

LYDDINGTON PARISH COUNCIL

Minutes of a Parish Council Meeting held in Lyddington Village Hall
on Monday 11 July 2011 from 19:30 to 21:40

Present:
Cllr I C Canadine (Chairman)
Cllr H Tassell (Deputy Chairman)
Cllr D L Couldwell
Cllr A Marshall

Ms E A Hobley (Clerk)

Members of the village/others
in attendance: Mr R Brown

PRELIMINARY MATTERS

1. Questions and comments from the floor: None
2. Apologies: Cllr W J A Westwood. It was noted that a quorum was present.
3. Vacancies on Parish Council: The two vacancies on the Parish Council need to be filled by co-option. Ruth Archer has offered to fill one and the Parish Council agreed to co-opt her, subject to her final agreement.
Actions:
 - Invite Mrs Archer to be co-opted to fill one of the vacancies on the Parish Council (**Chairman**)
 - Approach neighbours about filling the second vacancy (**DC, Clerk**)
4. Declaration of Interests: None
5. Minutes of the Annual Parish Council Meeting held on 9 May 2011 were approved as a correct record and signed by the Chairman.

REGULAR REPORTS

6. Playing Field:
6.1 *Chairman's Report - Annual Playground Safety Inspection 2011:* The Annual Playground Inspection for 2011 had been conducted by Digley Associates on 3 June 2011 and a report received, which was tabled at the meeting. The Chairman had accompanied the Inspector on his visit. During his testing of the equipment, a bolt had sheered and a fastening bracket had broken on the Logworld Multiplay equipment, however, the Inspector did not consider there was an immediate need to replace the whole equipment. It was also noted that the springs on the snail rocker were loose – it had not been assembled properly at the time of installation. This has been resolved by the Chairman. There was also movement in the bolts on the seesaw which, after some difficulty in sourcing the necessary tools, the Chairman has mended. The report also noted that the swing joints should be kept greased and there was danger of trapped fingers in the gate to the small children's play area.

John Oakley has quoted for clearing the ditch and the hedging in the playing field but this cannot be completed until after the end of August due to birds nesting. Mick Wilkins has taken delivery of the new goal posts and will arrange for them to be put in place shortly.

The central maintenance of the monthly safety inspections of the playing field will enable any potential issues to be raised for repair.

Allotment plots: The Parish Council agreed that if there are four or more villagers waiting for allotment plots (even if they already have one) then further plots will be considered.

- Actions:**
- Review in detail the Annual Playground Inspection report from Digley (**Chairman**)
 - Assess the state of the picnic benches and agree a plan of action to repair or replace them (**ICC, AM**)
 - Follow up with Paul Martin about repairing the telegraph pole fence around the playing field car park (**ICC**)
 - Spray (to kill moss) and preserve the two benches in the new cemetery (**ICC**)

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REGULAR REPORTS (cont'd):

Actions (cont'd):

- Investigate whether the format of the monthly playing field inspections can be simplified (**Clerk**) Arrange for the seven benches owned by the Parish Council (three on the Green, one on Stoke Dry Road, 1 on Thorpe Road and two in the Cemetery) to be inspected annually and repaired where necessary (**ICC, Clerk**)
- Ask Spendlove Contracting to quote for cutting back the tree branches (to 2 metres) on the Green where they overhang the play area and check if planning permission is required to do this work (**Clerk**)
- Investigate where the water stop tap is in Chapel Lane (**DC**)

6.2 ***Lyddington Tennis:*** The Financial Statements for the year ended 31 December 2010 of Lyddington Tennis, which had been independently reviewed by Cracknell & Co., were noted.

7. Planning Applications

7.1 ***Schedule of planning applications:*** The schedule of pending planning applications was noted.

8. Finance

8.1 ***Annual Return 2011:*** It was confirmed that Mr Charles Tassell had completed the internal audit of the 2011 Annual Return. The Parish Council thanked Mr Tassell for his efforts on this. It was agreed that the documentation prepared and audited internally should be lodged with the external auditor, Clement Keys. The additional information requested in connection with Lyddington's selection as part of the 5% of small local councils made subject to a more detailed audit was also noted and approved for submission.

Actions:

- Submit 2011 Annual Return, supporting documentation and information requested as part of the more detailed audit to Clement Keys as the external auditor by 18 July 2011 (**Clerk**)

8.2 ***Current financial position and ratification of cheques issued:*** The current financial position of the Parish Council for the year to July 2011 and a schedule detailing cheques issued since the last meeting were tabled and noted. **It was resolved that** the signing of the cheques issued since the last meeting be and is hereby ratified.

8.3 ***Clerk's Expenses:*** The Clerk's salary for May and June 2011 was received and approved (a total of £226.80, being 26.25 hours at £8.64 per hour). However, the Clerk explained that new guidance has been issued by HM Revenue & Customs' (HMRC) on the tax treatment of Parish Clerks which means that Clerks (as office holders) will be subject to PAYE and can (i) never be considered self employed for tax or NIC purposes; (ii) must not be paid "gross"; and (iii) must be taxed under PAYE. The Parish Council must therefore register as an employer with HMRC and operate PAYE on the income the Clerk earns. The new guidance takes effect for the current tax year commencing 6 April 2011 and so the Clerk will receive no further salary payments until a way of operating PAYE for those payments can be implemented.

Actions:

- Prepare a proposal on the most effective and efficient way of implementing a PAYE system to pay the Clerk (**Clerk**)
- Obtain quote to set up PAYE system for the Parish Council (**DC**)

BUSINESS

9. Street Lighting

9.1 ***Grant from County Council:*** The Chairman has spoken to Peter Lawson who confirmed that Music in Lyddington is happy, in principle, to contribute to an additional street light in Church Lane to address safety issues around exiting the Church on dark evenings. The Chairman will draft a letter to the County Council bidding for a grant towards this additional street light because of safety considerations increased by the use of the Church for evening concerts. The Parish Council also discussed ways of saving energy including turning some of the street lights off in the early hours of the morning.

Actions:

- Draft letter to Highways Department applying for a grant towards the additional street light in Church Lane (**ICC**) and submit by deadline of 19 August 2011 (**Clerk**)
- Confirm if Climate Change Levey applies to street lighting in Lyddington (**Clerk**)

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BUSINESS (cont'd)

9.2 **Street Lighting and Cemetery Expenses Return 2010/2011:** It was noted that this year's return has been received and will be submitted to the County Council shortly by the Clerk.

10. Matters Arising

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

- (i) **E.ON Undergrounding Project:** Mr Nobby Clarke (the Wayleave Officer) has confirmed that progress has been made in siting the sub-station in the grounds of 62 Main Street but that he understands that the property has now been sold. He will approach the new owners in due course.
- (ii) **Church Wall:** It was noted that there was still no progress on repairing the fallen wall in the cemetery. This was now affecting the value of Cllr Couldwell's property and he will write to the County Council to reinforce this.

Actions:

- Email those trained for Speedwatch to see if they can assist with the coming sessions (AM)
- Investigate the costs of having an additional green bin at the Church for the cemetery (Clerk)

OTHER MATTERS

11. Clerk's items

11.1 **Annual Insurance Renewal 2011:** It was noted that the policy for 2011 with Came & Co is now in place.

11.2 **Police Report:** An increase in metal thefts across Rutland (particularly copper wire and lead) due to increases in price for those metals was noted. This has not affected Lyddington as yet but villagers should be aware of the problem. PC Le Pla has been conducting periodic checks of the playing field in the evenings and there was nothing untoward to report.

11.3 **Lyddington replacement sign (north end of the village):** This has been ordered via the County Council and should be in place shortly.

11.4 **Speedwatch:** The Community Speedwatch exercise is planned for the last two weeks in August although there has been reduced support for this year's session.

11.5 **Replacement Noticeboard at Colley Rise:** The Chairman and Cllr Marshall had installed the new notice board and the Council thanked them for their efforts.

12. Village Newsletter

The last newsletter was published in February 2011. It was agreed that no newsletter will be published following this meeting.

13. Dates of next meetings

- Monday 12 September 2011 at 19:30 in the Village Hall
- Monday 14 November at 19:30 in the Village Hall

14. Other matters: None

Signed by Cllr A Marshall, Chairman, on 12 September 2011

Chairman