

LYDDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the
Village Hall, Lyddington
Monday 12th March - 7.30pm

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| Councillors Present: Cllr. H Tassell (Chair) Cllr. H East Cllr. L Hobley Cllr. G Macfarlane In Attendance: Julia Unna (Parish Clerk) | Others Present: PC Diana Freeman |
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PRELIMINARY MATTERS

1. Questions and comments from the floor:

Cllr. H Tassell Chair welcomed PC Diana Freeman to the meeting.

P.C. Diana Freeman reported the following:

A reduction in recorded crime was reported although, vehicle break ins/theft it was noted continue to be the biggest issue. Advise noted in the monthly report to ensure cars are parked in well-lit areas which are not isolated.

It was noted Leicestershire and Rutland Police website provided useful information about crime in the area. <https://leics.police.uk/categories/rural-watch>

It was thought that the wintery weather had potentially contributing to the crime figures. Local farmers were noted for their efforts in clearing the snow on the rural lanes. The gritting lorries had been busy in the region due to the ongoing cold snap and unseasonal snow.

2. Apologies for absence

Cllr. T Fowell, Cllr. B Sturgess

3. Declaration of Interests

None

4. Minutes of the Parish Council

The minutes from the meeting held on Monday 8th January 2018 were approved, subject to corrections to be made on pages 382 and 383, as a correct record and signed by the Chair. The Parish Clerk to go through the minutes and make any corrections as required and republish. **Action Parish Clerk**

5. Parish Council Vacancy

It was noted that possible interest in the vacancy for a Parish Councillor on the Parish Council had been expressed. Cllr. L Hobley reported that she had recently approached a villager about this opportunity which would be followed up and reported on in April at the Annual Meeting. The next step would be to extend an invitation to attend the Annual Parish Council Meeting scheduled to take place on 21st May 2018. It was noted that any further interest in this vacancy should be expressed to Cllr. H Tassell. This agenda item to be followed up in forthcoming meetings. **Action Parish Clerk**

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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 covering the period up to February 2018. It was noted that recent damage had occurred to the small children's play area due to a branch of a tree falling and damaging the fence it was noted that it was not a major branch, but one of the smaller branches however, it was considered possible that the small children's area would need to be closed until the repairs had been completed. **Ongoing Report Action Cllr. H Tassell**

Cllr. H Tassell noted that the bird deterrent needed to be inspected. Parish Clerk to contact Four Counties. **Action Parish Clerk**

Reminder for the Parish Clerk: It was noted that the usual sand would need to be ordered in the Spring. **Action Parish Clerk**

It was reported that new generic signing had been ordered by Cllr. B Sturgess. This new signage would replace existing signage once it had been delivered.

To receive an update on the migration of the Tennis Club Website to LPC Website:

The Parish Clerk reported that she met with a representative of the Lyddington Tennis and it was hoped that the migration of the tennis club would be completed by September 2018. **Ongoing Action Parish Clerk**

It was noted that the existing maintenance contract for grass cutting etc would continue for 2018-2019 but would be reviewed in 2019. The Parish Clerk to inspect the current contract and confirm the cost of the cutting of the Green for consideration at the May meeting. **Action Parish Clerk**

It was noted that there were some weeds growing around the outside of the tennis court which required treatment. **Action Cllr. H East**

7. Planning Applications

The schedule of planning applications was circulated and accepted.

It was noted that full permission had been received dated 9 March 2018 for planning reference 2018/1175/FUL.

The Parish Clerk confirmed that with regards to the planning application ref no. 2018/0163/OUT: for the building of three affordable homes and one market dwelling, a single response was required from the Parish Council to be sent to the Planning Department at RCC. It was noted that the Council were inspecting the land for any contamination. It was further advised by the Parish Clerk that individual concerns could also be sent via the RCC website as a resident however, it was important to note that a 'single response was required from the council by 23 March 2018. Concerns noted included concerns over access, lighting and speed. Cllr. L Hobley agreed to collate the response for the Parish Council and circulate to the Council for comments.

Action Cllr. L Hobley

Cllr. L Hobley also agreed to prepare a note for the notice boards encouraging villagers to respond with their views which could also be circulated via the village email link. **Action Cllr. L Hobley & Parish Clerk**

8. Finance

- 8.1 Current financial position and ratification of cheques issued: A schedule detailing cheques issued since the last meeting had been previously circulated, noted and agreed. It was noted that a correction was to be made on the receipts schedule against a cheque received for £472.00 banked on 10th May 2017 which should be corrected to read from E Hobley and B Snape. Schedule to be updated. **Action Parish Clerk**

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- 8.2 Clerk's Expenses: The Clerk's salary and expenses from 6th January to 7th March 2018 hours (39.5 hours) at £8.83 per hour total £348.79 (with no additional expenses) were approved.
- 8.3 The Parish Clerk noted that a VAT claim for 2016/2017 to the value of £742.75 was being applied for. A further update would be provided at the next meeting in May 2018.
Action Parish Clerk
- 8.4 A quote to be requested for routine maintenance and varnishing of the notice board on Colley Rise. **Action Cllr. H East**
- 8.5 Street Lighting invoice to be added to the budget for 2018/2019: **Action Parish Clerk**

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) **Lyddington Tennis accounts for 2016:** To be forwarded by the Parish Clerk
- b) **Migration of Lyddington Tennis Website:** Ongoing hoping to be complete by September
- c) **Treating of weeds:** Ongoing

9.2 Finance

- a) **VAT Claim for 2016/2017:** to be reported on in May 2018
- b) **Investigate land available for a cemetery in the village/Meeting with Sir Alan Duncan.** (See Item 11) This matter noted as still under investigation by Cllr. B Sturgess. Potential sites still to be identified for discussion. A meeting to be arranged with Sir Alan Duncan MP and Eddie Dorman. Correspondence relating to the matter to be explored further. **Ongoing Cllr. B Sturgess/ Cllr. H East**
- c) **Explore the transfer of LPC email to current website provider: Parish Clerk Ongoing**

9.3 Other Matters

- a) **Underground Project Update:** Cllr. E Hobley reported that there was slow progress. To be reported on again in May 2018. **Ongoing Cllr. E Hobley**
- b) **Council Regulations/Guidelines re obtaining quotes: Ongoing Cllr. E Hobley**
- c) **Follow up concern re state of the verges at the north end of the village: Cllr. E Hobley** had previously noted the following information: *(as noted in previous minutes)*
 - (i) If the Council decide to have standard curbing, RCC will pay for the materials and lay it, i.e. no cost to the Parish Council,
 - (ii) If the Council decide to have "countryside" curbing (the faux granite), RCC will source and lay it but the PC will need to pay the difference in the cost of the materials, i.e. £18.94 per metre,
 - (iii) If the Parish Council source the granite sets, RCC will lay it at no cost to the Parish Council.

Rob Baxter (RCC) to be contacted to measure the area required. **Ongoing Cllr. E Hobley**

- d) **Notice Board repair OWH:** Repair completed. Quote to be arranged for the notice board on Colley Rise. **Action Cllr. H East**
- e) **Play on the Green:** Cllr B. Sturgess had provided a note for the meeting reporting that he had been in touch with the acting group who would be supplying banners and flyers to promote the event. Hamlet would be performed on Sunday 17th June at 1pm. Cllr. B Sturgess to provide an update for the May Meeting. **Action Cllr B Sturgess.**

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- f) **Follow up concern re dogs fouling the pavements with Dog Warden: Ongoing Cllr. L Hobley**
- g) **Follow up issue of speeding cars in the village: Ongoing Action Cllr. L Hobley**
- h) **Ordering of Sand for the children's play area: To be arranged: Ongoing Cllr. L Hobley, Cllr. G Macfarlane and Cllr. H East**
- i) **Chapel Lane dog access:** A concern had been noted with regards to the dog access gate on the footpath off Chapel Lane had been reported as broken. Parish Clerk to investigate and report to RCC for repair. **Action Parish Clerk**

10. Finance

The Parish Clerk noted that the annual 2018/2019 Precept Form requesting the agreed funding of £7,500.00 had been returned to RCC for consideration. The parish were awaiting receipt of the funding for 2018/2019.

As noted in the meeting in January the arrangements for the annual audit were discussed. The Parish Clerk had reported in January that the audit would be performed by PKF for the next 5 years, It had been noted that as the turnover for the Parish was less than 25K it might be possible to apply for 'exemption status' which would still require the preparation of papers as in previous years and the appointment of an internal auditor. Further details about the revised procedure and application for exception were expected by the end of March 2018. A further updated to be provided in May 2018.
Ongoing Parish Clerk

11. Cemetery

It was noted that various options of land were being explored and that Cllr. H East had discussed possible options with Eddie Dorman, Funeral Director. Investigations ongoing and to be included as an agenda item at the Annual Meeting In April. **Ongoing Cllr. B Sturgess/Cllr. H East**

OTHER MATERS

12. Clerks items

Underground Project: Item covered under item 9.3

Lyddington Tennis: Item covered under item 6

Annual Parish Meeting: It was agreed that the regular police update and information on the results of any consultation regarding healthcare in Rutland would be valuable to the residents of the village. A possible discussion on an activity to involve the children of the village and specific use of the Mary Parnham Trust Money was felt to be a useful inclusion. The vacancy for a Parish Councillor noted as to be included as an agenda item. The agenda to be updated and circulated.
Action Parish Clerk

Parish Council Dates for 2018/2019: Revised dates for LPC meetings for 2018/2019 were presented. Revised dated for both May and September noted as 21/5/18 and 24/9/18

Annual Elections: it was noted that in May a formal election would need to take place to appoint a new Chair and Deputy of the Parish Council. The Acting Chair confirmed that she was not intending to stand as Chair. Cllr. H Tassell to discuss the position of Chair and deputy with Cllr. L Hobley and Cllr. T Fowell. **Action Cllr H Tassell**

13. Dates of Next Meetings

Monday 21st May 2018 - 7.30 pm in the Village Hall. Annual Parish Council Meeting

Monday 9th July 2018 - 7.30 pm in the Village Hall. Parish Council Meeting

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

Village Hall Representative: Cllr. L Hobley confirmed that she had been confirmed officially as the Parish Council Village Hall Representative.

Tree Symposium Representative: Confirmation had been received that Simon Griffiths Baker was happy to be a representative on committee formed by RCC. Parish Clerk to send an email to Simon offering thanks and an invitation to attend the May meeting. **Action Parish Clerk**

Overhanging trees and damage to the Small Children's Play Area: Previously noted under item 6. It was reported that following the receipt of an email with regards to the trees in the garden of the property at 28 Main Street, Lyddington, it was agreed that Cllr. H Tassell would draft a response noting the need for a tree surgeon to look at the trees overhanging the play park to advise on a sensitive way of creating a safe barrier bordering the children's play area whilst avoiding any further damage. **Action Cllr H Tassell**

Parish Council Contacts on the website: Parish Clerk to check to ensure all details are up to date. **Action Parish Clerk**

The meeting closed at 9.20 pm

Chairman:

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Cllr Harriett Tassell (Acting Chair)

Date:

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