



**Minutes of Annual Parish Council Meeting held at the Village Hall Tur Langton
10th May 2022 at 7.30 p.m.**

Present: Cllr T. Bladon, Cllr J Haynes, Cllr P Officer, Cllr C. Staveley
In attendance – Alison Gibson, Clerk

Action

1.	<p>40/22 – Election of Chair and Signing of Declaration of Office It was proposed by Cllr Haynes and seconded by Cllr Officer to nominate Cllr Bladon to be chair to the next Annual Parish Council meeting. Resolved to elect Cllr Bladon as Chair to the next Annual Parish Council meeting Cllr Bladon signed the Declaration of Acceptance of Office</p>	
2.	<p>41/22 – Election of Vice Chair It was proposed by Cllr Staveley and seconded by Cllr Haynes to nominate Cllr Officer to be Vice Chair to the next Annual Parish Council meeting. Resolved to elect Cllr Officer as Vice Chair to the next Annual Parish Council meeting</p>	
3.	<p>42/22 – New Councillor</p> <p>3.1 Co-option of new councillor and signing of Declaration of Office It was resolved to co-opt Debbie Molyneux to the Parish Council. She is unable to attend this meeting and so it will be arranged for her to sign the Declaration of Office before the next meeting.</p> <p>3.2 To agree to fund training for new councillor It was resolved to fund an LRALC Councillor Training Course for the new councillor (£45.00)</p>	
4.	<p>43/22 – Apologies for Absence Debbie Molyneux, County Councillor K Feltham</p>	
5.	<p>44/22 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllrs Bladon, Haynes, Officer and Staveley, item 22 – Village Hall Memorial Garden Sign. Cllrs Bladon, Haynes and Officer are Trustees and Cllr Staveley is a committee member. All have dispensations to speak and vote on this item to the next election.</p>	
6.	<p>45/22 – To approve the minutes of the previous meeting held on 8th March 2022. It was resolved that the Minutes of the Parish Council Meeting held on 8/3/22 be approved and adopted as a true record.</p>	
7.	<p>46/22 – Questions from members of the public – none present</p>	
8.	<p>47/22 – Covid 19 Delegation to clerk No decisions were made under the Covid-19 delegated authority approved at meeting 11/1/22. As the Covid-19 delegation agreed at meeting 8/3/22 ceases at this meeting (10/5/22) the council considered whether to adopt it again as a precaution. It was resolved to delegate to clerk as follows: In response to the remote meeting legislation expiring on 7th May 2021 and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This</p>	

	delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.	
9.	<p>48/22 – To appoint members to undertake</p> <p>9.1 Spot Checks during grass cutting – it was resolved to appoint Cllr Staveley.</p> <p>9.2 Checks of Street Furniture – it was resolved to appoint Cllr Haynes.</p> <p>9.3 Checks of Accounts Reconciliations – it was resolved to appoint Cllr Officer.</p> <p>9.4 Defibrillator Checks – it was resolved to appoint Cllr Staveley.</p>	
10	<p>49/22 – To appoint representatives to the Village Hall Committee</p> <p>It was resolved to appoint Cllr Staveley.</p>	
11.	<p>50/22 – To review and adopt</p> <p>11.1 Code of Conduct – Harborough District Council (HDC) have circulated their new Code of Conduct, based on the Local Government Association (LGA) Model Code of Conduct with local amendments. National Association of Local Councils (NALC) has endorsed the LGA Code nationally and the Leicestershire and Rutland Association of Local Councils (LRALC) recommends parish councils adopt the version adopted by their own principal council (i.e. HDC). HDC have given access to a recording of the District Councillor training along with the slides and it was agreed that councillors will watch the training first and then consider adopting the new version at the next meeting. LRALC also offer training courses.</p> <p>11.2 Standing Orders – these have been updated at Standing Order 18 in line with the updated NALC Model Standing Orders. It was resolved to approve these as circulated with alterations to de-gender the document. Cllr Staveley will de-gender the document.</p> <p>11.3 Financial Regulations and Internet Banking Policy – these have been updated to take into account the new internet banking arrangement with two councillor signatories authorising payments set up by clerk. It was resolved to approve the Financial Regulations and Internet Banking Policy with changes as circulated.</p> <p>It was resolved to approve the following policies as circulated with no changes:</p> <p>11.4 Data Protection Policy</p> <p>11.5 Subject Access Request Policy</p> <p>11.6 Data Breach Policy</p> <p>11.7 Policies and Procedures for handling requests for information</p> <p>11.8 Document Disposal and Retention Policy</p> <p>11.9 Scheme of Delegation.</p>	<p>Cllrs</p> <p>Cllr Staveley</p>
12	<p>51/22 – Clerk’s Report including Year Plan and LRALC update</p> <p>Year Plan – noted as circulated.</p> <p>LRALC</p> <ul style="list-style-type: none"> • NALC communication, Smaller Councils Committee • NALC Legal Update April 2022 • Sector Finance Survey 2022 • Training update <p>Harborough District Council (HDC)</p> <ul style="list-style-type: none"> • Newsletters April and May 2022 • Solar Together information • Community Safety Partnership Stakeholder Showcase Event 25/5/22 • NHS Cross Counties in the Community Health and Wellbeing Roadshow • HDC Annual Parish Liaison Meeting 24/11/22 • Funding news – Platinum Jubilee Capital Grant Fund <p>Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • Funding Bulletins April and May 2022 • Shire Community Grants • Link to LCC Clerk’s meeting 8/4/22 shared • Treescape 2022-3 • Recording nature in your area • Annual Parish Liaison Event 4/7/22 	

	<p>Information about gov.uk domains circulated Rural Community Council - Impact Magazine April 2022 English Regional Transport Association - Newsletter 43</p>	
13	<p>52/22 – Reports and Updates</p> <p>13.1 County Councillor – none</p> <p>13.2 District Councillors – none</p> <p>13.3 Police Update</p> <ul style="list-style-type: none"> • Harborough Police Newsletters March, April and May 2022 • Countryside Code • Letter from local Neighbourhood Police Team (9/5/22) 	
14	<p>53/22 – Finance 21/22 Year and Audit (1)</p> <p>14.1 Approval of Accounts Reconciliation to 31/3/22 and note payments not previously minuted Total Receipts to 31/3/22 - £10,626.13 Total Payments to 31/3/22 - £8,797.71 Closing Balance at 31/3/22 - £8,059.94 Payments since last meeting up to 31/3/22: 31/3/22 – Clerk salary March 2022 and arrears - £223.60 Final List of Payments Arising on a Regular Basis to 31/3/22 circulated. It was resolved to approve the final accounts to 31/3/22 as circulated.</p> <p>14.2 Approval of Exemption Certificate The council reviewed the exemption criteria, noting the total income and expenditure to 31/3/22 reported at 14.1 above. It was resolved that the council satisfies the criteria for certifying as Exempt and the Certificate was approved and signed by the Clerk/RFO and Chair.</p> <p>14.3 To receive and note Internal Auditor’s Report The Internal Auditor has considered the Internal Control Objectives on page 4 of the Annual Governance and Accountability Return (AGAR) and agreed that they have all been met in the 2021/22 year. The Internal Auditor also submitted a written report raising the following points:</p> <ol style="list-style-type: none"> 1. All points raised in the ‘Internal Auditors Report 20/21 have been addressed. 2. It was discussed with the clerk about the Parish Council’s potential plans for a future recruitment drive when the clerk takes retirement. There is currently no set plan in place for this. I would like to recommend that the Parish Council consider putting together a plan, which includes acknowledgement regarding the clerk’s workload, and the realistic hours set to run ‘everyday parish council business’ alongside parish projects. Also, I would encourage the Parish Council to be mindful of the level of experience and expertise which a candidate on the current SCP grade would bring. With that there is likely to be a need to finance training courses (CILCA and other courses) and the time to attend these and carry out coursework, as well as time to potentially ‘learn’ the clerk role. Consequently, the Parish Council would be encouraged to revisit their budget in this area moving forwards. <p>Response – for discussion and to agree an action plan before next budget.</p> <p>14.4 To approve Annual Governance Statement The clerk brought the council’s attention to JPAG pages 8-14 and 34-46 for information about each Assertion on the Governance Statement. Councillors reviewed the statements on the Annual Governance Statement. It was resolved that the statements in the Annual Governance Statement are met, and the document was approved and signed by the clerk / RFO and Chair.</p>	
15	<p>54/22 – Finance 21/22 Year and Audit (2)</p> <p>15.1 To approve Accounting Statement The Clerk / RFO had prepared and signed the Accounting Statement based on figures from the reconciliation and presented this to the meeting. Councillors considered this.</p>	

	<p>It was resolved to approve the Accounting Statement as presented and the document was signed by the Clerk / RFO and Chair</p> <p>15.2 To agree Inspection Period It was agreed to set 13/6/22 to 22/7/22 as the period of for the exercise of Public Rights (the period suggested by the External Auditor). The Clerk arrange for papers to be put on the noticeboards and website</p>	clerk
16	<p>55/22 – Finance 22/23 Year</p> <p>16.1 RFO Report Receipts and Payments since 1/4/22: Receipts HSBC: 11/4/22 – LCC Highways Grant - £5,000 13/4/22 – HDC Precept £4,915.00 25/4/22 – VAT refund - £138.98 Payments HSBC: 11/4/22 – bank charges - £8.00 20/4/22 – Leicestershire Gardens £80. For grass cutting 21/3/22, invoice 22/035 29/4/22 – Clerk’s salary and Homeworking Allowance April 2022 - £189.28 1/5/22 – Transfer £10,000.00 from HSBC to Unity Bank Account Balance of HSBC at 9/5/22 - £5,047.83 Balance at Unity Bank at 9/5/22 - £10,000.00 Balance at MH Building Society at 9/5/22 - £2,788.81 MH Building Society Signatories: Cllr Bladon, Cllr Haynes, Cllr Officer, Cllr Staveley List of payments occurring on a regular basis for 21/22 year circulated</p> <p>16.2 To appoint Internal Auditor for 22/23 year – It was resolved to appoint LRALC Internal Audit Service as Internal Auditor for the 22/23 Year</p> <p>16.3 Update on opening of account at Unity Bank and closure of HSBC Account</p> <ul style="list-style-type: none"> • Account has been opened and £10,000.00 transferred over from HSBC • Signatories as agreed at meeting 8/3/22, Cllrs Bladon, Officer and Staveley with internet access, can set up payments and authorise. Cllr Haynes (no internet access). Clerk (internet access, can set up payments but not authorise) • Cllr Bladon is organising closure of HSBC account (Unity Bank switching service was not successful). • Direct Debit for ICO (due later this month) has been cancelled • Clerk to arrange for payment details for precept and grass cutting payment to be updated to new Unity Bank details <p>16.4 Approval of Direct Debits for Information Commissioner Fee and Loan Repayments for Unity Bank Account – It was resolved to approve these Direct Debits and the forms were signed.</p> <p>16.5 To Approve for payment</p> <p>16.5.1 LRALC and NALC Membership Fee 2022-23 - £155.33 – resolved approved</p> <p>16.5.2 Room Hire for meeting 10/5/22 - £5.00 – resolved approved</p> <p>16.5.3 Cllr Bladon reimbursement of postage expenses - £3.45 – resolved approved</p> <p>16.5.4 SLCC subscription renewal (pending receipt of invoice) – resolved approved</p>	<p>Cllr Bladon</p> <p>clerk</p>
17	<p>56/22 – Budget and Reserves Policy for 22/23 Year</p> <p>17.1 Review of Budget – a revised budget was circulated which takes account of the actual figures carried over at 31/3/22 with notes. It was agreed to increase “Scanning” (of archive documents) from £100 to £250 and decrease Village Improvements by £150.00 to £1,514.00.</p> <p>It was resolved to approve the revised budget with these changes</p> <p>17.2 Review of Reserves Policy – it was resolved to approve the Reserves Policy as circulated with a change to the “Village Improvement” Reserve to reflect the change at 17.1 above</p> <p>17.3 To adopt Business Plan – it was resolved to approve this as circulated</p>	

18	<p>57/22 – Planning and Enforcement</p> <p>18.1 General Report and update on applications / decisions from Harborough District Council</p> <p>Agreed under Scheme of Delegation since last meeting: 22/00580/TCA - Works to trees, St Andrew's View, Main Street Tur Langton, response “No Objection” submitted under scheme of delegation status at HDC - approved</p> <p>Harborough District Council Decisions since last meeting:</p> <ul style="list-style-type: none"> • 22/00297/TCA, Works to trees (fell), The Brambles, Shangton Road Tur Langton - approved • 22/00028/PDN – notification to determine if prior approval is required for the proposed change of use of an agricultural building to 2 dwelling houses (C3) (2 smaller dwelling houses) and for associated operational development (class Qa and Qb). The Lodge, Kibworth Road, TL – approved • 22/00517/TCA – works to trees (fell), The Forge, Main Street, TL – approved. <p>18.2 To agree responses to the following applications:</p> <p>18.2.1 22/00877/FUL – erection of a single storey rear extension and alteration to the first-floor door frame, Fargate Farm, Main Street, Tur Langton It was resolved to respond “No Objection”</p> <p>18.2.2 22/00878/LBC – erection of a single storey rear extension and alteration to the first-floor door frame, Fargate Farm, Main Street, Tur Langton It was resolved to respond “No Objection”</p> <p>8.3 Enforcement - none</p>	
19	<p>58/22 – Platinum Jubilee, planting of tree, to receive update and agree tree to purchase</p> <p>Feedback on the proposal has been received from LCC: Forestry and Arboriculture are pleased to consider planting proposals on LCC managed land and if the tree is located within the highway verge, they will take full responsibility and add it to their asset portfolio and cyclical inspection programme. Assistance from the Parish Council with watering, weeding and interim health checks would be appreciated. LCC have supplied the information about underground services (apart from BT, details of which are awaited) and it was noted that there are several services running through the verge in question, which must be taken into account when planting along with visibility splays and space for the tree to grow into. The best tree planting season runs from November to March and trees planted outside of this time require a very dedicated watering regime. The verge at Main Street may be able to support a tree, however the council is encouraged to explore an alternative location, if possible, that is not within the highway verge.</p> <p>Taking these points into account it is now proposed to plant a smaller native tree rather than an oak tree. There are no locations in Tur Langton to plant trees that are not within the highway verge and so the proposed location is on the green at the corner of Main Street and Shangton Road (opposite to the green with three maples). Proposed location is close to the centre of the grassed area, set back from the road by around 4-5 metres (protected from road salts, collision, damage etc which LCC identified as possible problems). The location is well away from existing services and will not impact on visibility splays for the junction or driveways. It is intended to plant a container grown tree (which can be planted any time of year) over the jubilee weekend and there will be a watering rota organised by volunteers. Details of this proposal have been sent to LCC and no feedback received despite a reminder being sent and so it is assumed that there are no objections.</p> <p>It was resolved to purchase an Acer Campestre or if not available Malus Sylvestris. Cllr Officer will purchase the tree and claim for reimbursement. A budget of up to £150 was agreed from the “Village Improvement” budget.</p> <p>It was proposed to purchase a commemorative plaque in line with the design for the “Queen’s Green Canopy” Scheme. A budget of up to £150 was agreed from the “Village Improvement” Budget. Cllr Bladon will purchase and claim for reimbursement.</p>	<p>Cllr Officer</p> <p>Cllr Bladon</p>

25.	64/22 – Website History Page Cllr Staveley will explore scanning of old minutes for the website, a budget of up to £250 has been agreed. Cllr Bladon will look at the photographs and see if she can get better quality versions and put together some descriptions. The clerk will then start to work on the History Page	Cllrs Staveley / Bladon / clerk
26.	65/22 – Community Engagement The newsletter has been distributed	
27.	66/22 – To approve the dates of next meetings and items for next agenda. Next meetings: 28/6/22 at 7.30 p.m. 13/9/22 at 7.30 p.m. 8/11/22 at 7.30 p.m.	

Meeting was closed at 21.01 p.m.