

South Luffenham Parish Council

Minutes of Meeting held on Thursday, 6th July 2023

At 7.00pm in the Village Hall

Present: Cllrs Jan Bradley-Chair (JB); Vic Bacon-Vice Chair (VB); Tim Smith (TS); Steve Howe (SH); Jane Potter (JP); Paul Elwis (PE) and the Clerk-Lawrence Webster.

SL85/166/23	To receive and approve apologies	There were none for this meeting.	Action
SL86/167/23	To receive Declarations of Interest and Dispensations	There were none received.	
SL87/168/23	Public Participation (15 mins)	There were no members of the public present.	
SL88/169/23	To receive County Council Report	There was no County Council Report received. Apologies were received from Councillors Gale Waller and Tim Smith.	
SL89/170/23	To receive and approve Minutes of Extraordinary Meeting held on 15 th June 23	It was RESOLVED to approve these as a true and accurate record.	
SL90/171/23	Finance: a) To report Current and Business Premium Bank Account Balances b) To authorise the following payments:- • Biffa-grass cutting_£888.36 • A.L.Staples-June salary-£73.27 • L.H.H.Webster-June salary-£279.70 • HMRC-Tax-Staples and Webster June-£88.40	a) The Clerk reported today's Current A/C balance £20,830.57 Community A/C balance £12,696.41 b) It was RESOLVED to approve all payments listed.	

	• Village Hall hire 15th June-£10.00 • Playscape Playgrounds- children's swing- £420.00 c) To approve Accounts for Quarter 1-2023/24 d) To discuss and agree additional hours of work for Clerk for finalising of AGAR and implementing new Accounts Reporting system for 22/23 and current year	c) These had been circulated prior to the meeting and taken as read. It was RESOLVED unanimously to approve these. JB commented on "overspend" on budget for stationary resulting from expenditure of £479.98 for supply of toner and ink towards production of Village Newsletter. Clerk requested to obtain details of current and future expenditure estimated for Village Newspaper. d) JB thanked the Clerk for additional hours worked for completion of AGAR (Annual Governance and Accountability Return) and successful Internal Auditor "sign off". Also additional hours for implementation of new Accounts reporting system (2022/23). It was agreed the Clerk receive an additional 20 hours during April and May. (Clause 8.2 of his Contract of Employment- working more than normal hours).	Clerk
SL91/172/23	To discuss and agree proposals for Verge and Green cutting for 2023/24	JB requested this Agenda item be moved to last item on Agenda to ensure time for proper discussion.	
SL92/173/23	To receive and approve Risk Assessments for	Risk Assessments had been circulated prior to the meeting. It was	

	Recreation Ground and Volunteer Workers	RESOLVED to approve both documents unanimously. It was felt that a new Risk Assessment for Allotment Holders should be produced. SH agreed to complete this for approval at the next meeting.	SH
SL93/174/23	To receive Councillor Representative Reports including a brief job description of main duties	Both Job descriptions and Reports had been circulated prior to meeting. Job Descriptions received as follows:- SH-Highways JP-Allotments, Cemetery, Defibrillator TC-Play Area and Rec. PE-Pond Close- contained in agreed 5 Year Plan (on Website) VB (Footpaths/Verges) This will be forwarded to Council asap. The above will be included on website under "Governance" Representative Reports RB asked Cllrs for any issues arising requiring consideration by Council in their Reports. JP-Cemetery- concern about safety of gravestones. A "wobble" test required following a "professional" Inspection. PE agreed to contact Clerk with a specialist Company to do this. It was RESOLVED to fund cost if specialist work required. Allotments- Discussion regarding if it is allotment holder's responsibility for fence maintenance or the Council's. Further investigation required on maintenance of fences around allotments. Defibrillators-JP is facilitating volunteers to manage new VETS system SH reported both bus shelters required remedial works. Agreed for Clerk to contact RCC Highways. PE reported he is setting up a volunteer group with a management plan for September. Agreed a Risk	VB Clerk PE Clerk JP Clerk SH/PE

		Assessment specifically for Pond Close was needed. Agreed this will be completed for next meeting for approval. VB reported village still awaiting completion of works by Severn Trent. VB had carried out remedial tree works on safety issues. He said a three year Tree “safety check” should be due from RCC. Clerk to investigate with RCC Forestry Officer.	PE/SH Clerk
SL94/175/23	To discuss progress on recruiting a Tree Champion for the village	Clerk reported he had contacted Stuart Kidd, RCC Forestry Officer, for a brief Job Description for this role. Following his response, the Clerk produced a job advert circulated prior to the meeting for approval. The Advert was approved and it was agreed to circulate on Notice Boards and SLPC Facebook. Applicants would be invited for Interview by JB following closing date of 30th September.	Clerk/JP
SL95/176/23	To confirm Appointment of Clerk following his probationary period	It was RESOLVED to appoint Lawrence Webster as Clerk and Responsible Financial Officer.	
SL91/172/23	To discuss and agree proposals for Verge and Green cutting for 2023/24	JB reported this was an historical problem within the village. SLPC had endeavoured to satisfy resident’s individual demands, whilst employing grass cutting contractors to implement this task to everyone’s satisfaction. Much discussion took place about the way forward. Several suggestions, including, but not limited to, are below. • RCC taking back total responsibility for all verges and grass cutting in village. • Cut verges on Stamford Road and entrances to village on Barrowden and North	

		Luffenham Roads and against agricultural land Residents take responsibility for adjoining verges to their properties A decision was needed as the current 3 year Agreement with Biffa was finishing this year. A new contract, including at least three contractors quoting for the work was needed. In conclusion, JB suggested implementing a village “consultation” with all interested residents able to contribute towards a solution. A meeting would be held in September in the Village Hall. Details, including date and time to follow.	JB
SL96/173/23	Date of next Meeting	The meeting closed at 8.50pm. The next Meeting will be 7 th September 2023.	