expenses Policy**
- 8.4 Communications Policy**
- 8.5 Risk Assessment**
- 8.6 Asset Register**

9 Information Security and Data Retention

- 9.1 To approve Data Management and Information Security Policy**
- 9.2 Google Documents** – Cllr Officer
- 9.3 Scanning of archive documents** – to approve payment to clerk for four hours work

10 Defibrillator - next check due 18/3/19

- 10.1 Replacement pads** – have been ordered and received.
- 10.2 To authorise Annual support Agreement Year 3 - £126**

11 Insurance

- 11.1 To Review Fidelity Guarantee** - £25,000, excess £100 each and every loss

11.2 Review of cover and authorisation of renewal with Zurich Insurance - £257.60

12 Village Hall

12.1 Update from Village Hall Committee

Grass verge outside Village Hall has been cut – from Tom Cooper:

“We have done the exact hours quoted for so the invoice is the same at the moment as the quotation. We took 4 large vans full of debris. Somebody had fly tipped a tonne sack of leaves with around 50 full poo bags in, which was not there when I quoted. I did not know whether you required the stumps lowering and there is a couple of inches of soil over the front steps but we would have to charge an hourly rate on top. We had so many nice compliments from the villagers passing by, I think they were happy it was being done”.

Invoice received, see 18.3 below

12.2 Applying for a loan – progress report

The following information has been added to the webpage from:

Mr Shafi KHAN, Local Government Finance Strategy, Revenue & Capital Division
Local Government Funding Policy Team
Ministry of Housing, Communities & Local Government

- Borrowing approval application hints and tips
- Evidence requirement hints and tips
- Template example cash flow forecast table
- Template general project consultation and precept increase survey questionnaire
- Questions and answers

12.3 **Harborough District Council Built Facilities Strategy – Consultation with parish councils**

Harborough District Council does not currently have a Built Facilities Strategy. This work will help inform the proposals for the future of the existing Harborough Leisure Centre and Lutterworth Sports Centre. There is also a need to understand the role of local leisure facilities, particularly village and community centres and to identify how best to meet the needs of the planned Strategic Development Areas and other new development.

The Built Facilities Strategy should therefore help the Council and its partners to:

- Understand provision needs now and in the future.
- Determine planning applications.
- Ensure that the management and maintenance of built sports facilities is appropriate and sustainable.
- Prioritise local authority capital and revenue investment, including S106 and any future Community Infrastructure Levy (CIL).
- Prioritise and support bids for external funding to assist in the delivery of sporting infrastructure.
- Identify the role of the education sector in supporting the delivery of community sporting facilities.
- Contribute to the aims and objectives of improving health and well-being and increasing participation in sport.

Achieving this will help to guarantee the effective delivery of sport and leisure services across the district and ensure that a network of built sports facilities is in place to cater for the current and future population.

The preparation of the strategy will follow the methodology advocated by Sport England in its 'Assessing Needs and Opportunities Guidance' (2014), which will involve the following stages:

- Compiling the information on supply and demand for open space and sports facilities.
- Auditing and evaluating existing provision and the extent to which it meets current and future needs.
- Assessing the current and future supply and demand balance, scenario testing and analysis.

Core facilities to be considered in the strategy are:

- Sports halls
- Swimming pools
- Health and fitness
- Athletics
- Squash
- Dedicated gymnastics centres
- Indoor bowls
- Indoor tennis

- Netball
- Table tennis

There are secondary facilities, usually privately provided or outside the control of the District Council, that will be considered as part of the strategy, these being:

- Archery
- Major cycling and long- distance walking routes
- Air sports and other countryside sports e.g. significant equestrian facilities, sailing clubs

All these facility types will be considered in detail in the report. The future need for these facility types will be identified and, if appropriate, standards of provision will be proposed. A site-by-site table will summarise the investment needs and priorities.

The final strategy is expected for adoption in August 2019.

13 Highways

13.1 – General update

- See Highways update in notes to LCC quarterly clerk's meeting 6/2/19 (item 6 above)
- Notice of imposed 50 mph speed limit on part of Langton Road, Kibworth and Kibworth Road, Tur Langton. Public consultation period 3/1/19 – 21/2/19. Notice on Notice Board
- Temporary road closure, Main Street and Melton Road Shangton and Shangton Road and Melton Road Tur Langton from 27/2/19 for carriageway patching work

13.2 Snagging list

- Missing chevron on B6047 proceeding from Church Langton towards Tur Langton – at the Highways Surgery which followed the LCC Clerk's meeting on 6/2/19 clerk spoke with someone from Highways who advised that a visit had taken place that day and the chevrons all seem to be in place and there is no trace of another one (i.e. the one we are saying is missing) having been

in place. It was agreed that a Highways Inspector will visit the site with Cllr Weston to identify the site and Adrian Astle from LCC Highways has given his availability this week, Cllr Weston to phone to make arrangements

- “BEND” sign which appears to be loose on its post as it blows round when there are high winds – clerk also brought this up on 6/2/19 and it was noted that the sign had been clipped previously, presumably after we reported it before, but had loosened again. Subsequent to clerk having brought this to their attention an email had been received from LCC as copied and pasted below. Cllr Weston to bring this up with Highways Inspector at site meeting

“Enquiry number 739189

Thank you for your recent enquiry regarding the non - illuminated sign at MELTON ROAD, Tur Langton.

We have been out to site and assessed the sign which does not currently meet our intervention level, however we will continue to monitor this during routine highway inspections”.

13.3 Dog Fouling

Signs – Cllr Weston

14 Grass Cutting

14.1 Update

- Leicestershire Gardens Public Liability Insurance for £10 million received and forwarded to LCC
- Hard copy of revised quotation for 2019 season received showing £70 a cut received as agreed at meeting 8/1/19
- Letter from Leicestershire Gardens outlining other services they provide

14.2 To approve revised Grass Cutting Specification – Revised specification and Code of Practice "Safety at Street works and Road Works 2013" on councillors' area of website

15 Leicestershire County Council's proposals for a Unitary Authority

- See latest updates below
- See notes to LCC clerk meeting 6/2/19
- Ask for Simon Lawrence (LCC) to come and talk to us at April meeting?

Cllr Kevin Feltham 22/2/19

Regarding the Unitary Authority work by LCC – I met with the leader this morning who confirmed that a report from the scrutiny work, that I took part in, is being put together for the cabinet to consider in late May. It is likely that the Cabinet will then

commission a business case, which will go back to the Cabinet in the autumn and through the scrutiny process before a possible free vote for the full council in 2020 about whether to approve the business case for a Unitary Authority or not. Following that decision, it is unlikely to go any further without a change in policy about devolution and unitary authorities by the Government. In the meantime, the LCC leader is continuing meetings with District leaders, who may change after the 2 May district elections, and the 7 county MPs. At this stage any input from the parishes is probably best reserved until the business case is made public.

Sent on behalf of Beverley Jolly and Norman Proudfoot - Joint Chief Executives, Harborough District Council 21/1/19

Dear Town Council / Parish Council

I am writing to let you know that the District Councils are continuing to meet to discuss issues around Local Government in Leicestershire and possible future arrangements regarding the delivery of services.

As we've said before we are very much focussed on closer collaboration between Councils at all levels and other public services in the County.

The Leaders of the District Councils are meeting regularly to discuss the issue but, as you appreciate, these things take time. We will keep you informed as we move forward and you will have opportunities to be involved in the process.

Leicestershire County Council seems to be continuing to consider its own unitary proposal. The announcement by the Secretary of State on 1st November 2018 that any future Local Government reorganisation proposal will require unanimous consent from all Councils or require an invitation to be issued by the Secretary of State means that a unilateral proposal by any Council cannot proceed. However, the door remains open, as it always has been, for the County Council to be involved in our discussions.

If you are at all unclear about the situation or have a question, please feel free to get in touch.

16 Planning and Enforcement

16.1 Update on applications / decisions from HDC since last meeting and outstanding planning applications pending decision

Decision since last meeting

- 19/00006/TCA – works to trees (fell), The Granary, Main Street, TL – to note permitted

New application not on agenda

- 19/00261/PCD - Discharge of Condition 2 (Materials) and 6 (Risk Based Land Contamination Assessment) of 18/00746/PDN - Land North Of Trafford House The Orchard And The Cottage Kibworth Road Tur Langton Leicestershire – new application received today so not on agenda. PCD applications are not subject to statutory consultation. However, any representations made will be considered by HDC if a decision has not been taken.
(PCD - Planning Condition Discharge)

Still outstanding at HDC

- 17/01478/FUL – Shipping containers, The Manor – still pending consideration, no new documents since last meeting

16.2 To agree response to the following application:

19/00209/FUL – Erection of a single storey rear extension, conversion of garage to annexe, erection of a single storey outbuilding and associated landscaping, Fargate Lodge, Main Street, TL

(Checked on HDC planning portal this afternoon there are no comments submitted for this application)

Tessa's comments

This house was built in 2000 on agricultural land. Farm buildings were demolished and two houses built. An application was also made and approved to convert some land from agricultural land to garden. A small amount was changed but I believe it was not the land that the current existing garden room has been erected. The area converted to garden loosely corresponds with the current limits to development and the new ones in our NP. The land inside is garden the land outside is paddock/agricultural. The gardens were relatively small for the size of the house and were separated from the house by garaging and parking.

Although the application form states it does not affect parking it removes a double garage and significantly reduces the space to park behind the house.

In my opinion the existing garden room shown on the site plan has been constructed on agricultural land and should be a temporary structure with no associated hard landscaping or creation of an extension to the garden. No planning application has been received to erect the structure or extend the current garden.

Part of the new proposal is beyond limits to development and creates a permanent structure with utilities connected (it contains a toilet) New brick walls are proposed enclosing the area separating it from the surrounding agricultural land of which it is a part. This proposed enclosed area includes landscaping, seating and a BBQ. In my opinion this part of the application means we should strongly object to the proposal.

In our village there are many areas of agricultural land associated with houses. I feel it important that there remains a clear distinction between garden and paddock (agricultural land) as this would open the door to other permanent buildings being proposed.

16.3 Enforcement – The Manor Signage

With reference to the signs that the Manor are proposing to put on verges clerk checked with LCC Highways at meeting 6/2/19 and was advised that it is very unlikely that they would give permission to do this on LCC owned verges and the best solution would be for them to site them on private land. This has been communicated to The Manor

17 Neighbourhood Plan update

- Inspector's Draft Report received

- Gary Kirk's feedback:

It is important that you respond to the Examiner asap - he is only asking that his report is checked for factual inaccuracies - typos, place names etc - and this does not require a PC meeting.

The report seems OK to me on a quick read so if you/Tess can read through it and let HDC know if there are any errors (I couldn't see any) then the PC meeting can consider the final report which will be sent through once you have responded to the first draft.

It must not go on the website until the final report has been produced.

The report from the Examiner is very positive. The only policy that has been deleted is the policy on development in the countryside, which is covered by national policy anyway other policies have been slightly reworded as is the style of Examiners, but the policy intent remains the same...

A very good outcome.

- Errors fed back to HDC. Final report now awaited
- Once final report received council has to meet to consider the draft report. Changes to be incorporated into Neighbourhood Plan to be approved as Referendum version.
- Dates for meeting to consider report and approve referendum version of plan

18 Finance

18.1 Responsible Financial Officer's / Clerk's Report

- Receipt since last meeting – LCC Grass Cutting reimbursement £334.62
- Notification from LRALC that our Internal Auditor will be Hayley Cawthorne

18.2 Approval of 2018/19 accounts bank reconciliation to 21/2/19

18.3 To approve for payment

- (i) Clerk's Salary and HWA February 2019 - £176.89
- (ii) Clerk's Salary and HWA March 2019 - £176.89
- (iii) Clerk's Salary and HWA April 2019 - £181.31
- (iv) Clerk expenses – travel to County Hall to attend Clerk's quarterly liaison meeting with Leicestershire County Council 6/2/19 - £5.85
- (v) Clerk additional payment for scanning of archive documents, see 9.3 above - £38.82
- (vi) Leicestershire Footpath Association Renewal - £5.00
- (vii) Leicestershire Gardens – for clearing area in front of Village Hall - £320
- (viii) LRALC for internal audit service - £170.00
- (ix) Tur Langton Parochial Church Council for use of church for meetings 2018/19 - £60.00 (pending receipt of invoice)

19 Repairs and Maintenance

- **Health and Safety check of street furniture**

19.1 Cleaning of Seats

19.2 Tiling of phone kiosk (agreed at last meeting that councillors will obtain quotations for this meeting unless a volunteer can be found)

20 Community Engagement

Newsletter

21 Arrangement for Clerk's appraisal

22 To confirm date of next meeting

Meeting to approve NP

21/5/19 Annual Parish Meeting 7 p.m.

Annual Parish Council Meeting 7.30 p.m.

Meeting finished at: