

## WHISSENDINE PARISH COUNCIL

Minutes of Parish Council Meeting held on **Monday 9 May 2022**  
**7.15 pm**, held in the Village Hall, Whissendine.

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

**In attendance** **Dr S Lammin (Parish Clerk)**  
**Also in attendance.** **None**

The Chairman opened the meeting at 19:15 hours.

**13541** Election of Council officers:

- a) Chairman: Mr Will Farr was proposed as Chairman by Mr Hatton, seconded by Mrs Lake. There being no other nominations Mr Farr was declared elected. The Declaration of Office of Chairman was duly signed.
- b) Vice-Chairman: Mrs Cynthia Moss was proposed as Vice-Chairman by Mr Hatton, seconded by Mrs Wilkins. There being no other nominations Mrs Moss was declared elected.

**13542** To take any questions or comments from the public: None present.

**13543** Apologies for absence: Mr Harris (resigned prior to meeting), Mrs Moss (away).

**13544** Declaration of any pecuniary interests: None

**13545** To review, amend and agree administrative matters:

- a) The Standing Orders remain based upon NALC Model Orders July 2018 and no new amendments (since 2021) were deemed necessary. This was AGREED.
- b) The inventory of land and assets form part of the Parish Council's statement of Accounts for the year ending 31/3/2022 (Page 2). This includes changes: the removal of the street lights, which are now on RCC's inventory and addition of 44No. edging posts to the Village Green. The new inventory was AGREED.
- c) Insurance arrangements and the associated insurance cover, including statement of needs and risk assessment were reviewed. The schedule of insurance was circulated prior to the meeting, the statement of fact was updated and the insurance arrangements were AGREED for a 3-year term.
- d) The subscriptions were reviewed and it was AGREED they remained unchanged as Fields in Trust and LRALC.
- e) The Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation were reviewed (*see standing orders 11, 20 and 21*) and were AGREED.
- f) The policy for dealing with press/media enquiries was reviewed and it was AGREED that the Clerk should provide details of any Parish Council decisions made on request and any query that the Clerk couldn't address would be referred to the Chairman.
- g) The Council's employment procedures were reviewed and AGREED to be consistent with law and good practice.

- h) It was AGREED that the time of ordinary meetings of the Council up to and including the next annual meeting of the Council, will normally be the first Monday of each month; unless it is a Bank Holiday, then the next Monday. The next Annual Meeting will be Monday 15 May 2023.

**13546** Minutes of the meeting held on 4 April 2022 were approved, proposed by Mrs Lake and seconded by Mrs Arnold.

**13547** Reports from County Councillor: Apologies sent as RCC has a full council meeting.

**13548** Appointment of representatives to outside bodies:

Representatives -	Parish Forum: Mr Greenlay and Mrs Wilkins
Community Positions -	Village Hall Committee: Mrs Moss
	WEG: Mrs Moss
	Sports Club Liaison: Mr Greenlay
	Grapevine Group: Mrs Moss
Responsibilities -	Tree champion and fences: Mrs Moss
	Play Area: Mrs Moss

**13549** Planning matters:

- a. To consider plans not yet determined and received: 5 April and 9 May 2022:  
**2022/0529/MAF** Land south of Melton Rd – residential development of 18 no. houses and assoc. works; access from Melton Rd. The sewer from the west of Whissendine is operating at capacity now as is the surface water sewer the Parish Council questions whether the system could cope with additional load.  
**2022/0389/MAF:** Mount Pleasant Hill c.o.u. Farm buildings from agriculture to mixed agriculture and equestrian- No comments offered.
- b. Planning update received:  
**2022/0128/FUL and 2022/0129/LBA:** Stoup Cottage, 11 Ashwell Road – extension of garage, etc; granted by RCC
- c. To consider authorizing a Parish Councillor to speak at any Rutland County Council Planning and Licensing Committee (or any adjournment or continuation of same) on behalf of the Parish Council in relation to the resubmission of application 2020/0172/OUT [now **2021/1263/OUT**]: outline application for development of up to 66no. dwellings, public open space and associated infrastructure, with all matters reserved for subsequent approval other than access, on land south of Stapleford Road, Whissendine. It was AGREED Mrs Moss should represent the Council.

**13550** Any matter requiring attention on The Banks: The annual independent safety inspection noted as due for completion in May.

**13551** Highways and Village Maintenance matters for report and to agree any necessary action: Nothing outstanding.

**13552** Annual risk assessment

- a. Update on insured risks [see 13545c) above]-. It was AGREED the insurance cover was fit for purpose and could be renewed. A 3-year contract was AGREED.
- b. Review of areas of risk: It was considered that uninsured risks were adequately controlled and required no further action. The potential disruption due to loss of power to hold to virtual meetings while Covid infection controls persisted was noted.

**13553**    Financial Business

- a    To receive the report of the Internal Auditor on actions in 2021-22 and consider any recommendations. The report was received and it was noted there were no recommendations for change.

- b    Adoption of audited accounts 2021-22:

The audited accounts are consistent with the end of year bank statement. The AGAR submission (box 8 Year ending 2020-21 and box 1 Year ending 2021-22) shows £65.00 less than actually held in compliance with an instruction from the external auditor in 2021. The £65 expenditure (Fields in Trust membership fee 2021) has been allocated to 2020-21 (rather than 2021-22) to achieve balance; although the cheque was drawn in April 2021.

The RFO suggested the value of assets should be £93360.31 to reflect the adoption of the street lighting in the village by RCC (it now forms part of RCC's inventory) and the increase due to 44No. edging posts for the Village Green; and this was AGREED. The audited accounts were duly signed as correct by the Chairman, having already been signed by the Parish Clerk (as RFO).

- c    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 should be approved. The Annual Governance and Accountability Return 2021/22 Part 3, (page 4 of 6) was duly signed by the Chairman and by the Clerk. The Accounting Statements for 2021-22 (page 5 of 6) had already been signed by the Clerk (30 April 2022) and were AGREED and duly signed by the Chairman.

The dates for public examination of the records were AGREED as 12 June to 22 July 2022.

- d    Financial report for May 2022, including CIL receipts.

The report of expenditure and income in April 2022 was received and the reconciliation with the bank statements noted. A CIL payment of £8982.40 has been received this money is ringfenced for expenses related to infrastructure (see minute below). As of 30 April 2022, before this month's invoices are paid, the PC holds £28325.97 for planned expenditure this year. Bank charges in April were £10 and in May will be £8.

The bank mandate was reviewed: it was AGREED that bank accounts with HSBC be continued and that a revised mandate will be provided to change some signatories. Mrs Moss has consented to be added to the list of signatories and Mrs Lake has requested to be removed. It was AGREED the Parish Clerk is empowered to act on behalf of the Parish Council in dealings with HSBC and in relation to electronic banking (arrangements unchanged).

- e    To consider the report on preparations for CIL spending-plan: The recommendation to set up a working party was AGREED and Paul Greenlay and Will Farr agreed to meet.

- f    Review of Council's expenditure, under s137 of Local Government Act 1972.

The details had been circulated prior to the meeting within Statement of accounts for the Year Ended 31/3/2022 (Page 3). It was noted the limit for 2021-22 was £8939.83 and the grants and relevant subscriptions came to a total of £3271.12.

Requests for support so far this year (2022-23) include:

Whissendine Village Hall towards £3950 of works of which £1500 grant given in 2021-22.

Whissendine PCC (St Andrew's Church): £900 towards churchyard maintenance  
Rutland Citizens' Advice, amount not specified.

**g**      Invoices received since 4 April 2022:

Annual insurance	£ 835.14 (Inc. Employers Liability)
Banks maintenance (April)	£ 285.48
Village Caretaker	£ 110.98
'Eggs' for 4 June races	£ 6.99
TEN application for 4 June 2022	£ 21.00 (Clerk's reclaim)
Village Hall Grant	£1500.00
Graveyard Maintenance	£ 900.00
Citizen's Advice Bureau	£ 150.00

The payments were AGREED

**h**      To approve the payments, under contracts, on 4 June 2022 for Fen Blow Dance Band and Grasmere Farm:

It was noted that the terms of the contracts require payment on the day (or very shortly thereafter)

Fen Blow Dance Band contract price £560 less deposit £50 – to pay:      £ 510  
Grasmere Farm contract price £1750 less deposit £400 – to pay:      £ 1350  
plus VAT.

The payments were AGREED.

**13554**      Ongoing business: Nothing.

**13555**      Correspondence:

14/4/2022 email confirmation of membership Fields in Trust  
15/4/2022 email confirming date of crown-raise to tree on Chapel Walk  
15/4/2022 email re Rutland Walking and Cycling festival 21 May to 1 June 2022  
15/4/2022 email about alleged ASB and planning issues (advised to contact RCC/Police)  
16/4/2022 email notification of imminent play-area safety inspection  
19/4/2022 emails re Neighbourhood Planning support  
20/4/2022 emails re current Planning application off Stapleford Road (up to 66 houses)  
22/4/2022 emails re appeal: 2021/0029 APPEAL re up to 66 houses off Stapleford Rd  
26/4/2022 email notification RCC's HTWG Agenda May 2022  
2/5/2022 email notification new Police Beat officer: PC Ben Orton  
4/5/2022 email confirmation for application of TEN for 4 June 2022.  
4/5/2022 email offering free trees for planting  
4/5/2022 email re plans for Jubilee Time-capsule  
6/5/2022 email notification of cake-sale on Village Green 15 May 2022.  
9/5/2022 (14.21 hrs) email resignation of Mr P Harris  
9/5/2022 (20.30 hrs) letter of resignation from Mrs P Lake (details added after close of meeting)

Meeting closed at 20.29 hrs

Next meeting 6 June 2022.

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