

Wing Parish Council

159

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 31 JANUARY 2018, WING VILLAGE HALL.

REF. NO.	MINUTE ITEM	ACTION
107/17	<p><u>Attendance Register</u></p> <p>Cllrs Spooner, Seviour, Clark, Newsome, Daw, Dejardin, Curley + Parish Clerk</p> <p>[NB It was agreed that in future Cllr Curley would be recorded by that name, and not as 'Worrall'.]</p> <p>Plus 3 members of the public and RCC Councillor Baines</p>	
108/17	<p><u>Apologies</u></p> <p>None.</p>	
109/17	<p><u>Declarations of Interests</u></p> <p>None.</p>	
110/17	<p><u>Minutes of the Parish Council Meeting 29th November 2017</u></p> <p>Minutes of that meeting were approved as a true record.</p>	
111/17	<p><u>Clerk and Councillors reports</u></p>	
111/17.1	<p>(Re minute 98/17.1)</p> <p>The Clerk confirmed that advice and information obtained from LRALC confirmed that VAT claims should only be made on expenditure incurred through the usual agenda-ed items as agreed at a PC meeting, and in line with usual PC procedures.</p> <p>Expenditure that would also be for the benefit of associated bodies - such as the Village Hall - could be permissible if it has been discussed with the PC in advance and placed on an agenda for a PC meeting in due course.</p>	
111/17.2	<p>(Re minute 95/17.5 : 85/17)</p> <p>The requested application (@£500) to the Transparency Fund had been lodged to cover costs to set up a stand-alone PC website - news would come from LRALC in due course. It was agreed that members wished to establish the website ASAP.</p>	MF
111/17.3	<p>(Re minute 106/17)</p> <p>MF provided details on the costs of the Code of Conduct training from LRALC. It was agreed to confirm that this training could be held in the Village Hall on 28 March 2018, at 18.30 prior to the next meeting of the PC.</p>	MF

Wing Parish Council

160

111/17.4	(Re minute 95/17.4 : 84/17.5) MF confirmed that work was under way to return the required details to Autela Payroll Services for them to commence the formal duties to calculate pay, NI & Tax deductions.	MF
111/17.5	(Re minute 95/17.8 : 80/17.5) MF had been in contact with RCC on the outstanding matter of the bins being left on the roadside outside 10 Top Street. The RCC officer noted that it agreed a further 6 months (from Nov. 2017) to complete all outstanding issues. Members repeated their frustration at the delays in this matter.	
111/17.6	(Re minute 95/17.1 : 80/17.6 : 61/17) Details on the cost and appearance of a replacement bin by the bus stop at Morcott Road were circulated at the meeting. It was agreed to proceed with this work at a cost of £108.00 to the PC.	MF
111/17.7	(Re minute 84/17.1) It was noted that the materials had been acquired for painting the phone box, but that it had been postponed until the weather proves to be more suitable. An invoice will come to the PC in due course for the cost of the materials. Cllrs N / DS agreed to continue with liaison here, and to check on potential impact on the Defibrillator in the box.	Cllrs N DS
111/17.8	(Re minute 95/17.7 : 87/17.4) MF provided details of three firms drawn from the Arboricultural Association's website to ask for quotes on a 3-5 year survey to be undertaken on tress under the responsibility of the PC. It was confirmed that a short specification for this work would focus on safety and maintenance on trees around the main playing field, the village hall, and the allotments. Cllr D agreed to assist with this matter, if required.	MF / Cllr D
111/17.9	(Re minute 105/17.2) No response had yet been received on the query raised with RCC Planning on the size of signs by the Morcott Rd water treatment site. MF was asked to chase this matter up.	MF
111/17.10	MF noted that several parishioners had expressed concern over a lack of grit in the street bins, for use during times of ice and snow. He had contacted RCC and been informed that the village had received all the refills already permitted under the existing contract. Members agreed to finance the additional refill of the two bins at Reeve Street and Top Street/Middle Street at a combined cost of £106.00 to the PC.	MF

Wing Parish Council

161

112/17	<u>Democratic ten minutes</u>	
112/17.1	Members of the public asked for clarity of the relationship of the Parish Council and the Charitable Trust that operates the Village Hall. Summary details of the public meeting held on 17 th January 2018 were provided, as was clarity of the background to proposals to amend the extend the Trust Deed to resource charitable causes outside of maintenance to the Village Hall.	
112/17.2	Concern was also expressed on the current state of the village roads, verges & pavements, not least if future brought new housing and larger volumes of pedestrians and traffic.	
113/17	<u>Statement of Accounts</u>	
113/17.1	A summary statement of the bank accounts to 31 December 2017 had been distributed within Clerk's report. All accounts were reconciled to the bank balances to 31 Dec.	
114/17	<u>Confirmation of 2018-19 Parish Precept</u>	
114/17.1	Preliminary information had been provided at the November meeting on the use of 2017-18 funds to date, and the implication for what funds are required during 2018-19. It was agreed that clarification be sought on the final implications of the changes to street lighting expenditure and grounds maintenance, and then to submit a precept request that constrains the 2018-19 submission to a less than 5% increase of the 2017-18 submission (which was £6325) POSTSCRIPT : Precept submitted for 2018/19 is <u>£6518</u>.	MF
115/17	<u>Data Protection Act</u>	
115/17.1	It was agreed that the Clerk produce a short Briefing Note for the next meeting that summarises the changes due to commence in May 2018, and to include reference to a stand-alone parish website, and to payroll requirements.	MF
115/17.2	It was also recommended that MF liaise with Wendy Dalton (on the N P Group) for points on this matter.	MF
116/17	<u>Inspection report on play equipment</u>	
116/17.1	The 2017 Play Inspection report was reviewed, and it was noted that some 'trip hazards' require remediation (level 1 hazard).	
116/17.2	It was agreed to liaise with the grass maintenance contractor and see if the grass-cutting regime can be amended to ensure the hard edges of the play areas are kept flush to grass level.	MF

Wing Parish Council

162

117/17	<u>Payments & Invoices</u>	MF to action all
	It was agreed to pay the following costs:	
117/17.1	RCC – costs for ‘Uncontested Election : £90.00	
117/17.2	Mark Dyas – banner for N P weekend event : £57.54 (It was noted that this sum will be subtracted from the £500 allocated by the PC for initial expenses on the Neighbourhood Plan – MF to arrange the receipt of suitable invoices).	
117/17.3	LRALC – training on 28 March : @ £70-75 + 40p/mile	
117/17.4	Play Inspection Company (invoice 28059) : £78.00	
117/17.5	Wages for Parish Clerk (Qtr 3 & 4 2017/18, from 12/07/17, pro rata £1600 p.a. <i>tbc confirmed with Payroll Services</i>)	
117/17.6	RCC - fill of Grit Bins £53.00 x 2 (£106.00)	
117/17.7	RCC - new refuse bin at Morcott Road bus stop (£108 00)	
118/17	<u>Matters relating to the village environment</u>	
118/17.1	(Re 101/17.1) MF was noted that he is the process of seeking local builders that he can ask for a quote to fix the roof on the Top St stone-built bus shelter, but plans a site visit next week to check on the extent and suitability of the works required.	MF
119/17	<u>Deed of Variation to Scheme governing the Charity / Public Meeting 17 January 2018</u>	
119/17.1	A summary was provided of the background to the proposed change in the Deed of Variation to the charitable objects, and the previous formal legal opinions provided on the matter.	
119/17.2	A summary report from DS was noted that recorded the events of the Public Meeting held on 17 January 2018.	
119/17.3	It was noted that the Trustees were holding an additional meeting on 31 January 2018 to accept the 20176-17 accounts and return these to the Charity Commission , and to consider the next actions regarding the proposed Deed of Variation.	All
119/17.4	Lastly it was noted that the Clerk was instructed to clarify the formal membership of the Trustees body with the Commission.	MF

Wing Parish Council

163

120/17	<u>Update on Wing Neighbourhood Plan</u>	
120/17.1	It was noted that an Open Event is due to be held at the Village Hall over the week-end of 24/25 February. Leaflets and a banner have been produced, and an initial 'work programme' set for each of the N P 'Theme' groups....	
120/17.2	The expenditure for the banner is noted under 'Payments & Invoices' above.	
121/17	<u>Planning applications and decisions</u>	
121/17.1	Applications <u>received</u> by Rutland County Council: Wing Lodge – removal of damson tree (as submitted by PC Chair). 14 Church Street – various alterations and building works (an Objection had already been lodged against the application). Wing Hall – it was noted that the recent applications had been withdrawn, and the applicants intend to undertake further local discussions on future proposals.	
121/17.2	Applications <u>approved</u> by Rutland County Council: 5 Glaston Rd - erection of two new bungalows; Sundial House, 20 Church Street – insert internal upstairs door. <u>Other planning issues:</u>	
121'17.3	Concern was raised on the nature of works commenced at 12 Middle St. No planning or Building Regulations application appeared to have been lodged for this address, yet some substantial changes to the property seemed to be already under way. The Clerk was asked to send an immediate formal contact to RCC Planning in order to raise concern over any enforcement issue.	
121/17.4	<u>Process to submit PC responses to RCC:</u> It was confirmed that the Clerk liaise with DS to draft Councillor views as appropriate to submitted applications. The red envelopes will circulate applications between councillors. Any pending holiday absence to be shared with all. It was agreed that details of planning applications relating to properties of PC Councillors need to have them identified.	MF

Wing Parish Council

164

122/17	<u>Correspondence</u> Details on key correspondence received were discussed under Clerk's Report. These included:	
122/17.1	<ul style="list-style-type: none"> • A copy of the note circulated to allotment holders on the plot charges for the 2018/19 year. 	
122/17.2	<ul style="list-style-type: none"> • A letter from the Boundary Commission had been received regarding public consultation on the proposed amendments to Rutland County Council ward boundaries. Wing parish will be in 'Martinsthorpe' Ward. Cllr Baines provided further details on some of the background to the proposed changes. It was agreed to circulated further details on these proposals and that councillors liaise with the Chair on what response the PC might wish to make. All comments must be returned to the Commission by 19 Feb 2018. 	MF/BS
123/17	<u>Business for the next meeting</u> <ul style="list-style-type: none"> - Councillor Conduct / Code of Behaviour LRALC (18.30) - A Briefing Paper for Data Regulation changes, May 2018 - Review of Parish Clerk's Probation Period - Clarity of procedure to set PC agendas 	All MF BS / MF BS / MF
	Date of next meeting – 7.30 pm, 28th March 2018	

Signed:

Chair of the Council

Date: