

**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
14th July 2015, 7.30 p.m.**

Present: Cllr T Bladon (Chair), Cllr. J Haynes (for part of the meeting) Cllr P Officer, Cllr C Weston and Cllr K Briggs (for part of the meeting)

PCSO Lucy Frost, PCSO Tom French (for part of the meeting)

In attendance: Alison Gibson, Clerk

		Action
1.	78/15	Apologies for absence - none
2.	79/15	Declarations of pecuniary interest and granting of dispensations - none
3.	80/15	To approve the minutes of the previous meeting held on 2/6/15 Resolved that the Minutes of the Parish Council Meeting held on 2/6/15 be approved and adopted as a true record.
4.	81/15	Questions from members of the public None present
	82/15	It was resolved to bring forward agenda item 6.3 6.3 – Police Report - PCSOs Lucy Frost and Tom French reported: <ul style="list-style-type: none"> • In the last 40 days there have been two thefts from motor vehicles in Tur Langton • Ongoing problems with speeding were acknowledged. Cllrs referred to a free speed survey that took place prior to the first Speedwatch exercise (2010?), which did not identify any work necessary to reduce speeding in the village. The Parish Council would like to explore the possibility of another survey to see if this is still the case. Acknowledged this would incur a cost. PSCOs to look into this and report back • The PCSOs highlighted a Q&A event hosted by Inspector 20/7/15 in Church Langton.
5.	83/15	Clerk's Report: <ul style="list-style-type: none"> • Registration with Information Commissioner is now complete • Highways Newsletter: Grass cutting, Salt bins, potholes, Customer Services, Broadband • LRALC July newsletter: Transparency, Training, DCLG briefing 28/9, Planning Guides, Funding Streams • HDC Planning Enforcement information - noted • Location of Fire Hydrants – info to be forwarded to resident who queried this at APM • Cuppa with a Copper at HDC 15/7/15 • Harborough District Council Community Safety Plan – circulated • HDC Voluntary Sector Consultation - noted • HDC Ethical Governance Committee request for Parish members • RCC - applying to be a Trustee – letter • Minerals and Waste local plan consultation. Cllr Bladon to look at this
6	84/15	Reports from District and County Councillors: None
7	85/15	Policies 7.1 To adopt Health and Safety Policy – resolved to adopt as circulated 7.2 To adopt Lone Working Policy - resolved to adopt as circulated 7.3 To adopt Home Working Policy - resolved to adopt as circulated 7.4 To adopt Complaints Procedure - resolved to adopt as circulated
8	86/15	Neighbourhood Planning 8.1 Consultation Event 9th July 2015 – feedback – significant but small attendance of about 20. Consultation is not yet closed, display is to be set up in Village Hall on wall so that visitors / attendees at classes can view and comment. Also it is hoped to put on

Action

Clerk

		<p>website. Analysis, which will be undertaken by <i>Yourlocale</i>, is to commence shortly. Some attendees have indicated they want to get involved and these will be contacted</p> <p>8.2 Update on Stakeholder Letters and responses – Letters have been sent out by clerk with support from Cllr Bladon to identify stakeholders. Cllrs noted table of responses, to be updated as further responses received.</p> <p>8.3 Grants update – Locality Grant of £6,000 has been received 15/6/15. Noted breakdown, payments so far (to be authorised item 11) and balance (see Appendix 1).</p> <p>8.4 Data Protection – Advice from HDC regarding Data Protection / example policy and NHP was noted. To be discussed with <i>Yourlocale</i>. TLPC’s policy to be cross referenced with draft one to see if it needs to be revised to take into account NHP</p>	<p>Cllrs Clerk YL</p>
9	87/15	<p>Village Hall</p> <p>9.1 Response to Merton College about the lease – a draft response was approved to be sent to solicitor for feedback before sending to Mr Gloag at Merton College. Unless the solicitor recommends major alterations to the letter finalising it and sending it off delegated to clerk.</p> <p>9.2 To approve solicitor fee for advice - £150.00 – resolved approved (note previously approved up to £500 minutes 2/6/15)</p> <p>9.3 Asset of Community Value update – letter plus plan received from HDC to confirm Village Hall and land has been included on HDC’s list of Assets of Community Value from 23/6/15</p>	<p>clerk</p>
		<p>Cllr Briggs joined the meeting at 8.30 p.m.</p>	
10	88/15	<p>Grass Cutting - To approve form for:</p> <ul style="list-style-type: none"> • Parish Council Spot Checks and - resolved approved • End of Year Contractor Checklist – resolved approved 	
		<p>Cllr Haynes left the meeting at 8.40 p.m.</p>	
11	89/15	<p>Finance</p> <p>11.1 Update on 2014/15 Accounts and meeting Transparency Code Requirements</p> <ul style="list-style-type: none"> • 2014/15 accounts were submitted to external auditor within deadline and acknowledged • Noted compliance with Transparency Code Requirements <p>11.2 Transparency Fund for Smaller Councils - update – LRALC anticipate funding will cover setting up and hosting of websites, hardware (e.g. laptops, and council staff time for implementation and running of scheme. Resolved to explore claiming for all categories that are appropriate</p> <p>11.3 To review and adopt Financial Regulations – proposed revision taking into account feedback from Internal Auditor was considered and it was resolved to adopt revisions as circulated</p> <p>11.4 To Review / Revise Budget for 2015/16 due to NHP and reduced expenditure on election. Resolved to revise as follows:</p> <ul style="list-style-type: none"> • New lines (“Income” / “Expenditure”) NHP £17,985 • “Salary” - increase by £104 to take into account Home Working Allowance and £100 from “Parish Plan” (Reserve) for clerk’s “overtime” worked on NHP (represents 11.33 hours). Clerk to bring details of additional hours worked on NHP so far to next meeting for overtime payment to be agreed • “Election” – reduce from £930 to £125 • Add new line “Registration with Information Commissioner” - £35 • £253.62 be added to “Contingency” • VAT (income and expenditure lines) will need to be adjusted to take into account VAT on NHP payments. <p>11.5 2015/16 Accounts</p> <p>11.5.1 To receive and approve accounts / reconciliation to 10/7/15 – Resolved Approved</p>	

11.5.2 To approve payments from Petty Cash and approve top up

10/06/2015	Postage (signed for) audit	p7/15	£ 2.05
17/06/2015	Envelopes (NHP S/H letters)	P8/15	£1.49
18/06/2015	Postage (signed for) NHP grant	P9/15	£ 2.36
20/06/2015	Printer Ink (NHP S/H Letters)	P10/15	£12.99
24/06/2015	Envelopes (NHP S/H letters)	P11/15	£1.49
24/06/2015	Stamps (NHP S/H letters)	P12/15	£12.96
Total top up agreed			£33.34

11.6 New Bank Account with HSBC – update and to agree any update to signatories

Account now open, can be accessed online to view statements with nil limit (i.e. no transactions). Signatories as previously resolved – Cllrs Bladon, Haynes and Officer. No changes to signatories at present. Once all payments from Lloyds account cleared it was **resolved to transfer total balance from Lloyds to HSBC account. Lloyds account to be closed once ensured Precept / Grass cutting reimbursement income will go to new account**

11.7 Signatories for Lloyds Account – to note Cllr Kendall removed

11.8 To approve for payment:

- (i) Clerks’ Salary and Home Working Allowance:
June 2015 - £152.88 + HWA £8.87 = £161.55 – **Resolved approved**
July 2015 - £152.88 + HWA £8.87 = £161.55 – **Resolved approved**
- (ii) CGD Contractors (grass cutting) £200 + £40 VAT = £240.00 for May 2015 and June 2015 - **Resolved approved**
- (iii) LCC Parishes Web Support 2015-16 £50 + £10 VAT = £60 – **Resolved approved**
- (iv) Yourlocale from the Locality Grant £2,500 + £500 VAT = £3,000, see agenda item 8.3 and Appendix 1 for breakdown. This is in accordance with contract signed 26/315 specifying invoicing will be in arrears. Localism Act 2011 Part 6 sections 116-121 amend Section 61 of the Town and Country Planning Act 1990 / Neighbourhood Planning (General) Regulations 2012 - **Resolved approved**
- (v) The Crown Public House Venue Hire for NHP Consultation Event 9/7/15 - £50. Authorised minutes 2/6/15. **Resolved approved**

12

90/15

Planning

12.1 15/01000/VAC The Bulls Head Shangton Road Tur Langton Leicestershire LE8 0PN Variation of Condition 26 (affordable housing) of 14/01168/FUL – **Resolved No**

Comment

12.2 To note planning activity since last meeting – see Appendix 2

13

91/15

Repairs and Maintenance – the two seats and notice board have been inspected and no problems reported

14

Community Engagement

- The drop in event for the NHP (9/7/15) proved to be a successful start to the NHP and a good community engagement exercise
- Newsletter – aim to produce another before next meeting. Cllrs to send ideas for items to include to clerk. Suggested that the businesses at the Manor be approached to see if they would be interested in advertising. Cllr Briggs agreed to explore this.

Clerk
Cllr
Briggs
Cllrs

15

92/15

Dates of next meetings – 15/9/15 and 10/11/15

Meeting closed at 10 p.m.

Agenda item 8.3 - Locality Grant £6,000 received 15/6/15

Grant Breakdown				Payments		
Type of activity	Type of activity detail	Budget breakdown	Cost	Yourlocale Invoice 12/7/15	Parish Council	Balance
1.1 Consultants	Stakeholder identification and contact	Identification, contact and follow up of Statutory stakeholders	£200	£200		£0
1.2 Consultants	Promotion/leaflets; consultation	Preparation for; attendance at and analysis of Consultation event plus promotion	£1900	£1,500	Ink, stamps, env £28.63 Venue £50	£321.37
1.3 Facilitator Costs	Governance / policy /visioning	Facilitation of visioning meetings; review of policy and visioning exercises	£3100			£3100
1.4 Consultants	Evidence Gathering	Socio economic data plus meetings with District Council	£800	£800		£0
		Grant received	£6000		Balance 14/7/15	£3421.37

Appendix 2

Agenda item 12.2 – Planning activity since last meeting

- 14/01707/PCD The Bulls Head Shangton Road Tur Langton Leicestershire LE8 0PN Discharge of Conditions 2 (Materials), 5 (Hard and Soft Landscaping), 6 (Screen walls and fences) and 23 (Risk based land contamination) of 14/01168/FUL – to note permitted
- 15/00416/FUL / 15/00417/LBC – Installation of window in north gable elevation, Fernie House, Shangton Rd, – to note permitted
- 15/00449/TCA – works to trees, Crox Barn, Shangton Road, Tur Langton – to note permitted
- 15/00677/DDD Crox Barn Shangton Road Tur Langton Leicestershire LE8 0PN Five day notice - removal of dead walnut tree – to note permitted
- 15/00806/TCA Fargate Farm Main Street Tur Langton Leicestershire LE8 0PJ Fell one silver birch tree - to note pending consideration
- 15/00897/NMA Alterations to internal layout, garage, glazing to back door and chimney (Plot 4) (proposed as Non-Material Amendment to 14/01168/FUL he Bulls Head Shangton Road Tur Langton Leicestershire LE8 0PN – to note permitted