

# LYDDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Meeting Room  
Village Hall, Lyddington  
Monday 13<sup>th</sup> March 2017 - 7.30pm

Councillors Present	Others Present
Cllr. H East Cllr. T Fowell Cllr. E Hobley Cllr. H Tassell Cllr. J Tyers (Chair) Julia Unna (Parish Clerk)	Tina Elliott Geoff Macfarlane

## PRELIMINARY MATTERS

### 1. Questions and comments from the floor:

Cllr. J Tyers (Chairman) welcomed Tina Elliott and Geoff Macfarlane to the meeting. Tina Elliott noted that she believed this to be the last meeting that Paul Le Pla, in his role as Rutland South, Dedicated Neighbourhood Officer, would be attending and wished to express her thanks for his contribution. It was noted that Paul Le Pla had hoped to attend the final meetings across his area. Tina Elliott also noted in the event that he was able to attend, she hoped that there might be some commentary on the recent incident in Lyddington.

### 2. Apologies for absence

Cllr. B Sturgess

### 3. Declaration of Interests

None

### 4. Minutes of the Parish Council

Meeting held on 23 January 2017 were approved as a correct record and signed by the Chair.

### 5. Parish Council Vacancy

Cllr. J Tyers introduced Geoff Macfarlane to the meeting and noted that Geoff had expressed an interest in becoming a Parish Councillor and was attending the meeting to gain a fuller understanding of the business discussed and procedures so that he was able to consider fully.

## REGULAR REPORTS

### 6. Lyddington Playing Field and Park

**To note the monthly safety check on the village play equipment and agree any actions required:**

The Parish Council noted the updated inspection report from Cllr. H Tassell dated February and March.

Cllr J Tyers noted that the sand for the children's sand pit had been delivered but was yet to be placed in the sandpit. **Action Cllr. J Tyers**

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Concern had previously been noted about the ivy which had been growing over the back fence which it was felt needed to be cut back. **Action Cllr. J Tyers**

The Annual Park Inspection was requested to be scheduled for September 2017

### **Action Parish Clerk**

The Parish Clerk noted that she had met with Four Counties Maintenance with regards to their ongoing care of the Green, the Playing Field, Pathways around the Allotments, Memorial Bench and the new Cemetery. It was noted that Four Counties hope to provide one cut during the month of March which would be invoiced in April 2017. The Parish Clerk had received quotes from Four Counties to cut the verges and the old Cemetery plus digging out the ditch running behind the Play Park and was awaiting final confirmation of any reduction from RCC for inviting Four Counties to take over these responsibilities. **Action Parish Clerk Ongoing**

### **Quotation Received from Four Counties for additional work:**

- I. Verges £100.00 per visit
- II. Churchyard currently cared for by RCC £125.00 per visit to cut and take clippings away £90.00 per visit to cut and blow the pathways.
- III. Playing field ditch digging out all vegetation and taking away £600.00.
- IV.

The Parish Clerk also noted a potential discrepancy in the Four Counties billing which appeared to reflect a charge of 3 cuts on the Village Green for the months of July, August, September and October. The Parish Clerk to contact Four Counties and verify billing and report back in May.

### **Action Parish Clerk**

Cllr. E Hobley reported on the damage to the verge at the North end of the Village. The Parish Clerk confirmed that she had written to the Council to report this damage and was awaiting a response. **Action Parish Clerk**

### **To receive an update from Cllr. B Sturgess with regards to Lyddington Tennis:**

A copy of a note from Tim Leah, Chairman of the tennis club had been circulated prior to the meeting. The Membership Fees were agreed. Concern was noted with regards to access to funding for the tennis club as ongoing funding was linked to an assurance of holding a fund raising event. It was noted that the Village Hall were hosting the Lyddington Ball this year in the Old White Hart and that the tennis club needed to be made aware of securing ongoing funding. Cllr. J Tyers requested that a note be sent to Cllr. B. Sturgess to raise this issue and follow this matter up at the next Parish Council Meeting in May 2017. **Action Parish Clerk**

## 7. Planning Applications

Schedule of planning applications. The schedule of planning applications was noted as all up to date. No further comments were made by the Parish Council.

## 8. Finance

8.1 Current financial position and ratification of cheques issued: A schedule detailing cheques issued since the last meeting was tabled, noted and agreed. Cllr E. Hobley noted that against a credit for the cemetery for a memorial the file needed updating to include the name. **Action Parish Clerk**

8.2 Cllr. J Tyers noted the receipt from the Transparency Fund of £1352.15.

8.3 Clerk's Expenses: The Clerk's salary and expenses from the middle of January through to March 2017 (a total of £275.94 being 31.25 hours at £8.83 per hour plus £126.42 expenses) were approved. Note: the expenses included the cost of the play sand which had been purchased for the sandpit - £85.00 purchased on a personal credit card.

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## BUSINESS

### 9. Matters Arising

The Parish Council considered the remaining items on the matters arising schedule, not already covered by the agenda and regular reports, including:

#### 9.1 Playing Field:

- a) **Obtain Padlock and Chain for Children's area:** Cllr. J Tyers noted that this was in hand. **Action Cllr. J Tyers Ongoing**
- b) **Contact RCC re Waste Bin base in play area being insecure:** Parish Clerk confirmed that the bins on the Green and on the Park had been inspected by the Environment Officer at RCC, Ben Thompson. To replace them both would cost in the region of £914.00. The Parish Council agreed that this work should be carried out. **Action Parish Clerk**
- c) **Play sand to be ordered for the sandpit:** This matter covered under item 6
- d) **Remove ivy on the back fence of the play area:** Matter covered under item 6. **Action Cllr J Tyers Ongoing**
- e) **Book Annual Inspection:** Annual inspection to be booked with Wicksteed Park. See agenda item 6. **Action Parish Clerk Ongoing**

#### 9.2 Finance

- a) **Investigate land available for a cemetery in the village/Meeting with Sir Alan Duncan.** This matter noted as still under investigation by both Cllr. B Sturgess and Cllr. J Tyers. As noted in the January 2017 meeting further fields should be identified for possible purchase. Cllr. J Tyers to contact Sir Alan Duncan and advise PC of update at May Meeting. **Action Cllr J Tyers / Action Cllr B Sturgess**
- b) The Parish Clerk reported that monies had been received for a grave reservation and paperwork was being prepared. **Ongoing Parish Clerk**

#### 9.3 Other Matters

- a) **Signs throughout the village:** Cllr. J Tyers provided a brief update updated on the status of the new signage in the village, noting that the signs were on order. The Oak posts were noted as on order and to be collected week commencing 20<sup>th</sup> March 2017. Cllr. J Tyers reported that he had spoken to RCC with regards to removal and installation charges (£300.00) and was advised that if RCC felt that the signs were deteriorating the costs of removing and reinstalling would be met by RCC. In the event that on examination the signing was felt to be adequate the Parish Council would need to meet any costs. The anticipated start date for the work would be after 1<sup>st</sup> April 2017. Cllr. J Tyers noted that it might be useful to have a named person to contact in addition to himself to ensure continuity and cover over the Easter school holiday period. **Ongoing**

Cllr. J Tyers noted that RCC had reported that the signs on the Green belonged to the Parish and as such did not need a contractor with public liability to install new signs. Cllr. J Tyers confirmed that he was happy to complete this task. **Action Cllr. J Tyers**

Geoff Macfarlane commented on the speed of drivers through the village, which had surprised him. It was further noted that a mobile speed detection van had been positioned on Main Street in February 2017.

It was noted that under the Parish Council's current procedures there was no formal procedure with regards to validating quotations for purchases between £500 and £3K. The Parish Clerk to check the SLCC website for further information and send password to SLCC website to Cllr E Hobley to enable her to renew the Parish Council's current procedures. **Action Parish Clerk**

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- b) **Transparency Fund ('TF') Application re scanner and printer:** Covered in item 8.2. Cllr. J Tyers discussed the idea with the Parish Council of purchasing a standalone Parish Council computer transferable with the role of Parish Clerk. Cllr. J Tyers asked for agreement from the Councillors for this to be researched with a backup drive and mouse. The Chair was happy to use the funding from the Transparency Fund to acquire a machine that was fit for the purpose. Councillors noted their agreement. **Action Parish Clerk**
- c) **Underground Project Update:** Cllr. E Hobley reported that this was ongoing. An email from Sally Stevenson, (WPD) dated 7<sup>th</sup> March 2017 had been previously circulated. The project was slowly moving forwards after some complication with the sale of the land. It was noted as unclear when the issue would be resolved. **Ongoing**
- d) **Street Lighting:** Cllr. J Tyers noted that a complaint had been received from residents on Stoke Road. The residents had been advised to contact RCC with their issue of the lights being too bright. Issue to be followed up to ensure resolution. **Action Cllr. J Tyers**
- e) **Additional grass cuts:** The Parish Clerk reported that following a conversation with RCC, the first cuts were due after the 1<sup>st</sup> April 2017. The cost of the 6 additional cuts to the grass verges in the village, (as per letter from Steve Coe re grants for the year 2017/2018), would be made available in time for the May Meeting. Parish Clerk to follow up this matter in time for the meeting in May. **Action Parish Clerk**
- f) **Theatre on the Green:** Cllr E Hobley had confirmed details with the Village Hall regarding the arrangements. Theatre on the Green scheduled to commence at 3.00 pm 18<sup>th</sup> June 2017 The Parish Clerk confirmed that she had spoken to Jeremy Ryder to ensure that the church was also available in the event of inclement weather. Leaflet drop to be arranged, tickets to be sold by the Marquis and the Old White Hart, banner and supporters on the day required. **Ongoing Action: Cllr. J Tyers & Cllr. E Hobley**
- g) **Budget Update re Children's Activity:** The Parish Clerk reported that the figures for the collection for the Children's party had been updated with the total figure available **£649.00** to spend on an activity for the children in the village. It was felt that there had been fewer children in December 2016 getting involved with the Santa Float than in previous years. Cllr. J Tyers felt that views of all age groups should be considered. Cllr. H East noted the idea of a bushcraft outdoor activity with camping and outside cooking. This idea was welcomed with a request for further exploration. **Action Cllr H East** to contact Bushcraft for more details and costs to include food drink and a bbq.

### 10. Finance

#### Draft Budget 2017/2018 vs ii

The Parish Clerk presented a revised draft budget for 2017/2018. Based on a precept of £7500.00 and a budgeted income of £9763.44 and expenditure of £8308.55 it was noted that there would be a revised surplus of £1454.89. The increased surplus is due to the Transparency Fund credit as previously noted.

It was noted that in addition £790.00 was set aside for the Playground and that £85.00 used to pay for the play pit sand should be recorded. **Action Parish Clerk**

The Parish Clerk noted that in addition adjustments would need to be made in the light of agreeing to replace two bins in the village and any increased cost of the new signage. **Action Parish Clerk**

### 11. Traffic Calming Measures

Previously covered under matters arising 9.3 (a)

### 12. Cemetery

Previously discussed under matters arising 9.2 (a)

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## OTHER MATTERS

### 13. Clerk's items

- (i) **Undergrounding Project Update:** Previously covered under matters arising 9.3 (c).  
**Ongoing**
- (ii) **Agenda Items for the Annual Parish Meeting in April:** The Parish Clerk presented a draft agenda for the Annual Meeting which included:
  - Good Neighbours Scheme
  - Underground Project Update
  - Ideas for Children's Activity

Cllr. E Hobley agreed to update an existing Annual Parish Meeting flier on file in time for the Showcase in the Village Hall on Wednesday 22<sup>nd</sup> March. The electronic copy to be emailed to the Parish Clerk for printing for the Showcase with a further 200 copies to be given to Jeremy Ryder for the Parish magazine. **Action Cllr E Hobley & Parish Clerk.**

- (iii) **Sustainability and Transformational Plan Update (STP):** Cllr. T Fowell had previously circulated a report to the Parish Council following his attendance at the engagement meeting at the end of January 2017. Cllr. T Fowell noted that caring for the sick at home was a good idea but there was concern about possible closures of the Cottage Hospital in Oakham and Leicester General. A general concern was noted with regards to managing the process of change alongside issues of transport and bed closures. The Parish Clerk noted that Jennifer Fenelon, Chair of Rutland Healthwatch, would be in attendance at the meeting in April which might provide lively and engaging conversation.

### 14. Dates of Next Meetings

- Wednesday 19<sup>th</sup> April 2017 - 7.00 pm in the Village Hall. Annual Parish Meeting
- Wednesday 15<sup>th</sup> May 2017 – 7.30 pm in the Village Hall. Annual Parish Council Meeting

### 15. Other Matters (at the discretion of the Chairman)

Cllr. J Tyers reported that Chapel Lane leading to the playpark was in a poor condition. It was noted that in the past, a local farmer had filled in the pot holes. Cllr. J Tyers requested that previous minutes be checked with regards to the lane and the general care. Advice could also to be verified with Ian Canadine. **Action Parish Clerk**

Cllr. J Tyers confirmed that Cllr E Hobley would remain as the representative on the Village Hall Committee.

Cllr. J Tyers confirmed with Geoff Macfarlane that he had found the meeting valuable and would be pleased to join the group as a co-opted member of the Parish Council. The Parish Clerk to investigate the required paperwork. **Action Parish Clerk.**

The meeting closed at 8.50 pm

**Chairman:**

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Cllr James Tyers

**Date:**