



**Minutes of Annual Parish Council Meeting held at the Village Hall Tur Langton
14th May 2024 at 7.30 p.m.**

Present: Cllr J Anderson, Cllr T. Bladon (Chair), Cllr D Molyneux, Cllr P Officer, Cllr C Staveley.

In attendance – Alison Gibson, Clerk

	Action
1. 43/24 – To elect a Chair of the Council Cllr Molyneux nominated Cllr Bladon, seconded by Cllr Anderson and agreed unanimously. It was resolved to elect Cllr Bladon as Chair until the next Annual Parish Council Meeting.	
2. 44/23 – To receive Chair’s Declaration of Acceptance of Office or to decide when it shall be received. Cllr Bladon signed the Declaration of Acceptance of Office.	
3. 45/24 – To elect a Vice Chair of the Council. Cllr Anderson nominated Cllr Staveley, seconded by Cllr Molyneux and agreed unanimously.	
4. 46/24 – To receive apologies for absence County Councillor Kevin Feltham	
5. 47/24 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllr Bladon, item 13.7.4 – reimbursement for purchases for Memorial Garden. Cllr Bladon, item 13.7.5 – reimbursement for payment for advert in Kibworth Chronicle Cllrs Bladon, Molyneux, Officer and Staveley, item 22, Village Hall. Cllrs Bladon and Officer are Trustees for the Village Hall and Cllrs Molyneux and Staveley are committee members. All have dispensations to the next election.	
6. 48/24 – To approve the minutes of the previous meeting held on 12th March 2024. It was resolved that the Minutes of the Parish Council Meeting held on 12/3/24 be approved and adopted as a true record.	
7. 49/24 – Public questions and comments on items on the agenda There were no members of the public present, however Cllr Staveley reported a request from a member of the public for defibrillator training and so it was agreed to include this on the next agenda.	
8. 50/24 – Clerk’s Report and updates including Year Plan and LRALC update. <ul style="list-style-type: none"> • Year Plan – noted as circulated. LRALC <ul style="list-style-type: none"> • Training Bulletin April 2024 • NALC Legal Update April 2024 • NALC Financial Briefing - The state of Local Government, Building the Sector’s Financial Resilience • Information about how to update LRALC of change to clerk details – link shared. • Guidance on Chair and Councillor Allowances. • NALC are expecting to publish a new edition of the Good Councillor’s Guide shortly. • Updates LRALC Guides on “How to manage an Annual Meeting of Parish Council” and “How to manage an Annual Parish Meeting”. • LRALC Newsletters April and May 2024 • NALC snapshot surveys - Committee on Standards in Public Life and Barriers to Community Energy Projects Consultations. • NALC and LRALC new website log in details 	

	<p>Leicestershire County Council (LCC)</p> <ul style="list-style-type: none"> • Annual Parish liaison Event 1/7/24 • Parish and Communities updates issues 13 and 14 • Funding Bulletins April and May 2024 • Trading Standards Spring 2024 Newsletter and Scams Newsletter Spring 2024 • Local Nature Recovery Strategy • Parish Clerk's Operational Meeting 12/4/24 link to recording circulated. • Storm Henk grants • Prevent Responsible Event Booking and Venue Hire Policy • Communities Network Session - Knitting the Community Together <p>Harborough District Council (HDC)</p> <ul style="list-style-type: none"> • Councillors and Clerks meeting 27/6/24 at 18.30 p.m. at HDC. • Harborough District Newsletters April and May 2024 • New Director of Communities and Wellbeing - Cat Hartley • Clerks' Operational Meeting link to recording circulated and updated contact details for HDC. <p>SLCC - Clerk Magazine May 2024</p> <p>Rural Community Council - Impact Magazine April 2024</p> <p>Information about upcoming 80th anniversary of D-Day on 6/6/24</p>	
9.	<p>51/24 – Reports and Updates</p> <p>9.1 County Councillor - none</p> <p>9.2 District Councillors – none</p> <p>9.3 Police Update</p> <ul style="list-style-type: none"> • Harborough North Police Newsletters March and April 2024 • Rural Policing Team Newsletter May 2024 • Neighbourhood Watch “Our News” April 2024 • Invitation to Community safety Partnership Stakeholders meeting 5/6/24 at HDC. • WhatsApp Group chat member warning about being targeted by criminals, details have been put on website as a news item. 	
10	<p>52/24 – To appoint members to undertake</p> <p>10.1 Spot checks during grass cutting – it was resolved to appoint Cllrs Anderson and Bladon</p> <p>10.2 Checks of Street Furniture – it was resolved to appoint Cllr Staveley</p> <p>10.3 Checks of Account Reconciliations – it was resolved to appoint Cllr Officer</p> <p>10.4 Defibrillator Checks – it was resolved to appoint Cllr Staveley</p>	
11.	<p>53/24 – Finance and Audit 23/24 (1)</p> <p>11.1 To approve Accounts Reconciliation to 31/3/24 and note payments and receipts not previously minuted.</p> <p>Payments since last meeting not previously minuted:</p> <p>From List of Regular Payments: 28/3/24 – Clerk Salary and HWA March 2024 - £277.77</p> <p>Other: 31/3/24 – Bank Charges - £18.00</p>	

Accounts to 31/3/24:

Income to 31/3/24 - £10,651.04 made up as follows:

MHBS - £46.49

Unity - £10,604.55

Expenditure to 31/3/24 - £19,121.14, made up as follows:

MHBS - £0

Unity - £19,121.14

Closing Balance at 31/3/24 - £6,683.53, made up as follows:

MHBS - £3,840.88

Unity - £2,842.65

It was resolved to approve the Accounts Reconciliation to 31/3/24 as circulated.

11.2 To accept final List of Payments Arising on a Regular Basis for 23/24 Year

It was resolved to accept the final list of Payments Arising on a Regular Basis as circulated.

The clerk had circulated the links to the "Annual Governance and Accountability Return (AGAR)" and associated instructions from the External Auditor and "Joint Panel on Accountability Practitioners' Guide 2024" (JPAG), which pertain to items 11.3, 11.5 and 12.1 below.

11.3 To approve and sign Exemption Certificate

It was resolved that the council satisfies the criteria for certifying as Exempt and the Certificate was approved and signed by the Clerk / RFO and Chair.

11.4 To receive and note Internal Auditor's Report

The Internal Auditor has considered 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 2023/24 year. The Internal Auditor also submitted a written report which does not note any areas for consideration or improvement. Councillors thanked the clerk.

11.5 To approve and sign the Annual Governance Statement

The clerk brought the council's attention to JPAG pages 8-15 and 34-47 for information about each Assertion on the Governance Statement and Councillors reviewed the statements.

It was resolved that the statements in the Annual Governance Statement are met, and the document was approved and signed by the Clerk / RFO and Chair.

12 **54/24 – Finance and Audit 23/24 (2)**

12.1 To approve and sign Accounting Statement

The clerk / RFO had prepared and signed the Accounting Statement based on figures from the reconciliation and presented this to the meeting. Councillors considered this.

It was resolved to approve the Accounting Statement as presented and the document was signed by the Clerk / RFO and Chair

12.2 To receive and consider Explanation of Variances

Councillors considered and agreed the Explanation of Variances between the 22/23-year and 23/24-year figures.

12.3 To receive and consider Breakdown of Reserves Held

Councillors considered and agreed the Breakdown of Reserves Held at 31/3/24.

	<p>12.4 To agree the dates for the Period of Public Rights It was agreed to set 3/6/24 to 12/7/24 as the period of for the exercise of Public Rights (the period suggested by the External Auditor).</p>	
13	<p>55/24 – Finance 24/25 Year</p> <p>13.1 RFO Report and to note payments from 1/4/24 not previously minuted</p> <ul style="list-style-type: none"> • Details about VAT Fraud Alert were circulated. • NALC communication – new resources added to NALC banking webpage – link circulated. • NALC updated Financial Regulations – LRALC recommend deferring review of Financial Regulations until next meeting to take into account the new model document (item 16.3 below) <p>Payments and receipts since 1/4/24: Receipts since 1/4/24 10/4/24 – HDC Precept first instalment - £5,440.00 23/4/24 – HMRC VAT refund for 23/24 - £1,629.72</p> <p>Payments since 1/4/24 From List: 12/4/24, Leicestershire Gardens - £110.00, invoice 24/021 for cut 20/3/24. 30/4/24 – Clerk salary and HWA April 2024 - £277.77</p> <p>Balances at 11/5/24: Unity - £9,524.60 MHBS - £3,840.88</p> <p>It was resolved to transfer £5,000 from Unity Trust Bank to Market Harborough Building Society.</p> <p>13.2 To receive and accept decisions made by delegated authority.</p> <p>Payment made to Kibworth Chronicle for insertion of advert for clerk’s vacancy - £75.00. Cllr Bladon to claim reimbursement at 13.7 below. It was resolved to accept this decision.</p> <p>13.3 To approve List of Payments Arising on a Regular Basis for 24/25 Year It was resolved to approve the list as circulated.</p> <p>13.4 To review budget taking into account actual figures carried over at 31/3/24. It was resolved to adopt the revised budget as circulated.</p> <p>13.5 To agree Internal Auditor for 24/25 Year It was resolved to appoint LRALC Internal Audit Service for the 24/25 year.</p> <p>13.6 Review of Bank Mandate and Signatories Unity Bank – current signatories, two signatories to sign: Clerk - view account / submit payments. Cllr Bladon - view account / submit payments / authorise payments. Cllr Molyneux - view account / submit payments / authorise payments. Cllr Officer - view account / submit payments / authorise payments. Cllr Staveley - view account / submit payments / authorise payments.</p> <p>Market Harborough Building Society current signatories: Two signatories to sign. Cllr Bladon, Cllr Molyneux, Cllr Officer, Cllr Staveley</p>	

	<p>It was resolved to make no changes to the bank mandate and signatories, and to consider adding Cllr Anderson as a signatory when changing to reflect new clerk.</p> <p>13.7 To approve for payment It was resolved to approve the following payments: 13.7.1 Tur Langton Village Hall, room hire for meeting 14/5/24 - £5.00. 13.7.2 LRALC and NALC Subscription - £263.66 13.7.3 SLCC Subscription - £144.00</p> <p>Cllr Bladon declared an interest in the next two items and left the meeting. Cllr Staveley took the chair. It was resolved to approve the following payments: 13.7.4 Cllr Bladon, reimbursement for purchases for Memorial Garden - £182.90 (see item 22 below) 13.7.5 Cllr Bladon, reimbursement for advert in Kibworth Chronicle for clerk vacancy - £75.00 (see item 17 below)</p> <p>Cllr Bladon returned to the meeting and resumed the chair.</p>	
14.	<p>56/24 – Planning 14.1 General Report and update on applications / decisions from HDC</p> <ul style="list-style-type: none"> • New Levelling up and Regeneration Act - LRALC invited NALC to provide an update on the Act and its impacts on parishes, and the recording is now available to be viewed. The Act contains changes to the law in many planning related areas, which is important for all councils. Link to presentation circulated. <p>Decisions from HDC since last meeting:</p> <ul style="list-style-type: none"> • 24/00350/DDD, dead, dying, diseased trees, Manor Farm, Main Street, Tur Langton - permitted • 23/01332/FUL - Single storey side extension with balcony above. Side extension to existing detached garage and formation of ancillary self-contained annex in garage roof space, including dormers, balcony. - Stone Hill Grange Great Stone Hill Shangton Road Tur Langton – permitted • 24/00219/FUL - Change of use of land from agricultural use to residential garden use (retrospective) - Stone Hill Grange Great Stone Hill Shangton Road Tur Langton - Permitted • 24/00216/OUT - Outline application for the erection of a custom/self-build dwelling (access only to be considered) - South View Farm Main Street Tur Langton Leicestershire LE8 0PJ - Permitted <p>14.2 Enforcement – nothing to report.</p>	
15.	<p>57/24 – Review of Neighbourhood Plan The clerk will confirm date of July meeting with Matt Bills at Harborough District Council and invite him to attend to talk about the review of the Neighbourhood Plan. Neighbourhood Planning Workshop at Harborough District Council, 18/5/24 – details circulated. No councillors were available to attend.</p>	Clerk
16.	<p>57/24 – To review and adopt: 16.1 Code of Conduct It was resolved to adopt with no changes. 16.2 Standing Orders It was resolved to adopt with changes to de-gender. 16.3 Financial Regulations Deferred to next meeting to take into account new model Financial Regulations.</p>	

	<p>16.4 Internet Banking Policy It was resolved to adopt with no changes.</p> <p>16.5 Data Protection Policy / Privacy Notice and Consent Form It was resolved to adopt with no changes.</p> <p>16.6 Subject Access Request Policy It was resolved to adopt with no changes.</p> <p>16.7 Data Breach Policy It was resolved to adopt with no changes.</p> <p>16.8 Data Management and Information Security Policy It was resolved to adopt with no changes.</p> <p>16.9 Policies and Procedures for handling requests for information It was resolved to adopt with no changes.</p> <p>16.10 Document Disposal and Retention Policy It was resolved to adopt with no changes.</p> <p>16.11 Scheme of Delegation It was resolved to adopt with no changes.</p> <p>16.12 Councillor Vacancy Policy It was resolved to adopt with no changes.</p> <p>Noted that the Data Breach and GDPR policies will need to be updated on appointment of new clerk with their contact details.</p>	
17.	<p>58/24 – Recruitment of new clerk - update The post has been advertised in Kibworth Chronicle and is on the LRALC website. Closing date for applications is 31/5/24.</p>	
18.	<p>59/23 – Highways</p> <p>18.1 General Report</p> <ul style="list-style-type: none"> • Leicestershire County Council Rural Grass Cutting Programme and Weed Treatment Programme – details circulated. • Waste sites have moved to summer opening times until 30/9/24. Following the public consultation on the waste sites, a report on the outcome is due to go to LCC cabinet on 24/5/24 and will outline the changes due to be made from October 2024. <p>18.2 Speedwatch It was agreed to include an article to seek a co-ordinator. Not to be included on future agendas until a volunteer is found.</p> <p>18.3 Snagging List</p> <ul style="list-style-type: none"> • The sign at the end of Cranoe Road is leaning. Cllr Staveley will report. • It was agreed to include an article in the next newsletter asking for people not to block pavements with parked cars. <p>18.4 Footpaths CCTV Camera that has been set up near the junction of footpaths B11 and B14. This has been investigated by LCC Footpath Inspector and justification for the camera has been received and so it was agreed to take no further action.</p> <p>Nothing else to report.</p> <p>18.5 Grass cutting update. First cut took place on 20/3/24, invoice received and paid. There has been one further cut, date unknown. Cllr Bladon has spoken to the contractor about “no mow May” and this has been arranged for certain areas to the end of June.</p>	Cllr Staveley

19.	60/23 – Flooding Relevant documents and links were circulated. It was agreed to put a request for a volunteer to be Flood Warden in the next newsletter with a fuller explanation of the duties of a Flood Warden, and to include on the next agenda.	
20.	61/24 – Trees Concern was expressed about the condition of a Horse Chestnut Tree, which has a split on its side. The tree is not owned by Leicestershire County Council and is on Merton College Land, but not on their list of trees they had assessed. Clerk to contact Merton College. 20.1 Tree Warden – no report received. 20.2 List of important trees – Cllr Officer and the Tree Warden aim to have the first draft for the next meeting.	Clerk Cllr Officer / Tree Warden
21.	62/24 – Assets 21.1 Health and Safety Check of Assets - no problems identified following inspection apart from notice board (21.2 below). 21.2 Notice Board – Cllr Bladon reported that she doesn't have a quote yet for the work to address the mould. It was noted that it is not getting worse and the documents on the board are not getting wet.	Cllr Bladon
22.	63/24 – Village Hall Memorial Garden update. In line with the authorisation at meeting 12/3/24, Cllr Bladon has purchased plants for the garden at a cost of £189.20 (£152.42 with VAT removed, reimbursement claimed at 13.7.4 above). This leaves £239.95 remaining of the £392.37 in Reserves. This will be spent at another time of year to buy plants in season.	Cllr Bladon
23.	64/24 – Website 23.1 History Page Cllr Molyneux has prepared material and will meet with Cllr Officer to get this onto the website. 23.2 New Accessibility Requirements from October 2024 Accessibility Requirements for the website have changed from WCAG2.1AA to WCAG2.2AA and websites need to conform by October 2024 at the latest. Cllr Officer will work on this.	Cllrs Molyneux / Officer Cllr Officer
24.	65/24 – Community Engagement – Newsletter The Newsletter has been published and distributed and is on the website. Cllr Staveley was thanked for doing this. It was agreed to submit something for the Kibworth Chronicle publication due on 20/6/24. Cllr Anderson will prepare an article.	Cllr Staveley Cllr Anderson
25.	66/24 – To confirm the date of next meetings and items for next agenda. Future meeting dates, all stating at 7.30 p.m. at Tur Langton Village Hall: 9/7/24, 10/9/24, 12/11/24, 14/1/25, 11/3/25.	

Meeting was closed at 20.54 p.m.