



**Minutes of the Annual Parish Council Meeting held at the Village Hall Tur Langton  
9<sup>th</sup> May 2017 at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr K Briggs, Cllr J Haynes, Cllr P Officer, Cllr C Weston

In attendance: Alison Gibson, Clerk

		Action
1.	<b>44/17 – Election of Chair and Signing of Declaration of Office</b> It was proposed by Cllr Weston and seconded by Cllr Haynes that Cllr Bladon be chair for the fiscal year 2017/18. - <b>Resolved that Cllr Bladon be chair for 2017/18</b> Cllr Bladon signed the Declaration of Acceptance of Office	
2.	<b>45/17 – Apologies for Absence</b> – County Councillor Kevin Feltham, District Councillor Philip King	
3.	<b>46/17 – Declarations of disclosable pecuniary interests and granting of dispensations</b> – none	
4.	<b>47/17 – To approve the minutes of the previous meeting held on 7<sup>th</sup> March 2017</b> <b>Resolved that the Minutes of the Parish Council Meeting held on 7/3/17 be approved and adopted as a true record.</b>	
5.	<b>48/17 – Questions from members of the public</b> – none present	
6.	<b>49/17 – To appoint members to undertake:</b> <b>6.1 Spot checks during grass cutting – resolved Cllr Weston to continue</b> <b>6.2 Checks of Street Furniture - resolved to continue with arrangement that whoever puts up agenda checks notice board and seat on Village Green and that the seat at the Village Hall be checked as entering for meetings. Defibrillator and phone kiosk are checked during weekly checks</b> <b>6.3 Parish Council Internal Auditor – resolved Cllr Officer to continue</b>	
7.	<b>50/17 – To appoint representatives:</b> <b>7.1 Village Hall Committee – Resolved Cllr Briggs and Cllr Officer</b> <b>7.2 Footpath Warden – Resolved Mike Stead to continue</b> (clerk to check with him to make sure he is happy to continue) Noted that appointment of Dr Susan Hills as Trustee to Hanbury Charity runs to 27/2/2020	<b>clerk</b>
8.	<b>51/17 - To Review and Adopt</b> <b>8.1 Standing Orders</b> – Clause 5j xii requires the council to review the Asset Register at the Annual Parish Council Meeting in May. It was agreed that it is more convenient to review this at the meeting in March in preparation for the audit and to move this item to clause (k) specifying review in March each year. <b>Resolved to revise the Standing Orders to incorporate this change</b> <b>8.2 Financial Regulations – resolved no change</b> <b>8.3 Asset Register – resolved no change</b> <b>8.4 Data Protection and Retention of Documents Policy – resolved no change</b> <b>8.5 Records and Retention of Documents Policy – Resolved to revise 2<sup>nd</sup> and 3<sup>rd</sup> bullet points in section “Where should records be kept” to read that that electronic records should be stored on the laptop and backed up on the memory stick</b> <b>8.6 – Policies and Procedures for handling requests for information – resolved no change</b>	
9.	<b>52/17 – Clerk’s Report including Year Plan and LRLAC update</b> <ul style="list-style-type: none"> <li>• <b>Year Plan</b> – noted as circulated</li> <li>• <b>LRLAC update</b> <ul style="list-style-type: none"> <li>○ <b>Newsletter 2017 no 2</b> <ul style="list-style-type: none"> <li>▪ Induction processes for new councillors and employees</li> <li>▪ Responsibility of the PC to ensure compliance with mandatory requirements in the Transparency Code and ensure any new staff are adequately trained</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Local Council Award Scheme Guidance Book</li> <li>▪ New Good Councillors Guide – on Councillor Resource area of website</li> <li>▪ Parish Council websites – Risk Assessment – ensure the council and not just one individual has control of website – (to be added to Risk Assessment at next review, currently clerk and Cllr Officer trained and have access)</li> <li>▪ Section 137 amount has increased to £7.57</li> <li>▪ Revised LTN 5 and LTN 80 (voting in matters relating to precept, applies if a councillor is in arrears of payment of council tax and associated criminal offence of not disclosing the arrears at a relevant meeting) <ul style="list-style-type: none"> <li>○ L02-17 (NALC) - recommended practice on Local Authority publicity (purdah)</li> <li>○ Letter about precepts from NALC chair</li> <li>○ Local Proclamations and protocol death of a senior member of the Royal Family</li> </ul> </li> <li>• <b>SLCC</b> <ul style="list-style-type: none"> <li>○ Clerk magazines March 2017 and May 2017</li> </ul> </li> <li>• <b>Harborough District Council</b> <ul style="list-style-type: none"> <li>○ Electoral Review, circulated, consultation ended 8/5/17 – noted no changes to TL</li> </ul> </li> </ul>	
10.	<p><b>53/17 – Reports from</b></p> <p><b>10.1 District Councillors</b> - Cllr Philip King - location changes to HDC committee meetings due to election, Annual Council Meeting will be held 22/5/17 at Hanbury Centre in CL</p> <p><b>10.2 District Councillor</b> – Cllr Feltham key mandate on re-election is to continue to campaign against excessive housing development that has not been agreed with the local community.</p> <p><b>10.3 Police</b> – none</p> <p><b>10.4 Footpath Warden</b> – none</p>	
11.	<p><b>54/17 – Defibrillator and Phone Kiosk updates</b></p> <ul style="list-style-type: none"> <li>• <b>Defibrillator Awareness Session, 19/3/17</b> – this was well attended / very good session</li> <li>• <b>Insurance</b> –insurer informed re defibrillator and confirm that as it is held under a Managed Solution it does not need to be included in our insurance.</li> <li>• <b>Asset Register</b> – LRALC advise as it is under a Managed Solution it does not need to be on Asset Register. (It has been included as nil value)</li> <li>• <b>Phone Kiosk</b> – Letter received from company called X2 Connect Ltd estimating the value of the kiosk to be between £3,500 and £4,500, along with a list of spares. Still awaiting advice from LRLAC as to how to list this on Asset Register as cost to TLPC is £1. Insurer confirms it will be covered under the current insurance as it comes under the cover limit of £10,000</li> <li>• <b>Red Paint and “Defibrillator” signs</b> – queried with CHBT</li> </ul> <p><b>11.1 Signing of Contract for Transfer of phone kiosk from Community Heartbeat Trust to Tur Langton Parish Council – resolved the clerk to sign.</b> (transfer date should be 5/10/17)</p>	clerk
12.	<p><b>55/17 – Neighbourhood Planning</b></p> <p><b>12.1 Update following consultation</b></p> <ul style="list-style-type: none"> <li>• <b>Housing Sites</b> - Potential sites have been scored using green and red dots from consultation and feedback from HDC and a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice has been identified. This will be referred back to HDC to ensure it is in compliance. Work will be done on phasing before the draft goes for consultation</li> </ul> <p><b>12.2 The Kibworths Neighbourhood Plan</b> – Consultation period 5/4/17 – 17/5/17 – noted</p>	
13.	<p><b>56/17 – Village Hall</b></p> <p><b>13.1 Update from Village Hall Committee</b> – process of finalising Design Brief and Costings is underway. Will be putting in for planning permission for removal of mature trees.</p> <p><b>13.2 Insurance</b> – Merton College asked for the building cost cover to be increased from £88,466 to £150,000 on the basis that footprint is approximately 1400 sq.ft. and the rebuilding cost would be at least £100 per sq ft. This has been done by the Village Hall Committee which has paid for it. The new certificate of insurance has been passed to MC.</p> <p><b>13.3 Memorial Garden</b> – funding has been received by the Village Hall Committee from the RHS which includes help and advice. The children from Church Langton school will be involved in the design. Alice’s parents are really supportive.</p> <p><b>13.4 Spraying of verge outside Village Hall</b> – Grass seed was sown at end of March. Due to dry April it has not germinated well and there are a lot of thistles and nettles. Contractor (Ben Copson) suggests spraying will give a better final result. Following this it may be</p>	

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	<p>necessary to consider adding topsoil, level and reapply grass seed or turf.</p> <p><b>Resolved that the Parish Council will pay for spraying. Previous contractor to be asked to give a price (or if necessary three quotes obtained to comply with Financial Regulations).</b></p>	
14.	<p><b>57/17 – Highways</b></p> <p><b>14.1 General Update</b></p> <ul style="list-style-type: none"> <li>• Clerk’s Operational Meeting notes 27/2/17, important information about highways</li> <li>• LCC Highways Forum for Harborough minutes 28/2/17 – noted</li> <li>• Improvements at the Tur Langton Gas Distribution Offtake Station on Mere Road</li> <li>• Temporary Traffic Regulation Order for Footpath B11</li> </ul> <p><b>14.2 Snagging List</b> – no changes, seek update. “Highways defects criteria and response times” document noted</p> <p><b>14.3 Grass Cutting</b></p> <ul style="list-style-type: none"> <li>• LCC Grass cutting press release – new webpage has gone live</li> <li>• One cut was done in March (invoice received). Two in April.</li> <li>• Cllr Weston will undertake a spot check</li> </ul> <p><b>14.4 Grass cutting article for SLCC Clerk Magazine</b> – the council has been invited to submit an article for the July edition of the magazine regarding devolved services for grass cutting. <b>Resolved to submit an article</b></p>	<p style="text-align: right;">Cllr Weston</p> <p style="text-align: right;"><b>clerk</b></p>
15.	<p><b>58/17 – Planning and Enforcement</b></p> <p><b>15.1 Update on plans</b></p> <ul style="list-style-type: none"> <li>• <u>17/00130/FUL</u> - Erection of single storey side and rear extensions, Crox Farmhouse, Main Street, TL – permitted</li> <li>• <u>17/00141/LBC</u> - Internal alterations , including removal of internal walls and chimney, insertion of two windows and the erection of single storey side and rear extensions, Crox Farmhouse, Main Street, TL – permitted</li> <li>• <u>17/00213/TCA</u> – Works to trees (fell), Pond House, Main Street, TL - permitted</li> <li>• <u>17/00363/CLU</u> - Certificate of lawfulness of proposed development for enlargement to existing bedroom window and replacement of existing pitched roof to rear extension with flat roof to include roof lantern, 1 Cranoe Road TL – withdrawn</li> </ul> <p>15.2 17/00604/FUL – Demolition of rear lobby and erection of a replacement lobby and erection of car port, Langton House, Main Street, TL – <b>Resolved support noting good design</b></p> <p>15.3 17/00605/LBC - Demolition of rear timber lead-to bay and roof, and replace with brick lead-to bay with stone parapet and lead roof; erection of car port to driveway - Langton House Main Street TL - <b>Resolved support noting good design</b></p> <p><b>Enforcement</b></p> <p><b>15.4 Work to tree in conservation area</b> – enforcement complaint form submitted (minute 37/17, 16.4, 7/3/17 refers. Response from HDC is that whilst the works are severe and do not meet the standards for best practice, the tree would not be considered for protection by a TPO and so if an application had been submitted the works requested would be allowed to go ahead. Therefore the Enforcement Case was closed. Response to be sent that whilst agreeing that the tree is not suitable for a TPO, this approach gives no incentive for people to apply for planning permission for tree work and so how can the council encourage people to do so? The council would like to see the tree removed.</p> <p><b>15.5 The Manor</b> – concern has been raised about intensification of activity at the Manor</p> <p><b>15.5.1 Car Park</b> – planning permission has never been submitted for this extension and a representative from HDC Enforcement suggests the car park needs to be revisited. Enforcement Complaint form to be raised for this</p> <p><b>15.5.2 Metal Containers</b> – these require planning permission if they are there for more than 28 days. As this is the case Enforcement Complaint form to be raised.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
16.	<p><b>59/17 – Finance Accounts 2016/17</b></p> <p><b>16.1 To receive and approve end of year accounts and reconciliation to 31/3/17 – resolved approved as circulated</b></p> <p><b>16.2 To receive and discuss Internal Auditors Report</b> – deferred to next meeting, arranged for</p>	

	13/6/17 at 7.30 p.m.													
	<b>16.3 Annual Return – to sign Annual Governance Statement – deferred to next meeting</b>													
17.	<b>60/17 – Finance – to sign Accounting Statement for 2016/17 – deferred to next meeting</b>													
18.	<b>61/17 – Finance Accounts 2017/18</b>													
	<b>18.1 2017/18 Accounts update – to note income and approve payments from petty cash</b>													
	<ul style="list-style-type: none"> <li>Noted that £334.62 LCC Grass cutting reimbursement for 2016 received and first instalment of precept from HDC.</li> <li>Payments from Petty Cash</li> </ul>													
	<table border="1"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>3/5/17</td> <td>P1/17</td> <td>Printer ink</td> <td>£14.00</td> </tr> <tr> <td></td> <td></td> <td><b>Resolved Total top up authorised</b></td> <td><b>£14.00</b></td> </tr> </tbody> </table>	Date	Reference	Description	Amount	3/5/17	P1/17	Printer ink	£14.00			<b>Resolved Total top up authorised</b>	<b>£14.00</b>	
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		<b>Resolved Total top up authorised</b>	<b>£14.00</b>											
	<b>18.2 Bank Mandate Update</b> – noted that the bank mandate has gone through and Cllr Weston, Cllr Briggs and the clerk are all added as signatories													
	<b>18.3 Internet Banking</b> – now that clerk is a signatory this can be set up. Clerk needs to be appointed as Service Administrator. Internet Compliance checklist noted, which complies with Financial Regulations. The bank mandate is set up for any two persons to sign for Cllrs Bladon, Haynes, Officer, Weston and Briggs and for clerk and Cllr Bladon (as chair) to sign with a threshold of £199.99). <b>Resolved to activate Internet Banking with clerk as Service Administrator</b>													
	<b>18.4 New Governance and Accountability Guidance – Resolved to adopt from Financial Year 2017/18 onwards.</b>													
	<b>18.5 To approve for payment:</b>													
	(i) Clerks' Salary and Home Working Allowance – April 2017 (£168.83) and May 2017 (£168.83) – <b>Resolved approved</b>													
	(ii) Rural Community Council Renewal - £50.00 – <b>Resolved approved</b>													
	(iii) NALC and LRALC Annual Membership Fees - £117.25 – <b>Resolved approved</b>													
	(iv) Data Protection Registration Renewal - £35 - <b>Resolved approved</b>													
	(v) Four Counties Ground Care for Grass Cutting March 2017 £50 + £10 VAT = £60 - <b>Resolved approved</b>													
	(vi) Tur Langton Village Hall hire fee for meeting 9/5/17 - £10 - <b>Resolved approved</b>													
19.	<b>62/17 – Transparency Code</b>													
	<b>19.1 Update</b> – joint letter from LRALC and SLCC noted													
	<b>19.2 Transparency fund 2016</b> – a grant of £490.24 was received for 2016, staffing / training costs of £273.60 have been spent, however due to using the free wix site rather than the one previously selected website set up costs of £150 plus monthly website costs of £66.64 for period 1/8/16 – 31/3/17, total £216.64, remains unspent. Advice was sought from NALC through LRALC. The feedback from NALC is that the remaining funds should be retained and put directly towards upgrading the wix website and purchasing a domain name, retaining all receipts and ensuring that such an upgrade and purchase of a transparent domain name helps to comply with the code. They do not need the monies back.													
	<b>19.3 Transparency Fund 2017</b> – this is now open for claims, details circulated. Delay claiming until there is clarity on what has been spent from the previous year's grant (19.2 above).													
20.	<b>62/17 – Website, purchase of Domain Name and Subscription to Wix site</b>													
	Now that Internet Banking can be activated (18.3 above) it is possible to purchase a domain name. To use a domain name it is necessary to purchase a plan, the most basic being £2.35 a month + VAT for a two year subscription.													
	<b>Resolved to purchase domain name <a href="http://www.turlangton-pc.org.uk">www.turlangton-pc.org.uk</a> at cost of £72.91 + VAT for 10 years and purchase the most basic (Connect Domain) package at £67.68 (including VAT)</b>	Clerk / Cllr Officer												
	Once internet banking is activated clerk and Cllr Officer will meet to action this													
21.	<b>63/17 – Emergency Planning</b> – deferred to next meeting	Cllr Officer												
22.	<b>64/17 – Repairs and Maintenance</b> – nothing to report. The notice board is getting difficult to open and Cllr Bladon will look at this	Cllr Bladon												

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23.	<b>63/17 – Community Engagement Newsletter – items for next edition:</b> <ul style="list-style-type: none"><li>• Bonfires – the council has received a communication regarding the burning of horse manure and it was agreed to include something about the legislation regarding bonfires</li><li>• Phone kiosk – needs some cleaning etc and painting once the red paint has been received. Suggested including article asking for volunteers</li></ul>	
24.	<b>64/17 - To confirm the date of next meeting and items for next agenda</b> <b>13/6/17 at 7.30 p.m. – Extraordinary meeting (accounts / audit)</b> <b>11/7/17 – Full Parish Council Meeting 7.30 p.m. – suggestion for agenda Phone Kiosk quarry tiles / stationary rack</b> <b>12/9/17 – Full Parish Council Meeting 7.30 p.m. – Apologies Cllr Haynes</b>	
	<b>Meeting ended at 9.07 p.m.</b>	