

**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
15th March 2016 starting at 8.10 p.m.**

Present: Cllr. T Bladon, Cllr. J Haynes, Cllr. P Officer

In attendance: Alison Gibson, Clerk

Action

1.	23/16 - Apologies for absence - Cllr K Briggs, family commitments, Cllr C Weston, prior commitment, attending another meeting - Resolved to accept these apologies. District Cllr. C Holyoak,	
2.	24/16 - Declarations of pecuniary interest and granting of dispensations Cllr T Bladon – non disclosable pecuniary interest Items 12 and 14.2(viii) relating to laptop (son's business) - Dispensation applied for and granted reason 33 - without the dispensation the number of persons unable to participate in the transaction of the matter would be so great as to impede the transaction of the matter	
3.	25/16 - To approve the minutes of the previous meeting held on 12/1/16 Resolved that the Minutes of the Parish Council Meeting held on 12/1/16 be approved and adopted as a true record.	
4.	26/16 - Questions from members of the public - None present	
5.	27/16 - Reports from: 5.1 - Clerk <ul style="list-style-type: none"> Year Plan - plan of actions over the next 12 months was circulated. Live document to be updated and presented to each meeting. Aim to develop another list from this of statutory actions to include in the Handbook The list of the council's policies and documents was circulated and reviewed. Resolved to move review of the Media and Complaints Policies from May to November. This will be reflected in the Year Plan and also in changes to the Standing Orders (see 9 below) <ul style="list-style-type: none"> The Hanbury Charity are hoping to send someone to the APM to give a report County Council Draft Financial Plan 2016-2020 brought to councillors' attention Leaflets - Harborough Lifeline and Western Power Distribution Priority Service - possibility of making them available at the Crown to be explored. HDC Parish Council Liaison Meeting 27/1/16 <ul style="list-style-type: none"> HDC are concentrating on Communication and will hold a "Parish Communication Event" Parishes urged to undertake Community Emergency Planning to strengthen local resilience. PCs likely to be asked to deliver some of the services currently delivered by HDC and LCC HDC may have to start to charge for some services they provide to Parish Councils Precepts – 25 parishes increased their precept by more than 5%, 10 parishes increased their precept by more than 20% Grants – HDC will hold another Dragon's Den event LRALC update <ul style="list-style-type: none"> Treatment of grants and donations Arnold Baker on Local Government 10th Edition is due to be published June 2016. Parish Council Website Provision - LRALC will be undertaking a survey of members regarding which provider they currently use - results will be shared with member councils. <p>5.2 District Councillor – none 5.3 County Councillor – none 5.4 Police- none</p>	
6.	28/16 - Village Hall Lease – update on solicitor's letter to Merton College <ul style="list-style-type: none"> Solicitor's letter to Merton College, based on the text agreed at meeting 12/1/16 was approved by clerk and chair (authority delegated meeting 12/1/16 minute 8/16). Solicitor sent this and a subsequent reminder. To date no response received – update requested To note invoice of £160 to Jonathan Dawson, Solicitor [<i>to continuing to advise on the renewal of the lease of the village hall and the Parish Council's negotiation with the land agent for Merton College</i>] paid and included in reconciled accounts (14.1.1 below). (minute 100/15, 	

	15/9/15 refers, authorisation to pay up to £300 for this work) • An enquiry has been received from someone interested in business investment in the VH	
7.	29/16 - Highways 7.1 Grass cutting • To note change of name of contractor to 4 Counties and Sign Contract Agreement – the Contract Agreement with 4 Counties was signed • Authority to authorise additional cuts – the grass cutting specification allows for extra cuts if deemed necessary. Resolved to delegate authorisation to Chair and Clerk. 7.2 Feedback from contractor on End of Season Checklist –contractor reported no problems relating to the risks highlighted in specification, all operatives had the correct PPE so were visible. Very little litter found and it was picked up before mowing commenced. 7.3 Footpath Diversion Order B14 (part) and B11 (part) – noted, was advertised on NB 7.3 Speed Data Monitoring and Wheelie Bin Sticker update - Advice from Road Safety Partnership Team - the stickers we have purchased are classed as “repeaters” ruling out enforcement by the safety camera so cannot be used on the B6047 in TL, which is a bike route. This is going to be made into a core site meaning more visits. Further clarification sought based on suggestion by police (12/1/16) that it may not be possible for mobile cameras to operate on this part of the route as the vans cannot park – response awaited. Agreed to use existing stickers on Main Street. Possibility of other stickers saying “Slow Down” which could be used on B6047	
8.	30/16 - Financial Regulations - to review and approve update The Public Contracts Regulations 2015 has necessitated changes to Financial Regulations and the NALC Model Regulations have been updated to take this into account along with two other minor changes. An updated version of the Financial Regulations had been circulated for review Resolved to adopt the revised Financial Regulations	
9.	31/16 – Standing Orders – to review and approve update Revised Standing Orders had been circulated with changes relating to the Public Contract Regulations 2015. Changes reflecting the decision at 5.1 above that Media and Complaints Policies are no longer to be reviewed at the Annual Meeting in May were also incorporated Resolved to adopt the revised Standing Orders	
10.	32/16 - Policies / Document review 10.1 Review of Expenses Policy – Resolved no changes 10.2 Review of Risk Assessment – policies now adopted incorporated into “Management / Control of Risk” Column. Currently recommends an Emergency Planning exercise is undertaken and it was noted that this has not yet taken place. Cllr Officer will look at the information on this and report back to the next meeting. Clerk has completed an Office Risk Assessment on 9/3/16 Resolved to adopt updated Risk Assessment incorporating changes outlined above	Cllr Officer
11.	33/16 - Insurance 2016/17 - To review new policy, including Fidelity Guarantee (£25,000) and agree renewal The renewal Annual Premium with Zurich Insurance is £251.85 (inclusive of IPT). Fidelity Guarantee covers all members and employees. Excess £100 each and every loss. Resolved approved	
12.	34/16 - Laptop – progress on purchase of laptop package At meeting 12/1/16 it was advised the laptop included original package from Knuten PC Specialists (Lenovo B40-30 £148) that the Transparency Code application was based on is no longer available. An equivalent model was estimated to be £20 more. It was therefore resolved to purchase the package from Knuten PC Specialists up to a maximum of £338 (min 10/16, 12/1/16). An equivalent model, Asus E402MA laptop at £149, has now been identified bringing the total package to £319. This would be funded through £265 from the Transparency Grant and £54 from the reserve held in the budget. Resolved to approve this purchase at £319.00	
13.	35/16 – Commemoration of Queen’s 90th Birthday Details of a commemorative coin and information about beacons were circulated. The council had been approached by East Langton Parish Council about the possibility of a Beacon and it was agreed to ask them if they would like to work together on this	

14. **36/16 – Finance****14.1 2015/16 Accounts****14.1.1 To receive and approve accounts / reconciliation including payments from Petty Cash**

- Receipts of £766.51 VAT refund and £278.85 LCC Grass Cutting Reimbursement noted
- **Petty Cash payments:**

8/3/16	Vodafone top up (£10) and Stamps (£6.48)	P16/15	£16.48
Total Top-up requested			£16.48

Resolved to approve reconciliation to 8/3/16 as circulated and Petty Cash top up of £16.48

14.1.2 – Closure of Lloyds Account – The documents and unused cheques have been submitted to the Market Harborough Branch of the bank to close the account and confirmation is awaited.

14.2 – To approve for payment:**(i) Clerk's salary, Home working allowance and Transparency fund****February 2016**

Salary	£152.88
HWA	£8.67
T/F monthly Feb	£8.82
Total	£170.37

March 2016

Salary	£152.88
HWA	£8.67
T/F monthly March	£8.82
Total	£170.37

Resolved approved

(ii) Petty Cash Top-up £16.48 (approved at 14.1.1 above)**(iii) Leicestershire Footpaths Association renewal - £5.00**

Resolved that the council in accordance with its powers under Section 137 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and which will benefit them in a manner commensurate with the expenditure - £5 to the Leicestershire Footpaths Association.

(iv) Rural Community Council Subscription Renewal - £50 – Resolved approved (LGA 1972 s143)**(v) Insurance Renewal – Zurich £251.85 including IPT (authorised 11 above)****(vi) Tur Langton Village Hall – hire for meetings:**

Inv 0021 - PC meetings	Hire 12/1/16 (£10) & 8/3/16 postponed to 15/3/16 (£10)	£20
Inv 0022 - NP Meetings	Hire 5/1/16 (£10) & 14/3/16 (£10)	£20
	Total	£40

Resolved approved – LGA 1972 s111

The charge for hire of the hall does not include heating, which is paid for by way of a meter which takes pound coins. This will be paid for from petty cash and recorded on a spreadsheet, to be signed by two councillors to show usage.

(vii) Chair Allowance - £15 Resolved Approved 9LGA 1972 ss 15(5) & 34(5)**(viii) Knuten PC Specialists for Laptop Package £319.00** authorised at 12 above
(note this company is not VAT registered so no VAT charged)15. **37/16 – Defibrillator**

Cllr Bladon, Cllr Haynes and the clerk have met with Mr James Tyson, a resident interested in exploring the possibility of purchasing a defibrillator for the village. There is enthusiasm amongst residents to raise the necessary funds, thought to be in the region of £2,000 - £2,500 and Mr Tyson offered to coordinate the fund raising initiative and support the council in organising a defibrillator scheme. A national charity, the Community Heartbeat Trust, supports communities, in cooperation with the local ambulance service, to develop a defibrillator scheme. An organisation, for example the Parish Council, has to be in charge of fundraising, liaise with the charity regarding supply, installation and training and take charge of it when in place. The charity works together with BT to use adopted phone boxes to house the defibrillator. Kibworth and Fleckney Rotary club are also looking into this as a potential project to support local communities with.

It was resolved to:

	<ul style="list-style-type: none"> • Register with the Community Heartbeat Trust for support in purchasing a Defibrillator for the village and in exploring governance and the ongoing commitment with a view to the Parish Council owning and maintaining the defibrillator when in place • Explore the possibility of adopting the phone box from BT for £1 to house the defibrillator • Work with Mr Tyson to develop a fundraising initiative and accept his support in developing the project. <p>Cllr Haynes agreed to take the lead in co-ordinating this with Mr Tyson</p>	Cllr Haynes
16.	<p>38/16 - Clerk's Appraisal</p> <p>16.1 Review of Clerk's salary – an increase of one point on the salary scale is recommended from 12/5/16 This takes clerk to SCP 17 – the highest point on contract. FTE £17,372, £9.029 an hour, £36.17 a week. Resolved approved</p> <p>16.2 Actions arising from Appraisal</p> <ul style="list-style-type: none"> • Overview of hours - clerk to log hours spent on essential tasks • Targets for next year <ul style="list-style-type: none"> ○ Procure and transfer to new website provider – up and running by end of current website (August 2016). Further development by next appraisal ○ Completion of Council Handbook – draft by September 2016 ○ Communications Policy – to be written by June 2016 	
17	<p>39/16 - Neighbourhood Planning</p> <p>17.1 Environment Group meeting 14/3/16 – This was a positive, well attended meeting and the group is starting to develop a plan of work. Due to meet with John Martin of <i>Yourlocale</i> again on 19/4/16.</p> <p>17.2 Questionnaires – update –</p> <ul style="list-style-type: none"> • Adults and Businesses questionnaire - the deadline has now passed and quite a few hard copies have been received. The number of online submissions has not been checked yet. These will be analysed by <i>Yourlocale</i> and a report produced. • Young People Questionnaire – this is being printed and will then be distributed to young people in the village. 	
18	<p>40/16 – Planning and Enforcement</p> <p>18.1 16/00336/CLU – Certificate of lawfulness of proposed development for the erection of an outbuilding, 2, Cranoe Road, Tur Langton – Resolved Neutral</p> <p>18.2 To note planning activity since last meeting – details circulated with agenda</p> <p>18.3 Enforcement – signage and boards in village – This was discussed and it was agreed to monitor the situation over the next six months, take photographs and record any complaints. To be reviewed at meeting in November</p>	
19	<p>41/16 - Repairs and Maintenance – street furniture has been inspected, no problems identified</p>	
20	<p>42/16 – Community Engagement</p> <p>20.1 Logo competition –Cllr Bladon to organise printing of flyer for distribution to all houses in village.</p> <p>20.2 Website and email package – information about three different providers was circulated. Clerk to get quotations and forward to Cllr Officer who will review and report back to next meeting for decision on procurement to be made</p> <p>20.3 Newsletter – a draft was discussed and amendments / additions agreed.</p>	<p>Cllr Bladon</p> <p>Cllr Officer</p>
21	<p>43/16 – Communication Policy – to agree plan for creating – it was agreed to organise an informal meeting to look at this and make recommendations to the next meeting</p>	Cllrs
22	<p>44/16 – To confirm the dates of next meetings and items for next agenda</p> <p>Tuesday 10/5/16, 7.00 p.m. Annual Parish Meeting, 7.30 p.m. Parish Council Annual meeting</p> <p>Tuesday 5/7/16, 7.30 p.m. Full Parish Council Meeting</p>	
	<p>Meeting ended at 9.40 p.m.</p>	