



**Minutes of Parish Council Meeting held at the Village Hall Tur Langton
14th November 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.	132/23–To Receive Apologies for Absence Cllr J. Anderson and - it was resolved to approve the reason for absence. County Councillor Kevin Feltham.	
2.	133/23 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllrs Bladon, Molyneux, Officer and Staveley, item 16, Village Hall Memorial Sign. Cllrs Bladon and Officer are Trustees for the Village Hall and Cllrs Molyneux and Staveley are committee members. All have dispensations to the next election.	
3.	134/23 – To approve the minutes of the previous meeting held on 24th October 2023. It was resolved that the Minutes of the Extraordinary Parish Council Meeting held on 24/10/23 be approved and adopted as a true record.	
4.	135/23 – Public questions and comments on items on the agenda – none present.	
5.	<p>136/23 – Clerk’s Report and updates including Year Plan and LRALC update.</p> <ul style="list-style-type: none"> • Year Plan – noted as circulated. <p>LRALC</p> <ul style="list-style-type: none"> • Training Bulletins October and November 2023 • LRALC Newsletters September and October 2023 • Cost of Living / Medium Term Financial Planning Training • LRALC new Articles of Association have been adopted by a vote of the membership. • LRALC AGM 15/11/23 • NALC Legal Update October 2023 • Police and Crime Commissioner Parish Liaison Representative Network. • Christmas Communications Resource Pack • NALC Communication – Fire Safety Legislation Changes from 1/10/23 • D-Day 80 – 6/6/24 • Who owns your website? Retaining control of your website <p>Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • LCC / LRALC Parish Clerks Operational Meeting 27/10/23 link to recording circulated. • Shire Environment Grant deadline 1/12/23 • Neighbourhood Planning Event 14/11/23 • Multiply Leicestershire initiative to support adults with numeracy skills. • Recycling and Household Waste Consultation - runs to 24/1/24. <p>Harborough District Council (HDC)</p> <ul style="list-style-type: none"> • Harborough Parish Liaison Meeting 23/11/23 – Cllr Staveley and clerk to attend. • Harborough District Council newsletters October and November 2023 • Leicester’s unmet housing need – link shared. Following HDC full Council meeting on 6/11/23 the decision as to whether HDC should sign the Statement of Common Ground has been deferred to the December full Council Meeting. Comments welcome by deadline of 1/12/23. <p>Rural Community Council – Impact Magazine October 2023 SLCC – Clerk Magazine November 2023</p>	Cllr Staveley / clerk

	<p>Citizens Advice Leicestershire - request for support. NHS Leicestershire – have your say on improvements to health services in Lutterworth</p>	
6.	<p>137/23 – Reports and Updates</p> <p>6.1 County Councillor Consultation on closing three Recycling & Household Waste Sites – Pragmatic proposals designed to reduce costs whilst minimising the impact on residents are set to go out for consultation. The county council Cabinet met on 24 October and decided to begin a 12-week public consultation starting in November. Closing three recycling and household waste sites in Market Harborough, Shepshed and Somerby, which are comparatively expensive to run, or are relatively close to other sites, are part of proposals recommended by a Scrutiny Review Panel, to save some £420,000 a year. Closing these three sites and changing summer opening times are amongst the proposals which going out to consultation. Any decisions will not be taken before April 2024. The council has repeatedly highlighted the current financial pressures, including the need to save £90m by 2026, and a recent £9m forecast overspend for this year’s finances due to rising social care costs. Closing the Market Harborough Riverside site will mean residents being advised to use the newly refurbished Kibworth site on the A6. In parallel with the public consultation, there will be an assessment undertaken including traffic volumes and A6 accident statistics to understand the impact of expanding use of the Kibworth site by closing the Market Harborough site. So, if the Market Harborough site does get closed, the Kibworth site will remain open for Tur Langton residents.</p> <p>6.2 District Councillors - none</p> <p>6.3 Police Update</p> <ul style="list-style-type: none"> • Inspector Perry NPA Autumn Newsletter • Neighbourhood Watch news October 2023 • Harborough Police Newsletters September and October 2023 • Community Safety Parish Council survey - Closing date 17/12/23 • New member of staff, PC Reece Breslin • Neighbourhood Link – Get Safe Online Team • The Office of the Police and Crime Commissioner are recruiting volunteer Independent Custody Visitors. 	
7.	<p>138/23 – Planning</p> <p>7.1 General Report and update on applications / decisions from Harborough District Council</p> <p>23/01546/DDD - Dead dying diseased trees - Manor Farm, Main Street, Tur Langton. Permitted. Noted that HDC are under no obligation to give information about the specific trees, the Tree Warden is looking into this application.</p> <p>7.2 Enforcement – nothing to report.</p>	
8.	<p>139/23 – To review and adopt:</p> <p>8.1 Achieving Transparency Compliance Document – resolved to approve with no changes.</p> <p>8.2 Media Policy – Resolved to approve with slight change at 3.2 to amend “Chairman” to read “Chair”.</p> <p>8.3 Complaints Procedure – resolved to adopt with the following changes:</p> <ul style="list-style-type: none"> ○ 3.2 – Change date to date of adoption of new Code of Conduct ○ 7 – Change “Chairman” to read “Chair”. ○ Contacts – change to show Chair’s mobile number. (note this section will need to be updated with details of new clerk when clerk retires). <p>8.4 Review of Aims and Objectives – councillors to look at aims and objectives and submit any feedback or ideas for new projects to clerk by 20/11/23.</p>	Cllrs

9.	<p>140/23 – Highways</p> <p>9.1 General Report</p> <ul style="list-style-type: none"> • Windmill Farm Park request for brown tourist sign - Update from LCC - We appreciate your feedback from the Parish Council meeting regarding the new tourism signing. In conservation areas, Parish Council can resist advertisements/tourism signs that fail to preserve or enhance the character or appearance of the conservation area. Taking the comments and objection into consideration, we will not be proceeding further with this location. • Temporary Traffic Regulation Order 9/11/23 Melton Road. West Langton to allow for felling of trees. • Leicestershire Highways A Roads to Zebras website - link to provide feedback shared. • LCC scheme to reduce school run congestion to become permanent (Anstey and Coalville). • Information about applications to place a structure or equipment on the highway. • All Recycling and Household Waste Sites have moved to winter opening hours. • The sixth and final cut of the urban grass cutting programme and third and final cut of the rural grass cutting programme commenced 2/10/23. The second weed treatment programme commenced 11/9/23, link to programme shared. Surface dressing programme of works is now completed. • Link to weekly planned roadworks shared, this is updated every Monday and shows details for the following 10 days. • Hedgehog Highway Project • Public Electric Vehicle charging infrastructure and consultation. Councillors encouraged to respond as individuals. <p>9.2 Replacement of existing Vehicle Activated Signs on Shangton Road – update.</p> <ul style="list-style-type: none"> • Following the last meeting the paperwork was sent to LCC and the Clerk has received the Structure Licence form for signing and return to LCC. These forms were signed, the clerk will return to LCC, who will then sign and return the Licence to the Parish Council. Noted that the Structure Licence is not considered to be issued until LCC sign the form. • Order has been confirmed with Westcotec. Order confirmation received with “Ready for Installation Questionnaires” which Cllr Staveley has completed and returned. • Westcotec have agreed to remove the existing signs, LCC wish to keep these signs to replace some of their old broken ones, and so Cllr Staveley will store them on behalf of LCC until they can pick them up. • It was agreed to put an update in the next newsletter. <p>9.3 Snagging List.</p> <p>Faded road markings on Cranoe Road – originally reported by Cllr Staveley 14/3/23, as this has not been done, she reported it again 3/10/23. LCC have fed back that a job has been raised to the lining contractors to programme and resource. They cannot give a date or time when this will be done as line marking is weather dependent. Noted that the work has not been done yet.</p> <p>9.4 Footpaths.</p> <p>Cllr Molyneux reported flooding by the stile on the footpath from Melton Road, making access to the stile impossible. It was suggested that the trough could be leaking. Cllr Molyneux will report it to LCC.</p> <p>It was agreed to include an article in the next newsletter to ask if anyone wants to be Footpath Warden.</p>	<p>clerk</p> <p>Cllr Staveley</p> <p>Cllr Molyneux</p>
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10	<p>141/23 – Trees</p> <p>10.1 Tree Warden – LCC Tree Warden Data Protection form was given to the Tree Warden following the last meeting for completion and return to LCC. Cllr Officer will check with Tree Warden to see if it has been completed and returned.</p> <p>10.2 List of important trees – no update.</p>	Cllr Officer
11	<p>142/23 – Grass Cutting</p> <p>11.1 Update and Review of grass cutting over the season.</p> <p>The following cuts have been done this season: Cut 1 – 14/4/23. Cut 2 – 29/4/23. Cut 3 – 25/5/23 plus strim. Cut 4 – 15/6/23. Cut 5 – 28/6/23 + strim. Cut 6 – 27/7/23 + strim and cutting of no mow May. Cut 7 – 17/8/23 + strim. Cut 8 – 19/9/23 + strim.</p> <p>There have been no further cuts</p> <p>11.2 Award of Grass Cutting contract for 2024 season onwards.</p> <ul style="list-style-type: none"> • Quotation received from Leicestershire Gardens (see below) • Quotation requested from Emery Grounds and Garden maintenance, but no response received. • Contact details for Biffa requested from Foxtan Parish Council but not received until 11/11/23. <p>The council therefore considered the quote from Leicestershire Gardens as follows:</p> <p>£110 a mow and £25 per cut of steep bank.</p> <p>Note that this is based on £5 million public liability insurance. If LCC require £10 million they would have to charge for the upgrade. LCC have been contacted to confirm that they will accept £5 million as they have done in previous years but have not yet responded.</p> <p>It was resolved to extend the contract with Leicestershire Gardens for the 2024 season, noting that if LCC require £10 million public liability insurance the quotation would need to be increased to cover the additional cost.</p> <p>It was agreed to ask Leicestershire Gardens if they would be prepared to extend the quotation to cover the 2025 season. (Noted that the current Service Level Agreement with LCC only runs to the 2025 season and so it would not be possible to award contract beyond the 2025 season). Clerk will ask Leicestershire Gardens</p>	Clerk
12	<p>143/23 – Staffing</p> <p>12.1 Review of Clerk’s hourly rate following confirmation of local government pay scales from 1/4/23.</p> <p>The pay scales from 1/4/23 were circulated. The Clerk is on Scale Point 6, which has increased from £11.42 an hour to £12.42 an hour.</p> <p>It was resolved to increase the clerk’s hourly rate to £12.42 an hour from 1/4/23. Arrears of £151.69 for period 1/4/23 to 31/10/23 to be paid with November Salary.</p> <p>12.2 Planning for recruitment of new clerk.</p> <p>Link to the LRALC Recruitment Manual was circulated. It was agreed to start planning in January.</p>	

13	<p>144/23 – Finance</p> <p>13.1 RFO Report including noting of payments and receipts not previously minuted</p> <p>Payments since last meeting:</p> <p>From List of Payments Arising on a regular basis: 19/9/23 – Leicestershire Gardens invoice 23/159 for cut + strim 17/8/23- £120.00. 9/11/23 – Leicestershire Gardens invoice 23/126 cuts and strim 27/7/23 including cutting back from no mow May - £220.00. 9/11/23 – Leicestershire Gardens invoice 23/183 cut and strim 19/9/23 - £120.00. 29/9/23 – Clerk salary and homeworking allowance September 2023 – £256.10 31/10/23 – Clerk salary and homeworking allowance October 2023 - £256.10</p> <p>Other: 19/9/23 – Clerk reimbursement for purchase of laptop - £459.99. Noted the model agreed at the last meeting (cost £499.99) was no longer in stock and so a similar model was purchased (MSI Modern 15 AMD Ryzen 7 8 GB RAM) at a slightly lower price of £459.99 (including VAT) 18/10/23 – LRALC Ltd for Councillor Training (Cllr Anderson) - £50.00</p> <p>Income since last meeting:</p> <p>13/9/23 - HDC second instalment of precept £5,013.00 7/11/23 – LCC reimbursement for grass cutting - £411.84.</p> <p>13.2 To approve bank reconciliation to 9/11/23 <u>Total receipts to 9/11/23</u> - £10,651.04, made up as follows: Unity Bank - £10,604.55 Market Harborough Building Society - £46.49 <u>Total Payments to 9/11/23</u> - £5,684.05, made up as follows: Unity Bank £5,684.00 Market Harborough Building Society - £0 <u>Balance at 9/11/23</u> - £20,120.62, made up as follows: Unity - £9,779.74 Market Harborough Building Society - £10,340.88 It was resolved to approve the bank reconciliation to 9/11/23 as circulated.</p> <p>13.3 To accept updated list of payments arising on a regular basis for 23/24 year It was resolved to accept the list as circulated.</p> <p>13.4 To approve for payment It was resolved to approve the following payments:</p> <p>13.4.1 Tur Langton Village Hall, room hire for meeting 14/11/23 - £5.00. 13.4.2 Clerk reimbursement poppy wreath - £23.98 (purchase approved meeting 12/9/23) 13.4.3 Renewal of Namecheap email subscription pending receipt of invoice (due December 2023, £42.22 in 2022).</p> <p>It was also agreed to transfer up to the cost of the new traffic signs (plus VAT) from the Market Harborough Building Society Account to Unity Trust bank account.</p>	Cllrs
14	<p>145/23 - Budget and Precept for 24/25 year – to discuss first draft of budget.</p> <p>Draft budget and notes were circulated. Councillors to review and feedback so that clerk can prepare budget / precept for agreement at the January Meeting once the tax base information is received from Harborough District Council.</p>	Cllrs

15.	<p>146/23 – Assets</p> <p>15.1 Health and Safety Check of Assets - no problems identified following inspection apart from notice board (15.2 below).</p> <p>15.2 Notice Board – Cllr Bladon reported that water is getting into the notice board causing the back board to go rotten, so it needs to be replaced. She will investigate where the water is getting in and see if anyone in the village can quote for repairing the board.</p> <p>15.3 Review of Asset Register to add new laptop.</p> <p>It was resolved to approve the revised Asset Register as circulated.</p>	Cllr Bladon
16.	<p>147/23 – Village Hall Memorial Sign – update</p> <p>Cllr Bladon reported that work on the sign has been completed and a small event is to be arranged near to Alice Ruggles’ birthday.</p>	
17.	<p>148/23– Review of Neighbourhood Plan</p> <p>Cllr Officer will come up with a plan for the next meeting.</p>	Cllr Officer
18.	<p>149/23 – Website Accessibility Review (Wix Accessibility Wizard) - Cllr Officer reported that he has completed this.</p>	
19.	<p>150/23 – Website History Page</p> <p>Cllr Molyneux has prepared the material and Cllr Officer will put a page on the website and start to populate it.</p>	Cllr Officer
20.	<p>151/23 – Community Engagement - Newsletter</p> <p>It was agreed to aim for the next newsletter to be published the second week in December.</p> <p>It was agreed not to submit an article for the Kibworth Chronical this time.</p>	Cllr Staveley
21.	<p>152/23 – To confirm the date of next meetings and items for next agenda.</p> <p>9/1/24, 12/3/24, all starting at 7.30 p.m.</p>	

Meeting was closed at 21.30 p.m.