**DRAFT MINUTES OF ANNUAL PARISH COUNCIL MEETING OF**

**LYDDINGTON PARISH COUNCIL**

**HELD ON MONDAY, 21ST MAY 2018 IN LYDDINGTON VILLAGE HALL AT 7.30 PM**

**Councillors present:**

Cllr H.Tassell Cllr T.Fowell

Cllr H.East Cllr B.Sturgess

Cllr L.Hobley

Cllr G.Macfarlane

**In Attendance**

Julia Unna (parish clerk)

**Others Present**

Fiona Buchanan, new parish clerk, starting June 2nd 2018.

**PRELIMINARY MATTERS**

**1.Questions and comments from the floor**

No members of the public attended.

**2. Apologies for absence**

All parish councillors attended.

**3. Election of Chairman and Deputy Chairman and welcome of incoming parish clerk**

Cllr Libby Hobley was elected to serve as Chairman until May 2019. The parish council thanked Cllr Harriet Tassell for acting as Interim Chairman.

Cllr Tony Fowell was elected to serve as Deputy Chairman until May 2019.

Retiring parish clerk Julia Unna was thanked for her dedication and excellent work. The new parish clerk is Fiona Buchanan who begins her new role on June 2nd 2018.

There remains a current vacancy for a parish councillor. An advert for a new council member will be placed on the village notice boards. Current parish councillors are promoting the vacancy to possible candidates.

**4. Declaration of Interests**

None

**5. Minutes of the Parish Council**

The minutes from the meeting held on Monday, 12th March 2018 were approved as a correct record and signed by the out-going Chair.

391

**REGULAR REPORTS**

**6. Lyddington Playing Field and Park**

1. **Lyddington Tennis**

By September 2018 the website of Lyddington Tennis will be migrated to the Lyddington Parish Council (LPC) website, which means the parish council will take oversight of the link that enables players to book sessions on line. The 2017 club accounts were in credit, amounting to just in excess of £1,000. There were weeds on the courts that needed to be cleared.

**Action ongoing**

1. **Play Equipment**

An inspection of the bird deterrent devices on the top bar of the swings reveals that some of the plastic spikes, which stop wild birds from landing, were in poor repair and needed replacing. Cllr H.Tassell to report back.

**Action ongoing**

1. **Closure of the Small Children’s Play Area**

The small children’s play area remains closed as a tree branch from the adjacent garden had fallen onto the fence. The garden was owned by Mr Malcolm Mair. His son, Mr Andrew Mair, is managing the clearance of the branches and there was now a stack of cut wood that would soon be removed. In the meantime it was proposed that a keep out warning tape should be erected to alert parents that children should not be playing on the wood pile.

The parish council agreed that the cost of repairing the broken fence would be paid for by the LPC as a gesture of good will. New sand will be ordered for the play pit.

The grass in the small children’s play area required cutting and the LPC’s contractor 4 Counties would be contacted to arrange this.

At the moment a padlock and chain secures the gate to the small children’s play area, with the key left at the Old White Hart. A combination lock controls the access through the larger main gate. It was agreed that the code for the combination lock should be shared amongst parish councillors to ensure ease of access when required.

**Actions**

**Cllr H.East to acquire warning tape.**

**Parish clerk to contact Mr Mair regarding the wood clearance and to also circulate the code for the lock combination.**

**7. Planning Applications**

Responses to current planning applications had been submitted by the stipulated deadlines and acknowledged by Rutland County Council. There were no new planning applications.

392

Concern was expressed in regard to a recent bonfire of household items that were left on land on the east side of Main Street, which had recently been subject to a planning application. There are environmental guide lines in regard to items that can be burnt on an open air bonfire, which has to be managed while alight.

**Action**

**Cllr T.Fowell to look at the appropriate guidance to govern future activity.**

**8. Finance**

1. **Allotments**

The parish clerk explained that except for one allotment, all the licences had been signed and rents had been received in regard to the allotments. There was a current balance of £90 at the end of the financial year. One plot remains vacant.

1. **Precept payment**

The primary source of income for most parish councils comes from the precept, which is a small part of the council tax. The precept for LPC in 2018/2019 is £7,500.

1. **VAT claims**

The VAT figure for 2016/ 2017 was revised from £742.75 to £733.25. The VAT claim for 2017/2018 was £979.00, which has now been submitted by the parish clerk.

The street lighting invoice will be added to the budget for 2018/2019.

1. **Ring fenced funds**

The educational fund from the Mary Parnham Trust is included in the parish council’s accounts, but ring-fenced for specific projects in line with its original purpose.

1. **The parish clerk’s expenses and salary fees from March to May 2018**

The parish clerk submitted her fees to also cover the extended hand over period.

**Action approved**

**BUSINESS**

**9. Matters arising from previous meeting**

1. **Repairs**

The parish council has approved a quote of £190.26 to repair the picnic tables and fencing that has been received from local carpenter and builder Mr Eric Rossell.

1. **Grass cutting in public places**

The current contract with 4 Counties garden services stipulate that there are 13 grass cuts a year and the areas to be mowed are:

Playing fields Allotments Village Green New Cemetery.

393

The present contractor had experienced problems with machinery, but the parish council expects that all obligations are fully met. The New Cemetery area must be kept neat and tidy and the Village Green is often used for events such as the fete and drama productions including Shakespeare’s Hamlet being performed this year by the drama group, the Three Inch Fools.

**Action**

**Parish clerk to ensure that all obligations are fulfilled on time.**

**10. Finance - Annual Return 2018**

An extension had been applied for and the new date is 2nd July. The new auditors for the parish council are PKF.

**Action ongoing**

**11. Cemetery**

The parish council has agreed to look into the feasibility of extending the New Cemetery to ensure an increase of available burial plots.

**Action**

**New parish clerk to report back to the July meeting of the council.**

**12. Village Fete**

This year’s fete generated a profit of £4,317.75. The takings from the individual stalls amounted to £5,496.57, but there were expenses of £1,200.82.

**OTHER MATTERS**

**13. Clerk’s items for discussion**

1. **Undergrounding project**

No progress update was presented.

**Action ongoing**

1. **New kerbing and verges at the north end of the village and acquisition of granite sets**

Cllr Hobley reported that a provisional figure quoted by Rutland County Council for the project was £3,000. Undertaking one section would be a cheaper option.

**Action ongoing**

1. **Annual insurance renewal**

The 2018/2019 insurance quote for LPC has increased from £870.00 to £904.40. The insurance policy is with Came and Company, approved parish insurers. It was agreed that the insurance premium for 2018/2019 as quoted by Came and Company was accepted.

394

1. **Hamlet on the Green**

Cllr B.Sturgess reported that ticket sales are going well and villagers were being urged to buy their tickets before they sell-out. Cllr Sturgess had distributed promotional leaflets around the village and at other musical events.

**Action ongoing**

1. **LPC Archive Papers**

The boxes of archive papers will be transferred to a safe storage place provided by Cllr H.East.

**Action**

**Chairman, Cllr L.Hobley, to supply new plastic storage boxes to ensure the papers are properly protected.**

**14. Next Parish Council meeting**

The meeting is scheduled for Monday, 9th July at 7.30pm in the village hall.

**15. Further items for discussion**

 **a) World War One commemorations**

LPC is going to consider how to mark this important commemorative event. The suggestions put forward include planting a tree in a suitable space in the village and any required restoration work to the commemorative features/plaques in the parish church.

Various events such as poppy making were scheduled to take place in the village hall on 3rd June.

**Action ongoing**

 **b) New GDPR Data Protection**

LPC to investigate the impact of the new legislation, which came into force on May 25th in regard to the work of parish councils.

**Action**

**Parish clerk to investigate for the next meeting.**

1. **Lyddington Playing Field Charitable Trust**

LPC is the trustee of the Lyddington Playing Field Charity which means that the parish council holds the playing field on Trust for village use. The charity’s next annual return, covering the financial year from April 2017 to 31st March 2018, will be completed online when the form is made available in July/August. The draft will be circulated to trustees for approval before its submission. The annual return for 01 April 2016 - 31 March 2017 was submitted by LPC on 9th May 2018.

**Action ongoing.**

1. **Future of the Rutland Flyer bus service**

Cllr T.Fowell, who has collated and submitted comments from individuals protesting at the threatened loss of the local bus service, was thanked for his work.

395

The service was at risk after the operator, Centrebus, pulled out of the contract. The only new bid received was from Stagecoach Midlands.

1. **Speeding cars in the village**

Cllr G.Macfarlane highlighted that a collision had narrowly been avoided after a speeding car driver, travelling along Gretton Road, had failed to slow down as the vehicle entered the village and encountered oncoming traffic.

**Action**

**Chairman, Cllr L.Hobley, to enquire about the use of a traffic monitoring device that measures the number of cars that break the 30 m.p.h limit during a specified period.**

1. **Membership of the Leicestershire and Rutland Association of Local Councils (LRALC)**

The LPC is one of the few parish councils that is not a member of the association.

**Action**

**Parish clerk to research the benefits of membership.**

Meeting ended at 9.10pm

New parish clerk is Fiona Buchanan (T. 01572 821636 and 07711 160685)

Chairman ……………………………………………………………….

 Cllr Libby Hobley

Date ………………………………………………………………

396