



## Minutes of Parish Council Meeting (Virtual meeting Zoom) 10<sup>th</sup> November 2020 at 7.30 p.m.

Present: Cllr T Bladon, Cllr J Haynes, Cllr P Officer, Cllr C Staveley

County Councillor Kevin Feltham

		Action
1.	<b>115/20 – Apologies for Absence - none</b>	
2.	<b>116/20 – Declarations of disclosable pecuniary interests and granting of dispensations</b> Cllrs Bladon, Haynes, Officer and Staveley, items 7.2 - Planning application 20/01730/TCA and 15 – Village Hall. Cllrs Bladon and Haynes are Trustees and Cllrs Officer and Staveley are committee members. All have dispensations to speak and vote on this item to the next election.	
3.	<b>119/20 – To approve the minutes of the previous meeting held on 8<sup>th</sup> September 2020. It was resolved that the Minutes of the Parish Council Meeting held on 8/9/20 be approved and adopted as a true record. Cllr Bladon will sign, scan and send to the clerk.</b>	
4.	<b>120/20 – Questions from members of the public – none present</b>	
5.	<b>121/20 – Clerk’s Report including Year Plan and LRALC update</b> Year Plan – noted as circulated LRALC <ul style="list-style-type: none"> <li>Charles Arnold Baker, Local Council Administration new (12<sup>th</sup> Edition), NALC have negotiated a 20% discount, price £119.99 + postage. The £7 delivery fee will be waived for any pre-orders placed before 9/12/20. Clerk to check with East Langton PC to see if they would be prepared to contribute towards the cost. To be included on the agenda for the next meeting.</li> <li>Councillor interests – link to article showing how important it is that councillors refer specifically to their interest and that it is recorded in the minutes.</li> <li>Every Voice Counts campaign, details circulated</li> <li>NALC Legal Briefing October 2020 circulated</li> <li>The Selfish Parking Campaign – details circulated</li> <li>Local NHS invitation to Parish Councillors and clerks to find out more about the proposals for hospitals in Leicester – details circulated</li> </ul> Harborough District Council (HDC) <ul style="list-style-type: none"> <li>Annual Parish Liaison Virtual Event 25/11/20 - details circulated</li> <li>HDC Community Safety Team are happy to attend a virtual Parish Council meeting to discuss any concerns around crime and antisocial behaviour</li> <li>October and November newsletters - links and content details circulated</li> <li>Environmental Crime News – details circulated. Includes dog fouling issues and fly tipping</li> </ul> Leicestershire County Council (LCC) <ul style="list-style-type: none"> <li>Clerk Operational Meeting 21/8/20 – action notes circulated</li> <li>Monthly funding bulletins September and October 2020 – link and details circulated</li> <li>Unitary Update – link circulated</li> <li>LCC Trading Standards Newsletter October 2020 circulated</li> <li>National Highways and Transport Public Satisfaction Survey – link circulated, deadline 15/11/20</li> </ul> SLCC - Clerk Magazine November 2020 - details circulated	<b>Clerk</b>

	<p>Rural Community Council</p> <ul style="list-style-type: none"> <li>• Impact Magazine summer 2020 circulated</li> <li>• Work Live Leicestershire project – poster and information sheet on website</li> <li>• Annual Review and Accounts 2019, details circulated</li> </ul>	
6.	<p><b>122/20 – Reports and updates from</b></p> <p><b>6.1 County Councillor - Cllr Kevin Feltham</b></p> <ul style="list-style-type: none"> <li>• Unitary - the Leader is trying to work with Derbyshire, Nottinghamshire and the three City Councils to form a six-organisation combined authority with a Metro Mayor. This is on hold at present</li> <li>• Kibworth Tip - it is now possible to visit three times in a fortnight. They are not recycling plastics as there is no-one currently taking them.</li> <li>• There will be roadworks on the A6 for Anglian Water remedial works</li> <li>• Flooding under the railway bridge in West Langton, work is due to start to remedy this on 30/11/20 and the road may be closed for three or four days</li> </ul> <p><b>6.2 District Councillors – none</b></p> <p><b>6.3 Police –</b> Harborough Police Newsletters October and November 2020 circulated</p>	
7.	<p><b>123/20 – Planning and Enforcement</b></p> <p><b>7.1 General Report and update on applications / decisions from HDC</b> Applications / Decisions from HDC:</p> <ul style="list-style-type: none"> <li>• 20/01349/TCA – works to trees (fell), The Cottage, Main Street, TL – to note permitted</li> <li>• 20/01339/FUL – erection of a single storey rear timber conservatory and replacement of one window with French doors on the rear elevation, Longthorn Lodge, Shangton Rd, TL – to note permitted</li> <li>• 20/01761/DDD – Dangerous ash tree, Cranbourne Lodge, Main St, TL – received too late for agenda. The information is not online yet. Cllrs will check and when the information is available if it is felt necessary to comment a meeting will be arranged.</li> </ul> <p><b>7.2 To agree response to the following - 20/01703/TCA – works to trees (fell), Tur Langton Village Hall, Main Street, TL</b> <b>It was resolved to support this application</b></p> <p><b>7.3 Enforcement</b></p> <ul style="list-style-type: none"> <li>• <b>New case to note – 20/003761/COMS</b> – change of use of agricultural building notified under 18/00746/PDN not exactly in accordance. New unauthorised development residential curtilage extended and marked out incorrectly. Use of other buildings on site. Land North of Trafford House, The Orchard and The Cottage, Kibworth Road, TL. HDC have advised that a site visit has been carried out and some breaches identified. The case remains open.</li> <li>• <b>Outstanding case from 4/3/20 – 20/00091/COMS</b> – alleged change of use of agricultural land into open storage use and for sheds / compounds etc, The Manor, Main Street, TL. Update from HDC 10/11/20 – a site visit has been carried out and the owner / occupier asked to remove the breach or submit a valid planning application. It is understood that the occupier is preparing an application. HDC will review the case in December.</li> </ul>	
8.	<p><b>124/20 – Community Governance Review – to agree response to Harborough District Council's proposals for Tur Langton</b> <b>Proposal: Tur Langton/East Langton (parish boundary)</b> It is recommended that consultation be undertaken with Tur Langton and East Langton parish councils and residents of the properties concerned on the proposed realignment of the parish boundary around the property indicated on the plan. This would result in the properties indicated on the plan being located within the parish of East Langton (Tur Langton at present). This proposal</p>	

	<p>was suggested by Tur Langton Parish Council. We have consulted the owner/occupier of Barn Owl Hollow directly.</p> <p><b>It was resolved to support this proposal</b></p>	
9.	<p><b>125/20 – Review of Clerk’s Salary from 1/4/20 and authorisation of payment of arrears</b></p> <ul style="list-style-type: none"> <li>• Clerk salary scales for 20-21 (from 1/4/20) are now available and were circulated</li> <li>• Clerk salary is Point 6 - this has increased from £9.96 an hour (current rate) to £10.24 an hour. For four hours a week for the year this gives a salary of £2,129.92, £177.49 a month. Adding Homeworking Allowance of £8.67 a month this gives a monthly figure of £186.16, £2,233.92 a year</li> </ul> <p><b>It was resolved to approve a pay increase to clerk to £2,129.92 a year / £177.49 a month from 1/4/20 (plus Homeworking Allowance)</b></p> <ul style="list-style-type: none"> <li>• Arrears of £4.85 month are due for April to October – total £33.95</li> </ul> <p><b>It was resolved to approve payment of arrears of salary of £33.95 for period April to October 2020</b></p> <p>The List of Regularly Occurring payments to be updated accordingly for approval at the next full meeting</p>	
10	<p><b>126/20 – Review of Grass Cutting over the season and to decide if any more cuts are necessary.</b></p> <p>Noted that reimbursement has been received from LCC of £360.36</p> <p>Cuts paid for since last meeting – 7/9/20 including strimming of the bank, 24/9/20 and 19/10/20</p> <p>Noted there has been a cut earlier today including the strimming of the bank</p> <p>It was agreed that clerk / chair to agree whether a further cut is necessary and if so to ask contractor to cut.</p>	Clerk / Cllr Bladon
11	<p><b>127/20 – Website Accessibility</b></p> <p><b>11.1 Update</b> - Simon Traill has kindly gone through the website to remediate most of the issues identified in his first report and has done another report on 21/9/20 which is on the website. He has also met with the Clerk and Cllr Officer to go through the corrections that he has made and give guidance on how not to repeat these problems going forward. Simon will do further assessments on 1/3/21 and 1/9/21. The council extended thanks to Mr Traill.</p> <p><b>11.2 To agree whether it would be a disproportionate burden to remediate certain issues</b></p> <p>Some content is still not accessible:</p> <ul style="list-style-type: none"> <li>• Top of page promotional banner content and cookies could cause problems for screen reader navigators. – would not be able to remove this without upgrading package or changing to a new website creation toolset.</li> <li>• Pages are not responsive as it is not possible to zoom in up to 300% without text spilling off the screen. To correct this would need to recreate much of the site or change to a new website creation toolset</li> <li>• Tab or screen reader navigation – cannot achieve the flow we would like for some links – again this is because of the website creation toolset, however it has been possible to address the problem identified by rearranging the order, there may be other problems not yet identified</li> <li>• Some link documents may not be accessible, to be fully compliant would need to convert to HTML, however HTML documents cannot be loaded onto the website. Every effort is being made to ensure pdfs loaded onto the website are accessible going forward with the exception of AGAR documents which have to be scanned with signatures.</li> </ul> <p>It is possible to declare that making particular things accessible is a disproportionate burden by carrying out an assessment of the burden of making those things accessible places on the</p>	

	<p>organisation and the benefits of making them accessible. The current website creation toolset costs £56.40 + VAT for two years. An alternative provider quotes £275.00 + VAT a year and it would also be necessary to add the cost of the clerk's labour to transfer everything over to a new website. Documents can be provided in a different format on request. Screen reader navigation – if problems are reported pages could be redesigned to eliminate screen reader navigation problems. The pages not being responsive and top of page promotional banner / cookies are not major problems.</p> <p><b>It was resolved that it would be a disproportionate burden to remediate these problems.</b></p> <p><b>11.3 To approve Accessibility Statement</b> A draft Accessibility Statement is on the website and addresses the issues identified above. <b>It was resolved to approve the Accessibility Statement.</b></p>	
12	<p><b>128/20 – Assets</b></p> <p><b>12.1 Health and Safety Check of Assets</b> – no problems identified following inspection with the exception of those detailed below.</p> <p><b>12.2 Maintenance of Assets</b> – see also 12.3 and 12.4 below. There is slight water ingress on the notice board, Cllr Bladon take it apart and fix it and look at replacing the hard backing as it is difficult to put drawing pins in.</p> <p><b>12.3 Seat by Village Hall</b> – the contractor is trying to source some hardwood to replace the rotten wood, but it is currently very expensive. As a short-term measure Cllr Officer will knock out the rotten wood and replace it with resin wood filler to secure it, he will take measures to ensure the wood filler does not stick to the concrete. In the longer term it was agreed to look at putting some money in the budget to mend it properly next financial year.</p> <p><b>12.4 Seat by Notice Board, memorial plaque</b> – the plaque is in place. The seat is hard wood and it has been brushed down. There is some preservative on it and the condition is fine.</p>	<p>Cllr Bladon</p> <p>Cllr Officer</p>
13	<p><b>129/20 – Finance</b></p> <p><b>13.1 2019/20 year – Conclusion of Audit</b> – closure letter and External Auditor Report / Certificate received. Confirmation that the information in Sections 1 and 2 of the AGAR is in accordance with proper practices and no matters have come to the External Auditor's attention giving cause for concern that relevant legislation and regularity requirements have not been met.</p> <p><b>13.1.1 To authorise payment of External Auditor fee - £300 + VAT – It was resolved to approve this payment. £100 to be vired from Hall Hire budget.</b></p> <p><b>13.2 RFO Report including update on payments not previously minuted: Receipts since last meeting:</b></p> <p>4/9/20 – LCC grant for insulation - £621.59 9/9/20 – HDC precept second instalment - £4,599.00 14/10/20 – HMRC VAT refund - £285.00 28/10/0 – LCC grass cutting reimbursement - £360.36</p> <p><b>Payments since last meeting From list</b> 30/9/20 – Clerk salary and HWA - £181.31 9/10/20 – Leicestershire Gardens cut 7/9/20 - £90.00 27/10/20 – Leicestershire Gardens cuts 24/9/20 and 19/10/20 - £160 30/10/20 – Clerk salary and HWA - £181.31</p>	

	<p><b>Other payments</b>  30/10/20 – Alden Electric for Village Hall Electrical Work - £3,475.20 (inc VAT) – authorised pending receipt of invoice 8/9/20 (from loan)  30/10/20 – Cllr Officer reimbursement paint and screws for fitting of Village Hall door - £34 including VAT, £25 from HDC Grant, £3.33 from loan – authorised meeting 8/9/20</p> <p><b>13.3 To approve bank reconciliation to 4/11/20</b>  Payments to 4/11/20 - £13,128.14  Receipts to 4/11/20 – 10,954.20  Balance at 4/11/20 - £10,723.17  (Balance at bank at 4/11/20 - £10,757.17 - £34 cheque not cashed)  <b>It was resolved to approve the bank reconciliation as circulated</b></p> <p><b>13.4 HSBC Account / Changing Accounts</b> – no update, it has not been possible to contact the bank.</p>	Cllr Bladon
14	<b>130/20 - Budget / Precept for 2021/22 – to discuss first draft</b> – the clerk circulated a draft budget and accompanying notes. Councillors to review and feedback to clerk so a final version can be approved at the January meeting.	
15	<p><b>131/20 – Village Hall</b></p> <p><b>15.1 Updates</b></p> <p><b>15.1.1 General Update</b> – The work is almost completed. The Village Hall Committee are looking at floor samples and it is hoped the flooring will be fitted in the next two weeks. The final tasks include a second coat of white paint on the ceilings, kitchen and lobby (Village Hall Committee).</p> <p><b>15.1.2 Electrical Work</b> – This is completed, invoice paid, £3,475.20 including VAT</p> <p><b>15.1.3 Front door</b> – the door has been delivered and fitted. Reimbursement of £28.33 + £5.67 VAT = £34 to Cllr Officer for screws and paint, £25 from HDC Grant, £3.33 from loan account. The end of grant report needs to be completed and submitted to HDC</p> <p><b>15.2 To reverse the decision taken on 31/1/20 to purchase cladding for walls in kitchen and bathroom from loan – it was resolved to reverse this decision</b></p> <p><b>15.3 Finance Monitoring of Loan</b></p> <p>Loan spreadsheet to 4/11/20 is included with accounts reconciliation and shows payment to Alden Electric, receipt of VAT refund of £275 and payment of £3.33 contribution towards paint / screws for the door since last meeting.</p> <ul style="list-style-type: none"> <li>• Current balance -£43.72</li> <li>• VAT £579.20 to be claimed</li> <li>• Balance once VAT claimed £535.48. It was agreed to include purchase of something with the remaining funds at the meeting in January.</li> </ul> <p><b>15.4 Payment to J.E.D. Design Ltd</b> – there is no update despite several attempts to contact them. The funding is currently ringfenced in the budget. To be discussed at next meeting</p> <p><b>15.5 Village Hall Asset of Community Value five-year review</b> - the listing expired on 23/6/20. The chair / clerk have submitted an update of the current status of the hall to HDC and the review is being processed.</p>	Cllr Bladon / Clerk

16	<p><b>132/20 – Highways</b></p> <p><b>16.1 General Report</b></p> <ul style="list-style-type: none"> <li>• Temporary Traffic Regulation Order 24/11/20 for four days to enable carriageway repair works East Langton, Thorpe Langton and Welham</li> <li>• 30 mph sign fallen off coming from Market Harborough on B6047 on RHS – to be reported</li> </ul> <p><b>16.2 Damaged sign on Cranoe Road</b> – this has been done. The hedge growing behind the sign has been trimmed back, to be monitored</p> <p><b>16.3 Bridleway B13 – overgrown vegetation</b> – this has now been cleared</p> <p><b>16.4 Dog Fouling</b> – a few volunteers have been spraying with pink paint but it is felt not to be the best time of year to be doing it due to fallen leaves. Dog fouling is still a problem, it is not known who is responsible and whether it is people from the village or visitors. The clerk brought attention to HDC Environmental Health Dog Fouling Campaign and it was agreed to ask them to include Tur Langton in their patrol. Cllr Haynes will compile a daily log of specific dates and locations with some photographs to include with report to HDC</p> <p><b>16.5 Pavement Parking</b> – this is still bad on Main Street. Cllr Feltham will send a copy of a flyer which can be used.</p> <p><b>16.6 Speedwatch</b> – Cllr Bladon has not heard back from her phone message. Cllr Feltham advised that the police were considering getting officers to do it, but they do not have any available. It was agreed not to include on next agenda but to wait until things return to normal</p>	<p>clerk</p> <p>Cllr Haynes</p>
17	<b>133/20 – Openreach Broadband</b> – no update, not to be included on future agendas	Cllr Bladon
18	<p><b>134/20 – Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Newsletter – to be done for mid-November</li> <li>• Hanbury Charity Trustee – Cllr Officer may be able to do this and will advise</li> <li>• Requirement to co-opt a new councillor –continue to advertise in newsletter and ask around</li> </ul>	Cllr Staveley Cllr Officer
19	<p><b>135/20 – To approve the dates of next meetings and items for next agenda</b></p> <p>Next meeting: 12/1/2021 Full Parish Council meeting  9/3/2021 Full Parish Council meeting  11/5/2021 Full Parish Council meeting</p>	

Meeting was closed at 21.00 p.m.