

WHISSENDINE PARISH COUNCIL

Minutes of Parish Council Meeting held on **Monday 13 May 2019**
7.15 pm in the Village Hall, Whissendine

Present.

Mr Will Farr (Chairman)
Mr D Hatton, Mr Comber, and Mrs Lake. Mrs
Arnold (delayed)

In attendance

Dr S Lammin (Honorary Parish Clerk)

Also in attendance.

Mr Paul Greenlay

This was the first meeting after Parish Council elections so each of the newly elected councilors signed a Declaration of Office in the presence of the Hon. Clerk to the Council.

The Honorary Clerk opened the meeting at 19:15 hours.

13130 Election of Council officers:

- a) Chairman: Will Farr was proposed as Chairman by Mr Hatton, seconded by Mr Comber. There being no other nominations Mr Farr was declared elected and signed the Declaration of Office of Chairman.

Mrs Arnold joined the meeting

The Chairman took over the running of the meeting.

- b) Vice-Chairman: Mr Comber was proposed as Vice-Chairman by Mrs Lake, seconded by Mr Hatton. There being no other nominations Mr Comber was declared elected and signed the Declaration of Office of Vice-Chairman.

13131 To take any questions or comments from the public: None received.

13132 Apologies for absence: received from Mrs R Powell (newly elected County Councillor), Mrs Cynthia Moss and Mr Tim Edmunds.

13133 Co-option to fill vacancies advertised since 2 May 2019 election

- a) Mr Tim Edmunds had asked to be co-opted but was unable to attend the meeting so the matter was deferred to the next meeting.
- b) Mr Paul Greenlay requested to be co-opted on the night. Being eligible Mr Greenlay was co-opted and signed the Declaration of Office in the presence of the clerk.

13134 Declaration of any pecuniary interest in any matter on the agenda: None

13135 Minutes of the meeting held on 1 April 2019 approved; proposed by Mrs Arnold and seconded by Mr Comber.

13136 Minutes of the extraordinary (planning) meeting held on 16 April 2019 approved; proposed by Mrs Lake and seconded by Mr Comber .

13137 Reports of meetings attended:

- a) None attended

13138 Appointment of representatives to outside bodies:

Representatives -	Parish Forum: Mrs Lake and Mr Comber
Community Positions -	Village Hall Committee: Mrs Moss

	WEG: Mrs Moss
	Sports Club Liaison: Mr Comber
	Grapevine Group: Mrs Moss
Responsibilities -	Tree warden and fences: Mrs Moss
	Play Area: Mrs Moss

13139 Planning matters:

- a To consider plans received between 16 April 2019 and 13 May 2019:
 - i. 2019/0169/FUL 29A The Nook
Extension of existing and construction of new dwelling, revised plans. It was noted that the proposed roof is lower than previously suggested. However, the issue of over development of the site has not been addressed. The comments offered at the 1 April 2019 meeting still apply and are to be reiterated to planners.
 - ii. 2018/0212/RES 32 Main Street revised plans
New dwelling on Plot 2 with orangery: No comments.
 - iii. 2019/0428/LBA 17 Stapleford Road: boiler and flue on listed building: No comments.
- b. Planning updates received, including:
 - i. 2019/0215/FUL: erection of porch permission granted by RCC
 - ii. 2019/0317/FUL: rear extension and annex permission granted by RCC

13140 The Banks

No current issues. The cut timber in the stream will be left to create a natural slowing of flow. Fencing and gates, condition to be looked at. Invitation to tender for tree survey has gone out; one recipient has indicated an intention to tender. Tender will be considered at the June meeting.
The Play Area inspections have been completed in May and the reports will come to the June meeting.

13141 Highways and Village Maintenance matters for report and to agree any necessary action:

All matters reported in April are being monitored by RCC or have been added to their programme of works.
Hedge at The Elms, Stapleford Road (Mr Rickaby's) is overgrowing the pavement and briars/brambles are coming through; it needs pinning back rather than just trimming. Hedge near bus shelter on Oakham Rd belongs to last house on Melton Road and is encroaching onto pavement.

13142 Requests for grant

- a. Received from Whissendine Allotment Association for £550 towards gates. It was AGREED that the grant should be given to deter criminal damage.
- b. Received from St Andrew's Whissendine for £750 to £1000 for purchase of replacement lawn-mower.
It was AGREED that the maintenance money be paid as usual with an additional £750 but the parish council would expect that provision is made by retaining a proportion of the annual funds towards replacing equipment in future.

13143 Annual risk assessment

- a Update on insured risks- the increase in the number of assets put forward for cover was noted. The insurance requires renewal from 1 June 2019. Mr Comber sought confirmation that the Village sign had been included on the assets list forwarded to the broker; this was confirmed. It was AGREED the insurance cover was fit for purpose and could be renewed for up to 3 years.

- b. Review of areas of risk: the tabulated risks and actions were considered, point by point. It was considered that uninsured risks were adequately controlled and required no further action. The mandate was reviewed and considered fit for purpose following the election.

13144 Financial Business

- a Adoption of audited accounts 2018-19:
The accounts have been subject to internal audit by Lamin and White now trading as Hills Accountants (Oakham) Limited. No amendment was made to the accounts and no comments offered beyond the statutory completion of the "Annual Internal Audit Report" for submission to the external auditor. The annotations on this year's report are those of the RFO and she notes that: the earmarked reserves have been increased from £5000 to £25000 in 2018-19 [for the programmed repair/replacement of equipment and fences in the children's play areas]. Also, that: of the £83528.01 value of assets a copier valued at £75 has been written off as obsolete in October 2018 (minute 13042). The £75 has been retained within the assets as the disposal has yet to be completed, the asset is still present. The audited accounts were duly signed as correct by both the Chairman and the Honorary Clerk (as RFO).
- b Completion of the annual governance statement:
The reporting requirements of the external auditor were considered point by point. It was AGREED that positive confirmation could be given on each point and the Annual Governance and accounting statements should be approved, proposed by .The Annual Governance and Accountability Return 2018/19 Part 3, page 4 of 6 was duly signed by both Chairman and Clerk. Page 5 of 6 was duly signed by the Chairman.
- c Financial report for April 2019
The report of expenditure and income in April was received and the reconciliation with the bank statements noted. The precept of £30187.50 has been received and all payments for April have been cleared. The Long Clawson land rental payment has been received. The cashbook and bank statement reconcile.
- d Invoices received in April and approved for payment, as appropriate:

NALC and LRALC membership 2019/20	£324.12
Graveyard maintenance	£900.00
Internal audit	£240.00
Banks maintenance	£252.00
Village caretaking	£53.71
Safety Inspection of Play Areas	£172.80
Insurance	£663.11

13145 Ongoing business:

- a The Integrated Transport Feasibility Study Report: ITCP2017/03 'Cow Lane, Whissendine' was considered. An email from a resident concerning their preferences for capital works in Cow Lane was also considered.
- b Land issue: The solicitor's report was considered. It was AGREED that the parish council should ask the solicitor to register a Caution against First Registration.
- c Little notice on verge by the church from WEG to say the verge is a meadow.

- d 16 foot Christmas tree was considered desirable. Digby Farm, North Luffenham is the preferred provider if they deliver or a joint purchase with the pub could ensure delivery. Mr Comber to do some research.

13146 Correspondence:

Lamin & White 26 March: notification of retirement

Fields in Trust, 9 April: Notice of AGM on 4th June 2019, 2.30pm

LRALC, 10 April: Notice of AGM on 15th June 2019, 10am.

Mr R Epton, 30 April: comment re location of proposed passing place, Cow Lane

Mr R Epton, 30 April: Copy of e-mail to RCC requesting TPOs @ Whissendine Cottage development.

Sustainable Land Trust, 7 May: Eco-system survey launch and training

Meeting closed at 21.15 hours.

Any member of the public may view copies of letters and documents held by the parish council by appointment with the Clerk: whisspcclerk@gmail.com