



**Minutes of Annual Parish Council Meeting (Virtual meeting Zoom)
4th May 2021 at 7.30 p.m.**

Present: Cllr T. Bladon, Cllr J Haynes, Cllr P. Officer, Cllr C. Staveley

In attendance – Alison Gibson, Clerk

Action

		Action
	Cllr Bladon opened the meeting called for one minute silence for HRH Duke of Edinburgh	
1.	<p>36/21 – Election of Chair and signing of Declaration of Office. It was proposed by Cllr Officer and seconded by Cllr Staveley 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 and will send to clerk</p>	
2.	<p>37/21 – Election of Vice Chair It was proposed by Cllr Staveley and seconded by Cllr Bladon 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>38/21 – Apologies for Absence District Councillors R Hollick, S Whelband and P King, County Councillor K Feltham</p>	
4.	<p>39/21 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllrs Bladon, Haynes, Officer and Staveley, item 17 – Village Hall. 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>	
5.	<p>40/21 – To approve the minutes of the previous meeting held on 9th March 2021. It was resolved that the Minutes of the Parish Council Meeting held on 9/3/21 be approved and adopted as a true record. Cllr Bladon will sign, scan and send to the clerk.</p>	
6.	<p>41/21 – Questions from members of the public – none present</p>	
7.	<p>42/21 – To appoint members to undertake: 7.1 Spot Checks during grass cutting – it was resolved to appoint Cllr Staveley. 7.2 Checks of Street Furniture – it was resolved to appoint Cllr Haynes. 7.3 Checks of Accounts Reconciliations – it was resolved to appoint Cllr Officer. 7.4 Defibrillator Checks – it was resolved to appoint Cllr Staveley. Cllr Bladon thanked councillors for their efforts doing these checks during the past year, particularly as it has been so difficult to keep in touch.</p>	
8.	<p>43/21 – To appoint representatives to the Village Hall Committee It was resolved to appoint Cllr Staveley. It was agreed that the clerk should add the following to the Year Plan:</p> <ul style="list-style-type: none"> • To receive details of Village Hall Insurance – October • To receive details of Village Hall Accounts and Financial Year End Report – January for year ending 31st December 	

9.	<p>44/21 – To Review and Adopt:</p> <p>9.1 Standing Orders Resolved to approve with no changes. Noted these will need to be reviewed again once face to face meetings resume.</p> <p>9.2 Financial Regulations and Internet Banking Policy It was resolved to adopt these policies with changes as circulated in line with Internal Auditor’s recommendations (12.3 below)</p> <p>9.3 Data Protection Policy – resolved to approve with no changes.</p> <p>9.4 Subject Access Request Policy – resolved to approve with no changes.</p> <p>9.5 Data Breach Policy – resolved to approve with no changes.</p> <p>9.6 Policies and Procedures for handling requests for information – resolved to approve with no changes.</p> <p>9.7 Asset Register – resolved to approve with no changes.</p> <p>9.8 Scheme of Delegation Covid 19 delegation to clerk. 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 delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place. It was also resolved to adopt a general Scheme of Delegation (not relating to Covid 19), as circulated. (The Local Government Act 1972, Section 101)</p>	
10	<p>45/21 – Clerk’s Report including Year Plan and LRALC update Year Plan – noted as circulated. LRALC</p> <ul style="list-style-type: none"> • Remote meetings – links to High Court Judgement and NALC / LRALC response / guidance shared. As the law stands at present remote meetings will not be legal from 7/5/21 • LRALC Newsletter April 2021. • NALC Guide to Cyber Security • NALC Funding and Grants Bulletin. • NALC updated Legal Topic Note on Freedom of Information • Dept for Culture, Media and Sport Rural Broadband Consultation • Ministry for Housing, Communities Infrastructure Consultation <p>Harborough District Council (HDC) - HDC Newsletters April and May 2021 Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • Monthly Funding Bulletins March and April 2021 • Grant Funding for Parish Councils • Shire Environmental Grant • Warm Homes Project. • Carbon Literacy Courses. • Creating Accessible Word and PDF Documents. <p>Rural Community Council - Impact Magazine April 2021</p>	
11.	<p>46/21 – Reports and Updates from</p> <p>11.1 County Councillor – none</p> <p>11.2 District Councillors – none</p> <p>11.3 Police</p> <ul style="list-style-type: none"> • “Share the Road” signs • Cybercrime warning • Trading Standards, cold calling for driveway works and gardening works 	

12 **47/21 – Finance 20/21 Year and Audit (1)**

Cllr Bladon thanked the clerk for the work she had done on the audit.

12.1 Approval of Accounts Reconciliation to 31/3/21 and noting of payments not previously minuted

Total Receipts to 31/3/21 - £13,726.85
 Total Payments to 31/3/21 - £18,812.41
 Closing Balance at 31/3/21 - £6,231.52

Payments since last meeting up to 31/3/21:

22/3/21 – reimbursement to clerk for purchase of cooker for Village Hall £748.99 - (minutes 9/3/21, 30/21, item 12.2 refers). £260.48 from loan account, £363.68 from Village Hall Reserve, £124.83 VAT.

31/3/21 – Clerk Salary March 2021 - £186.16

Final List of Payments Occurring on a Regular Basis noted and agreed.

It was resolved to approve the accounts reconciliation to 31/3/21 as circulated.

The clerk had circulated the links to the “Annual Governance and Accountability Return (AGAR)” and associated instructions from the External Auditor and “Joint Panel on Accountability Practitioners’ Guide” (JPAG), which pertain to items 12.2, 12.4 and 13.1 below.

12.2 Approval of Exemption Certificate

The council reviewed the exemption criteria, noting the total income and expenditure to 31/3/21 reported at 12.1 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. The clerk will bring the certificate to chair to sign.

Clerk

12.3 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 2020/21 year. The Internal Auditor also submitted a written report raising the following points:

1. The parish website is very well organised, intuitive, and professionally managed.
 Response - This positive feedback was noted with thanks.
2. It is noted that the council began using online banking to make payments last year and a comprehensive online banking policy has been adopted to reflect the relevant procedures. At this point in time, owing to the bank’s procedures, only the clerk and one other councillor can electronically authorise payments on the banking website/portal. Ideally, for a more robust control, the procedure would be the clerk requesting a payment be paid, and then two councillors electronically authorising the payment.
 Response – LRALC have recently advised that talks have been taking place regarding the day-to-day problems Parish Councils face with banking, with one of the main issues being around online banking. They are looking into other banking options for Parish Councils which they hope to share soon. It was agreed to await this advice and consider when received.
3. It is recommended that the Financial Regulations are updated to include the Online banking procedures adopted. – Response - see item 9.2 above

	<p>12.4 To approve Annual Governance Statement - the clerk brought the council's attention to JPAG pages 30-50 for information about each Assertion on the Governance Statement. Councillors reviewed the statements on the Annual Governance Statement.</p> <p>It was resolved that the statements in the Annual Governance Statement are met and the document was approved and signed by the clerk / RFO. Clerk to bring the document to the chair to sign.</p>	Clerk
13	<p>48/21 – Finance 20/21 Year and Audit (2)</p> <p>13.1 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. The clerk will bring the document to the chair to sign.</p> <p>13.2 To agree Inspection Period</p> <p>It was agreed to set 14/6/21 to 23/7/21 as the period of for the exercise of Public Rights (this is the period suggested by the External Auditor).</p>	clerk
14	<p>49/21 – Finance 21/22 Year</p> <p>14.1 RFO Report Receipts and Payments since 1/4/21:</p> <p>Receipts: 14/4/21 – HDC Precept £4,791.50 16/4/21 – VAT refund - £655.62</p> <p>Payments 16/4/21 – Leicestershire Gardens £160. For grass cutting 15/3/21 and 30/3/21. Invoice 21/022 30/4/21 – Clerk's salary and Homeworking Allowance April 2021 - £186.16</p> <p>List of payments occurring on a regular basis for 21/22 year was circulated and agreed.</p> <p>14.2 Update on HSBC Account and Review of Bank Mandate HSBC Account - The problem with the daily limit on internet payments has now been resolved and it has also been confirmed that Cllr Staveley has been added as a signatory.</p> <p>HSBC Account signatories: Cllr Bladon, with internet access Cllr Haynes Cllr Officer Cllr Staveley.</p> <p>It was agreed to explore how easy it is to get internet access for Cllrs Officer and Staveley and if straight forward for them to apply for it.</p> <p>Market Harborough Building Society Signatories: Cllr Bladon Cllr Haynes Cllr Officer Cllr Staveley</p> <p>It was agreed not to make any changes.</p> <p>14.3 To approve for payment – LRALC and NALC Membership Fee 2021-22 – £144.16 – Resolved Approved.</p>	Cllr Bladon/ Clerk/ Cllrs Officer /Staveley

15	<p>50/21 – Review of Budget and Reserves Policy Revised budget, taking into account actual figures carried over at 31/3/21, was circulated with notes. It was resolved to approve the revised budget as circulated.</p> <p>It was agreed to defer review of the Reserves Policy to a future meeting to take into account any decision about Village Hall spending at item 17 below.</p>	
16	<p>51/21 – Planning and Enforcement</p> <p>16.1 General Report and update on applications / decisions from Harborough District Council</p> <ul style="list-style-type: none"> • No planning decisions received since last meeting. • Harborough District Council Call for Sites – closing date for submissions 4/6/21 <p>16.2 To agree response to the following applications:</p> <p>16.2.1 20/01902/FUL – change of use from a paddock area / agricultural land to a storage and car park area (retrospective), The Manor, Main Street, Tur Langton</p> <p>It was resolved to respond as follows: The Parish Council is disappointed to see that again unauthorised activity has taken place on this site, resulting in Enforcement and a retrospective planning application.</p> <p>The Council does not support this application for the following reasons:</p> <p>The Council is concerned that the development is encroaching towards the Scheduled Ancient Monument, detracting from the character and appearance of the Conservation Area. It is encroaching onto land which could have historical artefacts.</p> <p>The Council concurs with the comments from Leicestershire Highways that a better plan highlighting the Public Right of Way is required.</p> <p>There is concern that the development has a big impact on the Public Right of Way, which was originally a field walk. The PROW now goes through the storage area, giving the impression to a walker that that they trespassing when using the path. There is also an intensification of vehicles moving over the path. For these reasons the development contravenes Neighbourhood Plan Policy ENV6 as it has a significant adverse effect on the footpath and does not facilitate maintenance / upgrade / extension / effective diversion of the footpath.</p> <p>The council is also concerned that the development is further encroaching into agricultural land onto the green strip which divided The Manor from the road.</p> <p>16.2.2 21/00658/TCA – works to trees (fell), Fargate House, Main Street, Tur Langton It was resolved to respond that the Parish Council has no objections to this application.</p> <p>16.3 Enforcement. The following updates to enforcement cases at HDC were noted:</p> <ul style="list-style-type: none"> • 20/00237/COMS – change of use of agricultural building notified under 18/00746/PDN, not exactly in accordance. New unauthorised development residential curtilage extended and marked out incorrectly. Use of other buildings on site. Land north of Trafford House, The Orchard and the Cottage, Kibworth Road, Tur Langton – no update from Harborough District Council, however it was noted that the fence has been moved back. • 20/00091/COUS – see planning application 20/01902/FUL at 16.2.1 above. • 20/00444/COUS –the case has been closed by HDC as it was not expedient to take action. • 20/00489/ADVS – sign / advert for Manor Farm erected in a field near to Tur Langton – HDC update – noted that the frame is still there (previously noted the advert had been removed from the frame). 	

	<ul style="list-style-type: none"> Outdoor social gathering parties at Party Tipi Paddock, The Manor – this has been reported to Harborough District Council Enforcement who are looking into it. 	
17.	<p>52/21 – Village Hall</p> <p>17.1 Update</p> <ul style="list-style-type: none"> The cooker has been purchased and is in place, total cost £748.99 split as follows: £260.48 from Loan Account / £363.68 from Village Hall Reserve / £124.83 VAT which has been reclaimed. The Loan Account is now empty. It was agreed to disband the Village Hall Advisory Committee at the next meeting. Cllr Bladon thanked everyone who has contributed to the renovation project. A celebration will be held when possible. <p>17.2 To approve:</p> <p>17.2.1 Hiring of Skip The following quotes for 7-day hire were considered:</p> <ul style="list-style-type: none"> 2 Yard, Bakers Waste, £148.68 inc. VAT 4 Yard, Bakers Waste, £183.96 inc. VAT 6 Yard, Bakers Waste, £205.60 inc. VAT 8 Yard, Baker's Waste, £248.22 inc. VAT 8 Yard, Leicester Skips, £285.00 inc. VAT 12 Yard, Bakers Waste, £336.42 inc. VAT <p>It was resolved to order the 8-yard skip from Bakers Waste at £248.22 (from Parish Council Village Hall Reserve). Cllr Officer will liaise with clerk to arrange this.</p> <p>17.2.2 Cleaner for floors – it was agreed not to go ahead with purchasing a cleaner.</p> <p>17.3 Memorial Garden – to approve purchase of items from Conservation Society Donation The amount held in ringfenced reserve is £478.16. It was resolved to agree the following list of items to purchase:</p> <ul style="list-style-type: none"> Patio Roses Lavender A Viburnum A Hedgehog House Bird boxes Insect Houses <p>It was delegated to Cllr Bladon and Clerk to arrange purchase up to a limit of £200.00.</p> <p>It was agreed to put the balance towards a sign, design to be considered at next meeting.</p>	<p>Cllr Officer / Clerk</p> <p>Cllr Bladon / Clerk</p>
18.	<p>53/21 – Assets</p> <p>18.1 Health and Safety Check of Assets No problems identified following inspection.</p> <p>18.2 Maintenance of Noticeboard – to approve reimbursement to Cllr Bladon for cork for backing. Cllr Bladon has carried out repairs. She has purchased replacement cork for the back of the noticeboard at a price of £48.92 + £9.78 VAT = £58.70. Authorisation of this payment was agreed between the Clerk and Cllr Bladon as Chair in line with Financial Regulation 4.1 (third bullet point). It was resolved to approve reimbursement of £58.70 to Cllr Bladon. She will complete an Expenses Claim Form.</p>	<p>Cllr Bladon</p>

	<p>18.3 Seat by Village Hall – A cheaper price for the three replacement slats is still being sought. It needs to be hard wood, not tanned soft wood.</p> <ul style="list-style-type: none"> • Cllr Bladon will contact a local wood company for a price. • Cllr Haynes will speak to a resident who may have contacts with another local company. Cllr Bladon will give her the measurements. • It was resolved to delegate a decision on purchase to Cllr Bladon and Clerk up to a maximum price of £200 (excluding VAT) 	Cllrs Bladon / Haynes / clerk
19	<p>54/21 – Highways</p> <p>19.1 General Report:</p> <ul style="list-style-type: none"> • Surface Dressing, Temporary Traffic Regulation Order for Mere Road, Tur Langton 22/7/21 • Link to Leicestershire Highways A Roads to Zebras shared <p>19.2 Grass Cutting Update</p> <ul style="list-style-type: none"> • LCC have permitted our contractor to have public liability insurance of £5 million rather than £10 million. Contractor has sent a copy of his £5 million insurance certificate to clerk who has sent to LCC. • Purchase order for LCC reimbursement for 2021 season received. • Cuts 15/3/21 and 30/3/21. (invoice paid, see 14.1 above). <p>19.3 Snagging list</p> <ul style="list-style-type: none"> • Hedge behind road sign on Cranoe Road - it was agreed to write to Platform Housing, clerk to liaise with Chair for details. <p>19.4 Dog Fouling This is still a problem on footpaths as well as fields. Cllrs Bladon, Haynes and Staveley will put together a map of problem areas and also try to identify times to contact Harborough District Council Environmental Crime Team.</p> <p>19.5 Pavement Parking – this is still a problem. The situation will be monitored to see if it intensifies, it is thought it may be an overspill from The Manor.</p> <p>19.6 Footpaths</p> <ul style="list-style-type: none"> • Problems on footpath B11 going towards The Mere reported to LCC. Update received from LCC 29/4/21 – they have written to the landowner / occupier regarding the surface damage and will continue to monitor the situation. 	Clerk / chair Cllrs Bladon / Haynes / Staveley
20	<p>55/21 – Website Accessibility A further Accessibility Check which was scheduled for March will be rescheduled.</p>	
21	<p>56/21 – Laptop Cllr Officer is investigating whether he can add another hard drive to increase the memory and will report back in due course.</p>	
16	<p>57/21 – Community Engagement</p> <ul style="list-style-type: none"> • Newsletter – thank you to Cllr Staveley for her work on the last one. It was agreed to aim for July / August for the next newsletter. • Requirement to co-opt a new councillor – if anyone expresses an interest, they will be encouraged to attend a Parish Council meeting. 	Cllr Staveley
17	<p>58/21 – To approve the dates of next meetings and items for next agenda. Next meetings:</p> <p>13/7/2021 Full Parish Council Meeting 7/9/2021 Full Parish Council Meeting</p>	

Meeting was closed at 21.15 p.m.