

**Minutes of the Annual Parish Council Meeting held at the Village Hall Tur Langton
10th May 2016 starting at 7.30 p.m.**

Present: Cllr. T Bladon, Cllr. K Briggs, Cllr C Weston

In attendance: Alison Gibson, Clerk

Action

1.	<p>51/16 – Election of Chair It was proposed by Cllr Weston and seconded by Cllr Briggs that Cllr Bladon be chair for the fiscal year 2016/17. Resolved that Cllr Bladon be chair for 2016/17 Cllr Bladon signed the Declaration of Acceptance of Office</p>	
2.	<p>52/16 - Apologies for absence – Cllr J Haynes, family commitments, Cllr P Officer, work commitments - Resolved to accept these apologies. District Cllr. C Holyoak, County Councillor K Feltham</p>	
3.	<p>53/16 - Declarations of pecuniary interest and granting of dispensations - none</p>	
4.	<p>54/16 - To approve the minutes of the previous meeting held on 25/4/16 Resolved that the Minutes of the Parish Council Meeting held on 25/4/16 be approved and adopted as a true record.</p>	
5.	<p>55/16 - Questions from members of the public – none present</p>	
6.	<p>56/16 – To appoint members to undertake 6.1 Spot Checks during grass cutting – resolved Cllr Weston to continue 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. 6.3 Parish Council Internal Auditor – resolved Cllr officer to continue</p>	
7.	<p>57/16 - To appoint representatives 7.1 Village Hall Committee – resolved Cllr Bladon and Cllr Haynes to continue 7.2 Footpath Warden – resolved Mr Mike Stead to continue Noted that appointment of Dr Susan Hills as Trustee to Hanbury Charity runs to 27/2/2020</p>	
8.	<p>58/16 – To Review and Adopt 8.1 Standing Orders – in his report (see 21.2 below) he has highlighted that the Standing Orders do not stipulate how long to wait before closing a meeting if it is not quorate Resolved to add the following to Standing Order 3v – “If a meeting is not quorate and there is no information from absent councillor(s) it will be closed after 30 minutes from the start time” 8.2 Financial Regulations – last approved 15/3/16 – Resolved no changes 8.3 Asset Register – Resolved to approve an updated version as circulated showing the new laptop. It was noted that the old laptop, which has been removed from the asset register, is still held by clerk whilst researching how to get data cleared to obtain the necessary certificate. Once this has been done donation to charity will be considered. 8.4 Data Protection and Information Security Policy – resolved no change 8.5 Records and Retention of Documents Policy – resolved no change</p>	
9.	<p>59/16 – Clerk’s Report including Year Plan and LRALC update 9.1 Clerk’s Report</p> <ul style="list-style-type: none"> • Clerk Magazine May 2016 – Finance Matters / Review of Pay Structure / Planning Enforcement • HDC Newsletter March 2016 – circulated • HDC Annual Liaison Meeting information pack – circulated • Changes at recycling sites – circulated and on website • Leicestershire Electoral Review, circulated – subject to Parliamentary Approval the new arrangements will be implemented at County Elections May 2016. Tur Langton remains in 	

	<p>Gartree (24 on map). The other Langtons are in Market Harborough East (27 on map)</p> <ul style="list-style-type: none"> • Electoral Review within Harborough District – initial communication received. • Decision on Parish Council’s right to appeal planning decisions – circulated • HDC Channel Awareness online training module – Local Authorities have a statutory duty as part of the Counter Terrorism and Security Acts to have “due regard to the need to prevent people from being drawn into terrorism • Leaflets – Priority Service Register – circulated, stock held • Queen’s 90th Birthday – following the last meeting clerk checked with East Langton PC and they are not pursuing a Beacon. Resolved not to arrange anything in Tur Langton • Leicestershire County Council Local Council Conference 11/7/16 <p>9.2 Year Plan – noted as circulated</p> <p>9.3 LRALC Update</p> <ul style="list-style-type: none"> • LRLAC Newsletter 2 (circulated) <ul style="list-style-type: none"> ○ Request to circulate newsletters and make it a standing agenda item ○ Grant Thornton Audit Presentation, circulated, applies to agenda item 21 ○ Sector Led Body – to be known as Smaller Authorities Audit Appointment (SAAA) Ltd. Councillors noted information about fees. ○ Section 137 limit for 2016/17 is £7.42 per elector ○ LRALC have called for training suggestions they could consider when commissioning new courses and it was agreed to suggest online training ○ Proposed changes to National Planning Policy – DCLG consultation which included proposals to change consultations with local councils, link circulated • Other LRALC news and information <ul style="list-style-type: none"> ○ New Governance and Accountability for Local Councils, information circulated, to be included on agenda for adoption at meeting in July ○ Transparency Fund – councils meeting Transparency Criteria where (LCC) website provision is ceasing can apply to meet additional costs of set up / populating new site (within stated limits) includes officer time for migrating Transparency Code related content only. Aim to submit for 18/7/16 deadline. 	
10	<p>60/16 – Reports from:</p> <p>10.1 District Councillors – none</p> <p>10.2 County Councillor Kevin Feltham – attending a meeting of Kibworth NP Group and HDC to discuss housing options including a Kibworth SDA with a possible relief road between Kibworth Harcourt and Tur Langton. Potholes – LCC are receiving large numbers of reports of potholes. Deep rapidly growing ones take priority, shallow ones are treated by teams who repair several at a time when visiting an area. Potholes can be reported to LCC or via the FixMyStreet website. It was agreed to include details of reporting highways problems in next NL.</p> <p>10.3 Police – none</p> <p>10.4 Footpath Warden - none</p>	
11	<p>61/16 – To review and revise Aims and Objectives – Resolved to adopt proposed Aims and Objectives for 2016/17 as circulated</p>	
12	<p>62/16 – To adopt Communication Policy – resolved to adopt as circulated. Review March 2017 Newsletter – the March edition was not delivered. Relevant items to be transferred to next one. Planned newsletter dates were amended to the end of March, June, September and November. Material to be sent to Cllr Briggs by the 20th of month of publication who will put NL together</p>	Cllr Briggs
13	<p>63/16 – Defibrillator</p> <ul style="list-style-type: none"> • The Parish Council has registered with the Community Heartbeat Trust which has sent a lot of useful information - shared with JT, who is co-ordinating the project. • JT has circulated a leaflet in village , approved by Chair and Clerk • A webpage has been created based on information in leaflet • Awards for All Grant to be explored, which will need to be claimed by PC 	

	<ul style="list-style-type: none"> • JT is in early stages of planning fundraising event in June and will keep PC updated • Phone box – once the funds are nearly in place the PC will put adoption process into motion 	
14	<p>64/16 - New website and email provision - to agree procurement of new provider</p> <p>The following quotations were considered:</p> <p>2Commune - In LCC Framework £650 + VAT set up and £400 + VAT annual charge. Outside of LCC Framework for councils with precept under £15k - £250 + VAT set up and £250 + VAT annual charge plus £25 + VAT per year per email account</p> <p>Parish web and host - Gold Package - Year 1 £399 set up + £150 hosting, following years £150 support / hosting. Unlimited email accounts</p> <p>Parishcouncil.net - Bronze package - Year 1 – Set-up fee of £150 + Annual Fee of £ 100. Year 2 onwards, Annual Fee £100, 10 POP3 Email or Webmail Accounts</p> <p>Cllr Officer has reviewed these options and his recommendation is Parishcouncil.net. They are the cheapest and their websites look the best. He has reviewed the instructions for adding content to the site and it is straightforward. The clerk has contacted a local council who use this provider and their feedback was positive. Payment is not required until the council is happy with the site and it is ready to go live.</p> <p>Resolved to procure the website through Parishcouncil.net – Bronze site</p> <p>Cllr Officer will help with the setting up and transfer of information</p>	Cllr Officer / clerk
15	<p>65/16 – Logo Competition – Judging of Entries – there were two entries, both with potential, and it was agreed to arrange some graphic design work on both to come up with some proposed designs before choosing one to incorporate into the new website during the design stage.</p>	
16	<p>66/16 – Neighbourhood Planning</p> <p>16.1 Questionnaires update – the adult questionnaires have been analysed and there is still some work to do before the analysis is ready to go onto website. There were no responses to the Young People Questionnaire</p> <p>16.2 Environment Group Update – minutes of meetings 14/3/16 and 19/4/16 noted. The group will meet informally on 31/5/16 followed by a meeting with John Martin (Yourlocale) in June.</p> <p>16.3 Next steps – meeting (June) to be arranged with Gary Kirk of Yourlocale to look at questionnaire analysis and Environment Group work</p>	
17	<p>67/66 – Village Hall Lease – update on negotiations with Merton college and to agree next steps</p> <p>The solicitor has received no response to his communication with John Gloag (JG) 3/2/16, in spite of speaking with him on the phone in late March when JG told him that he would chase the college's solicitors. Cllr Briggs will phone JG and Cllr Bladon will contact District Councillor Phil King to see if he can put any pressure on.</p> <p>Resolved to authorise £500 payment to solicitor if this becomes necessary before the next meeting for further negotiation. Action to be agreed by all councillors.</p>	Cllr Briggs Cllr Bladon
18	<p>68/16 – Highways</p> <p>18.1 Grass cutting spot check – Cllr Weston reported that he had carried out a spot check identifying no problems. One more check to be completed this season, suggested August</p> <p>18.2 Speed monitoring / Wheelie Bin Sticker update – no update despite sending reminders</p>	Cllr Weston
19	<p>69/16 – Emergency Planning – deferred to next meeting</p>	Cllr Officer
20	<p>70/16 - Purchase of new (10th Edition) of Arnold Baker on Local Council Administration – Due to be published in June. NALC discounts of up to 25% on full cost of £92.</p> <p>Resolved to purchase</p>	
21	<p>71/16 - Finance</p> <p>21.1 2015 / 16 accounts - to receive and approve end of year accounts / reconciliation</p> <ul style="list-style-type: none"> • Noted that confirmation of closure of Lloyds Account has been received • The clerk would like to record her thanks to Cllr Officer for his input as PC Internal Auditor <p>Resolved to approve the end of year accounts and reconciliation to 31/3/16 as circulated</p> <p>21.2 To receive and discuss Internal Auditor's Report – The internal auditor has completed his report on the Annual Return raising no concerns. He also sent a report dated 5/5/16 reporting that</p>	

	<p>he found everything in order and raising the following points (Responses in italics):</p> <ul style="list-style-type: none"> • Tax on Interest (£2.16) on MHBS Account – should not have been charged, council had not completed relevant forms. Clerk has checked with MHBS and due to changes this will not occur again. Clerk initiated reclaiming from HMRC but concluded that cost of phone calls would be greater than amount reclaimed. Resolved not to pursue claim • What procedure is in place for if the clerk is unexpectedly not available and cannot perform RFO duties? – <i>to be addressed when Risk Assessment next reviewed</i> • Fire Risk – loss of documents – <i>to be addressed when Risk Assessment next reviewed, and consideration to be given to purchase of a fire proof box.</i> • Standing Orders – length of time to wait if meeting not quorate – <i>See 8.1 above</i> • Separate to his report he also made some suggestions about the budget which will be addressed when next budget is set <p>Resolved to adopt the Internal Auditor’s Report and ask if he is prepared to be Internal Auditor for 2016/17 year.</p> <p>21.3 Annual Return – to sign Annual Governance Statement and Accounting Statement Changes to order of signing these two documents and to Inspection Notice Period noted Resolved to approve and sign Annual Governance Statement and Accounting Statement</p> <p>21.4 Budget update to 31/3/16 and Review of 2016/17 Budget. Councillors noted an updated budget statement for 2015/16 showing actual receipt and expenditure figures. The actual spend for Neighbourhood Planning was significantly less than estimated resulting in more being carried over 2016/17. A 2016/17 revised budget increasing the NP spend and associated VAT accordingly was circulated. Resolved to approve the revised budget as circulated</p> <p>21.5 2016/17 Accounts update – to note income and approve payments from petty cash</p> <ul style="list-style-type: none"> • Notification from HDC of payment of 1st instalment of precept - £2050.00 • VAT refund of £769.59 (balance from 2015/16) claimed, awaiting payment • Petty Cash – resolved to approve payment and top-up: <table border="1" data-bbox="209 1211 1256 1245"> <tr> <td>29/4/16 - PC World - Ink</td> <td>£15.62 + VAT £3.12 total top up - £18.74</td> </tr> </table> <p>21.6 To approve for payment – It was resolved to approve the following payments:</p> <ol style="list-style-type: none"> Clerks’ Salary / Home Working Allowance – April 2016 (£161.55) & May 2016 (£163.89) NALC and LRALC Annual Membership Fees - £110.41 Data Protection Registration Renewal - £35 Yourlocale, NP services from Award for All grant - £2,100 + £420 VAT = £2,520.00 Four Counties Ground Care for Grass Cutting April £100 + £20 VAT = £120 Mr J Lowe, Internal Audit - £20 	29/4/16 - PC World - Ink	£15.62 + VAT £3.12 total top up - £18.74	
29/4/16 - PC World - Ink	£15.62 + VAT £3.12 total top up - £18.74			
22	<p>72/16 – Planning and Enforcement</p> <p>22.1 Planning</p> <ul style="list-style-type: none"> • 16/00336/CLU 2 Cranoe Road Tur Langton Leicestershire LE8 0PD – to note permitted <p>22.2 Enforcement</p> <ul style="list-style-type: none"> • Bull’s Head Development (14/01168/FUL) - query raised with HDC Enforcement over paddock usage • To note article on enforcement in Clerk Magazine from Andrew Towleron (Yourlocale) 			
23	<p>73/16 – Repairs and Maintenance – Notice board and seats have been inspected no problems reported</p>			
24	<p>74/16 - To confirm dates of next meetings and items for next agenda Next full Parish Council meeting dates: 5/7/16, 6/9/16 at 7.30 p.m. at Tur Langton Village Hall Item for next agenda- Signatories for HSBC Account, Governance and Accountability for Local Councils, Transparency Fund</p>			
	<p>Meeting ended at – 9.50 p.m.</p>			