

WHISSENDINE PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on **Monday 15 May 2023**
7.15 pm, held in the Village Hall, Whissendine.

Present.

Mr Will Farr (Chairman)

Ms J Buckley, Dr C East, Mrs G Wilkins, Mrs L Arnold, and Mr P Greenlay.

In attendance

Also in attendance

Dr S Lammin (Parish Clerk)

Mrs R Powell (Ward Member)

Two members of the public.

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

Meeting started 19.17 hrs.

- 13690** Election of Council Officers: Cllrs Farr, East, Wilkins, Arnold and Greenlay having signed their acceptance of office of Whissendine Parish Councillor the officers were sought.
- a) Chairman: Will Farr was proposed as Chairman by Gill Wilkins, seconded by Linda Arnold. There being no other nominations Mr Will Farr was declared elected and signed the Declaration of Office of Chairman.
 - b) Vice-Chairman: Gill Wilkins was proposed as Vice-Chairman by Will Farr, seconded by Linda Arnold. There being no other nominations Mrs G Wilkins was declared elected and signed the Declaration of Office of Vice-Chairman.
- 13691** To take any questions or comments from the public:
Ian Horn, Chair of Sports Club – Land registry issues resolved. Paul Taylor (Treasurer) has prepared latest accounts 2022-23 c£8k income and c£15k outgoing.
- 13692** Apologies for absence: Apologies were received from ~~Dr East (away)~~, Mrs Moss (post operative recuperation) ~~and~~ Mr Thomas (away). (away) and Ms Buckley (will be late). It was AGREED that the apologies be accepted.
- 13693** Declaration of any pecuniary interest in any matter on the agenda: None
- 13694** To consider the advertisement of an ordinary vacancy on Whissendine Parish Council and to agree the co-option meeting be scheduled for 5 June 2023. It was noted an advertisement of the vacancy has been on the notice board and whissendine.net since 10 May 2023. It was AGREED the co-option meeting would be 5 June 2023.
- 13695** To review, amend and agree administrative matters:
- a. Review Standing Orders for Whissendine Parish Council – Standing Orders AGREED
 - b. Review of inventory of land and other assets including office equipment was AGREED
 - c. Review of the Council's Financial Regulations: it was AGREED that the details of systematic controls pertinent to BACS payments should be expanded to reflect practice.
 - d. Review of the annual risk assessment: AGREED.
 - e. Confirmation of arrangements for insurance cover in respect of all insurable risks was AGREED.
 - f. Review of the Council's subscriptions to other bodies: LRALC AGREED.
 - g. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*) were completed and AGREED;

- h. Review of the Council's document retention policy: AGREED.
- i. Policy for dealing with the press/media. The policy was AGREED;
- j. Review of the Council's employment policies and procedures and 'Equality and Diversity' Policy. AGREED no change required.
- k. Determining the time of ordinary meetings of the Council up to and including the next annual meeting of the Council. As in Standing Orders and forward diary; AGREED.
- l. To review signatories and arrangements for banking mandate and agree any changes: It was AGREED no change required.

13696 To approve minutes of the meeting held on 3 April 2023 and the Extra-ordinary meeting on 21 April 2023:

- a. 3 April 2023: Proposed by Linda Arnold and seconded by Carol East. The minutes were AGREED
- b. 21 April 2023: Proposed by Paul Greenlay and seconded by Carol East. The minutes were AGREED

13697 a Report from County Councillor: Mrs Powell advised Annual Meeting of RCC next Monday, 22 May 2023.

- b Report of meeting attended: Mr Farr reported that he, Mrs Moss and Mr Thomas met with representatives of Mulberry Homes (4 April 2023), They provided the developers with the Parish Council response to the planning application for reserved matters and a draft copy of Whissendine Neighbourhood Plan. Mrs Moss was able to provide details of surface water drainage. The developers welcomed the information but were non-committal.

13698 Appointments of representatives to outside bodies.

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| Representatives - | Parish Forum: Dr East and Mrs Arnold |
| Community Positions - | Village Hall Committee: Mrs Moss and Mr Farr WEG: Mrs Moss and Mr Greenlay Sports Club Liaison: Mr Thomas Grapevine Group: Mrs Moss |
| Responsibilities - | Tree warden and fences: Mr Greenlay Play Area: Dr East |

13699 Planning matters

- a. To consider plans not yet determined, received between 5 April and 9 May 2022, including:
2023/0265/FUL: 37 Main Street, 2-storey side ext, 1-storey rear ext with balcony, front and side single-storey exts. 2nd floor ext with balcony to rear. Conversion and extension of existing garage to car port with new gym and two-storey habitable space. Creation new vehicular access. Representations were received (by email) from the applicants and these were considered together with the amended details. It was AGREED the drawings have been corrected but that the Parish Council's concerns remain.
- b. Planning updates received:
 2023/0110/LBA Chestnut Cottage, 3 Ashwell Rd – double glazing granted by RCC
 2023/0164/FUL Whissendine Lodge – soil storage bund and reprofiling field granted by RCC.
 2023/0199/LBA: White Lodge, 41 The Nook – EV charging point granted by RCC
 2023/0257/FUL (2022/1216/FUL) 39 The Nook- single and 2-storey ext granted by RCC.
 - a. To consider authorising a Parish Councillor to speak at any of Rutland County Council's Planning and Licensing Committees (or any adjournment or continuation of same) on behalf of Whissendine Parish Council in relation to application **2023/0271/RES** {2020/0172/OUT and 2021/1263/OUT relate]: Application for reserved matters for 66 no. dwellings, layout, scale,

landscaping and access (other than that already approved) on land to the south of Stapleford Road, Whissendine. It was AGREED to authorise Mrs Moss.

13700 Any issues requiring attention on The Banks, Village Green etc.

- a. To consider repair/redesign of supporting base to Village Sign and assessment of condition of the post's base. The top slab has sustained further damage and the mortar has deteriorated over the winter. A cairn design would reduce the risk of impact damage by removing the need for an overhanging slab 18" above the grass.
- b. Any other issues:

13701 Highways and village maintenance matters for report and to agree any necessary action:

- a. To consider request made at the April meeting for the Parish Council to repair the door hinge to the former telephone box. This telephone box is not owned by Whissendine Parish Council. The phone box was gifted to Whissendine Resuscitation Group in 2017. The Parish Council provided a grant to the group in July 2018, who advised they were working with "Community Heartbeat Trust, who will make all arrangements for the ...upkeep of the units. This arrangement will be ongoing and include cover for any issues that may arise." As the Parish Council do not own the phone-box they may not effect repairs, however it was AGREED that if CHT were to submit a written request for a grant to cover the costs the Parish Council could consider the application under section 137.
- b. Any other issues: None

13702 Financial Business

- a. To receive the report of the Internal Auditor on actions in 2022-23 and consider any recommendations. Auditor's report circulated. Auditor noted that periodic bank reconciliations, (undertaken during meetings) had been signed by the Chairman and more properly should be signed by a Councillor who is not a mandated signatory. It was AGREED in future a non-mandated Councillor will apply their signature to the bank statement(s) after reconciliation.
- b. Adoption of audited accounts for 2022-23: The audited accounts are consistent with the end of year bank statement. 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 2022/23 Part 3, (page 4 of 6) was duly signed by the Chairman and by the Clerk. The Accounting Statements for 2022-23 (page 5 of 6) had already been signed by the Clerk (2 April 2023) and were AGREED and duly signed by the Chairman.
The dates for public examination of the records AGREED as 5 June to 14 July 2023.
- d. To approve the use of BACS payments, within the constraints of the Council's Financial Regulations. The use of BACS was AGREED
- e. To receive the financial report for May 2023: As of 30 April 2023 there was £31791.73 in the current account. £8 will be deducted for bank charges on 21/5/2023.
- f. To consider invoices received since 3 April 2023 and approve payments, as appropriate.

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| Village Caretaking (April) | £ 72.80 |
| Annual Insurance (inc. employers liability) | £ 805.08 |
- g. To receive details of the s137 spending limit for 2023-24: the limit for this year is £9.93 per capita = £10277.55.
- h. To consider grant requests from:
 - i. Citizens' Advice Rutland – no specific sum suggested. It was AGREED £200 be awarded.
 - ii. St Andrew's PCC: - £900 towards upkeep of burial ground AGREED.

- iii. Whissendine Good Neighbour Scheme – £200 requested to cover annual insurance June 2023-24. AGREED.
- iv. Whissendine Sports Club - £6698 for mower for grounds maintenance. The RFO advised that the Local Government (Miscellaneous Provisions) Act 1976 s19(3)(a) allows the Parish Council to contribute by way of grant or loan to a voluntary organization for provision/support of indoor or outdoor recreational facilities. The Sports Club have yet to provide evidence that they are a voluntary organization (and that they are in financial good-standing) without that evidence s19(3)(a) cannot be relied on. The mower is also a significant investment representing almost 20% of the Parish Council's entire annual precept. The RFO recommended that if the Parish Council were not minded to turn down the request at this time they should defer their considerations until the necessary evidence of eligibility had been provided by the Sports Club. It was AGREED the decision be deferred.

Ms Buckley signed her 'acceptance of office' and joined the meeting.

- v. Whissendine Sports Club – future grant (from CIL) c£3000 to pay for architectural drawings. The RFO advised that the Local Government (Miscellaneous Provisions) Act 1976 s19(3)(a) allows the Parish Council to contribute by way of grant or loan to a voluntary organization for provision/support of indoor or outdoor recreational facilities. The Sports Club have yet to provide evidence that they are a voluntary organization or that they are in financial good-standing without that evidence s19(3)(a) cannot be relied on. The Parish Council has already agreed CIL support for the Sports Club, in principle (Minute 13659c: February 2023) and earmarked reserves for community buildings (including the sports club rebuilding) (Minute 13684: April 2023). The RFO recommended that if the Parish Council should defer any further decision until the necessary evidence of eligibility had been provided by the Sports Club. It was AGREED the decision be deferred.
- vi. Lord Lieutenant- contribution to QEII statue in Oakham. The RFO advised that she was unable to find any legislation which would permit lawful expenditure by Whissendine Parish Council on this statue. It was AGREED that no grant be made.

13703 On-going business not scheduled elsewhere on agenda.

- a Update on provision of commemorative plaque on village sign plinth (see also 13700a above). The plinth is now in disrepair and not currently suitable to receive a plaque.
- b Update on provision of lectern on Chapel Walk. There has been no response from RCC regarding current ownership of this lectern/land on which it stands. Without the owner's permission replacement cannot be initiated. The Clerk will make enquiries with Spire Homes.
- c Offer by Severn Trent River Protection Team to provide information, regarding EA figures about sewage treatment in Whissendine, at the June Parish Council meeting.

13704 Correspondence:

5/4/2023 Crime and policing report (March)
 5/4/2023 email from Mulberry Homes re recent WPC meeting and currently planned developments
 10/4/2023 email from resident re Daily Mail article regarding discharges to rivers
 11/4/2023 email from resident re public access to RCC Planning Portal
 12/4/2023 email from RALS re adult learning courses
 16/4/2023 to 27/4/2023 email with internal auditor
 17/4/2023 email from PJA (RCC contractor) confirming info. received re Rutland Local Cycling and Walking Infrastructure Plan (LCWIP)
 19/4/2023 email from Leicester. Leics. & Rutland VCSE Alliance
 20/4/2023 email from Trent Rivers Trust re planned pop-up event in Whissendine
 22/4/2023 email from former resident re 2021/1263/OUT for up to 66 dwellings
 24/4/2023 email from Feast Week cttee rep re use of Village Green 2/7/2023 10-4
 27/4/2023 Internal audit report, by email
 27/4/2023 email from resident offering to be co-opted onto Whissendine PC
 29/4/2023 notification by Councillor that person(b) has offered to be co-opted onto WPC
 30/4/2023 email from resident re putting barrels around village for collecting drinks cans for charity

30/4/2023 email from resident(b) withdrawing their offer to be co-opted
5/5/2023 Crime and Policing report for April
11/5/2023 email from RCC CIL confirming notification of potential CIL-need for Sports Club
11/5/2023 email from resident re overflowing litter bins (RCC missed 2 collections) all ok by 10/5/2023
12/5/2023 email from RCC requesting info re NP (info supplied 15/5/2023 -KT)
14/5/2023 and 15/5/2023 emails from resident re 2023/0271/RES
15/5/2023 email from 37 Main Street re their planning application to RCC.

Meeting closed 21.01hrs.

Agendas and associated papers and minutes of previous meetings are available at whissendine.net. Any member of the public may view copies of letters and documents held by the parish council by arrangement with the Clerk: whisspcclerk@gmail.com