



**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
6th September 2016 starting at 7.40 p.m.**

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

In attendance: Alison Gibson, Clerk

Action

1.	<p>96/15 - Apologies for absence – Cllr K Briggs, family commitments – Resolved to accept, Cllr J Haynes (no apology received) District Cllr. C Holyoak, District Cllr. P King, County Councillor K Feltham, PC Steve Winn</p>	
2.	<p>97/16 - Declarations of pecuniary interest and granting of dispensations - none</p>	
3.	<p>98/16 - To approve the minutes of the previous meeting held on 5th July 2016 Resolved that the Minutes of the Parish Council Meeting held on 5/7/16 be approved and adopted as a true record.</p>	
4.	<p>99/16 - Questions from members of the public</p> <ul style="list-style-type: none"> • In response to a query about how meetings are advertised it was advised that the dates are put in the Kibworth Chronicle, The Langtons Newsletter, the Parish Council Newsletter, on the notice board and on the website. It was queried whether leaflets could be circulated to promote each meeting and the PC will take this on board and discuss, however the costs and logistics of this could be an issue • Shrubs at Village Hall – to be discussed at item 12 	
5.	<p>100/16 – Clerk’s Report including Year Plan and LRALC update</p> <p>5.1 Year Plan – noted as circulated</p> <p>5.2 Clerk’s Report</p> <p>HDC News</p> <ul style="list-style-type: none"> • HDC Newsletter Summer 2016 – circulated • HDC Parish Council microsite – www.harborough.gov.uk/harboroughparishcouncils • HDC Annual Liaison meeting 2/11/16. Clerk and Cllr Bladon to attend <p>Other information</p> <ul style="list-style-type: none"> • Letter about Fire Ambassadors – next newsletter to see if anyone is interested • Zurich Insurance – IPT increasing from 9.5% to 10% • BT Community Partnerships – Brochure – noted that it is not likely to be able to have faster speeds currently in TL. • Letter from Enzygo about Cemetery and Burial Space – forward to PCC • Superfast Broadband Survey – Cllr Bladon has responded as an individual <p>LRALC Update</p> <ul style="list-style-type: none"> • LRALC Membership Support System • Leicestershire and Rutland Prohelp (Round robin 19/8/16) • LCC Annual Parishes Conference 11/7/16 - Presentations • LRALC Newsletter 4 – Planning and Reserved Matters / LRALC Annual Report • LRALC response to request for online training – disappointing. NALC response positive 	
6.	<p>101/16 – Reports from</p> <p>6.1 District Councillors - Cllr Philip King sent the following report:</p> <p>Green waste- now over 18,500 subscribers. Some of the extra income is being used to improve HDC’s action on fly-tipping- with a view to securing prosecutions. If there are any instances of fly-tipping please report to the Council as soon as possible.</p> <p>Planning- the Local Plan preferred option will be shortly (end of this week) in the public domain</p>	

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	<p>and considered at an upcoming meeting of the Local Plan Executive Advisory Committee on 19th September, before coming to Executive and then full Council in December.</p> <p>A local traffic study looking at the Kibworths, Great Glen and Fleckney travel area is being carried out jointly with the County Council to look at localised Impact of a number of pending larger planning applications.</p> <p>6.2 County Councillor – none</p> <p>6.3 Police – PC Steve Winn sent the following report - Over the past three months there has only been one reported crime which is domestic related and so technically no crime</p>	
7.	<p>102/16 – To Review and Adopt</p> <p>7.1 Equality, Diversity and Equal Opportunities Policy – resolved no change</p> <p>7.2 Recruitment Policy – resolved no change</p> <p>7.3 Sickness, Absence and Annual Leave policy – resolved no change</p>	
8.	<p>103/16 – Defibrillator</p> <p>8.1 Update on Fundraising and to note donations received so far – the clerk circulated an update, which is attached at Appendix 1. Noted that £1,680 received in donations so far.</p> <p>8.2 Next Steps</p> <ul style="list-style-type: none"> • Choice of model of defibrillator and box – It was agreed to ask Martin Fagan of CHT to bring some equipment to show before making a decision. Members of public to be invited • Adoption of Phone Kiosk – resolved to ask CHT to set this in motion • Managed Solution or Commercial Transaction – (see Appendix 1) – Resolved to opt for the Managed Solution • Annual Support Agreement – (see Appendix 1). For a Managed Solution it is necessary to have the Support Agreement at £126 per annum. Resolved to have the Annual Support Agreement • Gift Aid – (see Appendix 1). Form to be requested from CHT to ask any appropriate donors to complete. 	
9.	<p>104/16 - Community Engagement</p> <p>9.1 New Website</p> <p>9.1.1 Transparency Fund update – minute 90/16 (5/7/16) refers. The claim was successful and £490.24 has been received.</p> <p>9.1.2 To reverse the decision made on 10/5/16 to procure the Bronze Site through Parishcouncil.net in view of, despite numerous attempts to contact them, they have been unresponsive to all communications and instead to set up website through Wix.com – Resolved approved</p> <p>A temporary site has already been set up and is live: http://turlangtonpc.wixsite.com/tur-langton , using the free option with wix.com and ensuring the council is meeting Transparency Requirements. Thank you to Cllr Officer for the work he has put into this</p> <p>9.1.3 To purchase a domain name. www.turlangton-pc.org.uk at the following costs:</p> <p><u>Website costs</u> - £2.35 a month + VAT for a 2 year subscription £67.68 - defer to next meeting to enable wix site to be tested out further using the free option</p> <p><u>Domain name</u> - £69.90 for 10 years – Resolved approved (note to pay for this the council will have to adopt internet banking – see 15.2 below)</p> <p>9.2 Email Account update - The current account for clerk@turlangtonparishcouncil.org.uk has been extended to 17/5/17 (when the current domain name expires) through payment of £30 to 2commune (minute 83/16, 5/7/16). To retain further than this it would cost £100 + VAT for the domain name and email account for two year period 18/5/17 to 17/5/19. If site with wix is finalised a new email address associated with this could be considered.</p> <p>9.3 Parish Logo – to agree letterhead – examples were circulated, feedback requested from councillors</p> <p>9.4 Newsletter – planning for November edition – suggestions – new website, reminder about reporting highways problems, state of pavements, Fire Ambassadors, volunteers to do gardening at Village Hall. Councillors asked to submit further suggestions</p>	Cllrs
10.	<p>105/16 - Neighbourhood Planning</p> <p>10.1 Steering Group update – no further meetings have taken place. Any sites put forward for development will be referred to the Steering Group.</p> <p>10.2 Environment Group Meeting – the last meeting was 26/8/16. The deadline for feedback to</p>	

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	<p>12.4 Damage to Road signs – three signs are badly damaged and will be reported</p> <p>12.5 Diversion of Footpaths B14 (part) and B11 (part) – noted, details have been put on notice board</p>																													
13.	<p>108/16 – Consultations</p> <p>13.1 From A Roads to Zebras – LCC consultation on the future of maintenance of the highways. Response agreed</p> <p>13.2 Minerals and Waste Consultation (LCC) – no response</p> <p>13.3 Strategic Growth Plan Consultation – no response</p> <p>13.4 LRALC Development and Member Support Questionnaire – response agreed</p>																													
14.	109/16 – Emergency Planning – deferred to next meeting	Cllr Officer																												
15.	<p>110/16 – Finance</p> <p>15.1 HSBC Bank Mandate Update – clerk is waiting for some details to complete the form to include Cllrs Briggs and Weston.</p> <p>15.2 Resolved to add clerk as a signatory to enable internet banking (see 15.2)</p> <p>15.2 Internet Banking – to enable the payments to be made for the website (9.1.3 above) it will be necessary to pay online. This means that council would need to enable internet banking. The Financial Regulations 6.9 – 6.17 allow for this but it has not been activated. The ability to use internet banking would also be helpful in other instances</p> <p>15.3 Resolved to adopt internet banking</p> <p>15.3 Precept / Budget for 2017/18 – this will be on the agenda of the meeting in November and councillors were asked to send any thoughts or ideas to the clerk. HDC have already sent out preliminary information.</p> <p>15.4 2016/17 Accounts – to receive and approve updated accounts / reconciliation – The accounts to 21/8/16 were approved</p> <p>15.5 To Approve for payment</p> <p>(i) Clerk’s Salary, Home Working Allowance and Transparency Fund</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2">August 2016</td> <td colspan="2">September 2016</td> </tr> <tr> <td>Salary</td> <td align="right">£158.08</td> <td>Salary</td> <td align="right">£158.08</td> </tr> <tr> <td>HWA</td> <td align="right">£8.67</td> <td>HWA</td> <td align="right">£8.87</td> </tr> <tr> <td>Arr monthly costs (TC) April – July</td> <td align="right">£54.31</td> <td>Monthly Costs</td> <td align="right">£13.68</td> </tr> <tr> <td>Monthly costs August (TC)</td> <td align="right">£13.68</td> <td>1 hour setting up time</td> <td align="right">£9.12</td> </tr> <tr> <td>2 hrs training (TC)</td> <td align="right">£18.24</td> <td>Total</td> <td align="right">£189.55</td> </tr> <tr> <td>Total</td> <td align="right">£252.98</td> <td></td> <td></td> </tr> </table> <p>(ii) Four Counties Ground Care, Grass Cutting June / July 2016 - £200 + £40 VAT = £240</p> <p>(iii) LCC Web Service Support 1/4/16 – 31/8/16 - £25 + £5 VAT = £30.00</p> <p>It was resolved to approve all payments above</p>	August 2016		September 2016		Salary	£158.08	Salary	£158.08	HWA	£8.67	HWA	£8.87	Arr monthly costs (TC) April – July	£54.31	Monthly Costs	£13.68	Monthly costs August (TC)	£13.68	1 hour setting up time	£9.12	2 hrs training (TC)	£18.24	Total	£189.55	Total	£252.98			Clerk
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16.	<p>111/16 – Planning and Enforcement</p> <p>Planning 16/01205/TCA - works to trees (fell) – Blue Rope Cottage, Shangton Road, Tur Langton, Leicestershire. LE8 0PN – to note permitted</p> <p>Enforcement – no update regarding the Manor – clerk to chase</p>																													
17.	<p>112/16 – Repairs and Maintenance</p> <p>The nettles under the seat at the Village Hall have been removed. No problems to report with the two seats or the noticeboard</p>																													
18.	<p>113/16 – To confirm date of next meetings and items for next agenda 8/11/16 and 10/1/17</p> <p>Next agenda – it was been noted that weeds are building up on the edges of pavements. Include in newsletter to say the council is keeping this under review.</p>																													

Defibrillator - update for meeting 6/9/16

Funds - £1680 funds raised currently held by PC . This will be donated to Community Heartbeat Trust (CHT) in order to get our Defibrillator. The £500 grant previously referred to on the CHT website is no longer available.

Choice of Defibrillator - Range of choices with different cost implications ranging from around £1,600 to £2,200. (Leaflets available).

The Parish Council has received the following quotations for the Lifeline View Defibrillator (both for the Managed Solution, see below). The £1,650 price is for the unlocked mild steel Shockbox Rotoid cabinet, which is suitable for a kiosk.

CPAD-VP-VIEW	cPAD View Semi Auto Defib+ Stainless Steel Sentry Cabinet	£1,850.00
OR		
CPAD-RT-VIEW	cPAD View Semi Auto Defib+ Rotoid Cabinet	£1,650.00
INCLUDED	Webnos Governance System	£0.00
INCLUDED	Cardiac Arrest Response Seminar	£0.00
INCLUDED	Post Rescue Counselling	£0.00
INCLUDED	1st Year Village Emergency Telephone System	£0.00
Carriage		£25

All CHT projects include the WebNos Governance System (see below) and post rescue counselling as standard. Prices are subject to VAT at 20% apart from with the Managed Solution (see below). Martin Fagan from CHT is happy to come over and bring some equipment for us to look at.

Governance and WebNos (see leaflets) - Governance is required for any community defibrillator. CHT gives access to the WebNos Governance system and also provide exemplar policies and procedures. WebNos is also used to monitor and report to BT regarding electricity access in kiosks and is a requirement both for BT to provide electricity, and also for East Midlands Ambulance to hold data and activate a defibrillator in an emergency.

Commercial Transaction, Lease or Managed Solution? - See leaflet for more details. If equipment is purchased or leased the community has the responsibility for all aspects of governance. With a Managed Solution these liabilities are covered by CHT apart from the regular checks. The community is required to have a local person or team to check the equipment and report via WebNos as this is a requirement for the ambulance services to activate in an emergency. These checks are done weekly and take about 30 seconds to complete, and then report on-line. The costs for the Managed Solution are the same as the commercial transaction except all insurances are included (theft, damage and public liability), and CHT take care of the VAT. For a Managed Solution CHT insist on the Tier 1 devices and the Support Agreement being in place (see below). About 2/3rds of all work with communities is now the Managed Solution as it is easier and cheaper long term, and gives known ongoing costs. The Managed Solutions Agreement runs for a minimum of four years, to a maximum of the equipment warranty periods. The typical Managed solution is 10 years. The warranty requirement does not apply to the warranty of the box, only the equipment. The warranty of the Lifeline View defibrillator (and G5) is 10 years if taken under the complete Management Solution. At the end of the agreement period the community can buy and take over the equipment for £1, or ask CHT to continue the Managed Solutions provision.

Ongoing Costs – Annual Support Agreement - CHT offer an Annual Support Agreement for £126 per annum which includes all electrodes (rescue or time expired); any replacement batteries, rescue kits;

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annual servicing on the equipment; loan equipment if ours went missing, plus a data download service post rescue. There are no other costs. The Annual Support Agreement saves about 30% compared to a like for like basis when buying on demand. The expected life of the Rotaid is over 10 years (although the warranty is three years). There is no need to replace after three, but if it does come to a replacement for whatever reason, it is included under the Managed Solution with the support at £126 per annum. There would be no other costs within the 10 years relating to the package supplied.

Adoption of the phone box - See leaflets. Adoption of the kiosk can take 90 – 120 days. CHB can set this in motion.

Gift Aid - If we are using donated funds CHT ask that, if applicable, could they be gift aided. This is how they fund the running of the charity; leaving any donated funds entirely for the purpose they have been collected. CHT can supply the form for completion.

Information from the Sue Lambert about the defibrillator in Thorpe Langton

- They have theirs through the Community Heartbeat Trust
- It has been used twice. When it was used she received a phone call as the responsible person.
- They have it in their phone box which they had already adopted.
- Everyone in the village has the code
- The cabinet is heated to ambient temperature
- Batteries last three years
- She takes responsibility for the checks and reporting to WebNos
- They also use their phone box as a library, which is used a lot. Someone in the village is responsible for the books, have to be careful in winter as they can get damp