



**Minutes of Parish Council Meeting held at the Village Hall Tur Langton
9th July 2024 at 7.30 p.m.**

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

Matt Bills (Harborough District Council), Katy Ward, new clerk from 1/8/24

In attendance – Alison Gibson, Clerk

Action

1.	67/24 – To receive apologies for absence Cllr J Anderson. It was resolved to accept the apology.	
2.	68/24 – Declarations of disclosable pecuniary interests and granting of dispensations. Cllrs Bladon, Molyneux, Officer and Staveley, item 17, Village Hall Memorial Garden. 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.	
3.	69/24 – To approve the minutes of the previous meeting held on 25th June 2024. It was resolved that the Minutes of the Parish Council Meeting held on 25/6/24 be approved and adopted as a true record.	
4.	70/24 – Public questions and comments on items on the agenda None.	
5.	<p>71/24 – Review of Neighbourhood Plan</p> <p>Information about the Harborough District Council (HDC) Neighbourhood Planning Event on 18/5/24 was circulated along with details of training sessions organised by Locality</p> <p>Matt Bills from HDC gave information about reviewing the Neighbourhood Plan:</p> <ul style="list-style-type: none"> • Now that the Neighbourhood Plan is five years old it is time to think about reviewing it. The Neighbourhood Plan is not obsolete after five years and there is no requirement to undertake a review, however policies do have less weight in some circumstances as they get older. Also, if the Neighbourhood Plan is silent on something the Local Plan kicks in. • There are three levels of review: <ul style="list-style-type: none"> ○ Minor review - e.g. changes of spelling, reference to updated external documents e.g. the HDC Local Plan, no changes to policies. These amendments would not require any consultation. If it is just a minor review the date the Neighbourhood Plan was “made” (in 2019) will not change. ○ Material Modifications not changing the nature of the Neighbourhood Plan – e.g. not reviewing an existing policy. This would need to go through the whole process of consultation but would not require a Referendum. Councillors noted that the policy on housing mix is not strong enough and so if this is reworded a review may come into this category. ○ Full Review – for example allocation of site(s). This would require consultation and a Referendum. • Consultation would involve Regulation 14 (including public event at the Village Hall and statutory consultation with all stakeholders). The plan would then be submitted to HDC, followed by Regulation 16 Consultation. • The National Planning Policy Framework was reviewed in 2023 and strengthens Neighbourhood Plans that allocate sites in that there is now five-year protection against 	

unwanted development when the Local Planning Authority cannot demonstrate it has enough housing coming through the system to meet future need.

- Harborough District Council Local Plan is being reviewed this year with Inspection expected in June 2025. The hierarchy is divided into Large Villages, Medium Villages and Small Villages. Tur Langton falls below the Small Villages category and so is unlikely to get a housing allocation, however there is an element of windfall to consider. The council may decide, even though the Limits to Development are extended in the current Neighbourhood Plan, to allocate a site, thereby not leaving it to the market.
- The council could consider what perceived needs are, is there a requirement to make new housing more affordable? It may be appropriate to consider a Housing Needs Assessment.
- A Design Code could be included as an appendix, giving Developers more certainty. This can cover extensions as well as new builds.
- HDC are desperate for more self builds, could the community make provision for these?
- Additional funding of up to £10,000 for reviews of Neighbourhood Plans has been announced, through Locality. This must be spent by 31/3/25, Locality may set an earlier deadline for claiming the funding. Any unspent by 31/3/25 would need to be returned. The first step is to submit an expression of interest. Funding is also available for technical assistance for Design Codes and Housing Needs Assessments.
- The review could be carried out solely by the Parish Council, however using a consultant would speed the process up and would help with the technical side of rewriting policies. It is important to be specific and tell the consultant what is required to prevent them charging for all the grant funding.

Councillors thanked Matt Bills and he left the meeting at this point.

Review of Neighbour Plan to be considered further at September meeting.

6. **72/24 – Clerk’s Report and updates including Year Plan and LRALC update.**

- **Year Plan** – noted as circulated.

LRALC

- Training Bulletin June 2024
- Updated Legal Topic Notes
 - LTN22 – Disciplinary and Grievance Arrangements
 - LTN23 – Health and Safety
- Updated Good Councillor Guide
- NALC Legal Update June 2024

Leicestershire County Council (LCC)

- Monthly Funding Bulletins June and July 2024
- Parish and Communities Updates issues 17 and 18
- Parish Clerks’ Operational Meetings 23/5/24 and 5/7/24 – recording links circulated
- LCC Annual Parish Liaison Event presentation slides, link circulated.

Harborough District Council (HDC)

- HDC Newsletters June and July 2024

SLCC - Clerk Magazine July 2024

Rural Community Council – Impact Magazine Issue 21

7.	<p>73/24 – Reports and Updates</p> <p>7.1 County Councillor - none</p> <p>7.2 District Councillors – none</p> <p>7.3 Police Update</p> <ul style="list-style-type: none"> • Letter from Deputy Police and Crime Commissioner • Harborough North Police Newsletters May and June 2024 • Neighbourhood Watch “Our News” July 2024 	
8.	<p>74/24 – Finance 24/25 Year</p> <p>8.1 RFO Report and to note payments not previously minuted</p> <ul style="list-style-type: none"> • Audit update – the Exemption Certificate has been sent to the External Auditor and confirmation of receipt received. All papers have been put onto noticeboards and website by the deadline. Period of inspection ends 12/7/24. • New resources added to NALC banking webpage • Information about VAT recovery on purchases made by employees on behalf of the council. <p>Payments since last meeting not previously minuted:</p> <p>From List of Regular Payments: 31/5/24 - Clerk Salary and HWA May 2024 - £277.77 11/6/24 – Leicestershire Gardens cut 17/4/24, invoice 24/53 - £110.00 18/6/24 – Leicestershire Gardens cuts 2/5/24 and 23/5/24, inv 24/71 - £220.00 28/6/24 – Clerk Salary and HWA June 2024 - £277.77</p> <p>Direct Debit – 24/5/24 – Information Commissioner £35.00</p> <p>Other: 31/3/24 – Bank Charges - £18.00</p> <p>Note £5,000 transferred from Unity Trust Bank to Market Harborough Building Society on 14/6/24 (as agreed meeting 14/5/24)</p> <p>8.2 To approve Bank Reconciliation to 31/6/24</p> <p>Total Receipts to 30/6/24 - £7,069.72 made up as follows: Unity Trust Bank - £7,069.72 Market Harborough Building -Society - £0 (noted that the interest on the Market Harborough Building Society Account is anticipated to have been added on 30/6/24 but it has not been possible to get the book made up and so this is not reflected in the reconciliation.)</p> <p>Total payments to 30/6/24 - £1,996.87 made up as follows: Unity Trust Bank - £1,996.87 Market Harborough Building -Society - £0</p> <p>It was resolved to approve the reconciliation to 31/6/24 as circulated.</p> <p>8.3 To approve updated List of Payments Arising on a Regular Basis It was resolved to approve the list as circulated.</p>	

8.4 To approve for payment

It was resolved to approve the following payment:

8.4.1 Tur Langton Village Hall, room hire for meeting 9/7/24 - £5.00.

8.5 Review of Unity Bank and Market Harborough Building Society Mandates following appointment of new clerk.**Unity Bank –**

current signatories:

Clerk (AG)- view account / submit payments. Key contact

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.

Two signatories to sign.

It was resolved following the appointment of new clerk on 1/8/24 to:

Remove current clerk (Alison Gibson)

Add new clerk (Katy Ward) – view account / submit payments / key contact

Add Cllr Anderson – view account / submit payments / authorise payments.

Market Harborough Building Society

current signatories:

Cllr Bladon

Cllr Molyneux

Cllr Officer

Cllr Staveley

Two signatories to sign.

It was resolved to add new clerk Katie Ward as a signatory and main contact following her appointment on 1/8/24

9. 75/24 – Planning**9.1 General Report and update on applications / decisions from Harborough District Council**

Decisions from HDC since last meeting:

- 24/00274/PCD – Discharge of Conditions 8 (Construction and Traffic Management Plan), 10 (Archaeological Report) and 12 (Levels) of 23/00920/VAC - Land East of Shangton Road, Tur Langton - permitted
- see also 9.2 below

9.2 To accept comments agreed under delegated authority

24/00551/LBC – replacing existing three front windows, Cleveland Cottage, Main Street, Tur Langton. Comment agreed under delegated authority – “No objection”. Application permitted at HDC

It was resolved to accept this comment

	<p>9.3 Archive Planning Applications HDC used to consult on planning applications by sending out hard copies and a significant number are still held. These applications are now all on HDC's Planning Portal. It was agreed that these should be disposed of in line with the Document Retention and Disposal Policy (minimum retention period 1 year). HDC no longer consult by sending out hard copies, instead sending out a link to the application on the Planning Portal.</p> <p>9.4 Enforcement Nothing to report.</p>	
10	<p>76/24 – Defibrillator Training The clerk suggested a contact from the East Midlands Army Responders who may be able to offer a public training session in return for a donation. Cllr Molyneux will contact the contact and report back to the next meeting.</p>	Cllr Molyneux
11	<p>77/24 – To review and adopt:</p> <p>11.1 Financial Regulations The clerk circulated an updated version based on the new NALC model Financial Regulations. Councillors discussed and agreed certain points. It was resolved to adopt revised version with amendments as discussed.</p> <p>11.2 Health and Safety Policy It was resolved to adopt with no changes.</p> <p>11.3 Lone Working Policy Deferred to next meeting as this is pertinent to the new clerk</p> <p>11.4 Home Working Policy Deferred to next meeting as this is pertinent to the new clerk.</p> <p>11.5 Reserves Policy The clerk circulated an updated version based on the revised budget agreed at meeting 14/5/24 It was resolved to adopt the revised version as circulated.</p>	
12	<p>78/24 – Grass Cutting – review of season so far and review of arrangements for cutting the bank. Cuts so far this season – 23/3/24, 17/4/24, 2/5/24, 23/5/24, 18/6/24, 8/7/24. The steep bank has only been strimmed once (during w/c 18/6/24). Cllr Bladon has spoken to the contractor and emphasised that the first trim of the bank should take place end of April / early May in line with the Grass Cutting Specification.</p>	
13	<p>79/24 – Highways</p> <p>13.1 General Report</p> <ul style="list-style-type: none"> Leicestershire Highways A Roads to Zebras website transfer – as part of the LCC modernisation plan for externally hosted webpages, the content from the website launched in 2021 has now been transferred to the LCC website, link circulated. This forms part of a series of improvements to LCC's communication channels. It was agreed to include a link to reporting road problems on Leicestershire County Council website in the next newsletter Leicestershire Highway Design Guide Review Consultation 24/6/24 to 4/8/24. <p>13.2 Snagging List</p> <ul style="list-style-type: none"> The sign at the end of Cranoe Road is leaning. This has been done. There was nothing else to report. <p>13.3 Footpaths Nothing to report</p>	

14.	80/24 – Flood Warden It was agreed to keep promoting this in future newsletters to try and get a volunteer	
15.	<p>81/24 – Trees</p> <p>15.1 Tree Warden – the Tree Warden has been working with Cllr Officer logging important trees, see 15.2 below</p> <p>15.2 List of important trees – Cllr Officer and the Tree Warden have been logging important trees on the public highway onto a website called Treezilla. Once this is completed for all of the village it is intended to get parishioners involved by inviting them to include relevant trees in their gardens. Cllr Officer and the Tree Warden will then go on to identify very important ones to start to officially log and rate.</p> <p>15.3 Horse Chestnut Tree on Buckey Lane. The clerk has contacted Merton College to raise concerns about this tree but has not received a response and so will send a reminder. Noted the tree has a virus and needs an assessment of its health.</p>	<p>Cllr Officer / Tree Warden</p> <p>Clerk</p>
16.	<p>82/24 – Assets</p> <p>16.1 Health and Safety Check of Assets - no problems identified following inspection apart from notice board (16.2 below).</p> <p>16.2 Notice Board – Cllr Bladon is still waiting for a quotation to deal with the mould on the noticeboard.</p>	Cllr Bladon
17.	<p>83/24 – Village Hall Memorial Garden update.</p> <p>It was noted that there have been a lot of positive comments about the garden. There is £239.95 left in reserve to spend on the garden and, in line with the agreement at meeting 12/3/24, Cllr Bladon will arrange for this to be spent later in the year on plants when they are in season. (note it was agreed on 12/3/24 to spend the budget plus a surplus of up to £10 from the Village Improvements budget).</p>	Cllr Bladon
18.	<p>84/24 – Website</p> <p>18.1 New Accessibility Requirements from October 2024 Cllr Officer reported that work on this is ongoing</p>	Cllr Officer
19.	<p>85/24 – Community Engagement – Newsletter It was agreed to issue the next newsletter in September / October. It was agreed not to submit anything to the Kibworth Chronicle this time.</p>	Cllr Staveley
20.	<p>86/24 – Appointment of new clerk</p> <p>Resolution to exclude press and public from the following confidential item (Public Bodies Admissions to Meetings Act 1960.</p> <p>20.1 Update Noted that Katie Ward has accepted the offer of employment as Clerk and RFO from 1/8/24</p>	

	<p>20.2 To approve Contract of Employment It was resolved to approve the contract of Employment as circulated.</p> <p>20.3 To authorise training for new clerk It was resolved to authorise LRALC Clerk 1 / 2 / 3 courses at £50 a course.</p> <p>20.4 To agree Homeworking Allowance for new clerk – deferred to next meeting.</p> <p>Resolution to open the meeting to the public.</p>	
21.	<p>87/24 – 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: 10/9/24, 12/11/24, 14/1/25, 11/3/25.</p>	

Meeting was closed at 21.20 p.m.

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