



**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton  
22<sup>nd</sup> November 2016**

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

In attendance: Alison Gibson, Clerk

		Action
1.	<b>122/16 - Apologies for absence –</b> Cllr J Haynes, work commitments - <b>Resolved to accept this apology</b> District Councillor C Holyoak, County Councillor K Feltham, PC Steve Winn	
2.	<b>123/16 - Declarations of pecuniary interest and granting of dispensations –</b> none	
3.	<b>124/16 - To approve the minutes of the previous meeting held on 4<sup>th</sup> October 2016</b> <b>Resolved that the Minutes of the Parish Council Meeting held on 4/10/16 be approved and adopted as a true record.</b> (meeting planned for 8/11/16 was cancelled prior to commencement due to not being quorate)	
4.	<b>125/16 - Questions from members of the public –</b> none present	
5.	<b>126/16 – Clerk’s Report including Year Plan and LRALC update</b> 5.1 <b>Year Plan</b> – noted as circulated 5.2 <b>Harborough District Council</b> <ul style="list-style-type: none"> <li>• November Newsletter – Fly tipping / Garden Waste Collections / Train Station upgrade</li> <li>• Annual Parish Liaison Meeting - chair and clerk attended, papers circulated, of particular significance Fly tipping / Responsible Dog Ownership</li> </ul> 5.3 <b>Leicestershire County Council - Accessibility Policy Review</b> – details circulated 5.4 <b>Leicester, Leicestershire and Rutland Road Safety Partnership</b> - Road Safety Booklet – circulated. Information about parking on verges to be used in Newsletter 5.5 <b>LRALC</b> - Training Courses / LRLAC Newsletter 5 / Government Agenda on Devolution – CPRE Discussion Paper / Precept Capping / Tree Wardens / Reports to NALC Executive 5.6 <b>SLCC</b> – Clerk Magazine Nov 2016 – Council Tax Referenda / General Data Protection Regulation, possibly coming in to force May 2018 / Budget Preparation / English Planning in Crisis?	
6	<b>127/16 - Reports from:</b> 6.1 <b>District Councillors</b> – none 6.2 <b>County Councillor Kevin Feltham</b> – HDC Local Plan Executive Advisory Panel are continuing to recommend that the Lutterworth SDA is the preferred strategic housing option with a smaller site in Scraftoft as a reserve. Currently, until finally ratified by the Executive and full Council, the Kibworth SDA is no longer being considered, so there is no prospect for a Kibworth bypass in the near future. The ratification process has been delayed for up to nine months whilst further assessments are completed. 6.3 <b>Police</b> – report submitted by PC Steve Winn –Over the last three months there has only been one crime in the village where a car had its number plates stolen. The current crime threat across the North Beat area is that of criminals targeting unlocked vehicles, 60 offences over three months. The message is clear – lock your vehicles.	
7	<b>128/16 – To Review and Adopt</b> 7.1 “Achieving Transparency Code Compliance” document – <b>Resolved no changes</b> 7.2 Media Relations Policy – <b>Resolved no changes</b> 7.3 Complaints Procedure – <b>Resolved no changes</b>	

8	<p><b>129/16 – Defibrillator – Update and to Agree Model</b></p> <p>Following a meeting with a representative of Community Heartbeat Trust product information was circulated for the Lifeline View Semi-Automatic Defibrillator with Rotoid Cabinet. The cost as a Managed Solution, including fitting, carriage and the first year Annual Support Agreement (£126.00) is £2,001. £2,020 is held in donations. Power to spend - Section 234, Public Health Act 1936). The quotation includes an option for the first year Emergency Telephone free (RRP £100)</p> <p><b>Resolved to order the Lifeline View Semi-Automatic Defibrillator and Rotoid Cabinet - Resolved not to have the Emergency Telephone System</b> – request invoice with this removed</p> <p>Adoption of phone box now complete. CHT pass over to TLPC after one year (cost £1, date to be confirmed). It will then be added to Asset Register. Suggestion to tile the floor to be explored.</p>	Clerk
9	<p><b>130/16 – Village Hall</b></p> <p><b>9.1 Lease</b> – revised lease with all agreed changes incorporated has been received from Merton College (MC). There are still a few outstanding matters – see Appendix 1 below</p> <p><b>9.2 Specification of Works (now referred to as Design Brief) and Merton College Fees –</b></p> <p>Following a meeting with Mr Bale (representing MC) the specification has been adjusted slightly into a Design Brief, which Mr Bale confirms is acceptable in terms of moving the lease agreement forward and has sent it to MC for addition to the lease documentation. He anticipates the Fees (lease Page 26 Parts II of Schedule points 2 and 6.2) to be a maximum of £3,500 but hopes this may be improved on. For more detailed information see Appendix 1.</p> <p><b>Resolved to accept the figure of £3,500</b> (to be taken into account when setting precept)</p> <p>A further Parish Council meeting is to be held on 13/12/16 where it is hoped to resolve that the lease can be signed. The clerk will sign the lease on behalf of the council and will also sign the statutory declaration referred to on P 25 35.1.2. Clerk to contact Mr Blundell (MC Solicitor) to request finalised paperwork. The council’s signature needs to be witnessed. It would be good practice for this to be someone of professional standing and it was suggested that JT as a serving police officer could be an appropriate person if he is happy to do so.</p> <p><b>9.3 Village Hall Garden</b></p> <ul style="list-style-type: none"> <li>• A suggestion was discussed to revamp the garden at the RHS of the drive when coming into the Village Hall as a Memorial Garden for Alice Ruggles. Her parents and the Village Hall Committee are in agreement with this idea. Once the lease is signed the site would be “safe” for 21 years and it was agreed to approach Merton College following the signing to ensure their ongoing commitment to the “safety” of the site beyond 21 years. Cllr Bladon will contact HDC for advice about any necessary permission for works to trees.</li> <li>• Ben Copson has removed the shrubs in front of the Village Hall to the council’s satisfaction. Grass seed is to be broadcast sown in April 2017 and this is included in the invoice for £400, which has been paid. (minute 107/16, 6/9/16 refers)</li> </ul>	Clerk             Cllr Bladon
10	<p><b>131/16 – Highways</b></p> <p><b>10.1 Grass Cutting</b> – Contractor has done an acceptable job throughout the year, recent spot check identified no problems. No further cuts required for this season. Contractor to be requested to complete an additional cut at the beginning of next season</p> <p><b>10.2 Fly tipping</b> –There is a big push towards educating people that this is a crime. Following an incident in TL it was agreed to raise the profile of the problem through the newsletter making it clear this is not acceptable.</p> <p><b>10.3 Condition of Road Signs</b> – the following have been reported to LCC by the clerk:</p> <ul style="list-style-type: none"> <li>○ 30mph sign wrong way round on B6047 (coming from Billesdon on LHS)</li> <li>○ Village Name sign damaged on Cranoe Road (coming from Cranoe on RHS)</li> <li>○ Give way signs damaged (Cranoe Road junction with B6047)</li> <li>○ Bends in roads sign knocked down (Kibworth Road when leaving village on LHS)</li> <li>• A further problem was identified on the B6047 travelling from the village towards Church Langton – repeater signs the wrong way round. Clerk to report</li> </ul> <p>Cllr Weston has reported the following:</p> <ul style="list-style-type: none"> <li>• A collapsed gully opposite “Mount Pleasant” on Shangton Road</li> <li>• A pothole on Main Street by “Chestnuts”</li> </ul>	Clerk            Clerk

	<p><b>10.4 State of Pavements – Weeds</b> - agreed to keep a watching brief. Pallet of paving slabs on pavement outside a house on Main Street – householder to be approached to remove</p>	<p>Clerk / Cllr Weston</p>																																																				
<p>11</p>	<p><b>132/16 – Finance</b></p> <p><b>11.1 HSBC Bank Mandate / Internet Banking update</b></p> <ul style="list-style-type: none"> <li>Adding new signatories (the clerk, Cllr Brigs and Cllr Weston) - paperwork currently at MH branch of bank for signatories to take in identification.</li> <li>Internet banking – details of the requirements for internet banking from the Financial Regulations were circulated. This will be actioned once the new signatories have been added as it is a requirement for the clerk to be a signatory.</li> </ul> <p><b>11.2 2016/17 Accounts - to receive and approve updated accounts / reconciliation</b> – Noted that a VAT refund of £1,093.12 period 1/4/16 – 30/9/16 has been claimed but not yet received. <b>Resolved to approve the accounts reconciled to 21/10/16 as circulated</b></p> <p><b>11.3 B Copson for work done to remove shrubs in front of Village Hall</b> – noted the invoice for £400 has been paid, 9.3 above refers</p> <p><b>11.4 To approve for payment:</b></p> <p><b>(i) Petty Cash Payments</b></p> <table border="1" data-bbox="183 683 1220 873"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>6/9/16</td> <td>P4/16</td> <td>Electricity meter payment for heating</td> <td>£2</td> </tr> <tr> <td>13/10/16</td> <td>P5/16</td> <td>Stamps</td> <td>£6.60</td> </tr> <tr> <td>25/10/16</td> <td>P6/16</td> <td>Electricity meter payment for heating</td> <td>£2</td> </tr> <tr> <td>1/11/16</td> <td>P7/16</td> <td>Stationary and phone top up</td> <td>£13.98</td> </tr> <tr> <td></td> <td></td> <td><b>Total top up authorised</b></td> <td><b>£24.58</b></td> </tr> </tbody> </table> <p><b>(ii) Clerk’s salary, Home Working Allowance and Transparency Fund payment October and November 2016</b></p> <table border="1" data-bbox="135 940 1423 1243"> <thead> <tr> <th colspan="2">October 2016</th> <th colspan="2">November 2016</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>2 hours setting up time</td> <td>£18.24</td> <td>2 hours setting up time</td> <td>£18.24</td> </tr> <tr> <td>Arr monthly costs April-July</td> <td>£0.41 (note 1)</td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>£199.08</b></td> <td><b>Total</b></td> <td><b>£198.67</b></td> </tr> </tbody> </table> <p><b>Note 1</b> – Arrears of monthly payments arrears of £54.31 paid with August payment was incorrect and should have been £54.72, therefore £0.41 underpayment</p> <p><b>(iii) 4 Counties Ground Maintenance</b> for grass cutting September and October 2016) to cuts) £200 + £40 VAT = £240</p> <p><b>(iv) Tur Langton Village Hall</b> for room hire - £45 (no VAT)</p> <p><b>Resolved to approve these payments as listed above</b></p>	Date	Reference	Description	Amount	6/9/16	P4/16	Electricity meter payment for heating	£2	13/10/16	P5/16	Stamps	£6.60	25/10/16	P6/16	Electricity meter payment for heating	£2	1/11/16	P7/16	Stationary and phone top up	£13.98			<b>Total top up authorised</b>	<b>£24.58</b>	October 2016		November 2016		Salary	£158.08	Salary	£158.08	HWA	£8.67	HWA	£8.67	Monthly Costs	£13.68	Monthly Costs	£13.68	2 hours setting up time	£18.24	2 hours setting up time	£18.24	Arr monthly costs April-July	£0.41 (note 1)			<b>Total</b>	<b>£199.08</b>	<b>Total</b>	<b>£198.67</b>	
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<p>12</p>	<p><b>133/16 – Precept / Budget for 2017/18</b></p> <p>Cllrs considered a template showing the budget updated to November 2016, an estimate to 31/3/17 and suggested budget for 2017/18, with associated notes. Cllrs also considered information from HDC, a summary of information regarding possible capping / referenda and the internal auditor’s feedback on the 2016/17 budget. The following points were agreed:</p> <ul style="list-style-type: none"> <li>To increase contingency to £1,000</li> <li>To increase “Village Improvements” to £400 in line with the predicted spend for 2016/17</li> <li>Grass cutting to remain at £1,000</li> <li>New category – “Defibrillator” to take into account Annual Support Agreement of £126</li> <li>£1,000 for “Village Hall”. £2,000 is held in reserve which would give a total of £3,000 towards the top figure of £3,500 (9 above). Additional £500 to be included in 2018/19 budget if required.</li> </ul> <p>This results in an increase of approximately 25% from last year. Noted that in the light of possible capping and to take into account commitment to Village Hall and Defibrillator it will be necessary to increase the precept. Final decision to be made at January 2017 meeting once tax base information is received from HDC.</p>																																																					
<p>13</p>	<p><b>134/16 – Planning and Enforcement</b></p> <p><b>13.1 Update on planning applications</b></p> <ul style="list-style-type: none"> <li>16/01447/LBC / 16/01446/FUL - Erection of a single storey rear extension - Greystones Main Street TL– permitted</li> </ul>																																																					

## Minutes of meeting 22/11/16

	<ul style="list-style-type: none"> <li>• 16/01574/FUL - Change of use of existing domestic garage to multi-use building for garaging and stabling - The Stables Main Street TL – pending consideration</li> </ul> <p><b>13.2 OSSR Consultation Feedback – update from HDC</b> - following the council’s submission to consultation HDC propose to delete the sites suggested by the council and add one new designation, the field behind Cranbourne Lodge. HDC will make the final decision in Jan</p> <p><b>13.3 Enforcement</b></p> <ul style="list-style-type: none"> <li>• The Manor – Enforcement issue investigated by HDC identified no planning breach</li> <li>• Advertising Boards in the village – noted that the number of boards has reduced. A watching brief to be kept</li> </ul>	
14	<p><b>135/16 – Consultations and Correspondence for information or action</b></p> <p><b>14.1 Letter from Citizens’ Advice Bureau requesting donation – Resolved to donate £10 and ask for details of the number of residents from TL who have accessed their services. (Local Government Act 1972 s142(2A))</b></p> <p><b>14.2 Boundary Commission Electoral Review of Harborough Warding – noted</b></p> <p><b>14.3 Boundary Commission 2018 Review of Parliamentary Constituencies – noted</b></p> <p><b>14.4 Harborough District Council Community Safety Priorities - noted</b></p> <p><b>14.5 National Highways and Transport Public Satisfaction Survey – extension to be requested to enable this to be considered at meeting in December.</b></p>	
15	<p><b>136/16 – Community Engagement</b></p> <p><b>15.1 Website.</b> A Resources Section has been added to the Councillors’ area.</p> <p>15.1.1 Domain name (min 104/16, 6/9/16 refers) delayed until internet banking implemented.</p> <p><b>15.1.2 Two Year subscription - £67.68 (wix site) –</b> This will enable the new domain name to be used on the site. <b>Resolved approved.</b> To be actioned once internet banking implemented</p> <p><b>15.2 Newsletter –</b> November edition. Details of copy agreed, to be sent to Cllr Briggs. It was agreed not to submit anything for the Langtons Newsletter on this occasion</p>	
16	<p><b>137/16 – Neighbourhood Planning –</b> A consultation event is to be arranged for January in the Village Hall. Draft of Neighbourhood Plan document to be circulated to councillors / Steering / Environment Group members for feedback to enable this to be taken into account in draft for consultation, which it is hoped to approve at December Parish Council meeting. A rota will need to be arranged for consultation event.</p>	
17	<p><b>138/16 – Dog Fouling –</b> complaint received about dog fouling on pavements. An article to be included in newsletter</p>	
18	<p><b>139/16 – Workplace Pension –</b> all steps involved to inform clerk of her pensions rights and completing the declaration have been completed and declaration of compliance submitted. An acknowledgement letter has been received from the Pensions Regulator</p>	
19	<p><b>140/16 – Emergency Planning –</b> defer to next meeting</p>	Cllr Officer
20	<p><b>141/16 – Repairs and Maintenance –</b> no problems identified</p>	
21	<p><b>142/16 – Dates of next meetings</b></p> <p>Tuesday 13/12/16 – Extraordinary Parish Council Meeting</p> <p>Tuesday 10/1/17 at 7.30 p.m.– Full Parish Council meeting</p> <p>Tuesday 7/3/17 at 7.30 p.m. – Full Parish Council meeting</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>	

## Agenda item 9.1 – Village Hall Lease

### Outstanding matters

- Page 2 – Tenant address needs to be changed to that of clerk
- Pages 5/6 – Contractual Term and Review Date – dates to be agreed with MC and inserted.
- Page 25, 35.1.2 – at some stage once the lease is agreed and ready to complete certain notices have to be served on the Parish Council to exclude the provisions of the Landlord and Tenant act 1954. Once served someone authorised on behalf of the council has to sign a statutory declaration and that person's name is to be inserted at this point.
- Page 26, Part 1 of the Schedule – Design Brief needs to be attached, see 9.2 above
- Page 26, Part II, Point 2 – confirmed with Mr Blundell that Merton College representative, Mr Tim Bale, will approve the contractors
- Page 26, Part II of the Schedule, point 6.2 – costs of carrying out monitoring work. Mr Blundell advises that the figure (see 9.2 above) would not be inserted here as the landlord would wish to retain flexibility in the event of any unforeseen difficulties.

## Agenda item 9.2 – Design Brief and Merton College Fees

- Mr Bale has confirmed by email (8/11/16) that he understands the basis of the amended document is to show an overview of the commitment to the scheme and to the College in order to be added to the lease
- Once the lease is agreed upon this will allow the Village Hall Committee to look more seriously into avenues of funding and put together a more detailed specification package which will be presented to Merton College for feedback
- This specification package will form part of Planning and Funding applications.
- The fees (Lease Page 26 Part II of the Schedule Points 2 and 6.2) are anticipated to be a maximum of £3,500
- This sum acts as a fee for Merton College to assist and offer guidance and support up until tenders are agreed through to the completion of the building project once funding is secured, specifically:
  - Checking of Specification
  - Advice re extent of works
  - Tender Selection
  - Stage Inspections
  - Advice on Method Statements
  - Advice on Final Design
  - Tender Contract
  - Sign off of Works
- In addition Mr Bale has offered his availability to attend any committee meetings in order to offer any additional guidance or support over and above this free of charge