



**Minutes of the Annual Parish Council Meeting held at St Andrew's Church, Tur Langton  
21<sup>st</sup> May 2019 at 7.30 p.m.**

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

District Councillors Phil King and Simon Whelband

County Councillor Kevin Feltham

In attendance: Alison Gibson, Clerk

Action

1.	<b>49/19 – Election of Chair and Signing of Declaration of Office</b> Cllr Bladon was proposed by Cllr Officer and seconded by Cllr Staveley <b>Resolved Cllr Bladon be elected as chair for the fiscal year 2019/20.</b> Cllr Bladon signed the Declaration of Office	
2.	<b>50/19 – Signing of Declaration of Office (Councillors)</b> The Declaration of Office was signed by Cllrs Bladon, Officer and Staveley	
3.	<b>51/19 – Apologies for Absence</b> - None	
4.	<b>52/19 – Declarations of disclosable pecuniary interests and granting of dispensations</b> Cllrs Bladon and Officer declared Disclosable Non Pecuniary Interest in Item 13 Village Hall for the following reasons: Cllr Bladon – Trustee of Tur Langton Village Hall Committee Cllr Officer - Member of Tur Langton Village Hall Committee Both applied for Dispensations for the following reason - 33 a) without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter <b>Resolved to grant dispensations to Cllrs Bladon and Officer for four years (up to the next election)</b>	
5.	<b>53/19 – To approve the minutes of the previous meeting held on 1<sup>st</sup> May 2019</b> <b>Resolved that the Minutes of the Parish Council Meeting held on 1/5/19 be approved and adopted as a true record.</b>	
6.	<b>54/19 – Questions from members of the public</b> – none	
7.	<b>55/19 – To appoint members to undertake:</b> 7.1 Spot checks during grass cutting – Resolved Cllr Staveley 7.2 Checks of Street Furniture – Resolved Cllr Bladon 7.3 Parish Councillor to check account reconciliations – Resolved Cllr Officer	
8.	<b>56/19 – To Appoint</b> 8.1 Representatives to the Village Hall Committee <b>Resolved to appoint Cllr Bladon and Cllr Officer</b> 8.2 Delegate to LRALC AGM 15/6/19 – no one was available to attend this meeting	
9.	<b>57/19 – To Review and Adopt</b> 9.1 <b>Standing Orders</b> – it was agreed to defer this to the next meeting to clarify an apparent anomaly in item 18d regarding tenders for contracts under £25K 9.2 <b>Financial Regulations</b> – resolved to adopt no changes 9.3 <b>Data Protection Policy</b> - resolved to adopt no changes 9.4 <b>Subject Access Review Policy</b> - resolved to adopt no changes 9.5 <b>Data Breach Policy</b> - resolved to adopt no changes 9.6 <b>Document Retention and Disposal Policy</b> - resolved to adopt no changes 9.7 <b>Policies and Procedures for handling requests for information</b> - resolved to adopt no changes	

10.	<p><b>58/19 – Clerk’s Report including Year Plan and LRALC update / motions for debate at LRALC AGM</b></p> <ul style="list-style-type: none"> <li>• <b>Year Plan</b> – noted as circulated</li> <li>• <b>LRALC</b> <ul style="list-style-type: none"> <li>○ Currently reduced capacity at LRALC</li> <li>○ LRALC Newsletter 1 circulated</li> <li>○ Advice about co-option following elections</li> <li>○ Training dates 2019 – circulated</li> </ul> </li> </ul> <p><b>Resolved to fund Cllr Staveley to attend Councillor Training</b></p> <ul style="list-style-type: none"> <li>○ NALC Legal Update April 2019 <ul style="list-style-type: none"> <li>▪ Community Governance Review – abolishing Parish Councils</li> <li>▪ Public Sector Bodies website and mobile applications (no 2) Accessibility Regulations 2018 update</li> </ul> </li> <li>○ <b>To agree motions for debate at LRALC AGM 15/6/19</b> – no motions were agreed</li> </ul> <ul style="list-style-type: none"> <li>• <b>HDC</b> - HDC News May 2019 – details circulated</li> <li>• <b>SLCC</b> <ul style="list-style-type: none"> <li>○ Article about people not standing for Parish Council election</li> <li>○ Clerk Magazine May 2019 details circulated</li> </ul> </li> <li>• <b>LCC</b> <ul style="list-style-type: none"> <li>○ LCC Clerk Liaison meeting 22/6/19 – unable to attend</li> <li>○ Monthly funding bulletins March and April 2019 circulated</li> </ul> </li> <li>• <b>The Pub is the Hub</b> - pubs offering new services and activities</li> <li>• <b>RCC</b> - Impact Magazine Spring 2019 circulated</li> </ul>	
11.	<p><b>59/19 – Reports and updates from</b></p> <p><b>11.1 District Councillors</b></p> <ul style="list-style-type: none"> <li>• <b>Cllr Phil King</b> – Cllr King is now the Leader of HDC. The Chair is Cllr Barbara Johnson. The “Executive” has changed its name to “Cabinet”. Cllr Mike Rickman is the Communities Member and would be happy to attend a Parish Council meeting. HDC want to do more to involve communities and get residents involved in their communities. HDC is also undertaking a lot of engagement with young people to keep them in villages. They are developing a strategy for young people aged 18+ relating to housing and employment. Regarding the Neighbourhood Plan going to Referendum on 27<sup>th</sup> June, if approved it will be the 21<sup>st</sup> one in the District.</li> <li>• <b>Cllr Simon Whelband</b> – he is delighted to be elected and is looking forward to the next four years. His door is always open, he is happy to be contacted</li> </ul> <p><b>11.2 County Councillor – Cllr Kevin Feltham</b></p> <ul style="list-style-type: none"> <li>• Cllr Feltham said he is pleased to see that the Neighbourhood Plan has been approved by HDC to go to Referendum. He noted that the Kibworth NP has had varying success, however since HDC has had a 5 year housing supply the policies in the plan are starting to have more impact. Now that HDC has adopted its Local Plan the Neighbourhood Plan policies are more powerful.</li> <li>• Noted the new 50 mph speed limit between Tur Langton and Kibworth, which is as a result of a number of incidents. The resources for LCC Highways are very low.</li> <li>• LCC has declared a Climate Emergency. The Kibworth Parish Councils are working on an Environmental Sustainability Policy.</li> </ul> <p><b>Countywide Strategic Growth Plan and possible A46 Expressway</b></p> <p>There was a joint discussion including both District and County Councillors about this. The Strategic Growth Plan 2031 – 2050 has no statutory weight and is an advisory plan looking at demand for housing and employment. It includes a possible A46 Expressway to the east and south of Leicester, which at this stage is a suggestion rather than a firm proposal and no route has been planned. The suggestion is for a 200m wide dual carriage way with minimum junctions. There is a cheaper option of upgrading the existing A46 dual carriageway north of Leicester. A study of the options is due in the summer with a decision taken next year. HDC is looking to explore whether there are any other options.</p>	

**11.3 Police update**

- Contacts for crime and disorder circulated
- Crime reported March 2019:
  - Tur Langton on or near Melton Road, criminal damage and arson - investigation completed no suspect identified
  - Speed Gun purchased through Parishes –Clerk spoke with PCSO Matt Kiff who will look into it further and report back. He said that there are some speed guns and it is probably one of them. Queried that the gun was supposed to be used just for the parishes, monthly reports would be sent to parishes and the gun would be used only by PC Cooper and if he moved on his replacement will retain the gun on behalf of the Parishes. Were advised that as funding is now so much lower this probably is no longer possible. There are not many speeding problems reported in Tur Langton, if more were reported gun is more likely to be used in the area. Speeding to be an item on next agenda. Encourage people who are expressing concern to volunteer to help co-ordinate a Speedwatch exercise
- Police Beat newsletters Feb and May circulated
- May Community Safety Newsletter circulated
- County Lines initiative – exploitation of young and vulnerable people to assist with distribution of drugs

12. **60/19 – Defibrillator** – on 5<sup>th</sup> May during inspection red light was noted to be flashing. On advice from Community Heartbeat Trust (CHT) the black button was pressed to reveal that the pads were out of date. There are two sets of pads, one plugged in and a spare at the back of the case. When previously the pads had been replaced the wrong ones had been replaced. This has now been rectified, and a new set has been sent off for (under the Service Agreement) to replace the spare one. CHT have clarified sent link to instructions.

Also the defibrillator had been noted as missing at 4 p.m. on that date but was back in place by 5.30 p.m. and the red tag was missing. It has not been established why the defibrillator was missing, there has been no report of it having been used. The red tag has been replaced.

13. **61/19 – Village Hall**

**13.1 Update**

Since the last meeting VAT advice has been received. For VAT purposes the council's position as Custodian Trustee has no significance and the council can recover VAT in line with guidance in NALC Legal Topic note 21. The VAT must be incurred for non-business activities and this would cover works carried out at the council's own expense and then gifted to the Village Hall Committee. The council must incur the costs directly, receive and pay for the invoices. However the council cannot receive any funding from the Village Hall Committee (e.g. excess income, donations or through their fundraising) to help to repay the loan, as this would be inconsistent with the Parish Council making a gift. The Parish Council could undertake its own fundraising events to help raise the money to repay the loan without upsetting its right to recover VAT. The position regarding whether the Parish Council can claim VAT back on the rent to Merton College, if they charge it, still needs to be clarified and this will be done VAT is on the invoice. Advice received from Shafi Khan at Ministry of Housing, Communities and Local Government (the organisation that approves the application for permission to borrow) reiterates the need for evidence of how the Parish Council will go about honouring the loan repayments, and this will be achieved by the proposed increase in the precept. The application form for permission to borrow form needs updating slightly and then it will be ready to send off along with the supporting evidence documents.

**13.2 To discuss and agree how the renovation project will be managed**

**In order to be able to claim back the VAT it was resolved that the work associated with the loan will be organised through the Parish Council.**

This work Covers:

- Roof
- Windows
- Electrical Work

An Advisory Committee is to be set up to include non-councillor members who are members of the Village Hall Management Committee. The structure of this committee is to be brought to the next meeting to agree.

There will be further discussion as to whether the other parts of the project, to be paid for through claiming grants, will be managed through the Parish Council or the Village Hall Management Committee, to be resolved at a future Parish Council meeting.

### **13.3 To discuss and agree the project management strategy.**

The council needs to consider the protocol for making a decision if once a contract is given something unknown comes up which results in a variation of the cost.

The timing of the project will have to be phased and the cash flow monitored carefully to enable the VAT to be claimed back from one invoice before the next invoice is paid

### **13.4 To discuss CDM (construction safety) obligations.** Someone needs to take on the role of managing safety onsite. For further discussion

## **14. 62/19 – Highways**

### **14.1 General update**

- Third Party Funding Schemes – LCC has produced guidance to support parishes wishing to submit a proposal to LCC for a highway improvement or installation of a Vehicle Activated Sign
- Temporary Traffic Regulation Order for surface dressing details circulated.
- Changes to bus service 44 – withdrawal of commercial off peak journeys to accommodate the new service 30 journeys.

### **14.2 Snagging list**

- Missing Chevron on B6047 proceeding from Church Langton has now been replaced
- “BEND” sign (opposite missing chevron which is loose and blows around was realigned by LCC on 26/4/19 but it has moved again. LCC Highways will go back to fix it again

### **14.3 Grass cutting** – cuts confirmed on 5/3/19, 9/4/19 and 3/5/19

### **14.4 Dog Fouling** – this is still an issue. It is not known whether the signs were put in by HDC – to be checked

### **14.5 Parking on bend on exit from village towards Kibworth** – at present there is some less than thoughtful parking in this area. Something to be put into the next newsletter.

## **15. 63/19 – Planning and Enforcement**

### **15.1 General Report** – noted the Harborough District Plan has now been adopted

### **15.2 Update on applications and decisions from Harborough District Council**

- 19/00261/PCD – Discharge of conditions 2 (materials) and 6 (risk based land contamination assessment) of 18/00746/PDN – Land North of Trafford House, The Orchard and The Cottage, Kibworth Road, TL – to note permitted
- 19/00302/TCA – works to trees (fell), Rose Cottage, Shangton Road, TL – to note permitted
- 19/00317/PCD – Discharge of condition 8 (Boundary treatment and landscaping) of 16/005001/FUL, The Manor, Main Street, TL – to note permitted
- 19/00493/TCA. Works to trees (fell) The Elms, Main Street, TL – to note permitted
- Still pending decision - 17/01478/FUL – Shipping containers, The Manor – still pending consideration, no new documents since 4/1/18

### **15.3 Enforcement** – nothing to report

16.	<b>64/19 – Neighbourhood Plan – promotion of Referendum 27/6/19</b> Matt Bills (HDC) has placed packs for the Referendum Notification in the phone kiosk and Kibworth Library. It was agreed to leaflet the village. Cllr Bladon to put something together adapted from a template used in another village. Councillors to help deliver	Cllrs														
17.	<b>65/19 - Finance 2018/19 Year (1)</b> <b>17.1 Approval of Accounts Reconciliation 1/4/18 to 31/3/19</b> <ul style="list-style-type: none"><li>Payments and receipts since meeting 26/2/19 (up to 31/3/19) not previously reported: 2Commune - £100 + £20 VAT for email domain and account</li></ul> <p><b>It was resolved to approve the reconciliation for the period 1/4/19 to 31/3/19 noting the following totals for payments, receipts and balances:</b></p> <table><tr><td>Total receipts</td><td>£7493.97</td></tr><tr><td>Total Payments</td><td>£4427.79</td></tr><tr><td>Total balance held:</td><td></td></tr><tr><td>    o HSBC</td><td>£6349.39</td></tr><tr><td>    o MHBS</td><td>£2754.08</td></tr><tr><td>    o Petty Cash</td><td>£50.00</td></tr><tr><td><b>Total Balance held</b></td><td><b>£9153.47</b></td></tr></table> <p>The reconciliation was signed by the Chair and Clerk / RFO</p> <b>17.2 Approval of Exemption Certificate</b> <b>The council reviewed the criteria.</b> <b>It was resolved that the council satisfies the criteria and the Exemption Certificate was signed by the Chair and Clerk / RFO</b> <b>17.3 To receive and note Internal Auditor's Report</b> - The Internal Auditor has considered all of the Internal Control Objectives on page 4 of the Annual Governance and Accountability Return (AGAR) and agreed that they have all been met in the 2018/19 year. The Internal Auditor also submitted a written report raising the following points: <ul style="list-style-type: none"><li>The Parish Council minutes log should read like a book; hence page numbers should continue from one meeting to another. For example, pages 1 to 4 may be for the April meeting, pages 5 to 8 then for the May meeting etc. Page numbers continue also into the following years. – <b>Response - It was agreed to address this by following this practice in future minutes</b></li><li>A petty cash system is still in use, even though it has not been used this year. A recommendation for the parish council is to review if it still has a purpose and is required. Response – <b>It was resolved to no longer use a petty cash system. The petty cash (£50) held to be paid back into the account. In future purchases that would have been done through petty cash to be claimed back using the Expenses Form. Financial Regulations and Expenses Policy to be reviewed at next meeting to take this change into account.</b></li><li>A recommendation for the parish council to review the clerk's work from home allowance to ensure it remains appropriate. <b>Response - The current amount paid (£2 a week) represents 50% of the HMRC limit (£4 a week) after which tax would be paid and this was thought appropriate at the time the amount was set due to fact that clerk is employed part time. It was agreed that this is still appropriate.</b></li><li>A recommendation for the parish council to review the clerk's capacity to carry out all tasks required in her current hours of employment (4 hours a week). <b>Response – clerk to keep a record of hours worked. To be reviewed at next appraisal and when setting 2020/21 budget</b></li><li>A recommendation to review that as an employer, the parish council are providing their clerk with paid annual leave as per the clerk's contract of employment. For example, a clerk employed and paid to work 4 hours a week for 52 weeks of the year amounts to 208 hours</li></ul>	Total receipts	£7493.97	Total Payments	£4427.79	Total balance held:		o HSBC	£6349.39	o MHBS	£2754.08	o Petty Cash	£50.00	<b>Total Balance held</b>	<b>£9153.47</b>	
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	<p>of work. However, on a pro rata basis, actual working hours per week should be 3.57 (assuming annual leave allowance of 28 days per year including bank holidays). To achieve a four hour working week a clerk would need to be paid for 4.5 hours. - <b>Response - to review clerk's annual leave taken throughout the year</b></p> <p><b>17.4 To approve the Annual Governance Statement</b> – Councillors reviewed the statements on the Annual Governance Statement. <b>It was resolved that the statements in the Annual Governance Statement are met and the document was approved and signed by the chair</b></p>	
18.	<p><b>66/19 – Finance 2018/19 Year (2)</b></p> <p><b>18.1 To approve Accounting Statement</b> - the clerk / RFO had prepared the Accounting Statement based on figures from the reconciliation and presented this to the meeting. Councillors considered this and <b>it was resolved to approve the Accounting Statement as presented.</b></p> <p><b>The inspection period was set as 17/6/19 to 27/6/19</b></p>	
19.	<p><b>67/19 – Finance 2019/20</b></p> <p><b>19.1 RFO Report</b></p> <ul style="list-style-type: none"> <li>Governance and Accountability for Smaller Authorities in England new 2019 edition has been published along with a document summarising the changes from the 2018 version</li> <li>VAT Making Tax Digital - advice that the new legislation does not give HMRC the powers to enforce registration for MTD on any council with a taxable turnover of below £85,000</li> </ul> <p><b>19.2 Review of Bank Mandates</b></p> <p><b>HSBC</b> – the signatories are currently Cllr Bladon, Cllr Officer and former Cllrs Briggs, Haynes and Weston (any two to sign) and clerk (with Cllr Bladon up to a limit of £199.99) – <b>it was resolved to remove former Cllrs Briggs, Haynes and Weston as signatories and add Cllr Staveley.</b></p> <p><b>Market Harborough Building Society</b> – the signatories are currently Cllr Bladon and former Cllrs Haynes and Weston – any two to sign. <b>It was resolved to remove former Cllrs Haynes and Weston and add Cllrs Officer and Staveley.</b></p> <p>Cllr Bladon will visit the bank / building society to pick up the necessary paperwork</p> <p><b>19.3 To approve for payment</b></p> <p>19.3.1 Clerk Salary and Homeworking Allowance May 2019 (£181.31) and June 2019 (£181.31) – <b>Resolved approved</b></p> <p>19.3.2 LRALC for LRALC and NALC subscription renewal - £120.67 – resolved approved</p> <p><b>19.3.3 Leicestershire Gardens for cuts 5/3/19 £70.00 and 9/4/19 (£70.00) – resolved approved</b></p>	Cllr Bladon
20.	<p><b>68/19 – Assets</b></p> <p><b>20.1 Health and Safety check of Assets</b> – no safety issues identified</p> <p><b>20.2 Asset Register – replacement values of Seats and Noticeboards</b> – these have been assessed as shown below and the Asset Register updated:</p> <ul style="list-style-type: none"> <li>Seats - £500 based on similar models at Broxap</li> <li>Noticeboard - £1,500 based on the same model at Harry Stebbing Workshop to include lettering</li> </ul> <p><b>20.3 Refurbishment of Noticeboard</b> – Cllr Bladon will do this over half term</p> <p><b>20.4 Cleaning of Seats</b> – this is not necessary at the moment</p> <p><b>20.5 Tiling of phone kiosk</b> – Cllr Staveley will look at doing this</p>	<p>Cllr Bladon</p> <p>Cllr Staveley</p>
21.	<b>69/19 – Community Engagement</b>	

	Newsletter – one is in the process of being delivered. It was agreed to do the next one at the beginning of September and then at the end of November	
22.	<b>70/19 – Information Security</b> <b>22.1 Google docs</b> – Cllr Officer has set this up <b>22.2 Councillor Email Addresses</b> – Cllr Officer will organise this, the addresses are already set up and the domains purchased	Cllr Officer
23.	<b>71/19 – Feedback from Clerk's Appraisal</b> – this has taken place and the chair thanked the clerk	
24.	<b>72/19 – To confirm date of next meeting and items for the next agendas</b> 25/6/19, 7.30 p.m. – primarily to deal with the Village Hall 9/7/19 – 7.30 p.m. Agenda items to include:, Review of Aims and Objectives, Review of Emergency Plan, Storage of archive minutes etc. at Records Office, Speeding, Review of Financial Regulations and Expenses policy in relation to petty cash	

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