

Wing Parish Council

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 28 MARCH 2018, IN WING VILLAGE HALL

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REF. NO.	MINUTE ITEM	ACTION
124/17	<u>Attendance Register</u> Cllrs Spooner, Clark, Daw, Dejardin, Curley, Parish Clerk, plus 3 members of the public.	
125/17	<u>Apologies</u> Cllr Seviour, Newsome	
126/17	<u>Declarations of Interests</u> 126.17.1 Cllr Daw declared a pecuniary interest in one item for payment. 126.17.2 Cllrs Curley, Dejardin & Spooner declared interest in the planning application for Wing Hall	
127/17	<u>Minutes of the Parish Council Meeting 31st January 2018</u> Minutes of the meeting on 31 st January 2018 were approved as a true record.	MF to record page numbers
128/17	<u>Clerk and Councillors reports</u> 128.17.1 MF noted the following from enquiries / requests lodged with RCC: - Cleaning of the Maze had been finally undertaken by members of the village, and the Clerk should inform RCC of this. - No response had been received from RCC Planning on the large signs placed outside the water treatment site : it was suggested that this could be raised with RCC Cllr Baines. - The Clerk was asked to confirm with RCC if refills to the grit bins had been carried out in March and to request further refills to the bins at Reeves Lane and Top Street / Church Street. - The Charity Commission had been contacted to request clarity on the position of the individually-named Charitable Trustees, but no response had yet been received. MF to chase up.	MF MF MF MF

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128.17.2	<p>The grant application to the Transparency Fund for funds to establish a stand-alone PC website had been awarded £450.</p> <p>It was agreed to accept the previous submitted quote of £500 + VAT (£600 in total) from – ‘2Commune’, based in Leicestershire.</p> <p>It was also agreed that the domain name of the proposed website should be ‘www.wingrutlandparishcouncil.gov.uk’ – the website operator will be informed accordingly and issue the additional invoice.</p>	MF
128.17.3	<p>A short discussion was had on amending the procedure to set future agendas for PC meetings. It was agreed that a first draft agenda will be issued to all Councillors at least 12 days before each meeting. Any suggested additions or amendments to that draft agenda need to be returned to the Chair and the Clerk as quickly as possible to enable a final agenda to be agreed and issued by the Clerk / Chair by 7 days prior to each meeting, along with any associated or required reports.</p>	All
128.17.4	<p>It was noted that the Chair and the Clerk had met to review the Parish Clerk’s Probation Period. All performance had been in line with the contract of employment.</p> <p>Councillors agreed to confirm the contractual employment of the Clerk on a permanent basis.</p>	Chair
129/17	<u>Democratic ten minutes: an opportunity for members of the public to speak</u>	
129.17.1	<p>It was noted the PC minutes and agenda did not appear on the village website. Notices and details had been placed on the PC and village notice boards, as it had been understood that the website co-ordinator was abroad for some extended time.</p>	
129.17.2	<p>Concern was raised over the potholes by the junction of Church Street and the Jetty. It was agreed to bring these to the attention of RCC Highways.</p>	MF
129.17.3	<p>Notice was drawn to the use of the roadside grit-bins for domestic purposes. It was agreed to place a reminder in the village magazine that the grit is solely for roads, and not for private use.</p>	MF

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130/17	<u>Briefing on Data Protection Act 2018</u>	
130.17.1	Background information and Briefing details had been circulated prior to the meeting, along with an example of a Data Policy recently adopted by a local parish council.	
130.17.2	It was agreed to bring in further information to clarify Councillors' understanding of the new requirements to come into force on 25 May 2018. To this end an additional PC meeting would be arranged if Wendy Dalton can come and explain ideas for new data handling and FOI 'procedures'.	MF / All
130.17.3	The Clerk was also tasked with undertaking a 'Risk Assessment' and a Handling Plan for information stored in the PC's cabinets, computer and on the web. Information from LRALC will be checked for advice from any similar 'plans'.	MF
131/17	<u>Statement of Accounts</u>	
131/17.1	An indicative summary of income and expenditure levels for 2017/18 was circulated prior to the meeting, along with a summary of the proposed 2018/19 budget. The 2017/18 details will be formalized within the full accounts to be considered for audit. Councillors noted these figures.	
132/17	<u>Appointment of Auditors to Wing PC 2017/18 accounts</u>	
132.17.1	MF had attended a workshop hosted by the new External Audit to parish councils across Rutland and Leicestershire – notes will be distributed to all councillors. It was noted that the modest level of Wing PC's accounts will entail an appropriate level of response in the external audit. Details of all income and expenditure will be sent to the auditors.	MF
132.17.2	A brief discussion was had on who to appoint as the 'internal auditor'. Information was supplied on indicative costs to current services used by PC's in the area, and of the new service being commenced by LRALC, which MF had already contacted. It was agreed to make an application to use the Internal Audit service from LRALC.	MF

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133/17	<p><u>Invoices / payments to be agreed</u></p> <p>It was agreed to pay the following invoices:</p> <ul style="list-style-type: none"> - Neighbourhood Plan expenses (£60 – Jane Daw) - Grass cutting Contract (£1495.78 – Spendlove Contracting) - Wages, Parish Clerk (£1128.27 in total to end-March) - Community Street Lighting Recharge (£343.24 – RCC) - FOI Training, January (£35.00 - LRALC training) 	MF
134/17	<p>Matters relating to the Village Environment</p> <p>134.17.1 A discussion was had regarding an accident at the Bus Shelter in Top Street. It was noted that a change in levels from the pavement to the shelter had resulted in a downward slope outside the shelter and more than one incident was noted of people tripping here.</p> <p>It was agreed to contact RCC Highways immediately and to request a meeting on-site as soon as possible to consider ideas for appropriate remedial action. Cllrs Dejardin / Spooner expressed an availability to attend.</p> <p>It was also noted that an insurance claim may be made against RCC, so Councillors agreed to inform the PC's insurers of the circumstances.</p> <p>134.17.2 Confirmation was made on the PC's sites to incorporate in the desired Tree Maintenance Survey – Glaston Road playing fields; around the village hall; and the allotments by Top Street / Reeves Lane</p> <p>Cllrs. Asked to be sent details of the tender and the three contractors to whom it is to be issued.</p> <p>134.17.3 It was agreed to accept the submitted quotation (£220 + VAT for work to clear bus shelter roof of ivy and tree growth.</p>	<p>MF</p> <p>Cll D / S.</p> <p>MF</p> <p>MF</p> <p>MF</p>
135/17	<p><u>Neighbourhood Plan update</u></p> <p>135.17.1 It was noted that the recent 'Open Weekend' event had drawn in over 80 villagers + others, and had been very well received. A draft questionnaire is being prepared for circulation to the village community towards the end of May</p> <p>135.17.2 The sub-groups are continuing their individual work and data-gathering. Some more emphasis is to be given to contacting local businesses, and this will include an approach to Anglian Water.</p> <p>135.17.2 It was noted that an offer had been received from the records office to</p>	

Draft minutes to be confirmed at Parish Council meeting, Wednesday 23rd May 2018

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	release archeological information from past research if desired.	
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136/17	<u>Planning Applications</u>	
136/17.1	<p><u>Internal process</u> to circulate and return comments on applications:</p> <p>A draft of a proposed procedure had been circulated to all Councillors. It was agreed to ask RCC to inform the PC of planning applications by e-mail, and that all particulars will then be distributed to Councillors electronically or via the post.</p> <p>The ‘comments’ sheet will be used to circulate views concerning applications between PC members and then Cllr Seviour and the Clerk will compile and circulate a proposed response, prior to this being returned to RCC within the stated deadlines.</p> <p>A record of such applications received, and the comments returned to RCC, will be commenced on the new PC website.</p>	All
136/17.2	<p><u>Wing Hall</u> - extension of kitchen space and storage:</p> <p>It was noted that discussion on this matter was limited at the meeting due to the number of Councillors that had needed to declare an interest in the application</p> <p>It was agreed to ask RCC for a two-week extension to the deadline for comments, and to use the PC’s new procedure (see 13. 17.1) to engage all members of the PC in consideration of the application.</p>	MF All
136.17.3	The Clerk was asked to contact RCC to check on the progress of applications lodged for 14 Church Street, and for 4 The Jetty	MF
136.17.4	The Clerk was asked to contact RCC to ask if any formal action had been taken on potential unauthorized works in Middle Street	MF
136.17.5	It was noted that RCC had approved the applications for listing and improvement at Cedar House.	
137/17	<u>Correspondence</u>	
137.17.1	Information had been received from Rutland County Council regarding some personal injury sustained in an accident in Top Street (see 134/17 above).	
137.17.2	Notice had been received from RCC of a temporary ‘Closure’ of the Preston Road later in April 2018.	

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138/17	<u>Next business</u>	
138.17.1	It was noted that regular information is not being currently received on the minutes of the Village Hall Committee. It was agreed to contact the Committee make this a 'standing item' and to request copies of the minutes are received and circulated.	MF
	<u>Next meetings</u> May meetings will be on 23 May 2018, to include the Annual Parish Meeting and the Annual Meeting of the Parish Council. List of proposed PC meetings 2018/19 to be circulated.	

Signed:

Chair of the Council

Date: