



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton
5th November 2019 at 7.30 p.m.**

Present: Cllr T Bladon, Cllr J Haynes, Cllr P Officer, Cllr C Staveley
County Councillor Kevin Feltham

		Action
1.	133/19 – Apologies for Absence – District Councillors Robin Hollick, Philip King, Simon Whelband	
2.	<p>134/19 – Declarations of disclosable pecuniary interests and granting of dispensations Cllrs Bladon, Officer and Staveley, item 8 – Village Hall. Cllr Bladon is a Trustee and Cllrs Officer and Staveley are committee members. All have dispensations to speak and vote on this item to the next election.</p> <p>Cllr Haynes, item 8 – Village Hall as she is a member of the Village Hall Committee – Cllr Haynes applied for a Dispensation for the following reason - 33 b) the dispensation is in the interest of persons living in the authority's area.</p> <p>Resolved to a grant dispensation to Cllr Haynes up to the next election</p>	
3.	<p>135/19 – To approve the minutes of the previous meeting held on 21st October 2019 Resolved that the Minutes of the Parish Council Meeting held on 21/10/19 be approved and adopted as a true record.</p>	
4.	136/19 – Questions from members of the public – none present	
5.	<p>137/19 – Clerks Report including Year Plan and LRALC update</p> <ul style="list-style-type: none"> • Year Plan – noted as circulated • LRALC <ul style="list-style-type: none"> ○ Details of training courses circulated. ○ LRALC are now in a trial arrangement Legal Advice Partnership with Wellers Hedley's Solicitors LLP for an initial period of three months – details circulated. ○ Article on Data Protection and personal councillor devices (phones, laptops etc) – the clerk circulated the link and urged councillors to read it. • Harborough District Council (HDC) <ul style="list-style-type: none"> ○ EU Exit information circulated ○ HDC Newsletters October and November – links and summary of contents circulated ○ HDC Environment Enforcement Officer, Stacey Deacon – will be dealing with dog fouling and littering and is patrolling the area. Any problems to be referred to her. • Leicestershire County Council (LCC) <ul style="list-style-type: none"> ○ LCC Liaison Meeting 11/9/19, action notes / presentation / cultivation licence application / The Good Verge Guide / EU exit lead officer details - circulated ○ Unitary Authority – “A Vision for Local Government in Leicestershire Strategic Business Case October 2019” and Joint Statement from District Councils circulated. ○ Snow Warden Scheme information circulated – action - include in next newsletter and if a volunteer comes forward it will form part of the Emergency Plan 	Cllrs Bladon / Officer
6.	<p>138/19 – Reports and Updates from</p> <p>6.1 District Councillors – none</p> <p>6.2 County Councillor Kevin Feltham</p> <ul style="list-style-type: none"> ○ Plans for a Unitary Authority – Cllr Feltham has stressed the importance of having a Liaison Officer to link with Parish Councils and Meetings. The Business Case includes a proposal for Area Committees for local matters (not Highways) and local planning committees. LCC full council will vote on this on 4/12/19 and if it is approved it will be sent to the Secretary of State. ○ Cllr Feltham reported that he has received complaints from people regarding problems getting an appointment at the new Doctors Practice. 	

	<p>6.3 Police</p> <ul style="list-style-type: none"> • Police Beat Newsletters October and November circulated with summary of contents. • The Leicestershire Police Website shows the following crimes reported: <ul style="list-style-type: none"> ○ August 2019 – none ○ September 2019 – Tur Langton, 1 burglary near Melton Road under investigation / Church Langton, 2 vehicle crimes near Thornton Crescent investigation complete no suspect identified / West Langton on or near Thorpe Langton Road, 1 drugs under investigation and 1 violence and sexual offences unable to prosecute 	
7.	<p>139/19 – To Review and Adopt</p> <p>7.1 Achieving Transparency Code Compliance – resolved to adopt with no changes</p> <p>7.2 Media Policy – resolved to adopt with no changes</p> <p>7.3 Complaints Procedure – resolved to adopt with no changes</p>	
8.	<p>140/19 – Village Hall</p> <p>8.1 Update</p> <p>8.1.1 Windows Package – update and to authorise payment once work completed pending receipt of invoice, subject to scrutiny by council</p> <p>The work on the windows is almost completed, it is hoped it will be completed at the end of the week. Councillors are happy with the work so far. The payment due is £3,960 (no VAT) pending receipt of invoice once the work is complete.</p> <p>It was resolved to authorise payment of £3,960 to Burtons Builders on receipt of invoice and subject to final scrutiny by councillors.</p> <p>This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)</p> <p>8.1.2 Joinery Package – update and to authorise payment of balance once work completed and pending receipt of invoice, subject to scrutiny by council</p> <p>The joinery work is completed and the council is happy with the work. The balance is £1,750 (no VAT) and the invoice has now been received.</p> <p>It was resolved to authorise payment of the balance of £1,750 to Burton’s Builders for the joinery work.</p> <p>This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)</p> <p>Purchase of wooden cladding for stud wall as part of joinery package (deferred from last meeting)</p> <p>Three estimates were considered for the estimated amount of cladding required:</p> <ul style="list-style-type: none"> • eDecks - £383.38 inc VAT • Sawmill Timber - £317.82 inc VAT • Witham Timber - £341.04 inc VAT <p>The Village Hall Advisory Committee recommendation is for Witham Timber, however the Parish Council considered the delivery times and it was agreed as below:</p> <p>Resolved to purchase cladding from eDEcks to a maximum of £383.38 including VAT. Order to be placed for a smaller quantity initially. A further order to be placed once this is fitted and it can be ascertained how much more to order. Cllr Officer to place the order in the name of the Parish Council as it is only possible to purchase online and he will claim back in line with the Parish Council’s expenses policy</p>	Cllr Officer

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

8.1.3 Screed - update and to authorise payment of balance once work completed pending receipt of invoice, subject to scrutiny by councillors

This work has been completed by Midland Flooring and the council is satisfied with the work. The contractor carried out a survey prior to the work and it was established that an extra £6.2m² more screed would be required than originally estimated (5.8 m²). This adds a further £1,426 plus VAT to the original estimate of £2,260 authorised at meeting 21/10/19. This variation was approved by Councillors before the work commenced and confirmed in writing to the contractor by the clerk in line with Financial Regulation 12.3.

Payment of 50% of the original estimate was paid with the order (£1,130 + £226 VAT). The balance now due will be £2,556 + £511.20 VAT = £3,067.20). Invoice not yet received.

It was resolved to authorise payment of £3,067.20 to Midland Flooring on receipt of invoice

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

8.1.4 Skips – to authorise payment of invoices for two exchanges

Two exchanges have taken place (Bakers Waste, as authorised at meeting 21/10/19) on 23/10/19 and 25/10/19. Two invoices have been received from Baker's Waste but they are for £375.00 + VAT (£450) per exchange instead of what was quoted, £225 + VAT per exchange. Clerk is in contact with Bakers Waste to resolve and the invoices have been marked as "in dispute".

It was resolved authorise payments of £225 + VAT in line with original quote for two exchanges on receipt of corrected invoices. If Bakers Waste do not amend the invoices authorisation of payment to be deferred to the next meeting.

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

8.2 Monitoring of finance / spending on loan

The loan finance spreadsheet updated to show payments and commitments agreed at this meeting shows £8,100.79 available. VAT of £5,862.27 paid so far, £5,561.27 of this has been claimed back and payment is awaited. This leaves £301 VAT paid to date still to be claimed back. Commitment includes £655.10 VAT. Total loan available once VAT is claimed back is £14,628.16. (Note the commitment for the skips has been included as the original quotation and not the amount on the invoices which are in dispute, see 8.1.4 above)

8.3 Grant Applications

8.3.1 Updates on applications for Awards for All and Climate Change Grants

- Awards for All (for fitting out the toilets) – Cllr Bladon reported that she is waiting for three quotations for the plumbing, which she can get now that the screed is completed. She hopes to apply by the end of November
- Climate Change Grant (for lighting) – this application has been submitted on 29/10/19, Cllr Bladon is waiting for confirmation of receipt. Amount claimed £4,051

8.3.2 **To agree to apply for Harborough District Council Community Fund Grant for Disabled Access** – the deadline for claiming this grant is 31/12/19 and Cllr Bladon reported that she may have difficulty getting the necessary

Cllr
Bladon

	<p>quotations for the disabled access within this timeline. She will continue to explore.</p> <p>Resolved to apply for this grant if a suitable project can be identified within the timeline.</p>	Cllr Bladon
9.	<p>141/19 – Highways</p> <ul style="list-style-type: none"> • Snagging list – The village sign at the entrance to Tur Langton on Cranoe Road (RHS) is damaged. It has been reported to LCC before and mended. It is affected by an overgrown hedge and it was agreed to establish who owns the hedge and see if it can be cut back before considering whether to report the fault to LCC • Speedwatch – no progress • Accidents – there has been a further accident on the road between TL and Kibworth. 	Cllr Bladon
10.	<p>142/19 – Grass cutting</p> <p>10.1 To note cuts in October and authorise payment pending receipt of invoice – it was confirmed that there was at least one cut in October. It was resolved to approve payment to Leicestershire Gardens for at least one cut (£70) pending receipt of invoice.</p> <p>10.2 Review of Grass cutting over the season and to agree whether any further cuts are required – it was agreed that at present no further cuts will be required unless the weather turns warmer and the grass grows.</p> <p>10.3 Contract for 2020 season – Leicestershire Gardens have been asked to send in a quotation for the 2020 season.</p>	
11.	<p>143/19 – Review of Emergency Plan – Cllr Staveley advised that work on checking volunteers is progressing. There is a shortage of 4x4 vehicle drivers</p>	Cllr Staveley
12.	<p>144/19 – Planning and Enforcement</p> <p>12.1 General Report and update on applications / decisions from Harborough District Council</p> <ul style="list-style-type: none"> • No planning applications or decisions since last meeting. • Tur Langton War Memorial has been awarded Listed Building Status; list entry number 1466423 • HDC Notice of Consultation on Community Involvement – details circulated, consultation period 20/11/19 to 8/1/19 – to be included on agenda for meeting in December. • Housing Needs Survey – noted that the questionnaire, expected to be distributed w/c 22/10/19, has not been received. Clerk to check <p>12.2 Enforcement and Monitoring – nothing to note</p>	clerk
13.	<p>145/19 – Assets</p> <p>13.1 Health and Safety check of assets – nothing to report apart from light / electricity supply in telephone kiosk, see item 16 below</p> <p>13.2 Maintenance of Assets – it is not anticipated that any maintenance will be required during this financial year apart from possible repair to the phone kiosk light / electricity supply.</p>	
14.	<p>146/19 – Finance</p> <p>14.1 Clerk / RFO Report</p> <ul style="list-style-type: none"> • Payments since last meeting: <ul style="list-style-type: none"> ○ Midland Flooring cheque issued with order for 50% of anticipated cost on receipt of invoice (authorised meeting 21/10/19). £1,356.00 including VAT – invoice 190059001. See 8.1.3 above ○ Bakers Waste – cheque 100164 issued, £450 for invoice 216336 but not received by Bakers Waste. Cheque treated as lost and a stop has been put on cheque with bank. Bakers Waste have confirmed they will shred cheque if received. Replacement cheque 100171 issued which now shows as cashed on statement. ○ Claim for VAT submitted for £5,604.79. This includes £31.50 from 18/19 year. £301 not included in claim as the cheques had not been cashed at the time of the claim ○ No Referendum Principles (Capping) to apply for precepts in 2020/21 year. The Government, however, expects parish councils to exercise 	

	<p>“even greater restraint” for 2020/21. The Government will keep the matter under “active review” for future years.</p> <p>14.2 To approve accounts reconciliation to 29/10/19:</p> <ul style="list-style-type: none"> • Total receipts to 29/10/19 - £60,451.77 • Total payments to 29/10/19 - £39,867.67 • Balance at 29/10/19 - £29,737.57 <p>It was resolved to approve the bank reconciliation as circulated</p> <p>14.3 To approve Internal Auditor for 2019/20 year – it was resolved to approve LRALC Internal Audit Service as Internal Auditor for the 2019/20 year</p> <p>14.4 To approve for payment:</p> <ul style="list-style-type: none"> • Clerk salary and homeworking allowance for November 2019 - £181.31 • Clerk salary and homeworking allowance for December 2019 - £181.30 <p>It was resolved to approve these payments</p>	
15.	<p>147/19 – Budget Precept for 2020/21</p> <p>15.1 To discuss first draft of budget</p> <p>15.2 Projects / budget considerations for 20/21 – discussion</p> <p>The clerk circulated the first draft of the budget for 20/21 along with the associated notes. Increases of £100 were suggested to the budget proposed for ICT and Hall Hire for meetings. These suggestions will be incorporated into a second draft for consideration at meeting in January. Councillors asked to forward any further feedback to the clerk before the January meeting</p>	Cllrs
16.	<p>148/19 – Defibrillator and phone kiosk</p> <p>16.1 Electricity Supply – on initial inspection it appears that there is no electricity supply reaching the light. Clerk has contacted Community Heartbeat Trust (CHBT) who have suggested that we need to get an electrician to check this and if it transpires that there is not a power supply to the kiosk they can contact BT to raise a fault with them. Confirmation is being sought to check whether the Parish Council has to engage an electrician.</p> <p>Resolved that if it is necessary to engage an electrician to delegate to chair and clerk to arrange this.</p> <p>16.2 Defibrillator Checks – Cllr Staveley will undertake checks and report through WEBNOS system. Clerk to arrange for her to have a log in.</p>	Clerk/ Cllr Bladon Clerk/ Cllr Staveley
17.	<p>149/19 – Harborough District Council Community Governance Review – information was circulated. Comments required by 31/1/2020. Cllr Bladon will put notice on notice board. Information to be included in newsletter. To be included as an item on the next agenda.</p>	Cllrs Bladon / Officer
18.	<p>150/19 – Community Engagement</p> <p>18.1 Newsletter – this has been delayed. It was agreed to publish at the end of November. Articles on Community Governance Review and Snow Warden</p> <p>18.2 Requirement to co-opt new councillor – Cllr Haynes will approach someone who may be interested.</p>	Cllr Officer Cllr Haynes
19.	<p>151/19 – To approve the dates of next meetings and items for next agenda</p> <p>14/1/20 – Main Parish Council meeting</p>	

Meeting was closed at 9.00 p.m.