

**Minutes of the Annual Parish Council Meeting held at the Village Hall Tur Langton
2nd June 2015, 7.30 p.m.**

Present: Cllr T Bladon (Chair), Cllr P Officer, and Cllr C Weston

In attendance: Alison Gibson, Clerk

		Action	
1.	68/ 15	<p>Apologies for absence - Cllr. J Haynes (family commitments), Cllr. K Briggs (family commitments) Resolved to accept these apologies County Councillor Kevin Feltham, District Councillors Holyoak and Beesley-Reynolds</p>	
2.	69/ 15	<p>Declarations of pecuniary interest and granting of dispensations - none</p>	
3.	70/ 15	<p>To approve the minutes of the previous meeting held on 12/5/15 Resolved that the Minutes of the Parish Council Meeting held on 12/5/15 be approved and adopted as a true record.</p>	
4.	71/ 15	<p>Questions from members of the public None present</p>	
5.	72/ 15	<p>5.1 Clerk Report</p> <ul style="list-style-type: none"> • Reminder about training events for councillors and Electoral Review of Leics • Letter from Pensions Regulator – staging date for enrolment of employee for pension is 1/10/15. Need to nominate a contact by 30/6/15 Resolved to nominate clerk • LCC Local Councils Conference, 6/7/15, CH. Agenda to be circulated once rec'd • £4.7 Million Transparency Fund update. To be available to PCs with turnover of £25K or less to help meet the requirements of the Transparency code, to cover e.g. training, purchase of computers. Resolved to apply if appropriate once launched <p>5.2 – Reports from District Councils – none</p> <p>5.3 - Report from County Councillor – Consultation on draft boundary changes for LCC divisions. There will be no change for the Langtons, Kibworths or Great Glen but if they go ahead Cllr Feltham will lose Frisby and Billesdon villages</p> <p>5.4 - Police Report - none</p>	
6	73/ 15	<p>Village Hall – to agree response to Merton College regarding the lease</p> <ul style="list-style-type: none"> • Points in letter from MC 1/4/15 were discussed to put together a draft response: <ul style="list-style-type: none"> ○ Rent – request peppercorn rent whilst refurbishment taking place until potential letting income realised ○ Length of lease – lease of 10 years limits grants that can be claimed. Cllr Weston has information about such grants from LCC, HDC and RCC and will forward to clerk. ○ Insurance – need to ask for solicitor’s advice about this point. Ask for him to quote for advice on this point and review of draft letter once completed ○ Break Clause / checking of contractors – Cllr Officer has prepared some notes on this point which he will update and forward to clerk. <p>Resolved</p> <p>1 Clerk to put together a draft response based on above discussion to put to solicitor to review</p> <p>2 Resolve to approve expenditure on solicitor’s advice up to £500.00</p> <p>Nomination of Village Hall as Asset of Community Value – noted that the nomination has been processed by HDC and is currently with Director for Community Services for approval to list. Merton College will have right of appeal within 8 weeks of receipt of notification letter</p>	<p>Cllr Weston</p> <p>Cllr Officer</p> <p>clerk</p>
7	74/ 15	<p>Staffing - to review / revise clerk’s hours for duration of Neighbourhood Plan Deferred to next meeting to be considered along with budget review</p>	

8	75/15	<p>Neighbourhood Plan</p> <p>8.1 Preparations for Consultation Event</p> <p>8.1.1 Change of date, provisional date 9/7/15 from 3.30 p.m. to 8 p.m. Details still to be confirmed with venue (The Crown Public House)</p> <p>8.1.2 A representative from <i>YourLocale</i> (YL) will be present and a rota of parish councillors will be drawn up to cover the duration of the event</p> <p>8.1.3 Leaflet to be finalised and delivered to whole village</p> <p>8.1.4 Cllr Bladon met with Gary Kirk (YL) to discuss A2 maps showing e.g. listed buildings, areas at risk of flood, green open spaces which are being made to display as part of the consultation. A further organising meeting will be necessary before the event</p> <p>8.1.5 Venue charge of £50 (to include refreshments) – Resolved approved</p> <p>8.2 To consider delegating power to spend on NHP expenditure and agree limit – Agreed this will not be necessary as powers already exist in Financial Regulations</p>													
9	76/15	<p>Finance</p> <p>9.1 2014/15 Accounts – to receive and approve end of year accounts / reconciliation - Resolved approved</p> <p>9.2 2014/15 Accounts To receive and adopt Internal Auditor’s Report – The report, raising the following points, was circulated. (<i>Reponses in italics</i>):</p> <ul style="list-style-type: none"> o Minute 34/14 doesn’t state salary scale clerk appointed to –<i>Point 15 within the 15/17 range in scale LC1 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England & Wales</i> o Minute 10/15 doesn’t show contract amount for grass cutting – <i>14 cuts between March 2015 and October 2015 @ £50 + VAT a cut (total value £700 + VAT)</i> o Minute 34/15 does not name the insurance company – <i>Zurich Municipal</i> o Queries whether a fee should be agreed for handling of requests for information – <i>approved at meeting 12/5/15</i> o Risk Assessment – <i>purchase of fire proof box for discussion on a future agenda</i> o Data storage – suggestion that current data be kept on a memory stick by a councillor as extra security - <i>to be discussed on a future agenda</i> o Asset Register – does not state whether values are actual or proxy – <i>to be addressed when Asset Register next reviewed (March 2016)</i> <p>Resolved to adopt the Internal Auditor’s Report taking the points above into account</p> <p>9.3 2014/15 Accounts - Annual Return – to sign Accounting Statement and Annual Governance Statement - Resolved to approve and sign the Annual Return and Annual Governance Statement</p> <p>9.4 To Review and Adopt Financial Regulations – the Internal Auditor had, in addition to but not as part of his report, submitted a list of points about the Financial Regulations. A draft update to the Financial Regulations based on this report was circulated along with the points raised Review of the Financial Regulations was deferred to the next meeting to enable councillors to study these documents</p> <p>9.5 Budget update to 31/3/15 and to Review / Revise Budget – an updated budget showing actual balances at 31/3/15 was circulated with explanatory notes. Budget for 2015/16 will need to be revised to take into account the NHP, that there was not a PC election (meaning a reduced charge) and other factors Resolved: £930 held in reserve for election remain in reserve for next election Clerk to prepare updated budget proposal for consideration at next meeting Clerk to clarify what the NHP grants will cover</p> <p>9.6 2015/16 Accounts – to approve payments from petty cash and approve top up</p> <table border="1" data-bbox="268 1892 1043 2033"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>18/5/15</td> <td>Printer paper</td> <td>£2.50 (incl VAT)</td> </tr> <tr> <td>18/5/15</td> <td>Printer ink</td> <td>£12.99 (incl VAT)</td> </tr> <tr> <td></td> <td>Total</td> <td>£15.49 (incl VAT)</td> </tr> </tbody> </table> <p>Resolved to approve these payments from Petty Cash and top up of £15.49:</p>	Date	Description	Amount	18/5/15	Printer paper	£2.50 (incl VAT)	18/5/15	Printer ink	£12.99 (incl VAT)		Total	£15.49 (incl VAT)	Cllrs
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		<p>9.7 To approve for payment:</p> <table border="1" data-bbox="188 235 1390 510"> <tr> <td data-bbox="188 235 1235 405"> Clerk's Salary and Home Working Allowance for May 2015 May - split month, 11 days at 149.29 a month and 20 days at £152.88 a month. As it is a 31 day month take $11/31 * £149.29$ (£52.97) = $20/31 * £152.88$ (£98.63) = £151.60 Total = £151.60 + £8.67 HWA = £160.27 </td> <td data-bbox="1235 235 1390 405" style="text-align: right;">£160.27</td> </tr> <tr> <td data-bbox="188 405 1235 439">Internal Auditor</td> <td data-bbox="1235 405 1390 439" style="text-align: right;">£20.00</td> </tr> <tr> <td data-bbox="188 439 1235 472">SLCC Membership Renewal</td> <td data-bbox="1235 439 1390 472" style="text-align: right;">£65.00</td> </tr> <tr> <td data-bbox="188 472 1235 510">Petty Cash Top Up (see 9.36 above)</td> <td data-bbox="1235 472 1390 510" style="text-align: right;">£15.49</td> </tr> </table> <p>Resolved approved</p> <p>Note invoice received from Information Commissioner for registration £35.00 paid 21/5/15 (authorised minute 58/15, 12/5/15)</p>	Clerk's Salary and Home Working Allowance for May 2015 May - split month, 11 days at 149.29 a month and 20 days at £152.88 a month. As it is a 31 day month take $11/31 * £149.29$ (£52.97) = $20/31 * £152.88$ (£98.63) = £151.60 Total = £151.60 + £8.67 HWA = £160.27	£160.27	Internal Auditor	£20.00	SLCC Membership Renewal	£65.00	Petty Cash Top Up (see 9.36 above)	£15.49	
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10	77/ 15	<p>To confirm date of next meeting and items for next agenda Tuesday 14/7/15 Tuesday 15/9/15</p>									

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