



**Minutes of Parish Council Meeting held at the Village Hall Tur Langton
7th March 2023 at 7.30 p.m.**

Present: Cllr T. Bladon (Chair), Cllr D. Molyneux, Cllr P Officer, Cllr C. Staveley
In attendance – Alison Gibson, Clerk

Action

1.	<p>24/23 – Apologies for Absence Cllr J. Haynes and - it was resolved to approve the reason for absence. County Councillor Kevin Feltham</p>	
2.	<p>25/23 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllrs Bladon, Officer and Staveley, item 13 – Village Hall. Cllrs Bladon 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>	
3.	<p>26/23 – To approve the minutes of the previous meeting held on 17th January 2023. It was resolved that the Minutes of the Parish Council Meeting held on 17/1/23 be approved and adopted as a true record.</p>	
4.	<p>27/23 – Questions from members of the public – none present</p>	
5.	<p>28/23 – Clerk’s Report including Year Plan and LRALC update. Year Plan – noted as circulated. LRALC</p> <ul style="list-style-type: none"> • LRALC Newsletter March 2023 <ul style="list-style-type: none"> ○ Training courses update ○ New NALC Cost of Living Support page ○ Localis Essay Collection on Local Government Finance ○ DCMS Coronation website ○ BHIB Insurance on Coronation Events ○ Get ready for Land Registration ○ Things Councils should do as an employer ○ New NJC “Green Book” holiday entitlement ○ Statutory Payments Rules from April 2023 ○ Updates from the Civility and Respect Project Team • NALC Legal Update February 2023 • Civility and Respect March Newsletter • Councillor Confidentiality • Updated NALC Legal Topic Note 39 on Copyright • Council Publicity • NALC Coronation webpage <p>Harborough District Council (HDC)</p> <ul style="list-style-type: none"> • Community Ownership Fund • HDC Newsletters February and March 2023 <p>Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • Kings Coronation • Community Speedwatch • Sexual Health Consultation • One off hospital discharge grant for unpaid carers • Engagement Panel • Clerk’s Operational Meetings links to recordings 	

	<ul style="list-style-type: none"> • Net Zero Waste • Food Waste Action Week • Neighbourhood Planning event 28/3/23 • Monthly Funding Bulletins February and March 2023 SLCC <ul style="list-style-type: none"> • Clerk Magazine March 2023 • The Future of Local Councils Survey 	
6.	29/23 – Reports and Updates 6.1 County Councillor – none 6.2 District Councillors- none 6.3 Police Update <ul style="list-style-type: none"> • Neighbourhood Watch Annual Report • Police and crime Commissioner newsletter • A member of the public has queried whether the council has contact with Leicestershire Rural Policing Team. The clerk will check. 	Clerk
7.	30/23 – Planning 7.1 General Report and update on applications / decisions from Harborough District Council Planning applications / decisions since last meeting: <ul style="list-style-type: none"> • 23/00047/TCA - Works to trees, Langton House, Main Street, TL – approved • 23/00014/LBC - Conversion and single storey extension of existing barn to create annexe - Carpenters House Main Street TL – pending consideration • 23/00044/LBC - Erection of a single storey rear extension, erection of a porch to the front elevation, replacement of existing flat roof at first floor level to the rear with a pitched gabled roof, internal and external alterations including creation/reinstatement of door opening to front elevation, creation of window openings and door openings to the rear - Cleveland Cottage Main Street TL – pending consideration 7.2 To note observations submitted under Scheme of Delegation Application - 23/00043/FUL, Erection of a single storey rear extension, replacement of existing flat roof at first floor level to the rear with a pitched gabled roof - Cleveland Cottage Main Street TL Comments agreed and submitted under Scheme of Delegation: Tur Langton Parish Council feels that the size of the porch and door are out of proportion with the small frontage of the house and the existing doors of neighbouring listed buildings. The design does not conform with Policy H3a of the Tur Langton Neighbourhood Plan Current Status at Harborough District Council - pending consideration.	
8.	31/23 – To review and adopt: 8.1 Expenses Policy – It was resolved to approve with no changes. 8.2 Communication Policy – it was resolved to approve with no changes. 8.3 Risk Assessment – it was resolved to approve with a small change to the section relating to Covid-19 8.4 Business Plan – it was resolved to approve with changes as circulated and to include an item on the agenda for January 2024 to agree whether to continue to have a Business Plan	

9.	<p>32/23 – Assets</p> <p>9.1 Health and Safety Check of Assets - no problems identified following inspection apart from notice board (9.2 below).</p> <p>9.2 Notice Board – Cllr Bladon will look at treating the mould when the weather improves.</p> <p>9.3 Refurbishment of Phone Box – Cllr Staveley will check whether the paint left over from the last refurbishment is still useable.</p> <p>9.4 Review of Asset Register – It was resolved to approve as circulated.</p> <p>It was noted that the External Hard Drive held by the Clerk is no longer working and agreed to purchase another one.</p>	Cllr Bladon Cllr Staveley
10.	<p>33/23 – Insurance</p> <p>10.1 Review of Fidelity Guarantee Insurance</p> <p>The renewal sum insured is £25,000, excess £100 each and every loss, all members and employees are covered. It was resolved that this cover is adequate.</p> <p>10.2 Review of insurance cover and to agree renewal with Zurich Insurance for period 10/4/23 to 9/4/24 - £257.60</p> <p>Councillors reviewed the cover in the renewal insurance document and agreed that it is adequate. It was resolved to renew the insurance with Zurich Insurance for the period 10/4/23 to 9/4/24 at £257.60</p>	
11.	<p>34/23 – Finance</p> <p>11.1 RFO Report including noting of payments not previously minuted.</p> <ul style="list-style-type: none"> • Payments since last meeting: From list 31/1/23 – Clerk salary and HWA January 2023 - £206.62 28/2/23 – Clerk Salary and HWA February - £206.62 Other 3/2/23 – STOR-A-FILE for document scanning - £235.98 (see 11.2 below) 3/2/23 – Community Heartbeat Trust £151.20, Annual Support Package for Defibrillator, authorised meeting 17/1/23 pending receipt of invoice. 21/2/23 – Public Works Loan Board repayment - £1,671.87 (Direct Debit) Updated List of payments arising on a regular basis on website • Market Harborough Building Society - As agreed at last meeting a cheque was taken into the branch for £7,500 to transfer from Unity Account, however it was not possible to pay it in as the account has been classed as dormant. To reactivate the account two signatories have to go into branch with their identification and the cheque can then be paid in. Two signatories will attend to this later this week. • Section 137 expenditure limit - the appropriate sum for section 137(4)(a) of the Local Government Act 1972 for 2023/24 is £9.93. <p>11.2 Scanning of Archive Minutes - As noted at the last meeting, STOR-A-FILE had given an estimate of £150.00 for the scanning of the archive documents. Once they had inspected the documents, they quoted £150 + preparation £4.75 + collection and delivery charge of £20.95 plus VAT, Total £235.98. Payment was approved by the chair and clerk under Financial Regulation 4.1 and the scanned files have now been received (payment recorded at 11.1 above)</p> <p>11.3 Approval of Accounts Reconciliation to 28/2/23</p> <p>Total Receipts to 28/2/23 - £15,390.92 Total Payments to 28/2/23 - £7,456.01 Closing Balance at 28/2/23 - £15,994.85 – broken down as follows: Balance Unity = £13,200.46 Balance HSBC = £0 Balance MHBS - £2,794.39</p> <p>It was resolved to approve the accounts reconciliation to 28/2/23 as circulated.</p>	

	<p>11.4 To approve for payment</p> <p>11.4.1 Tur Langton Village Hall for room hire 7/3/23 (£5.00) and Highways Public meeting 16/2/23 – There was no charge for the Highways Public Meeting. It was resolved to approve payment of £5.00 for meeting 7/3/23.</p> <p>11.4.2 LRALC Internal Audit Service Fee - £180.00 – it was resolved to approve this payment.</p> <p>11.4.3 Chair’s Allowance - £30.00 – it was resolved to approve this payment.</p> <p>11.4.4 2Commune email domain and management to 18/5/25 - £120 + VAT – it was resolved to approve this payment.</p>	
12	<p>35/23 – Review of Neighbourhood Plan</p> <p>At the last meeting it was agreed that Cllr Officer will go through the plan to highlight any changes and liaise with Harborough District Council about how to go about making these changes. In particular, the reference to the Village Hall needing to be refurbished needs to be updated and the section on future reviews needs to be amended. This is ongoing.</p>	Cllr Officer
13	<p>36/23 – Village Hall</p> <p>13.1 Merton College Rent – invoice received addressed to Tur Langton Village Hall Management Committee c/o Tur Langton Parish Council and this has been paid by the Village Hall Management Committee.</p> <p>13.2 Memorial Garden Sign – update on design and quotations - ongoing</p>	
14	<p>37/23 – Staffing</p> <p>14.1 Review of Clerk’s Hours</p> <p>It was resolved to increase the clerk’s hours from four to five a week from 1/4/23.</p> <p>14.2 Review of Clerk’s Contract from 1/4/23</p> <p>The Clerk’s Contract has been reviewed from 1/4/23 to reflect the additional hour a week and increase in holiday entitlement for employees covered by the National Agreement of one day a year (pro rata for part timers). It was resolved to adopt the revised Clerk’s Contract as circulated.</p> <p>14.3 Review of Sickness, Absence and Annual Leave Policy to take account of changes in Annual Leave entitlement.</p> <p>A revised version of the policy to reflect the increase in holiday entitlement (14.2 above) was circulated. It was resolved to adopt the revised Sickness, Absence and Annual Leave policy as circulated.</p>	
15	<p>38/23 – Highways</p> <p>15.1 General Report</p> <ul style="list-style-type: none"> • Two-day Temporary Traffic Regulation Order on Cranoe Road, from 17/4/23 for carriageway patching work. • Community Speedwatch – enough volunteers have come forward to get a scheme going, including a volunteer co-ordinator, and so it was agreed to make enquiries. <p>15.2 Feedback from Highways Public Meeting 16/2/23</p> <p>Following a road traffic accident on the B6047 members of the public raised their concerns about traffic calming in the village and a public meeting was held to explain the Parish Council’s research so far and to discuss options. Cllr Bladon thanked Cllr Staveley for her presentation and County Cllr Kevin Feltham for attending. The main concerns raised were speeding on the B6047. Possible options are discussed at 15.3 below.</p> <p>15.3 Traffic Calming</p> <p>15.3.1 Mobile Vehicle Activated Signs (MVAS) – to discuss current position:</p> <ul style="list-style-type: none"> • It has been established that the mobile version discussed at the last meeting is too low and will not meet Leicestershire County Council’s requirements • Following the public meeting it was agreed to identify potential sites on Main Street for the MVAS and write to residents of neighbouring properties to get their feedback. • Cllr Staveley will continue to research MVAS signs. <p>15.3.2 Other Traffic Calming Schemes to consider.</p> <ul style="list-style-type: none"> • Another option discussed at the public meeting was to explore upgrading the two existing Vehicle Activated 30 mph reminder signs on Shangton Road (which belong to 	Cllr Staveley

	<p>LCC) to signs that display speed (Speed Indicator Device, SID). The Parish Council would have to take on responsibility for the new signs. Cllr Staveley will investigate the process, costs and how they are powered.</p> <ul style="list-style-type: none"> • Cllr Staveley will also explore village gateways on the four entrances to the village. • It was also noted that the entrance signs to Church Langton are bigger than the Tur Langton ones and agreed to see if the existing signs can be replaced with bigger ones which have more impact. • Once options have been explored, they will be put to the village with costs for consideration. <p>15.4 Snagging List</p> <ul style="list-style-type: none"> • The markings for the parking layby on Cranoe Road - the solid white lines are worn and have disappeared. This has resulted in drivers treating the car parking bay like the road. Cllr Staveley will report to LCC Highways. <p>15.5 Footpaths</p> <ul style="list-style-type: none"> • Footpath Order for the path and bridleway by The Manor (B7 (parts), B15 (parts) and A86 (parts) – update from LCC 6/3/23 - still awaiting completion of the works by the applicant. 	<p>Cllr Staveley</p> <p>Cllr Staveley</p> <p>Cllr Staveley</p>
16	<p>39/23 – Grass Cutting</p> <ul style="list-style-type: none"> • A copy of the contractor's Public Liability Insurance (£5 million) has been received will be forwarded to LCC. Details of the renewed Waste Carrying Licence awaited. • Strim of the steep bank on Shangton Road – to be monitored and contractor to be told when to start to strim it. • No Mow May - agreed to look at possible areas of the village to be left uncut during May. 	Clerk
17	<p>40/23 – Tree Preservation Orders – to review feedback from Harborough District Council and agree how to proceed.</p> <p>Harborough District Council Planning Department have fed back that as Tur Langton is almost entirely a designated Conservation Area works to and felling of trees are subject to prior notification to them. Therefore, a Tree Preservation Order should rarely be necessary as the control effectively exists via the notification process. Placing a Tree Preservation Order is an administrative and cost burden and is potentially onerous to an owner wanting to carry out routine maintenance. The need for a Tree Preservation Order should be established, i.e., is there a threat to the tree?</p> <p>It was agreed to add to the list of important trees in Tur Langton, starting with the ones listed in the Neighbourhood Plan. Include photos and a condition report on each tree. This list can then be referred to when an application is received for work on a tree.</p>	Cllrs
18	<p>41/23 – Website Accessibility Review – Cllr Officer to run the Wix Accessibility Wizard to check accessibility and feedback – this is ongoing.</p>	Cllr Officer
19	<p>42/23 – Website History Page</p> <p>Now that the archive minutes have been scanned work can commence on putting the information together for the history page. Cllr Molyneux has written an introduction and is researching further articles, including through contacts with the Market Harborough Historical Society.</p>	Cllr Molyneux.
20	<p>43/23 – Community Engagement - Newsletter</p> <p>The next newsletter is to be published shortly and promote the Parish Council elections. It will also include a summary of the Traffic Calming meeting and information about Speedwatch. It was agreed not to submit anything to the Kibworth Chronicle this time.</p>	Cllr Staveley
21	<p>44/23 – Parish Council Elections May 2023</p> <p>Links and key dates were circulated. The clerk will obtain candidate packs from Harborough District Council.</p>	Clerk
22	<p>45/23 – To confirm the date of next meetings and items for next agenda.</p> <p>23/5/23</p> <p>Annual Parish Meeting 7 p.m.</p> <p>Annual Parish Council Meeting 7.30 p.m.</p>	

Meeting was closed at 21.00 p.m.