

South Luffenham Parish Council
Minutes of the Meeting held on
Thursday, 6th November 2025
7pm in South Luffenham Village Hall

Present: Cllr Jan Bradley (Chair JB), Cllr Vic Bacon (Vice Chair VB), Cllr Tim Chapman (TC), Cllr Steve Howe (SH), Cllr Johnathon Suffolk (JS) and Jadene Bale (Locum Clerk)

Minute Number	Item Title	Item Minute	Action
391-2025/26	To receive and approve apologies for absence.	Cllr Jane Potter and County Cllr Tim Smith gave apologies.	
392-2025/26	To receive Declarations of Interest and consider dispensation requests.	There were none.	
393-2025/26	Public Participation	One member of the public was in attendance to discuss the item regarding making the Coach a village asset (399-25/26). This discussion will be minuted under that item. Ward reports – RCC discussing budget, constraints are highlighted due to Local Government Reorganisation (LGR) and the need for Government approval on any capital items unbudgeted for. LGR discussions are ongoing with both Leics and South Kesteven Local Plan expected next summer due to additional public consultation required.	

		Councillors felt they would like to thank Traylen family for their continued support with the Village Xmas tree.	
394-2025/26	To receive and approve Minutes of the Meeting held on: 13 th of October	Accepted VB, Seconded JS	The Minutes were approved and signed.
395-2025/26	To discuss planning applications	All active planning items were discussed. SLPC decided not to make comment on those applications.	
396-2025/26	To consider a new website	The council listened to comments regarding the current structure and noted the email sent in. Councillors further discussed the matter and noted comments had been made by members of the public regarding the documents being hard to find. It was decided to postpone any decisions on this until further quotes could be obtained and the councillors could take a look at other parish council websites.	Clerk to put on agenda in 2026.
397-2025/26	To approve the following invoices: Payroll - £27.00	This was approved.	Clerk to add to banking.
398-2025/26	Precept – To discuss budget and set a precept or decide to carry over to January meeting.	This was discussed and draft was amended. This draft will be posted online with the next agenda as a supporting document and ratified in January.	Clerk to complete some sections after receiving quotes.
399-2025/26	Ratify the Coach House as a Village Asset	The ratification was proposed by JB and seconded by VB and unanimously agreed. Having now only one pub left in the village as the Boot is now	Clerk to liaise with other clerks regarding the process and advice

		converted to residential use, the PC with support from villagers, has sent in an application to have the Coach designated as an asset of Community Value. A working group has been formed informally to research and will feedback to the PC when required.	for assets of Community Value.
400-2025/26	Councillors Roles and Responsibilities	VB has taken on the role of the verge grass monitor and JS has taken on the IT role.	
401-2025/26	To consider the proposals for the car park, and to discuss any actions required	It was proposed and seconded due to the confidential nature of the legal aspects of this discussion that it be taken at the end of the meeting in closed session. It was agreed that a response be sent to the VH requesting them to make a formal proposal of the Ts and Cs so this can be uploaded as a supporting document at the next meeting, so members of the public are able to view the terms the PC and VH are to discuss and agree.	Clerk to send an email requesting the formal proposal.
402-2025/26	To consider quotes received from Larkfield Gardening and Landscaping and consider tree inspection quotes	The quotes from Larkfield were agreed – both relate to clearing of Pond Close. RCC were agreed as the inspectors.	VB to organize tree inspection and subsequent tree quotes
403-2025/26	Suggestion of Neighbourhood Plan – for councillors to discuss.	Councillors agreed that they would support a working group of residents if they were to bring proposals to the PC. It was noted a working group has been sought twice before in the past	

		few years and unfortunately not enough interested was shown.	
404-2025/26	To discuss staffing matters	It was agreed to contact LRALC to employ their services to ascertain the correct hours and workload for the Clerk before advertising.	Clerk to contact LRALC.

Date of next meeting: Thursday, 8th January

Approved:

DRAFT