

# LYDDINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held in the Village Hall  
Monday 09 May 2016 7.30pm to 8.35pm

**Present:**  
Cllr D L Couldwell  
Cllr T Fowell  
Cllr E Hobley  
Cllr H Tassell (Chair)  
Cllr B Sturgess  
  
Tina Kaczmar (Parish Clerk)

**Members of the village/others  
in attendance:** None

## PRELIMINARY MATTERS

1. **Questions and comments from the floor:** None
2. **Apologies for absence:** Cllr J Tyers, Cllr H East
3. **Election of Chairman and Deputy Chairman:** Cllr J Tyers was elected as Chairman and Cllr H Tassell was elected as Deputy Chairman to serve until May 2017.
4. **Declaration of Interests:** None.
5. **Minutes of the Parish Council Meeting held on 14 March 2016** were approved as a correct record and signed by the Chairman.

## REGULAR REPORTS

6. **Lyddington Playing Field and Park**
  - 6.1 **To receive an update from Cllr B Sturgess regarding Lyddington Tennis.**

Cllr B Sturgess confirmed the arrangements for occasional use of the tennis courts. Lyddington Tennis Committee is keen to encourage membership of the tennis courts and therefore do not want to actively encourage occasional use of the tennis courts. Anyone interested in occasional use should speak to a member of the Tennis Committee. There was some concern expressed that occasional use should be allowed. Cllr B Sturgess confirmed that the reason occasional use is not being encouraged is so that regular paying members have access to the courts when they would like it. The Tennis Committee do not need to raise revenue from occasional use as the membership fees cover maintenance costs.
  - 6.2 **To note the monthly safety check on the village play equipment and agree any actions required:** Cllr H Tassell confirmed that all the play equipment was in good working order at the last monthly inspection. The Clerk confirmed that Cllr J Tyers had fixed the broken bird spikes and drilled holes in the tyres on the zip wire to prevent rain water collecting. The bench had not yet been fixed but this would be done by the next meeting. Cllr J Tyers had also requested a quote for weed killing in the area around the car park at the playing field.
7. **Planning Applications**
  - 7.1 **Schedule of planning applications:** The schedule of pending planning applications was noted.
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.
  - 8.2 **Clerk's Expenses:** The Clerk's salary and expenses for March and April 2016 (a total of £333.33 being 37.75 hours at £8.83 per hour plus £21.85 expenses.)

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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:

#### Playing Field:

- (i) **Secure picnic bench:** Cllr J Tyers agreed to look at this. Ongoing.
- (ii) **Update play park inspection lists:** Cllr H Tassell and the Parish Clerk. Ongoing.

#### Finance:

- (i) **Investigate land available for a cemetery in the village.** Cllr J Tyers had investigated this further and Rutland County Council Planning Department had confirmed that a preliminary planning application would be required in order to advise on this. Ongoing.
- (ii) **Appoint internal Auditor for 2016 Annual Return:** Mr Charles Tassell had agreed to audit the Annual Return.

#### Other Matters:

- (i) **Signs at Gretton end of the village.** Cllr J Tyers to produce a proposal regarding signs in the village. Ongoing. Cllr J Tyers met with the owners of the hedge at the entrance to the village. They have given permission to tidy up the area by removing the hedge and replacing with a post and rail fence and levelling the area. The Parish Council agreed to this in principle and it was agreed that the Parish Council should get some quotes for the work.
- (ii) **Clarify planning application 2016/0119/LBA:** Resolved. Planning application approved with a condition that the building materials are approved prior to building work starting.
- (iii) **Arrange to meet with Highways re: street lighting.** Meeting not required.
- (iv) **Reallocate allotments and send out invoices.** Completed. Mr and Mrs Hutchinson had requested permission for a water butt at the allotments (costs met by the allotment holders). This was approved as the water butt is a similar size to the black composting bins. Parish Clerk will confirm this to the allotment holders.
- (v) **Renew membership to Friends of Rutland County Museum and Oakham Castle:** Completed.

### 10. Finance – Annual Return 2016

#### 10.1 To review and approve the Annual Return for 2016.

The Annual Return was discussed and approved. The Parish Council authorised Cllr J Tyers (Chairman) to sign the approved return. The Parish Clerk confirmed that the Annual Return would be submitted to the external auditors and arrangements made for the inspection period for the unaudited accounts to start on 3<sup>rd</sup> June for 30 days.

### 11. Parish Council website.

#### 11.1 To agree the actions required to set up a new Parish Council website to start 1<sup>st</sup> September 2016.

This was discussed in detail. There was some concern expressed over the increased cost of the new website (increase from £150 pa to £250pa.) Cllr E. Hopley and Cllr T. Fowell agreed to investigate alternative website providers and report back to the Parish Council. One initial quote had been received of £120 pa from an alternative supplier but more work needed to be done to establish the reliability and quality of this provider. Due to the timescales within which a new website is required it was agreed that a decision regarding the new website would need to be made before the next Parish Council meeting in July 2016. The Parish Clerk agreed to clarify the funding available from the Transparency Fund for website set up.

## OTHER MATTERS

### 11. Clerk's items

- (i) **Undergrounding Project Update:** Cllr E. Hopley confirmed that she had made some progress in getting the right contacts at Spire Homes and WPD to discuss the issues and that hopefully the issue of access to the proposed new sub-station at the north end of the village would be resolved shortly.
- (ii) **Annual Insurance Renewal:** The Parish Clerk confirmed that the annual insurance renewal for year 2 of the 3 year agreement was £787.45. This was approved by the Parish Council.

## LYDDINGTON PARISH COUNCIL

### 13. Dates of Next Meetings

- Monday 11 July 2016 19.30 in the village hall. Parish Council Meeting.
- Monday 12 September 2016 19.30 in the village hall. Parish Council Meeting.

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

- The Parish Clerk raised, on behalf of Cllr J Tyers, a request to allow a travelling Shakespeare Company to perform on the village green on 22<sup>nd</sup> July 2016. The Parish Council will be responsible for selling the tickets and receive 25% of the ticket sales. The Parish Council agreed. Cllr J Tyers to confirm with the theatre company.

**Chairman:**

**Date:**