

**Minutes of the Parish Council Meeting held at the Village Hall Tur Langton
12th January 2016 starting at 7.51 p.m.**

Present: Cllr. J Haynes, Cllr. P Officer, Cllr C Weston.
PCSO Tom French for part of the meeting

In attendance: Alison Gibson, Clerk

		Action
1.	1/16 - Apologies for absence - Cllr T. Bladon, work commitments, Cllr K Briggs, family commitments - Resolved to accept these apologies. District Cllr L Beesely-Reynolds, District Cllr. C Holyoak, County Cllr K Feltham.	
2.	2/16 - Appointment of Chair for this meeting only – Resolved - Cllr C Weston to chair	
3.	3/16 - Declarations of pecuniary interest and granting of dispensations Cllr P Officer – disclosable pecuniary interest Item 13 (Budget 2016/17) - 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	
4.	4/16 - To approve the minutes of the previous meeting held on 2/12/15 Resolved that the Minutes of the Parish Council Meeting held on 2/12/15 be approved and adopted as a true record.	
5.	5/16 - Questions from members of the public - None present	
6.	6/16 – Appointment of the Parish Council’s representative Trustee for the Hanbury Charity - Dr Susan Hills is the current Parish Council appointment and the four year term of office comes to an end on 27/2/16. Dr Hills is happy to stand again. Resolved to appoint Dr Susan Hills for four years from 28/2/16	
7.	7/16 - Reports from: 7.1 - Clerk <ul style="list-style-type: none"> • Attended HDC Networking Lunch 14/12/15 • Will be attending HDC Parish Annual Liaison Meeting 27/1/16 • Have picked up new Electoral Roll from HDC • Revised Mobile Library Service from 1/1/16, now monthly timetable with free load period increased to one month. Details on website • Parish Clerk’s Highways News – Grass cutting , Community Speedwatch • HDC new Garden Waste Service (annual £40 fee for emptying of green bins) • Energy advice for parishes, Sustainable Harborough and Flourish Partnership. Information on website, information to go in next newsletter, village not felt to be big enough to sustain “Drop In Session” LRALC December newsletter <ul style="list-style-type: none"> • Blueprint 2020 – future of the police force, programme of cost reductions • Local Government Boundary Commission, hard copy also held • External Auditor (Grant Thornton) position on Parish Council Reserves • Parish Councils encouraged to engage with the Institute of Public Rights of Way and Access Management at http://www.iprow.co.uk . To be forwarded to Footpath Warden and ask him if there is anything of interest to be followed up • POhWER NHS Complaints Advocacy Service – information is on website 7.2 - District Councillors – none 7.3 - County Councillor – none 7.4 - Police <ul style="list-style-type: none"> • PCSO French reported that from the beginning of November there has been one reported crime in Langtons (Thorpe Langton). PCSO Martin Doyle has retired and there are currently no plans to replace him. He also gave details of police engagement events at Kibworth Deli, Wistow Café and the Bewick Arms at Hallaton. Clerk will put details on website and to go in next newsletter. 	clerk

	<p>The following information was shared / discussed with PCSO French:</p> <ul style="list-style-type: none"> • Neighbourhood Watch - Clerk reported that she and the chair met with Roy Rudham. There is currently not a live scheme in TL. Article asking for volunteers went in newsletter but no response to date • Speed Limit bin stickers (agenda item 9.2) – some have been distributed, there are still a lot to be given out. As the houses are well spaced out could have stickers on every bin. Some positive feedback and none negative. It will take a while to assess full impact. Free stickers have now been offered from Leicestershire Police Road Safety Partnership. Agreed to ask for 100 to extend to blue lidded bins. Communication from Road Safety Partnership advises bin stickers cannot be used if a location is a Mobile Camera Site or Community Concern Site as it would invalidate legal signage. Clerk is seeking clarification as to whether this includes B6047 through the village. The council had sought advice from the police before undertaking this exercise. PCSO French suggested that he didn't think it possible for the mobile camera to operate on this route as there is nowhere to park the van, particularly on a bin collection day. He will clarify this and advise. • Speed Data Monitoring (agenda item 9.3) - application has been submitted for covert speed monitoring to be carried out. Advised that the equipment fits to street lighting and it can take up to six weeks to get the data back. If results show the criteria for a Community Concern Site are met in it could result in the safety camera van visiting. Unsure whether the fact that there are no street lights in TL will effect operation. 	
8.	<p>8/16 – Village Hall Lease</p> <p>8.1 - To consider feedback from Harborough District Council – Cllr Bladon had a positive phone conversation with Norman Proudfoot at HDC, who now understands position in the negotiations with Merton College and has constructive suggestions about the checking of contractors</p> <p>8.2 - To consider feedback from solicitor and agree next steps – The solicitor, Jonathan Dawson, has recommended that he writes to Mr Gloag with an amended lease and asks him to involve the landlord's solicitors. He has sent the amended lease for the council's feedback, raising a few queries which the meeting considered and agreed answers to.</p> <p>Resolved: solicitor's amendments to lease agreed, ask solicitor to finalise and send the next letter to Mr Gloag, reiterating council's request for criteria by which they would judge contractors, request opportunity to comment on letter before it is sent. Approval of solicitor's letter delegated to chair and clerk unless it differs from approach already agreed. Authorisation had already been given to clerk to tell solicitor to proceed if quotation for advice is up to £300.00 (minute 100/15, 15/9/15 refers).</p>	Cllr Bladon / clerk
9.	<p>9/16 – Highways</p> <p>9.1 - Grass Cutting – to sign updated extract of Service Level Agreement with LCC – LCC confirm they are satisfied with the service provision provided and intend to continue with the arrangement. Reimbursement to be increased from five to six cuts, rising to £334.62. Extract from Service Level Agreement with amended clauses reflecting this change sent for signature. -</p> <p>Resolved to sign the amended clauses</p> <p>9.2 Speed Limit Stickers update – see 7.4 above</p> <p>9.3 Speed Data Monitoring – see 7.4 above</p>	
10.	<p>10/16 – Transparency Fund Grant</p> <p>To note grant received – Grant received £388.48 for purchase of laptop and additional staffing costs of £70.56 set up and £52.92 monthly costs of one hour a month from Sept 2015 – March 2016. This leaves a balance of £265 towards the laptop (note grant does not cover antivirus software).</p> <p>To agree purchase of laptop from grant – at meeting 15/9/15 three estimates were considered and it was agreed to base grant application on an estimate from Knuten PC Specialists for a package comprising of laptop, Microsoft Office, antivirus and configuration. The original quotation was for £318, however the model included in the estimate is no longer available. The equivalent model is estimated to be £20 more</p> <p>Resolved to purchase from the package from Knuten PC Specialists up to a maximum of £338, £265 from grant and the remainder to be taken from reserve held in budget.</p>	

11.	<p>11/16 – Audit</p> <p>11.1 – To appoint Internal Auditor for 2015/16 accounts – Mr John Lowe is happy to stand again. Clerk has discussed implications of checking Transparency Code compliance and he confirms fee remains £20. – Resolved to appoint Mr John Lowe as Internal Auditor for 2015/16</p> <p>11.2 – To note Audit Regime from 1/4/17 and consider whether to opt out of Sector Led Body – noted that from 1/4/17 councils with a turnover of less than £25,000 will be exempt from having to submit an annual financial return to External Auditor, however it will still be necessary to have an External Auditor appointed in case there are questions from electors to be resolved. There is an option to either have an auditor appointed from the new Sector Led Body (SLB) or the council procures their own. There will be a small fee for the setting up of the SLB, estimated to be less than £100 to cover five years, payable before April 2017. The council therefore needs to cater for this when considering Budget (13 below) - Resolved not to opt out of Sector Led Body</p>																																									
12.	<p>12/16 – Finance</p> <p>12.1 – 2015/16 Accounts – noted payments of Grass Cutting reimbursement (£278.85) anticipated by 13/1/16 and VAT refund (£587.29) by the end of the week.</p> <p>Approval of payments from Petty Cash and top up</p> <table border="1" data-bbox="124 712 1348 817"> <tr> <td>10/11/15</td> <td>Assorted Stationary and ink (B/W)</td> <td>P14/15</td> <td>£25.79</td> </tr> <tr> <td>20/11/15</td> <td>Printer ink (Colour and B/W)</td> <td>P15/15</td> <td>£21.74</td> </tr> <tr> <td colspan="3" style="text-align: right;">Resolved to approve Top-up</td> <td>£47.53</td> </tr> </table> <p>12.1.1 – To receive and approve updated accounts reconciliation - Resolved approved</p> <p>12.1.2 – Closure of Lloyds account - account now has nil balance. It was resolved to close the account at meeting 10/11/15 (min 120/15). Advice from bank is to take in a letter requesting closure signed by all signatories. This letter was signed and will be taken to bank by Cllr Bladon.</p> <p>12.2 – To approve for payment:</p> <p>(i) Clerk’s salary and Home Working Allowance for December 2015 and January 2016 plus payment from Transparency Fund – resolved approved as below:</p> <table border="1" data-bbox="135 1057 1423 1310"> <thead> <tr> <th colspan="2">December 2015</th> <th colspan="2">January 2016</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td>£152.88</td> <td>Salary</td> <td>£152.88</td> </tr> <tr> <td>HWA</td> <td>£8.67</td> <td>HWA</td> <td>£8.67</td> </tr> <tr> <td>T/C Set up</td> <td>£70.56</td> <td>T/C monthly Jan</td> <td>£8.82</td> </tr> <tr> <td>T/C monthly Oct & Nov</td> <td>£17.64</td> <td>Total</td> <td>£170.37</td> </tr> <tr> <td>T/C monthly Dec</td> <td>£8.82</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>£258.57</td> <td></td> <td></td> </tr> </tbody> </table> <p>Noted that the additional Transparency Funding for salary will result in exceeding the agreed budget for salaries in 2015/16 year by an estimated £76.44. Resolved to agree this due to the fact that it is from grant funding not known about at time budget was set</p> <p>(ii) CGD Contractors (Grass Cutting Oct 15) £100 + £20 VAT = £120 – resolved approved</p>	10/11/15	Assorted Stationary and ink (B/W)	P14/15	£25.79	20/11/15	Printer ink (Colour and B/W)	P15/15	£21.74	Resolved to approve Top-up			£47.53	December 2015		January 2016		Salary	£152.88	Salary	£152.88	HWA	£8.67	HWA	£8.67	T/C Set up	£70.56	T/C monthly Jan	£8.82	T/C monthly Oct & Nov	£17.64	Total	£170.37	T/C monthly Dec	£8.82			Total	£258.57			Cllr Bladon
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	<p>Resolved to rearrange the running order of the agenda to enable item 17.2 to be discussed next as this informs the setting of the budget / precept</p> <p>13/16 - 17.2 – Website</p> <p>Noted that the existing website and email arrangements with LCC will cease from 31/8/16. Indications are that the replacement framework will be much more expensive – a set up cost of between £500 and £900 and annual hosting and support charge of between £250 and £400. Opting into this framework is optional and there are other providers and also the option of approaching the current provider, which is 2commune. Examples of other providers and costs were circulated. The service from 2commune would be £525 for the first year and £275 for subsequent years. Budget to reflect 2commune costs, however lower cost options can be explored. Procuring new website to be prioritised.</p>																																									
13.	<p>14/16 - Budget 2016/17</p> <p>An updated budget template with notes had been circulated with the agenda suggesting a precept of £4099.47. Councillors considered an second update taking into account increase in 2015/16 spend on laptop (£338 from £318), increase in amount to put into IT budget taking into account estimates for new website arrangements (£525 website and email plus £20 antivirus renewal). Village Hall budget heading reduced to £345 to keep total at £4099.47</p> <p>Resolved to set a precept of £4099.47</p>																																									

14.	<p>15/16 – Neighbourhood Planning</p> <p>14.1 – Update – minutes of the last Neighbourhood Planning meeting were noted. The main points were the Environment Meeting and questionnaire as detailed below</p> <p>14.2 – Environment Meeting 5/1/16 and next steps – this meeting, with presentation by John Martin from <i>yourlocale</i>, was well attended and a few people came forward forming the nucleus of an Environment Group. Slides are on the website. Following from this meeting it was resolved:</p> <p>(i) – To form an Environment Group, inviting those who expressed an interest, to work with John Martin on this section of the plan. Cllr Weston will lead on this and report to Parish Council meetings.</p> <p>(i) – Arrange the first meeting, taking into account availability of John Martin and Cllr Weston.</p> <p>14.3 – Questionnaire – Gary Kirk had circulated a questionnaire and it was agreed that the section on the Village Hall should be expanded. Cllrs. Bladon, Officer and Haynes to meet at 8 p.m. on 26/1/16 to agree questions to be included.</p>	<p>Clerk / Cllr Weston</p> <p>Cllrs Bladon, Officer, Haynes</p>
15.	<p>16/16 – Planning and Enforcement</p> <p>15.1 – To note planning activity since last meeting – noted, as circulated with agenda</p> <p>15.2 – Signage and Boards in Village – deferred to next meeting</p>	
16.	<p>17/16 – Repairs and Maintenance – street furniture has been inspected, no problems identified</p>	
17.	<p>18/16 – Community Engagement</p> <p>17.1 – Logo Competition – this was advertised in newsletter but no entries have been received by deadline. It was agreed to circulate again, this time on a separate sheet to include entry form. Cllr Officer will put entry form together and Cllr Bladon will arrange printing. Deadline to be set to enable judging at next Parish Council meeting</p> <p>17.2 – Website – see above</p> <p>17.3 – Newsletter – has been distributed. Deadline was tight to get it printed and distributed in time for events publicised. For future newsletters councillors agreed to help to organise a plan for delivery. It was felt that events are often better advertised by a separate flyer which can have more impact.</p> <p>Resolved to aim for three newsletters a year, for publication in November, March and July.</p>	<p>Cllr Officer / Cllr Bladon</p>
18.	<p>19/16 – Review of Policies – Grievance Policy and Disciplinary Policy</p> <p>Resolved no changes</p>	
19.	<p>20/16 – Consultation - National Highways and Transport Public Satisfaction Survey, Parish Consultation – response agreed</p>	
20.	<p>21/16 – Arrangements for clerk’s appraisal – Cllrs Bladon and Officer will undertake the appraisal, date to be arranged</p>	
21.	<p>22/16 – To confirm the dates of next meetings and items for next agenda</p> <p>Tuesday 8th March 2016 at 7.30 p.m.</p> <p>Tuesday 10th May 2016 – 7.00 p.m. Annual Parish Meeting, 7.30 p.m. Parish Council Annual meeting</p>	