



**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton  
7<sup>th</sup> March 2017 at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr K Briggs, Cllr J Haynes, Cllr P Officer, Cllr C Weston

District Councillor Philip King

In attendance: Alison Gibson, Clerk

Action

1.	<b>22/17 - Apologies for absence</b> – County Councillor Kevin Feltham (attending HDC Planning Meeting. District Councillor Chris Holyoak (chairing HDC Planning Meeting)	
2.	<b>23/17 - Declarations of pecuniary interest and granting of dispensations</b> – none	
3.	<b>24/17 - To approve the minutes of the previous meeting held on 10<sup>th</sup> January 2017</b> <b>Resolved that the Minutes of the Parish Council Meeting held on 10<sup>th</sup> January 2017 be approved and adopted as a true record.</b>	
4.	<b>25/17 - Questions from members of the public</b> – none present	
5.	<b>26/17 – Clerk’s Report</b> <ul style="list-style-type: none"> <li>• Year Plan – noted as circulated</li> <li>• Clerk’s Appraisal postponed, to be arranged for March / April</li> </ul> <b>SLCC</b> - Clerk magazine Jan 2017 - noted as circulated <b>LCC</b> - Traffic Sensitive Streets Network – includes B6047 in TL. Designation enables LCC to control any works on that part of the highway to minimise disruption to road users. <b>HDC</b> - Newsletter circulated <b>LRALC</b> <ul style="list-style-type: none"> <li>• Announcement that appointed External Auditors for 2017/17 to 2021/22 will be PKF Littlejohn LCP. All matters relating to 2016/17 year to be sent to current external auditor.</li> <li>• BBC Council Tax article</li> </ul>	
6.	<b>27/17 – Reports from:</b> <b>6.1 District Councillors – Cllr Philip King</b> <ul style="list-style-type: none"> <li>• HDC Newsletter is out today</li> <li>• HDC has set its 17/18 budget. Council Tax will increase, efficiencies have been secured.</li> <li>• The Government has made it clear that they expect PCs to demonstrate restraint in relation to increasing their precept; however it is acceptable to increase it for a specific purpose. They have not ruled out extending Council Tax referendum principles to PCs in the future.</li> <li>• The new Housing and Planning Act comes into effect in July and will have wide implications</li> <li>• Harborough Local Plan – the draft plan is due later this year and there will be the opportunity for communities to comment. The preferred options are for a Strategic Area on land east of Lutterworth and in reserve an area by Scraftoft / Thurnby</li> <li>• Green Waste collections are about to recommence</li> <li>• Leisure provision is to be reviewed and there will be options for stakeholder engagement</li> </ul> <b>6.2 County Councillor</b> – none <b>6.3 Police</b> – Poster on garden security noted	
7.	<b>28/17 - To Review and Adopt</b> <b>7.2 Risk Assessment</b> - revised to take into account defibrillator / loss of documents due to fire (item 12 below) / clerk unexpectedly unavailable. H & S Policy to be revised in terms of Defibrillator when it is reviewed. <b>Resolved approved as circulated</b> <b>7.3 Expenses Policy</b> – <b>Resolved no changes</b> <b>7.4 Communication Policy</b> – <b>Resolved no changes</b>	

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	<p><b>7.5 Asset Register</b> – updated to take into account Defibrillator (added at no value as the Parish Council does not own it in law, it is owned by Community Heartbeat Trust). Clerk has queried with LRALC to ensure that this is the correct approach. <b>Resolved approved as circulated</b></p>	
8.	<b>29/17 - Review of Aims and Objectives for 2017/18 – Resolved approved as circulated</b>	
9.	<p><b>30/17 – Defibrillator</b></p> <p><b>9.1 Update</b></p> <ul style="list-style-type: none"> <li>• It is in place in the phone kiosk and went live with the Ambulance Service on 21/2/17</li> <li>• WebNos – PC and the person taking responsibility for the checks has log in details / passwords, the submitting of reports has commenced. Protocol for checks to be created</li> <li>• Signs for the telephone box – CHT has advised (22/2/17) that they are waiting for a delivery to come in and they will send the signs out to us asap</li> <li>• The remaining donated funds of £19 will be used towards the hire of the Village Hall for the Awareness Sessions (9.2 below)</li> <li>• Insurance informed, it does not need to be added as it is a Managed Solution from CHT</li> </ul> <p><b>9.2 Awareness Session</b> – arranged for 19/3/17 in the Village Hall, flyers are being distributed</p> <p><b>9.3 Telephone Kiosk</b></p> <ul style="list-style-type: none"> <li>• This will be transferred to the Parish Council on 5/10/17 at a cost of £1</li> <li>• Once it has been transferred the Asset Register will need to be updated.</li> <li>• The kiosk will also need to be added to the council's insurance and the Insurance Company has asked for a replacement value. Advice is being sought on how to ascertain this. Advice also being sought from LRLAC regarding what value to put on Asset Register</li> <li>• Red paint – waiting to hear back about this from CHT.</li> </ul>	
	Cllr Haynes left the meeting at 19.50 p.m.	
10.	<p><b>31/17 – Village Hall</b></p> <p><b>10.1 Lease</b></p> <ul style="list-style-type: none"> <li>• Lease has now been signed by all parties, with a commencement date of 9/2/17 for 21 years. The clerk has also signed the Simple Declaration.</li> <li>• Cllrs noted changes from the version reviewed at meeting 10/1/17 to clauses 7.1 (insurance, 10.2 below), 17.2 and 17.3 (correction of cross referencing to other sections)</li> <li>• It was agreed to send a letter of thanks to MC Solicitor Vishaal Bhuttae for his support and also to let Jonathan Dawson (former PC solicitor) know the lease has been signed.</li> </ul> <p><b>10.2 Insurance</b> - Following negotiations between the TLPC, MC (via their solicitor) and the Village Hall insurers, it has been agreed that the policy will remain in the name of the Village Hall Committee with the interest of the Parish Council and Merton College noted. Insurance has been updated by VH Committee to meet the requirements of the lease.</p> <p><b>10.3 Next Steps</b> – Cllrs Briggs and Officer had a very positive meeting with John Gloag (MC) and Tim Bale (MC Rep) on 6/3/17. They are to have a further meeting with Mr Bale to work on the Specification and arrange three quotations which can be used when applying for grants. This work now needs to transfer to the Village Hall Committee in accordance with their Constitution. An image of the scheme is to be put on a leaflet and distributed in the village to encourage community buy in. Mr Gloag has confirmed there is no problem with doing the proposed work on the garden.</p>	
11.	<p><b>32/17 Highways</b></p> <p>Noted that there is a new Grass Cutting Map from LCC.</p> <p><b>11.1 Snagging list</b> – there has been no progress on the points discussed at the last meeting. Clerk had received update on 18/1/17 that LCC were in the process of getting signs ordered for the Harborough District and once there is a rough date for the works to be actions the council will be updated. A further point was raised – a missing chevron on the B6047. Clerk to check details and report to LCC. Progress for all points to be monitored</p>	<b>Clerk / cllrs</b>
12.	<p><b>33/17 - Review of Archive Materials / Fire Proof Box</b></p> <p>The filing cabinet used for filing the parish council's papers is not fireproof. A lot of the records are held electronically, however there are some archive materials, including old, handwritten minute books.</p>	

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	<b>Resolved to explore purchasing of a fire proof box to store this archive material.</b> Cllr Bladon and the clerk will review the archive material and assess the size of box required	Clerk / Cllr Bladon																																																															
13.	<b>34/17 - Possible donation from winding up of Conservation Society</b> Minutes 10/1/17, 11/17 refers. Mr Bebb has written to confirm that the intended use is in line with the aims of the society. The amount in held in the account is £477.03. To formalise the request the following was resolved: <b>That the council notes that no meeting of the members of Tur Langton Conservation Society has been held since 2001 and requests that the funds held in the Society's account with the Market Harborough Building Society be released to the Parish Council to be expended for the benefit of the village in a manner in accordance with the objects of the Society.</b> Clerk to write to Mr Bebb to confirm this resolution	clerk																																																															
14.	<b>35/17 - Insurance 2017/18 – to review new policy, including Fidelity Guarantee (£25,000) and agree renewal - Zurich Insurance 253.00, including IPT – Resolved approved</b>																																																																
15.	<b>36/17 – Finance</b> <b>15.1 HSBC Bank Mandate / Internet Banking update –</b> there has been on progress on this, Cllr Bladon will follow this up <b>15.2 2016/17 Accounts - to receive and approve updated accounts / reconciliation to 21/2/17 – Resolved approved as circulated</b> <b>15.3 To approve for Payment</b>  <b>(i) Petty Cash Payments</b> <table border="1"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>10/1/17</td> <td>P10/16</td> <td>Meter for heating at PC meeting</td> <td>£2.00</td> </tr> <tr> <td>3/2/17</td> <td>P11/16</td> <td>Postage (signed for) VH Lease</td> <td>£1.10</td> </tr> <tr> <td>21/2/17</td> <td>P12/16</td> <td>Meter for heating NP Consultation</td> <td>£4.00</td> </tr> <tr> <td colspan="3"><b>Total reimbursement - resolved approved</b></td> <td><b>£7.10</b></td> </tr> </tbody> </table> <b>(ii) Clerk's salary, Home Working Allowance and Transparency Fund payment February 2017 and March 2017</b> <table border="1"> <thead> <tr> <th colspan="2">Feb 2017</th> <th colspan="2">March 2017</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>£158.08</td> <td>Salary</td> <td>£158.08</td> </tr> <tr> <td>HWA</td> <td>£8.67</td> <td>HWA</td> <td>£8.67</td> </tr> <tr> <td>Monthly Costs</td> <td>£13.68</td> <td>Monthly Costs</td> <td>£13.68</td> </tr> <tr> <td>1 hour setting up time</td> <td>£9.12</td> <td>1 hour setting up time</td> <td>£9.12</td> </tr> <tr> <td><b>Total</b></td> <td><b>£189.55</b></td> <td><b>Total</b></td> <td><b>£189.55</b></td> </tr> <tr> <td colspan="2"><b>Resolved approved</b></td> <td colspan="2"><b>Resolved approved</b></td> </tr> </tbody> </table> <b>(iii) 2Commune, email domain name renewal and Management</b> 18/5/17 – 18/5/19 - £100 + £20 VAT total <b>£120.00 - Resolved approved</b>  <b>(iv) Leicestershire Footpaths Association renewal - £5 – Resolved that the council in accordance with its powers under Section 137 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and which will benefit them in a manner commensurate with the expenditure - £5 to the Leicestershire Footpaths Association.</b>  <b>(v) Tur Langton Village Hall for room hire:</b> <table border="1"> <tbody> <tr> <td>Parish Council meeting 10/1/17</td> <td>Invoice 0008 (13/2/17)</td> <td>£10.00</td> </tr> <tr> <td>Neighbourhood Plan Consultation 21/2/17</td> <td>Invoice 0010 (27/2/17)</td> <td>£25.00</td> </tr> <tr> <td>Parish Council Meeting 7/3/17</td> <td>Invoice 0010 (27/2/17)</td> <td>£10.00</td> </tr> <tr> <td>Defibrillator Awareness Session 19/3/17</td> <td>Invoice 0010 (27/2/17)</td> <td>£24.00</td> </tr> <tr> <td><b>Resolved Approved</b></td> <td><b>Total due</b></td> <td><b>£69.00</b></td> </tr> </tbody> </table>	Date	Reference	Description	Amount	10/1/17	P10/16	Meter for heating at PC meeting	£2.00	3/2/17	P11/16	Postage (signed for) VH Lease	£1.10	21/2/17	P12/16	Meter for heating NP Consultation	£4.00	<b>Total reimbursement - resolved approved</b>			<b>£7.10</b>	Feb 2017		March 2017		Salary	£158.08	Salary	£158.08	HWA	£8.67	HWA	£8.67	Monthly Costs	£13.68	Monthly Costs	£13.68	1 hour setting up time	£9.12	1 hour setting up time	£9.12	<b>Total</b>	<b>£189.55</b>	<b>Total</b>	<b>£189.55</b>	<b>Resolved approved</b>		<b>Resolved approved</b>		Parish Council meeting 10/1/17	Invoice 0008 (13/2/17)	£10.00	Neighbourhood Plan Consultation 21/2/17	Invoice 0010 (27/2/17)	£25.00	Parish Council Meeting 7/3/17	Invoice 0010 (27/2/17)	£10.00	Defibrillator Awareness Session 19/3/17	Invoice 0010 (27/2/17)	£24.00	<b>Resolved Approved</b>	<b>Total due</b>	<b>£69.00</b>	Cllr Bladon
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	<b>(vi) Chairman's Allowance - £10 – Resolved approved</b>	
16.	<p><b>37/17 – Planning and Enforcement</b></p> <p>16/01957/TCA - Works to trees, The Elms, Main Street Tur Langton – to note approved</p> <p><b>16.1</b> 17/00130/FUL- Erection of single storey side and rear extensions, Crox Farmhouse, Main Street, Tur Langton</p> <p><b>16.2</b> 17/00141/LBC - Internal alterations , including removal of internal walls and chimney, insertion of two windows and the erection of single storey side and rear extensions, Crox Farmhouse, Main Street, Tur Langton</p> <p><b>Resolved for 16.1 and 16.2 above – Support, thoughtful design in keeping with surroundings</b></p> <p><b>16.3</b> 17/00213/TCA – Works to trees (fell), Pond House, Main Street, Tur Langton</p> <p><b>Resolved to support with preference for the trees to be taken out wholly rather than partially in order to improve the view of the Important Open Space</b></p> <p><b>16.4 Enforcement – tree on Main Street</b> – work has been done to cut back a tree at the Crown Public House without planning permission being sought in a Conservation Area. To be reported to the HDC Enforcement Team</p>	
17.	<p><b>38/17 – Consultations and Correspondence for information / action</b></p> <p><b>17.1</b> HDC Communication Survey 2016/17 – response agreed</p> <p><b>17.2</b> LCC Have your say on proposed new approach to highways management – noted, councillors encouraged to respond as individuals as the questions are worded for individual response rather than by the council.</p>	
18.	<p><b>39/17 – Community Engagement</b></p> <p><b>Newsletter</b> – the next newsletter is due to be published at the end of March. Copy to be sent to Cllr Briggs by 20<sup>th</sup> March.</p>	
19.	<p><b>40/17 – Neighbourhood Planning</b></p> <p><b>19.1</b> <b>The consultation event</b> took place on 21/2/17 and was well attended. An analysis of the comments had been received and circulated. Councillors to meet to review the feedback and see what changes need to be made to the document</p> <p><b>19.2</b> <b>Next Steps</b> - The next stage will be to submit it for formal pre-submission consultation. At this stage stakeholders will have the opportunity to comment on the document as a whole.</p>	<b>Cllrs</b>
20.	<b>41/17 – Emergency Planning</b> – Cllr Officer will circulate a draft	<b>Cllr Officer</b>
21.	<b>42/17 – Repairs and Maintenance</b> – nothing to report. Phone box is now included on list.	
22.	<p><b>43/17 Dates of next meetings</b></p> <p>Tuesday 9/5/17 at 7.00 p.m. Annual Parish Meeting followed by Annual Parish Council meeting at 7.30 p.m.</p> <p>Tuesday 11/7/17 – 7.30 p.m. – Full Parish Council Meeting</p>	
	<b>The meeting ended at 20.53 p.m.</b>	