

**Minutes of Langham Parish Council Meeting
Held on Tuesday 28th November 2017
At Langham Village Hall**

Attendance	<p>Cllr. B Palmer – Chairman Cllr. Duncan Cllr. Higgins Cllr. Hosmer Cllr. Manning Cllr. Ovington Cllr. G Palmer Cllr. Wright C.Cllr. Hemsley Helen Duckering – clerk</p> <p>1 member of the public</p>	
Apologies	None	
Item	The meeting opened at 7.30pm	Actions
1	<p>Parishioners' representations</p> <p>None</p>	
2	<p>Declarations of Interest and Dispensations</p> <p>Cllr. Higgins declared an interest in 21 Ruddle Way, the subject of a planning application.</p>	
3	<p>Minutes of the Extraordinary meeting held on 13th November 2017</p> <p>The minutes were approved with the insertion 'led by Cllr. Ovington', to paragraph 1.</p> <p>Minutes of the last meeting held on 26th September 2017</p> <p>The minutes were approved and signed by the Chairman.</p>	
4	<p>Matters arising</p> <p>Actions from the last meeting;</p> <ul style="list-style-type: none"> • Streetlight on Ranksborough Drive – this matter currently with RCC. C.Cllr. Hemsley to contact RCC and advise Parish Council. • Street light on Church Street – repair complete. • Streetlights in churchyard – matter being dealt with by PCC 	OH

	<ul style="list-style-type: none"> • Repair to Mickley Lane gate to be arranged. Cllr. Hosmer to liaise with Cllr. Ovington. • Vegetation around Langham – the majority of households contacted have completed required work. RCC will be asked to contact the households who have not responded to request action. • Parish vegetation – the current contractor is unable to assist with the additional work identified or the proposed works to Munday's Close. The Chairman and Clerk will draft a document specifying current work requirements; consult with Cllrs. Manning and Hosmer and finalise with C.Cllr.Hemsley, in order to obtain quotes from new contractors. It was agreed to advise the current contractor of this. • Rutland County Council confirm that they have completed all work identified as their responsibility. The paths at the Burley Road/Melton Road intersection will be cleared before Christmas. • Pigeon spikes – Cllr. Duncan to arrange fitting. • All other actions complete. 	<p>RH</p> <p>HD</p> <p>BP, TM, RJ, OH</p> <p>HD</p> <p>PD</p>
5	<p>Clerks report & correspondence</p> <ul style="list-style-type: none"> • Changes to data protection legislation in May 2018 will require the adoption of a new Data Protection policy. The Clerk is able to continue to act as Data Protection Officer. Clerk confirmed that Langham Parish Council is now registered with the ICO. • Letter of thanks received from Langham Baptist Church, for grant received. • Letter requesting memorial for Munday's Close – see item 10 below. • Letter received from Whissendine ward member asking that vegetation obstructing the view of traffic at the Melton Road/Whissendine junction be cut back. This will be added to contractor quote request. 	
6	<p>Co-opting a new Parish Councillor</p>	

	<p>It was agreed that a request to receive applications for co-option to the Parish Council will be placed in the next Langham News. Applications will be requested to be received by the end of February.</p>	BP
7	<p>Traffic Group</p> <p>Cllr. Ovington confirmed that the proposal, as agreed at the extraordinary meeting of 13th November, has been received and acknowledged by RCC. The application will now be processed for the shortlist, which will be considered by RCC in spring 2018.</p>	
8	<p>Number of Parish Council meetings</p> <p>It was proposed that the number of Parish Council meetings be increased from 6 to 10 annually; monthly with the exception of August and December, and that the clerk's hours be increased to 12. To be reviewed after 12 months.</p> <p>Proposed Cllr. Ovington Seconded Cllr G Palmer 5 in favour 2 against Proposal agreed. Schedule of meeting dates for 2018 attached Appendix 1</p>	
9	<p>Memorial to Cllr. George Kirk</p> <p>It was agreed that this matter would be reconsidered at a later date.</p>	
10	<p>Request to erect a memorial at Munday's Close</p> <p>The request from a family to erect a suitable memorial to a family member was discussed. It was agreed that it would be appropriate to discuss further with the Munday's Close Working Group to ascertain if a suitable project could be proposed. Clerk to advise family and contact MCWG.</p>	HD
11	<p>MCWG application to Tesco Local Community Funding</p> <p>It was agreed that the Parish Council fully supports the making of an application to Tesco Local Community Funding by the MCWG.</p> <p>Proposed Cllr. Higgins Seconded Cllr. Palmer All in favour</p>	
12	<p>Munday's Close Working Group report</p> <p>The work completed and progress made to date by the group was commended and congratulated. It was agreed that the Parish Council supports the plans, although has reservations on the provision of some items. The Clerk will provide feedback to the group.</p>	HD

<p>13</p>	<p>It was proposed that the Parish Council formally support the name 'Pocket Park'.</p> <p>Proposed Cllr. Ovington Seconded Cllr. G Palmer 6 in favour 1 against</p> <p>Extension to the burial ground</p> <p>Cllr. Hosmer outlined the potential courses of action for the burial ground. It was proposed that a formal proposal be made at the next meeting to agree whether a burial ground should be provided once the current ground is full.</p> <p>Proposed Cllr. Ovington Seconded Cllr. Manning All in favour</p>	
<p>14</p>	<p>D85 bridleway</p> <p>It was agreed that, in view of the Planning Inspectorate approving the re-opening of the D85 bridleway, a meeting with RCC be requested to</p> <ul style="list-style-type: none"> • Clarify the route • Request that a full risk assessment be completed to identify any potential risks to people or property • Proposals to mitigate any identified risks be made <p>Proposed Cllr. B Palmer Seconded Cllr. Ovington All in favour</p>	<p>BP</p>
<p>15</p>	<p>Finance</p> <p>Current position The clerk circulated the current financial summary, Appendix 2,3 & 4 attached, and these were approved.</p> <p>Proposed Cllr Manning Seconded Cllr Wright All in favour</p> <p>Account for payment None</p> <p>Appointment of an Internal Auditor for 2017/18 accounts It was agreed that Fiona Tylecote would be appointed as internal auditor.</p> <p>Proposed Cllr. G Palmer Seconded Cllr. Ovington All in favour</p>	

	<p>Precept request for 2018/19 It was agreed that the precept request would remain at £22,000. Appendix 5 attached. Proposed Cllr. Duncan Seconded Cllr Higgins All in favour</p>	
16	<p>Planning</p> <ul style="list-style-type: none"> • Planning updates since the last meeting were circulated. Appendix 6 attached. • RCC CIL process – It was agreed that enquiries should be made to RCC as to whether any monies are owed to Langham Parish Council for the period 2010 -2016 in respect of monies collected during this time. C. Cllr. Hemsley will advise if this enquiry should be made before a letter is drafted. 	OH
17	<p>Playing field inspection</p> <p>December – Cllr. Duncan January – Cllr. Manning</p>	
18	<p>AOB</p> <ul style="list-style-type: none"> • The minutes of the last Village Hall committee meeting were noted and commended. Thanks and congratulations were expressed for the progress and achievements of the committee to date and the success of the street market. 	
19	<p>Date and time of the next meeting</p> <p>30th January 2018 7.30pm</p>	
20	<p>Meeting closed at 9.00pm</p>	

Summary of Action Points			
No.	Description of Action	Responsible	Due Date
1	C.Cllr. Hemsley to liaise with RCC to seek resolution of outstanding street lighting issue	OH	ASAP
2	Repair to Mickley Lane gate to arranged.	RH/PO	ASAP
3	Clerk to advise RCC of households requiring contact following failure to take requested action on vegetation.	HD	ASAP
4	Schedule of work for contract with ground contractor to be prepared for obtaining quotations.	BP, TM, RH, OH	ASAP
5	Clerk to advise current contractor of intention to seek alternative quotations from contractors.	HD	ASAP
6	Pigeon deterrent spikes to be erected.	PD	ASAP
7	Chairman to place notice in Langham News inviting applications for co-option to Parish Council.	BP	ASAP
8	Clerk to contact MCWG and family regarding proposal to support a memorial at Munday's Close. Clerk to advise MCWG of approval of proposals.	HD	ASAP
9	Meeting with RCC to be requested to discuss D85 bridleway	BP	ASAP
10	C.Cllr. Hemsley to make enquiries and advise regarding Section 106/CIL monies.	OH	ASAP

Langham Parish Council

Meeting Dates 2018

January 30th

February 27th

March 27th

April 24th

May 22nd

June 26th

July 24th

September 25th

October 30th

November 27th

Annual Parish Meeting

Thursday 10th May

Unapproved

Balance as per Bank Statement 15th October 2017			£38,481.39
18-Sep	H Duckering - clerks salary & expenses	IB18/17	582.92
18-Sep	HMRC	IB19/17	4.80
19-Sep	BIFFA	IB17/17	468.00
29-Sep	Came & Co	IB20/17	1086.14
04-Oct	Mow & Sow	IB21/17	880.00
09-Oct	BIFFA	IB23/17	234.00
09-Oct	A J Wright	IB22/17	17.00
27-Sep	RAF Benevolent Fund	100166	50
27-Sep	Langham Baptist Church	100165	500.00
			<u>50.00</u> <u>3772.86</u>
Receipts			
19-Sep- 17	Duerden - bequest		200.00
04-Oct- 17	Plot reservation - Martyn		100.00
			<u>300.00</u>
Balance as per account			£38,481.39
Less un-presented cheques			£50.00
Balance as per calc.			<u><u>£38,431.39</u></u>

Balance as per Bank Statement 15th November 2017			£38,197.64	
		Cheque Number	Un-presented	Presented
Expenditure				
27/09/17	RAF Benevolent Fund	100166	£50.00	
16/10/17	H Duckering - clerks salary & expenses	IB24/17		938.50
16-Oct	HMRC	IB25/17		2.40
18-Oct	LRALC	IB26/17	£35.00	
30-Oct	H Duckering - pigeon spikes	IB27/17		18.85
06-Nov	Mow & Sow	IB28/17		460.00
			<u>85.00</u>	<u>1419.75</u>
Receipts				
23-Oct-17	plot reservation - Wright			560.00
24-Oct-17	plot reservation - Smith			576.00
				<u>1136.00</u>
Balance as per account			£38,197.64	
plus un-presented credits				
Less un-presented cheques			£85.00	
Balance as per calc.			<u>£38,112.64</u>	

Langham Parish Council
 Finances April 2017- March 2018
 The financial year is divided into six two-month periods.

		CURRENT PERIOD: 3	
		2017-18	Year to date:
INCOME			
	Precept:	22,000.00	22,000.00
	Grass Cutting:	2,000.00	1,358.00
	Street Lights:	2,400.00	1,853.38
	Burial Ground:	1,000.00	3,250.00
	Sundries:	600.00	200.00
	Interest:		
	VAT:		2,082.57
	TOTAL:	28,000.00	30,743.95
EXPENSES:			
	Clerk's Salary:	6,000.00	3,532.57
	Clerk's Expenses:	500.00	427.80
	Street Lights - electricity:	1,600.00	482.13
	Street Lights - capital:	2,000.00	
	Grounds & Open Space:	6,500.00	4,775.00
	Insurance:	1,050.00	1,086.14
	Cllr expenses:	300.00	70.00
	Grants:	1,750.00	517.00
	Audit:	300.00	200.00
	Subscriptions:	500.00	332.36
	Hall rental:	200.00	
	Chairmans Fund:	100.00	100.00
	Contingency:	500.00	
	Waste Collection:	900.00	585.00
	Village Hall:	1,500.00	
	Neighbourhood Plan Expenses	300.00	
	Burial ground:	1,100.00	834.73
	VAT:		253.43
	Playarea		18.85
	TOTAL:	25,100.00	13,215.01
OVERALL SURPLUS/DEFICIT:		2,900.00	17,528.94
	Current a/c: at 1 Apr 2017:	20,583.70	
	Adjustments:		
	2017/18 opening balance:	20,583.70	20,583.70
	Income to date:	30,743.95	
	Expenditure to date:	13,215.01	
	Surplus/deficit to date:		17,528.94
	Bank balance at period end:		<u>38,112.64</u>

2017/18 Budget	Forecast to year			2018/19 estimates
		end 2017/18		
Clerk's salary	6000	6500	7000	2% increase plus 4 additional meetings
Clerk's expenses	500	530	600	
S/lighting - running costs	1600	1065	700	contribution to RCC
S/lighting - capital	2000	500	200	
Grounds and open spaces	6500	7000	7500	Additional tree and brook works
Insurance	1050	1090	1100	
Cllr. Expenses	300	70	300	
Projects	1750	1117	2000	
Audit	300	200	300	Internal auditor £50
Subscriptions	500	400	500	
Hall rental	200	200	350	11 meetings pa
Chairman's fund	100	100	100	
Contingency	500	0	500	
Waste collection	900	780	850	
Village Hall	1500	1500		
N Plan	300	0	0	
Burial ground	1100	500	1000	
Church clock		700	0	
Play area			1000	
Total	£25,100	£22,252	£24,000	Total forecast expenditure
Income				
Precept	22000	22000	22000	Proposed precept request for 2018/19
Grass cutting	2000	1358	1350	
S/lighting	2400	1853	0	
Burial ground	1000	3500	1000	
Sundries	600	300	150	
Total	£28,000	£29,011	£24,050	

2017/0824/FUL 15 Manor Lane New 5-bed dwelling to rear of existing property. The pre-application advice given to the applicant is informative. A conifer hedge has been planted, presumably by the applicant, along the boundary between the above site and the footpath. Much of this is dead or dying, although there is evidence of some native species struggling to grow through. It is recommended that this hedge be replaced with a hedge of native species. This may not give instant security but as long as quick growing hawthorn is included there will soon be a tough barrier, which will be difficult to penetrate. A post and rail fence would be preferable to a close-boarded fence, which would have a detrimental effect on the Conservation Area. The planning officer in pre-application advice has also emphasized this. (LNP D5). The applicant states that the drive to the proposed new house is 3.7 metres wide to conform to the standards required by the Highways Authority. However, when examining the drawing of the drive on the site plan with the aid of a scale ruler, the drive does not always reach this width. At one point it measures less than 3 metres wide. This is using the red outline of the site to the west of the plot. If the drive is to be 3.7 metres wide, it would mean extending beyond the site outlined and it is doubtful if there would be enough room for a hedge. The ownership of this land beyond the red outline is not clear, as it is possible that it may be part of the public right of way. The verges alongside this path have been identified as being important to the village. (LNP D5). The proposed house is acceptable in principle. The design is unremarkable but it could certainly be improved by the addition of a chimney, which would add interest and reflect the features of many village houses. (LNP D3d, D3a). Windows should preferably be constructed of wood, which is a sustainable material with excellent thermal properties. (LNP D3e). It would be preferable if the proposed house were smaller in order to provide suitable separation from the adjacent property and to ensure adequate amenity land. (LNP D3a). However, it is accepted that the limited amount of land surrounding the house is a matter for the occupier. The nature of the proposed dwelling, a 5 bedroomed house, indicates a large family home, which may lead to several vehicles being owned by members of the household. This may cause a lot of traffic movement on the access road, which is apparently not very wide in places. Again, this may encroach on the footpath running alongside and cause damage. It is not possible to approve this application without more information regarding the proposed driveway and how it is possible to achieve the required width and plant a hedge without encroaching upon the area shown to be public right of way. There are some other concerns, outlined above, which would also need to be addressed before granting planning permission. **Recommend**

Refusal

2017/1021/FUL

17 Fairfield Close

Side two-storey extension to dwelling.

17 Fairfield Close is a detached, 3-bedroom house built in the 1960s. Some identical houses in both Fairfield Close and Well Street have been extended in a similar way to the above application. No pre-application advice has been sought. This application could create a more modern family home with only a small increment in footprint. The proposal is to extend to the side and above the existing garage area. Although there is a door typical of a garage, this area is depicted as storage. It may be that the original garage is too small for a modern car as cars have increased in size since the 1960s but the loss of a garage area is not a problem as there is adequate parking provision to the front of the property. There will be acceptable separation between the above property and the adjacent dwelling and the extension will have a similar appearance to the original house. The roof tiles and walls are to match existing but materials for windows and doors are not stated. Consideration should be given to using wood for all joinery. (LNP Policy D3e). Wood is a sustainable material with excellent thermal qualities. **Recommend Approval**

2017/1048/CAT

21 Ruddle Way

T1 and T2 – 2 No. Lime trees – to be dead wooded and epicormic growth removed; reduce lateral spread back off the neighbouring property (23 Ruddle Way) to give clearance of approx. 2-3 metres. It is obvious that the above trees have had considerable work carried out in the past. However, I understand that a neighbour is concerned with the spread of the branches over his property. It is regrettable that further tree works are necessary but it is sometimes difficult to accommodate mature specimens within this high-density development where there is little room for normal spread. **Recommend Approval**

2017/1049/CAT

17 Ruddle Way

T1 - 1 No. Lime tree to be crown raised at rear to approx. 5-6 metres; lower lateral spread to be lightly reduced back of the rear neighbour's conservatory by approx. 1.5metres (back to previous points). T2 - 1 No. Yew tree - lower lateral spread to be lightly reduced by approx. 1.5 metres off the conservatory. Lime – This mature specimen can be viewed over the roof of the above property. It is one of several Limes planted in a straight row many years ago within the grounds of Harewood House which was demolished in order to develop the site for housing The proposed tree works are considerable but it is appreciated that these mature trees are sometimes difficult to accommodate within such a high density development. **Recommend Approval**