



The Parish Council meeting was held on Monday 24<sup>th</sup> October 2016 at 7 pm in the Village Hall.

Peter Tyldesley was unable to attend the meeting due to sudden illness.

**1 Record of Attendance:**

Dr. Sue Pritchard (Chairman) Sue Colbeck (Vice Chairman) Tara Pickles, Holly Cross, Rob Haylock, Vicky Lightfoot, Stuart Eyre.

In attendance: Pam McMorran Clerk and NHW co-ordinator,

**2 Apologies for absence:** Brian Anderson

**3 Confirm and sign minutes of the September meeting**

These were approved and duly signed

**4 Declaration of Parish Councillor's personal and/or prejudicial interests on agenda items:**

The Chairman represents the Gardening Club on the Village Hall Committee. Councillor Vicky Lightfoot is a member of the Village Hall Committee. Councillor Tara Pickles represents the Council on the Magazine Committee.

**5 Police and NHW reports:** There was no Police attendance. Mrs. McMorran in her capacity as NHW co-ordinator briefed the Councillors on the meeting between herself, Woodhouse Eaves NHW, the Chief Constable and Police Crime Commissioner. The Chief had emphasized that he did not have sufficient Police or staff to sit around writing information for all the many NHW groups in the County. He believed that there was sufficient coverage by the use of Social Media.

Councillor Cross said she had no NHW report for Roecliffe Road.

**6. Planning issues:** The Clerk continues to place the Councillors comments on the CBC site. If there is a possibility of an application going to committee then the Councils right to speak is recorded. It is likely that two applications will go to Committee and another one is waiting for a date. The Chairman said she will always attend if possible. A second Councillor is required as back up for the future.

**Tree Warden** - Nothing to report when he apologized for the meeting.

**7. Bob Bown Memorial Field:** Councillor Colebeck does not think the contractor Andrew Copson who had been asked to repair the fencing around the right hand goal post is going to do it. Peter Haddon had been asked previously and he was unable to assist. The Councillors agreed the Chairman should ask Steve Lee whether he could do it and if it was no more than the previously agreed price she was authorized to instruct him. Councillor Eyre and Councillor Colebeck both said they would ask their gardeners for future reference. The Clerk reported the quotations were coming in for the signboards. Three are required. The replacement upright and two more fixed by each gate into the equipment area. Laminate may suffice for these two. The [clerk@newtownlinford.org.uk](mailto:clerk@newtownlinford.org.uk) to be put on all notice boards to avoid having to remake if the Clerk changes. Three telephone numbers require

changing on the two laminates. The Hospital number, the Police number and to change the Clerk number to email.

**8. Village Magazine:** It is a small magazine this month.

**9. Parish Council Website:** The new Clerk's email rather than personal email has been put on the website front page.

**10. Village Hall:** Jeremy Green had written to APB on behalf of the Council and they in turn had asked for a copy of the Village Hall accounts. Nothing further had been heard.

**11. Highways, footpaths and traffic:** The Chairman said would like to see more attractive lights on the **Christmas Tree** this year. The Coucillors authorized her to purchase lights up to the value of £200 without reverting back to Council. Discussion followed about the siting of the Tree and it was agreed it would stay in front of the village hall. The Clerk mentioned the rather high cost of the eletrician and Councillor Haylock said he would submit the name of another Electrician. The Councillors agreed for the Chairman to liaise with Malcolm Brewin to ensure that the tree is in place by the 8<sup>th</sup> of December when the village evening meal will take place.

**Seven Troughs** -Betty and Nigel Blythe said they would be unable to plant and water the troughs next year. They said they would remove the dead plants and leave the compost and green planting. The bulbs would continue to grow. It was agreed that the Gardening Club be asked if they are interested in taking on this work. The Parish Council pays for the compost and plants.

**12. Cemetery** - Two contractors had been chosen and would soon sign contracts. The boundary fence would be erected first. Once the Tree Planting Scheme had been approved by CBW the second gate would be installed.

**Churchyard** - The Eko contractors had recently submitted their account for the year. A few moles had been caught.

**13. Bradgate Park Trust:** - There was no report available

#### **14. Reports by Councillors/Clerk:**

The Chairman read out an Advice she had received from NALC following a request as to whether a Clerk without profit could claim a car allowance or mileage and an allowance towards the use of their home as Parish Office. The Advice did not deal with these questions but dwelt on the issue of whether an unpaid Clerk could do the job since the non-statutory duties could constitute a contract under which the Clerk could reasonably expect payment (which was not allowed for 12 months after ceasing to be a councillor). It was also stated that an unpaid clerk could do the Statutory Duties but not other duties. This Advice was contrary to what had been previously stated by LARLC who had said that, whilst they thought in this day and age the job should be done by a paid person, this was still legally acceptable. The Advice asked that the Parish Council reconsider their employment policy.

At the same time as this Advice was being circulated, the Clerk's details disappeared from the Parish Council website. Following questions from the chairman LARLC had denied that they were responsible for this and they had subsequently requested the details be reinstated by 2commune. This had been done. The Chairman also reported that she had received a Legal Advice from another source that stated that all the Clerk's duties could be undertaken by an unpaid Clerk. The Councillors were unanimously agreed that the present situation should remain and that they were well aware that the

position would be advertised when these arrangements came to an end. It was agreed to commence drafting the job description at the December meeting.

The Chairman stated her appreciation to Mrs. McMorran for assisting the Council through a very difficult few months. Mrs McMorran said this latest development had caused her considerable distress and had led her to question her position both before and after May 2017 -when she could potentially be appointed as a paid Clerk (subject to the normal appointment process). The Chairman had arranged a meeting with LARLC on Friday 28th October to discuss the Advice and these events and she would pass on the Council's unanimous decision for the Clerk to continue as present. The Clerk had stated and the Councillors believed that there was no intention of a contract being created and that if need be the Clerk could sign an agreement to this effect.

Councillors Haylock and Pickles had attended trainings and their reports are attached.

**15. Correspondence:** a resident had written expressing her concern about the parking on Bradgate Road and the signs erected by the Park early in October for a Christmas event. The Councillors agreed the Chairman should reply.

Former Councillor Claire Costello had written regarding the grassy area on Markfield Lane asking whether the Councillors would consider her proposals at the next meeting. The Councillors agreed that she would be asked to attend and speak at the December meeting.

**16. Items of Interest or for future meetings:-**

The Councillors agreed that the Clerk would give the Clerk's password to the Chairman when she is away. This is because when the notice boards are erected on Bob Bown they will show that email asking for residents to report any damage or incidents. This is to ensure the Council's liability in this respect is adequately covered.

The Councillors requested the Clerk to ascertain what each household pays towards the Precept. The Clerk said she believed the important thing to consider is what is required to be paid out next year.

The Councillors agreed to the consideration of the Precept for 2017 be placed on the December Agenda.

**17. Finance:**

**A. Authorisation for payment of invoices**

**Invoice No.**

002078 Cartridge Save	115.77
002079 Grant Thornton Auditors	240.00
002080 2Commune - annual fee for email account	30.00
002081 EE September Account	47.18
002082 Peak Cash Flow for Brian Mee	848.40
002083 APB - village hall rent	250.00
002084 Eco Services - mole treatment	218.75
002085 LRALC - 5 Trainings	175.00

**18. Dates of next three Parish Council Meetings:** 5<sup>th</sup> December, 23<sup>rd</sup> January, 27<sup>th</sup> February all commencing 7 p.m.

## COUNTRYSIDE ACCESSIBILITY POLICY REVIEW (CAPR)

### Reference Group Meeting 12/10/16

- This review being carried out by Integrated Transport Planning on behalf of LCC
- LCC to save £2m from the £2.2m current expenditure on subsidised rural transport by 2018-2019
  - 80% bus services commercial
  - Subsidised services & demand responsive services
  - Community transport schemes
  - Wheels to work
- The various parishes outlined their local issues.
- Likely need to find local solutions to local transport problems.

Follow-up meeting November 21<sup>st</sup>. New policy to be implemented 2018-19.

Rob Haylock

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## PARISH COUNCILLOR TRAINING

OCTOBER 4<sup>TH</sup> 2016

### Summary report

The event was run by the Leicester and Rutland Association of Local Councils. (LRAC)

This was an informative evening which covered the potentially wide range of work a Parish Council undertakes along with the associated responsibilities. From this a number of key issues emerged in the context of some adrenalin-releasing scare stories.

Support and information:

- The LRAC itself
- Paul Claydon's "Arnold Baker on Local Council Administration" 10<sup>th</sup> edition. Every council should have one for legal referencing.
- While laws may change, central government has no direct communication with parish councils.

Procedure:

- The Parish Council should have a qualified clerk to Cilca or even degree level.
- The Council cannot convene without a Chair.
- The Chair cannot make decisions for the council.
- Quorum – 3 or a 1/3<sup>rd</sup> whichever is greater.
- Decisions can be delegated to a committee – quorum of 3 needed. Committees are open meetings – sub-committees are not.

- Agendas – 3 days’ notice of meetings needed excluding Sundays and Bank Holidays. Eg notice of meeting given on a Friday, meeting to be held following Wednesday (Saturday, Monday and Tuesday being the three clear days. This to avoid decisions being legally challenged.)
- Agenda items need to be specific.
- No AOBs – cannot lead to informed discussion and misses 3 days’ notice
- Matters arising – be wary – can lead to repeated discussions. Some councils have rules against overturning decisions.
- Avoid updates.

#### Finance:

- The importance of having clear financial procedures and spending thresholds.
- The importance of having a business plan which supports the setting of the precept.
- What is our tax base?

#### HR issues

- Is a staffing committee needed to oversee, eg the Clerk’s pay?
- As above to review and set pay for employees.
- Being clear about whether people working on or behalf of the Council are employees or contractors.
- Ensuring tax and NI are deducted and paid accordingly.
- Ensuring adequate insurance cover.
- Ensuring safe working practices eg working alone or at home.

As “newbies” we appreciate that the Parish Council has undergone a great deal of change in a short period of time and it has involved a great deal of hard work to keep the council running. With so many new faces it may also be a useful opportunity to look at how the Council works.

Tara Pickles

Rob Haylock

Chairman.....5<sup>th</sup> December 2016