



Tur Langton Parish Council Business Plan 1/4/22 23– 31/3/23 24

1. Introduction

This document is a statement of the Parish Council's vision for the parish of Tur Langton and aims to give residents a clear understanding of what their Parish Council does, what it is trying to achieve over the next 12 months and what its spending priorities are. It helps the Parish Council to forecast its budget and calculate its precept requirements. The plan will be reviewed annually.

Tur Langton is a small village in the Harborough District of Leicestershire. The 2024 2022 Electoral Roll lists 177 173 electors living in 83 79 properties.

2. Tiers of local government

There are three tiers of local government that provide services to residents of Tur Langton:

- 2.1 Tur Langton Parish Council (TLPC) is the tier of local government closest to the community. For more information about TLPC and its roles and responsibilities see Section 6 below.
- 2.2 Harborough District Council (HDC), whose responsibilities include housing provision, environmental services, new development and planning applications, planning enforcement, waste collection and some leisure services.
- 2.3 Leicestershire County Council (LCC), whose responsibilities include highways (roads and footpaths), public rights of way, education, health and social services, fire services, recycling and libraries.

3. Overview of Tur Langton Parish Council

TLPC was founded in 1952 (prior to that the village had a Parish Meeting, which was founded in 1894). Parish Councils are the first tier of local government and are statutory bodies. Residents elect five Parish Councillors every four years. The next election will be in 2023. If not enough electors stand for election the council can co-opt councillors. TLPC currently has five serving councillors. Parish Councillors are not paid.

The Council elects a Chair and Vice Chair each year at the Annual Parish Council meeting in May.

TLPC employs a clerk for four hours a week who works from home. The clerk is also the Responsible Financial Officer.

TLPC meets in Tur Langton Village Hall at least six times a year in January, March, May, July, September and November. Additional meetings can be called if necessary. TLPC also calls an Annual Parish Meeting each year in May.

4. Accountability and Management

The Parish Council operates under a set of written Standing Orders and Financial Regulations which are reviewed and updated annually. These two documents outline the way in which the Parish Council conducts its business and manages its finances. These documents, along with the council's other policies, can be viewed on the Parish Council's website.

The clerk prepares the accounts, and a reconciliation of the bank accounts is presented for approval to every Parish Council meeting. The Parish Council's accounts are audited annually.

5. How is the Parish Council funded?

The Parish Council is funded through a precept collected through the Council Tax. The Council also receives a reimbursement towards the mowing of the grass verges from LCC, a small amount of building society interest and a contribution from another Parish Council for a shared commitment. The council can also claim grants towards specific projects.

6. Roles and Responsibilities

Parish Councils have a wide range of powers and responsibilities. As Tur Langton is a small village the Parish Council does not exercise all the powers available. The Parish Council does not own any land. The Parish Council's responsibilities include:

- Statutory consultee on planning applications in the parish
- Provides an advocacy role on behalf of local residents in making representations to the District and County Councils and liaises closely with District and County Councillors.
- The Parish Council owns two benches, a notice board and telephone kiosk and is responsible for their maintenance and insurance.
- The Parish Council is responsible for a defibrillator, which it holds under a "Managed Solution" with the Community Heartbeat Trust, paying an annual fee to this organisation. The council also keeps funding in reserve to pay for any damage / maintenance to the defibrillator cabinet. The defibrillator is checked regularly, and its status reported to Community Heartbeat Trust.
- Emergency Planning through a Community Response Plan and holding / maintaining an Emergency Grab bag.
- The Parish Council has a three-year Service Level Agreement with LCC for the mowing of grass verges in the village for the **2020, 2021 and 2022 2023, 2024 and 2025** seasons.
- The Council has a Neighbourhood Plan, **which is due for review in 2022/23 and is liaising with Harborough District Council on a minor review during 23/24**
- The Parish Council is Custodian Trustee of the Village Hall. TLPC does not have the legal role or responsibility for the management of the Village Hall,

which is the responsibility of the Village Hall Management Committee. The land is leased from Merton College and TLPC has custody of all documents relating to title and liaises with Merton College on all aspects of the lease. The Trust Deed indemnifies TLPC of their obligations under the lease, including paying the rent, repairing, maintaining and insuring the Village Hall. ~~TLCP currently pays the annual rent to Merton College, and this is recorded as a grant to the Village Hall Committee.~~ The Village Hall Committee currently pays the rent, and the Parish Council keeps one year's rent in reserve in case it becomes necessary to pay the rent. The Village Hall was recently refurbished and TLPC supported this by gifting materials and services using its power under Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976. This was funded through a loan from the Public Works Loans Board and through grant funding claimed by the Parish Council. The loan was taken out in 2019 and repayments will continue until 2038.

- Parish Councillors act as Trustees on the Village Hall Committee and Hanbury Charity.
- TLPC maintains a website and produces a newsletter which is distributed to all households in the Parish.

7. Other Key Activities 2022-2023

In addition to the ongoing roles and responsibilities listed at 6 above, the Parish Council has agreed the following key activities in 2022/23:

7.1 ~~Review of Neighbourhood Plan~~

~~The Neighbourhood Plan is due to be reviewed in the 2022/23 year. The Parish Council intends to engage a consultant to support this review, funded through grants from "Locality". In addition, a small budget has been allocated in the 2022/23 budget to fund the clerk's salary for additional administration work. This is funded through the precept.~~

7.1 Traffic Calming

The Parish Council is exploring solutions to address the problems of traffic speeds in the village. LCC has awarded the Parish Council a grant of £5,000 for "Highways Improvements Projects" from their Members' Highways Fund. This has been put into a ringfenced reserve until a suitable project is identified. Further funding may be available from the Parish Council's "Village Improvements" reserves already held. The Parish Council will continue to explore options with LCC.

7.2 Village Hall Garden

The council received a donation to be put towards the garden at the Village Hall. Some of this has been spent, the balance in this reserve at 31/3/22 1/3/23 is £392.37

7.3 History

The Parish Council intends to put a “History Page” on the website. The costs associated with this would be for scanning archive documents.

7.4 Staffing

The current clerk is due to retire in September 2024 and so a will be starting to work on a recruitment campaign towards the end of the 23/24 financial year. The council has included funding in the budget to support this.

8. Budget for the year 1/4/22 – 31/3/23-1/4/23 – 31/3/24

The budget was agreed at the Parish Council meeting 11/1/22 17/1/23 with a precept of £9,830 £10,026 and will be revised in May 2023 taking the actual income and expenditure at 31/3/23 in to account rather than estimates. revised at meeting 10/5/22 to take into account the actual income and expenditure at 31/3/22. Details of the budget headings and reserves are below. This does not include any grants or expenditure for the Neighbourhood Plan

Budget heading	Budget
Salary	£2,315
General Expenses / stationary etc	£50.00
Subscriptions	£320.00
Information Commissioner	£35.00
Hall Hire for meetings	£40.00
Audit	£200.00
Training	£180.00
Insurance	£280.00
Section 137	£50.00
Village Hall Rent	£576.00
Grass Cutting	£1,210.00
Village improvements	£270.00
Maintenance of Street Furniture during 22/23 year	£300.00
Loan repayment	£3,343.74
IT / Website / emails / domain	£300.00
Election (to build up reserve)	£285.00
Chair's allowance	£30.00
Travel	£40.00
Defibrillator	£126.00
Neighbourhood Plan admin	£100.00

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 For review at meeting 7/3/23

History / scanning archive material	£100.00
VAT	£400
Bank Fees	£100
Estimated gross payments (rounded up)	£10,651.00
Reserves	
General Reserve	£4,336.00
IT equipment	£300.00
Election	£733.00
Repairs and Maintenance	£200.00
Village Improvements	£1,664.00
Defibrillator repairs	£175.00
Highways	£5,000
Village Hall Memorial Garden	£392.37
Total Reserves	£12,800.37
Total payments plus reserves	£23,451.37
Less carry over at 31/3/22 (rounded up)	-£8,060.00
Balance (rounded down)	£15,391.00
Funded by:	
Estimated income	£5,561.00
Precept	£9,830.00
Total	£15,391.00

Budget heading	Budget
Salary	£3,229
General Expenses / stationary etc	£60.00
Subscriptions	£300.00
Information Commissioner	£35.00
Hall Hire for meetings	£40.00
Audit	£200.00
Training	£200.00
Insurance	£320.00
Section 137	£50.00
Grass Cutting	£1,560.00
Maintenance of Street Furniture during 23/24 year	£200.00
Loan repayment	£3,343.74
IT / Website / emails / domain	£300.00
Election (to add to reserve)	£402.00
Chair's allowance	£30.00
Travel	£40.00
Defibrillator	£126.00
VAT	£300.00
Bank Fees	£72.00
Recruitment	255.00
Estimated gross payments (rounded up)	£11,063.00
Reserves	
General Reserve	£5,012.00
Highways	£5,000.00
IT equipment	£300.00
Election	£1,018.00
Repairs and Maintenance	£300.00
Village Improvements	£1,900.00
Defibrillator repairs	£175.00
Village Hall	£576.00
Total Reserves	£14,281.00
Total payments plus reserves	£25,344.00
Less estimated carry over at 31/3/23 (rounded down)	-£14,671.00
Balance (rounded down)	£10,673.00
Funded by:	
Estimated income (rounded up)	£647.00
Precept	£10,026.00
Total	£10,673.00