

South Luffenham Parish Council

Minutes of Annual Meeting held on

Thursday, 9th May 2024

At 7.00pm in the Village Hall

Present: Councillors: Jan Bradley (Chair JB); Vic Bacon (Vice Chair VB); Jane Potter (JP);
Tim Chapman (TC); Paul Elwis (PE); Simon Fisher (SF) and Lawrence Webster (Clerk)

249-23/24	To elect a Chair of the Council.	JB addressed the meeting asking if any Cllrs who would like to stand as Chair. As there were none, JB agreed to continue as Chair. It was RESOLVED to elect JB as Chair-agreed unanimously.	Action
250-23/24	To receive the Chair's Declaration of Acceptance of Office.	JB signed the Declaration of Office.	
251-23/24	To elect a Vice Chair.	JB asked if there were any Cllrs who wished to stand as Vice-Chair. VB agreed to stand for this position. It was RESOLVED to elect VB as Vice- Chair-agreed unanimously.	
252-23/24	To receive the Vice-Chair's Declaration of Office.	VB signed the Declaration of Office.	
253-23/24	To receive apologies from members of the Council.	There were none received from members of the Council. Apologies were received from Ward Cllrs Gale Waller and Tim Smith.	
254-23/24	To receive Declarations of Interest and Dispensations for items on the Agenda.	There were none received.	
255-23/24	To receive and approve Minutes of 7 th March 2024 and Extraordinary Meeting of 4 th April 24.	It was RESOLVED to approve these Minutes as a true and accurate record.	
256-23/24	To co-opt Simon Fisher as a South Luffenham Parish Councillor.	JB welcomed SF to the meeting. It was RESOLVED to co-opt SF as a member of the Council. The Clerk will arrange SF to attend LRALC Training for new Cllrs.	Clerk

257-23/24	To receive Simon Fisher's Declaration of Office	SF signed the Declaration of Office. The Clerk gave SF the "Register of Interests" document. SF will complete, return to the Clerk which will then be forwarded to RCC (within 28 days).	SF/Clerk
258-23/24	To receive County Council Report	There was none received for the meeting. Ward Cllrs GW and TS had given apologies.	
259-23/24	Finance Report: a) To receive Community and Premium Bank Account Balances b) To receive and approve Year End Accounts 31/3/24 c) To authorise the following payments since the last meeting: • CBS-Payroll Feb.'24-£11.10 • Information Commissioner Data Protection-£40.00 • Community Heartbeat-Cardiac Arrest Training-£210.00 • Community Heartbeat-G3 Batteries for defibrillator-£318.00 • L Webster-Clerk's salary-Feb. 24-£305.80 • Village Hall hire-Meeting 7/3/24-£20.00 • RCC Litter bin-£374.00	a) The Clerk reported today's Community A/C balance at £26,881.34 and Premium A/C at £12,822.54. It was noted the Precept of £18,500 had been received from RCC b) These had been circulated prior to the meeting. It was RESOLVED to approve these. c) All payments listed were authorised since the last meeting.	

	• Village Hall-hire-meeting 23/3/24-£30.00 • CBS Payroll-March 24- £11.10 • LRALC and NALC-Annual Membership- £330 49 • AL Staples-March salary- £73.27 • L Webster-Clerk's salary-March 24- £305.80 • HMRC-TAX Staples and Webster-£94.80 • Vic Bacon-reimburse petrol (maintenance) - £4.78 • Vic Bacon-reimburse petrol (maintenance)- £14.69 • CBS-Payroll- £11.10 d) To authorise the following payments: • Viking Direct-Printer Ink and paper-£71.34 Recent payments were authorised:- • AL Staples-Salary April 24-£73.47		
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	• L Webster- Clerk's salary April 24- £305.80 • HMRC-TAX Webster and Staples April 24- £94.60 • CBS Payroll- £11.10		
260-23/24	To agree Parish Council Insurance 2024/25 with Clear (formerly BHIB)- £896.92 or 3 year Long Term Agreement at £870.38	It was RESOLVED to agree the fixed 3 Year Long Term Agreement at £870.38. Clerk to arrange with Clear Insurance.	Clerk
261-23/24	To complete the Certificate of Exemption for the AGAR 2023/24	The Chair and the Clerk signed the Certificate of Exemption. This will be sent to the External Auditors-Moores Global The Clerk said SLPC were "exempt" from an external audit because either gross income or expenditure were below £25,000 for 2023/24.	Clerk
262-23/24	To receive and agree Asset Register 31 st March 2024.	It was RESOLVED to agree the Asset Register as at 31/03/2024 as-£60,238. However, the Eliet Major wood shredder,(surplus to requirement) has since been sold. The £700 value will now be deducted, reducing the Asset value to £59,538. The Clerk will revise the Asset Register accordingly.	Clerk
263-23/24	To review and agree continuation of Financial Regulations.	Financial Regulations are published on the SLPC website. It was RESOLVED to agree these for 2024/25.	
264-23/24	To review and agree the continuation of Standing Orders.	Standing Orders are published on the SLPC website. It was RESOLVED to agree these for 2024/25.	
265-23/24	To review and agree Freedom of Information Policy and Data Protection.	Both policies are published on the website. It was RESOLVED to agree these for 2024/25.	

266-23/24	To agree the the CiL Parish Annual Report for 1 st April 2023 to 31 st March 2024..	This had been circulated. It was agreed to add purchase of new rubbish bin at a cost of £374.99. It was RESOLVED to agree the amended CiL. Clerk to submit to RCC by 1 st June.	Clerk																											
267-23/24	To agree Parish Council Meeting dates for 2024/25.	It was RESOLVED to hold Council meetings bi-monthly on the first Thursday of the month. Dates for 2024/25 (until next Annual PC meeting) are: 4/7/24; 5/9/24; 7/11/24; 2/1/25; 6/3/25; and 1/5/25. Agreed Annual Parish (Village) meeting to be held on 22/5/25. Clerk to book Village Hall for meetings	Clerk																											
268-23/24	To agree Councillor “Representatives” and their areas of responsibility.	<table><tr><td colspan="3">Following discussion, it was RESOLVED to appoint as follows:-</td></tr><tr><td>Area</td><td>Representative</td><td>Reserve</td></tr><tr><td>Highways</td><td>TC</td><td>SH</td></tr><tr><td>Allotments and Cemeteries</td><td>JP</td><td>JB</td></tr><tr><td>Pond Close</td><td>SH</td><td>JB</td></tr><tr><td>Footpaths and Verges</td><td>SF</td><td>PE</td></tr><tr><td>Playground and Rec.</td><td>TC</td><td>VB</td></tr><tr><td>Defib</td><td>JP</td><td></td></tr><tr><td>Tree Warden</td><td>VB</td><td></td></tr></table>	Following discussion, it was RESOLVED to appoint as follows:-			Area	Representative	Reserve	Highways	TC	SH	Allotments and Cemeteries	JP	JB	Pond Close	SH	JB	Footpaths and Verges	SF	PE	Playground and Rec.	TC	VB	Defib	JP		Tree Warden	VB		
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269-23/24	To receive Parish Councillor Reports.	These had been circulated before the meeting. Points raised for discussion included: <i>Highways</i> - JB reported resident’s request for provision of new streetlight in cul-de-sac near Highfields cottage. It was felt this was not in the remit of the PC, particularly as RCC own and are responsible for street lighting. Clerk to clarify with RCC and respond to resident. <i>Cemetery</i> - JP reported that a database of all cemetery records, including mapping of the cemetery, will be implemented. JB agreed to assist in this task.	Clerk JP/JB																											

		<i>Defibrillator</i>- JP reported delay in implementing agreed VETS system. Agreed for a leaflet drop to residents, giving update. <i>Verges/open spaces</i>- resident's complaints received about standard of grass cutting, particularly on Parish Field and Village Green. JB reported SLPC contract allowed only 6 x monthly cuts. It was RESOLVED to increase these by another 6 cuts this season. Also agreed for VB and JP to meet contractor onsite, to resolve future grass cutting standards asap. <i>Trees</i>-It was RESOLVED that RCC complete their 3 Year Tree Survey on SLPC trees. RCC quote agreed at £830.28 (ex VAT) <i>Pond Close</i>-PE confirmed scheduled workday on Thursday, 16th May. JP reported 8 to 9 resident volunteers. Meeting then agreed individual action to facilitate the day.	JP Clerk VB JP Clerk PE/JP
270-23/24	Close of Business	The meeting closed at 8.20pm	