

RATCLIFFE ON THE WREAKE PARISH COUNCIL MEETING

Minutes of the meeting held on
Thursday 31st March 2016 at 7.30 PM in the village hall

Present:

Cllr Tom Chaplin, Cllr Pauline Lewis, Cllr Mick Wells and Cllr Emily Le Gros
Cllr James Poland & Cllr David Houseman
The clerk
5 members of the public were present

157/2016 - Resolution to receive apologies for absence

- Cllr Andy Cartright

158/2016 - Resolution to receive declarations of interest on items of the agenda

As agreed Declarations of Interest would be recorded at the start of each meeting. Councillors declaring an interest would still be entitled to take part in discussions unless the item is prejudicial, councillors would not be allowed to vote on the item or add opinion.

- Cllr Chaplin declared an interest in item 150/2015 as the owner of the property
- All Cllrs declared an interest in item 149/2015 as residents of Ratcliffe village.

159/2016 – County Council/Police reports

- Cllr Houseman submitted his report prior to the meeting.
- Cllr Poland reported that the legal challenge against the Core Strategy had been rejected because the supply of homes in the area had been thoroughly examined. There has been an increase in council tax for the first time in 6 years and this was because the Government had removed their grant to each town council.

160/2016 - Public Questions

Members of the public were asked to declare their name when addressing the Chairman if they wished for their name to be minuted in this section of the meeting, if they did not want their name mentioned they need not declare it.

- A member of the public asked whether the Parish Council intended to do anything to celebrate the Queen's 90th birthday. *The Chair commented that the Village Hall Committee are looking at various options and that the Parish Council would certainly look to support an event.*

161/2016 – Resolution to approve and sign minutes of the Annual Parish Council meeting of the 3rd December 2015

The minutes of the meetings were circulated to all councillors prior to the meeting for them to be reviewed. .

Resolved: The minutes were accepted as a true and accurate record of the meeting and signed.

162/2016 - Resolution to approve payment of outstanding accounts

- Current account balance = £1,976.48
- Reserve account balance = £11,872.92

The following cheque was agreed:

0298	• Leicestershire County Council, street lighting	143.07
0299	• Helen Chadwick, clerks salary and expenses including laptop and printer	495.19
0300	• Ratcliffe Village Hall, hall hire	13.00
	Total outgoing cheques:	£651.26

Resolved: Cheques will be processed and posted out at the earliest convenience.

163/2016 – Update on the extension at 10 Church Lane and agree action

The Chair reported that the clerk had received correspondence from Charnwood Borough Council following the complaint about the building works being carried out at 10 Church Lane. CHC have visited the site and have observed that the extension was not being constructed in accordance with the approved plans; not only has the extension been rendered but the design of the roof has been changed and now the owner intends to install a roof lantern instead of three velux roof lights. To try to regularise the development the owner has been advised that they will need to submit a fresh planning application. CHC have also advised that there is no guarantee on the outcome of the application as the Council will need to consider all comments raised. When the application is submitted we will be consulted and at that time any comments that you have should be submitted so that they can be taken into account.

164/2016 – To receive proposal from community group regarding the Boat House and agree actions

It was reported that a group of parishioners had carried out research into the possibility of applying for funds to support the renovation work required to the Boat House. The group confirmed that in order to be able to access any funding they had to be able to provide evidence that permission had been granted to renovate the building and that access to the site was granted.

Councillors agreed that the landowner should be written to asking if access to the site would be allowed for the duration of the renovation work. If the landowner allows permission then the group will need to form a Building Preservation Trust before any further work can be done. If the landowner does not allow permission then it was agreed that the Boat House would be offered back to the landowner as all avenues had been explored and without access funding cannot be applied.

Resolved: The clerk will write to the landowner.

165/2016 - To discuss and agree response in relation to planning application P/16/0490/2 – erection of single storey and 2 storey extensions to the side, erection of a single storey extension to the rear of dwelling and erection of double garage/workshop and repositioning of access in Broome Lane at Ratcliffe Hall, 1 Main Street, Ratcliffe on the Wreake

Cllrs discussed the application and agreed that the biggest impact will be on Broome Lane where there is a 60 mph speed limit, the visibility splays do not fully comply with standard highways regulations. Cllrs agreed that Highways should review the speed limit in this location. Cllr also suggested that the landowner be contacted and invited to attend a future meeting.

Resolved: The clerk will contact the planning department and the landowner.

166/2016 - To acknowledge receipt of planning application P/16/0481/2 – felling of 1 Norwegian Maple, shaping/reduction to branches of 1 oak by 1.5 metres and 50% reduction to hawthorn at Wreake In Cottage, 18-21 Main Street, Ratcliffe on the Wreake

Cllrs discussed the application and there were no formal comments about it, however, cllrs do agree that trees should be replaced where possible.

167/2016 – To discuss and agree lease from Charnwood Borough Council for land off Church Lane

The clerk reported that she had received an email from the solicitor to confirm that Charnwood Borough Council have accepted most of the amendments to the draft Lease. The only one which was not accepted was that the solicitor was trying to limit the repairing obligations in clause 19.1 by removing the words "repair and". Unfortunately, this has not been accepted on the basis that the Parish Council have already negotiated and agreed a full repairing lease and therefore the Parish Council needs to be fully aware that it is an obligation to keep the property clean and tidy and in good repair and condition throughout the lease.

The lease is in accordance with the Heads of Terms negotiated.

Cllrs discussed the lease agreed that it is acceptable and that the solicitor should now proceed with the Landlord & Tenant documentation. Once this is available then an officer of the Parish Council will need to go to an independent solicitor to make a Statutory Declaration confirming the Parish Council's understanding that the lease is non-renewable i.e. there is no automatic right to renew this at the end of the Term.

Resolved: The clerk will instruct the solicitor to progress.

168/2016 – To discuss and agree rent for parking space and garages on the land off Church Lane and agree formula to allocate spaces if more than 2 apply

Cllrs discussed the rental fees and agreed that Mr Owen should be offered a reduced annual rent for 2016/2017 of £75 due to disruption that will be caused with the ongoing works.

It was agreed that once the lease agreement has been signed that the clerk will write to the property owners of 6, 8, 10 and 12 Church Lane to make them aware that parking spaces are going to be available and to give them a deadline to return their expression of interest.

Resolved: The clerk will write to the property owners once the lease agreement has been signed.

169/2016 – To discuss and agree action in relation to preparing car parking spaces on the land off Church Lane

Cllrs agreed to defer this item to a future agenda because no further action could be taken until the lease agreement has been signed and we know the level of interest in the parking spaces.

170/2016 – To confirm that the council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit

The clerk reported that every parish and town council is subject to two audits each year, the internal audit and the external audit. This matter **relates to external audit only** (i.e. internal audit is unchanged).

The external audit of parish and town councils was carried out by the Audit Commission. In Leicestershire and Rutland the actual audit work was done by Grant Thornton (an audit, accounting and business services firm) acting as an agent for the Audit Commission.

However, the contracts for parish and town council external audit carry through to the completion of the audit work for the year ending 31 March 2017. So all parish and town councils in the LRALC area will still complete an Annual Return and send it off to Grant Thornton two more times, i.e. for the year ending 31 March 2016 and for the year ending 31 March 2017.

From the year 1 April 2017 – 31 March 2018 and beyond all parish and town councils will still need to have an external auditor and the government proposed that each parish and town council should be able to appoint its own. National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) got together to create a Sector Led Body (SLB) to procure external audit for parish and town councils (and drainage authorities).

The SLB, which is called **Smaller Authorities' Audit Appointments Ltd**, will effectively carry out the function of the Audit Commission related to external audit for parish and town councils. It will procure external auditors and oversee external audit arrangements.

The clerk reported that the parish council has two options 1) procure its own external auditor or 2) have an external auditor appointed to it via the SLB. The clerk proposed that the parish council opt for 2). Cllr Wells proposed that we adopt remain opted-in and this was seconded by Cllr Chaplin.

Resolved: The council resolved to remain opted-in. The clerk will submit a response.

171/2016 – To discuss and agree appointment of internal auditor

The clerk reported that Grant Thornton have been appointed as the national auditor of choice for Parish Councils and that an internal audit would need to be completed prior to the June meeting in order for all documentation to be signed off by the council before being submitted to Grant Thornton by the 30th June 2016.

The clerk requested permission to use her discretion to appoint an internal auditor.

Cllr Chaplin proposed that the clerk be given permission to appoint an internal auditor at her discretion provided the cost fell in line with those in the precept and this was seconded by Cllr Wells.

Resolved: The clerk will source a list of internal auditors from the LRALC and contact the most appropriate for a quote and appoint as necessary.

172/2016 – Update on part night lighting review

The clerk reported that she had received a communication from LCC regarding the street lighting energy saving scheme and whether councillors had any observations that they wished to be recorded. Cllrs were in agreement that night lighting should be turned off at 10.00 PM.

173/2016 – Parish Councillor Updates

Cllr Wells reported that:

- It is important to ensure that the trees on Thrussington Road are replaced and asked this to be discussed at the next meeting

174/2016 – Date of next meeting

The clerk reported that the next meeting will take place on Tuesday 10th May and will commence at 8.00 PM to allow for the Annual Parish which will take place at 7.30 PM.

The Chair closed the meeting at 9.10 PM.

Signed:

Date: