

## WHISSENDINE PARISH COUNCIL

Minutes of Parish Council Meeting held on **Monday 6 September 2021**  
**7.15 pm**, held in the Village Hall, Whissendine.

**Present.**

**Mr Will Farr (Chairman)**  
**Mr Hatton, Mr Comber, Mrs Arnold, Mrs Moss, Mrs Wilkins, Mr Greenlay and Mrs Lake.**

**In attendance**

Dr S Lammin (Parish Clerk)

**Also in attendance.**

Mrs Rosemary Powell (RC Councillor)  
4 village residents

The Chairman opened the meeting at 19.15hrs

**13436** To take any questions or comments from the public:

Mr Thomas requested WPC review policies on reporting comments or objections of public to RCC.

Mrs Michelle Edwards requested details of when Councillors' last had data protection training.

Mr Edwards referred to a planning application (2020/1220/PTA of November 2020) where he felt he was denied the opportunity to speak at a Parish Council meeting in relation to the application. The Clerk offered an apology as the procedure had been non-standard on that occasion; her apology was accepted.

Mr Harman asked for details in relation to Mr Edwards' comments to be recorded in the minutes.

[For completeness and to comply with Mr Harman's request: The records show that the initial deadline for responses to RCC relating to 2020/1220/PTA fell just before a WPC meeting on Zoom; the Parish Clerk forwarded some comments to RCC, in error, prior to the meeting. Mr Edwards contacted the Clerk (on 27 November 2020) to indicate he wished to be heard at a meeting. In response the Clerk contacted the Planning Officer (27 November 2020) and sought an extended deadline for the WPC final response; this was granted. The matter was listed and heard at the 7 December 2020 Parish Council meeting (minutes: 13339 and 13345ai). In the event Mr Edwards joined the Zoom meeting mid-agenda and missed the item for 'Public Questions & Comments'; therefore he did not speak.]

**13437** Apologies for absence: Mr Paul Harris (unwell).

**13438** Declaration of any pecuniary interest in any matter on the agenda: None.

**13439** To approve minutes of the meetings held on 5 July 2021: approved and signed by the Chairman.

**13440** Report(s) from Parish Councillors on meeting(s) attended:

- a Mr Comber reported he had been unsuccessful in logging into Zoom for the August Parish Forum and the September Parish Forum directly clashes with this meeting.
- b Mrs Moss reported she had attended Whissendine Environment Group (WEG) on 20 August 2021. This amounted to a relaunch of the group. Nine villages attended and discussed: history of the group, flooding, trees, local footpaths, examination of possibilities for a cycle route, maintenance of Chapel Walk, Fox Hill/Hall Close overgrown footpath, planting-up the tyre in the small Play Area, maintenance of the entrance to the windmill, etc.
- c. Mrs Moss reported there is an RCC Tree Champions meeting in September.

**13441** Report from Mrs Rosemary Powell, Rutland County Councillor  
Mrs Powell reported that: At the RCC Full Council on 1 September 2021 the current draft of the Local Plan was withdrawn. The decision to reject the £29.4M HIF grant had been confirmed. It is anticipated a new Local Plan may take up to 4 years to develop and RCC have set aside funds to support the work. The lack of a new Local Plan is expected to impact planning for Rutland's 5-year housing supply.  
The Planning Application for the large development of houses off Stapleford Road was turned down by RCC on 13<sup>th</sup> July 2021.  
RCC are running a survey related to bus-use until 26 September 2021.

**13442** Planning matters:

- a. To consider feedback on progress of the Neighbourhood Planning Steering Group.  
Mrs Powell reported as Chair, at the 22 July 2021 meeting Mr Thomas was elected as Chair and he will assume the role from the October meeting. Over the summer members of the group have been talking to village residents at several events: Classic car show, Flower Festival and Craft & Produce Show. Next formal meeting of the group scheduled for 22 September 2021.

A consultant has been selected to assist the group. The appointment of Urban Vision Enterprise CIC was AGREED by the Parish Council. A grant to cover the cost of employing the consultant, up to March 2022 has been awarded by Locality (see also minute 13446b).

- b. To consider plans received since 5 July 2021; that are still open for consultation responses:  
2021/1018/PAD: Black Hovel Farm, Langham Road (east of Oakham Road): Permitted development application COU Farm building to dwelling- no comment required
- c. Planning updates received:  
2021/0372/FUL 27 The Nook: Granted by RCC as standard + bat conditions  
2021/0531/LBA 11 Ashwell Road: Granted by RCC with standard conditions  
2021/0776/AGP: Home Farm, Melton Road, metal framed building for 5 years needs no approval  
2021/0505/FUL 11 Ashwell Road: Granted by RCC with standard conditions  
2021/0735/LBC 11 Ashwell Road: Granted by RCC with standard conditions  
2021/0883/LBA 18 Stapleford Road: Granted by RCC with condition conservatory is mid-Oak colour.

**133443** The Banks:

- a. To consider proposal to protect the foundation of the footbridge from future flood damage and approve any work considered necessary:  
The foundation of the bridge has been undercut by recent floods. Some protection of the bank at that point to reduce the rate of erosion would reduce the risk of destabilising the bridge. The proposed repair is to install some 300mm wide concrete boards below the bridge. An estimate of the costs is £1121.98 inc. Vat, materials and labour. As the flood season will likely start again in October this work is viewed as urgent. It was AGREED the work should be done by Farm and Garden asap.
- b. To consider any outstanding work to the play area arising from the Safety Report in May: It was noted the small rotten bench is still in place. It was agreed to ask Farm and Garden to remove it.
- c. To consider artwork and planned replacement of the two interpretation signs; both stolen on or around 13 June 2021. An OS type map is preferred. The original artwork may become available so a decision was deferred to the next meeting.
- d. To consider feedback from the working group on provision of additional seating on the Banks. Deferred to next meeting.

- e. Feedback on resolution of the issue with RCC regarding the stream in the Banks: The RCC officer attended on 14 July 2021. As a result of that visit confirmation was received that "Highways are satisfied that the watercourse within WPC-owned land is being maintained. We note that a policy of aiming to reduce the flow of water in order to mitigate flood risk is the optimal approach in this location. Therefore, we will not expect WPC to undertake works to widen the watercourse banks." (email: 14/7/2021, 15.35hrs).
- f. To consider proposal from WEG that an area of grass should be removed from the Banks and the area sown with wild flower seeds. An area of unkempt ground by the Teen Shelter was approved for planting; provided a strip of thistle, etc. remained in place to guard the steep change in level. The proposed plants were small native species and included some teasel.
- g. To consider any opportunities or challenges arising with land adjacent to The Banks being offered for sale. 5.2 acres of pasture immediately adjacent to The Banks just sold 'subject to contract'. This land includes a significant length of the brook above The Banks. It was considered whether acquisition of all, or a portion of, this land would provide opportunities for 'slowing the flow' of the brook to ameliorate the flooding affecting Cow Lane/Main Street. The majority AGREED that the parcel of land would not represent best value for the village at this time.

**13444** The Village Green:

- a. To receive feedback on the work done to and around the metal bench and the painting proposed. The Clerk is to ask Farm and Garden to quote for levelling slabs round the chestnut tree.
- b. To receive feedback on work done to the village sign:  
The post to the village sign has been painted with Sadolin: Ebony. The Parish Council thanked Mr Harris for his efforts.
- c. To consider procuring a contractor to install replacement posts around the Green with recycled plastic wood-effect posts. Clerk asked to seek quotes from contractors to have new posts purchased and installed and bring quotes back to the October meeting.

**13445** Highways and village maintenance; any matters for report and to agree any necessary action:

- a. Mrs Powell had contacted the Clerk prior to the meeting in relation to a recent road traffic collision on Oakham Road (towards the A606); which was believed to be one of a series. She wished WPC to consider submitting a Highways Capital Request to RCC for changes to signage or surface. After discussion it was determined that the site of the accidents may be within Langham Parish so that under RCC Policy any request should not come from WPC.
- b. Cow Lane to be repaired 16/17<sup>th</sup> September 2021.

**13446** Financial Business:

- a. To receive financial report for August 2021: As of 31 August 2021 the Parish Council held £33901.80 in the current account; this amount includes monies (£9818.68) from some ring-fenced grants where the terms of grant restrict the nature of expenditure and require return of unspent funds. There are sufficient funds to meet current spending plans. The Chairman inspected the bank statements for August 2021, agreed the totals and signed each sheet.
- b. To receive information on the application for grant of up to £5775.00 requested towards consultant's support for the production of the Neighbourhood Plan in 2021-22: Notification was received on 31 August 2021 that a grant (reference NPG-12397) for £5775.00 has been awarded to the Parish Council to contribute to the cost of retaining a consultant in 2021 to assist the Neighbourhood Planning Group. The Clerk formally accepted the grant on behalf of the Parish Council on 31 August 2021.

- c. To consider invoices received since 5 July 2021 and approve payments, as appropriate:
- |  |          |                 |
|--|----------|-----------------|
| Sadolin for Village Sign               | £ 16.00  | Clerk's reclaim |
| Hammerite + thinners for metal bench   | £ 19.00  | Clerk's reclaim |
| McAfee Anti-virus software to Oct 2022 | £ 108.00 | Clerk's reclaim |
| Printer ink                            | £ 59.99  | Clerk's reclaim |
| Dog sign (minute 13429d July '21)      | £ 7.45   | Clerk's reclaim |
| Village Caretaker (July)               | £ 47.05  |                 |
| PKF Littlejohn (External audit)        | £ 240.00 |                 |
| Banks maintenance (July & Aug.)        | £ 611.32 |                 |
| LRALC Councillor training              | £ 45.00  |                 |
| Grapevine advertising                  | £2055.00 |                 |
| RCC Q1 salary + oncosts                | £1805.56 |                 |
- d. To note the inappropriate transfer of funds (£80) to the current account, that the Parish Council are not legally entitled to retain, and acknowledge the forwarding of £80.00 to the payer's choice of payee. The erroneous payment was received on 1 July. It was AGREED it should be forwarded as the payer requests.
- e. To consider request for grant from Whissendine Environment Group (WEG): £421.50 requested and £400 s137 grant AGREED.
- f. To consider progress of the external audit and, if available, the notice of conclusion of audit of 2020-21 accounts and comments received from the external auditor. The correct forms were submitted for audit to PKF Littlejohn on 6 May 2021 at 11.33hrs, and were automatically acknowledged. However, it transpires the auditors failed to log receipt. On 20 July 2021, 18.25 hours the auditors wrote alleging that the Parish Council had failed to submit the necessary documents and had therefore breached their legal duty. The documents were re-sent on 20 July 2021 at 18.44 hours demonstrating the original transmission. On 21 July 2021, 13.46 hours the auditors confirmed receipt of the original submission on 6 May 2021 and offered their apologies for not processing the documents on receipt; they also acknowledged they had removed the penalty charge they had sought to impose. Unfortunately they had already notified third-parties like LRALC that we had failed to submit.

The audit has now been completed. The auditor's only comment was that Box 8 should show £57,776 (as it did in Box 7). A variance of £65 arose from the failed BACS transfer of the £65 Fields in Trust membership (on 1 March 2021) which required a replacement cheque to be supplied; which was not drawn until the 2021/22 financial year. The comments were noted and the completed audit is to be published.

- g. To consider the impact of a change in banking terms and any response: HSBC advised (August 2021) that they are making changes to their business accounts, effective from 1 November 2021. These changes mean the Parish Council will incur monthly charges of around £168.50 pa. The Clerk was instructed to make enquiries about moving the accounts.

**13447** To consider the any progress on The Queen's Platinum Jubilee celebrations Thursday 2nd June to Sunday 5<sup>th</sup> June 2022. Which may include a 'Big Jubilee Lunch' on 5<sup>th</sup> June 2022. Clerk to arrange a meeting of village organisations, including school, WI, Sports Club and the White Lion to discuss options and possibilities. Meeting at the Sports Club was proposed, date tba.

**13448** On-going business not scheduled elsewhere on agenda:  
The use of the village green on 18 or 26<sup>th</sup> September for cake sale in aid of Afghan Refugees was supported.

**13449** To acknowledge correspondence received.

- 13450** It was resolved that in accordance with the provisions of Schedule 12A of the Local Government Act 1972, (Part 1 Nos: 1, 2, 3, and 4 apply) and the Local Authorities (Executive arrangements) (Meetings and Access to Information) (England) Regulations 2012, Regulation 4 (2)(b); the public and press to be excluded during consideration of the following item, No. 16 on the Agenda (minute 13451).
- 13451** To consider a report of a review of working hours and remuneration for employees of the Parish Council and make any necessary changes for the efficient operation of the organization. It was AGREED that arrangements for the Village Caretaker should stand. It was AGREED the Clerk's hours should be increased to 38 hours per month, subject to review after completion of the Neighbourhood Plan. It was further AGREED the hourly rate should be increased by £0.90. Changes effective from 1 October 2021.

Meeting closed 21.34 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](mailto:whisspcclerk@gmail.com)