

**Minutes of Barleythorpe Parish Council Meeting  
Held on Wednesday 29<sup>th</sup> November 2017  
At Rutland Community Hub**

|            |                                                                                                                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attendance | <p>Cllr. Christopher Marsland - Chairman<br/>Cllr. David Blanksby<br/>Cllr. Alan Westlake<br/>C.Cllr. Alistair Mann<br/>C.Cllr. Richard Gale</p> <p>Helen Duckering – clerk</p> <p>9 members of the public</p> |
| Apologies  | <p>Cllr. Goodwin<br/>Cllr. Plummer<br/>Cllr. Webb</p>                                                                                                                                                          |

| Item | Description                                                                                                                                                                                                                                                                                                                                                                                                                     | Actions |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1    | <b>The meeting opened at 7.00pm</b>                                                                                                                                                                                                                                                                                                                                                                                             |         |
| 2    | <p><b>Apologies and approval of absences</b></p> <p>Apologies were received from Cllr. Goodwin, Cllr. Plummer and Cllr. Webb.</p>                                                                                                                                                                                                                                                                                               |         |
| 3    | <p><b>Declaration of member's interests</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                    |         |
| 4    | <p><b>Minutes of the last meeting 27<sup>th</sup> September 2017</b></p> <p>The minutes were approved and signed by the Chairman.</p>                                                                                                                                                                                                                                                                                           |         |
| 5    | <p><b>Public participation</b></p> <ul style="list-style-type: none"> <li>• The Parish Council website was praised</li> </ul>                                                                                                                                                                                                                                                                                                   |         |
| 6    | <p><b>Review and confirmation of adoption of the Data Protection Policy</b><br/>It was proposed that, having reviewed the Data Protection Policy, this be adopted.</p> <p><b>Proposed Cllr. Blanksby</b><br/><b>Seconded Cllr. Westlake</b><br/><b>All in favour</b></p>                                                                                                                                                        |         |
| 7    | <p><b>Clerk's report</b></p> <p>The clerk confirmed the following:</p> <ul style="list-style-type: none"> <li>• Planning permission for 3 new noticeboards and a post box to be installed in Barleythorpe is being sought from RCC Planning. Where appropriate, permission has been granted for these installations by Larkfleet Homes. The noticeboards have been ordered and are due for delivery in the New Year.</li> </ul> |         |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <ul style="list-style-type: none"> <li>Data protection and Freedom of Information – the clerk confirmed having attended training in preparation for changes to Data Protection legislation due in May 2018. It is confirmed that the Clerk is permitted to act as Data Protection Officer.</li> <li>CIL monies due to Barleythorpe Parish Council from the Lidl development have been confirmed, and will be paid in 3 tranches. Specific dates for receipt of funds will be confirmed by RCC.</li> </ul>                                                                                                                                                                                                   |  |
| 8  | <p><b>Report on meeting with Larkfleet Homes</b></p> <p>Cllr. Marsland summarised the results of the constructive meeting with Larkfleet Homes held on 3<sup>rd</sup> October (Appendix 1 attached). A further meeting is scheduled for 8<sup>th</sup> December.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 9  | <p><b>Parish website, communication and noticeboards</b></p> <p>The Parish Council website is now live. Thanks were expressed to Cllr. Blanksby for creating the website.</p> <p>It was proposed that a donation of £150 be made to Barleythorpe Community Trust, in lieu of the cost of setting up the website, to allow the Trust to pay for Land Registry searches.</p> <p><b>Proposed Cllr. Marsland</b><br/> <b>Seconded. Cllr. Westlake</b><br/> <b>4 in favour</b><br/> <b>1 abstention</b></p>                                                                                                                                                                                                      |  |
| 10 | <p><b>Rutland County Council Admissions Policy</b></p> <p>Cllr. Marsland outlined the consultation process being undertaken by Rutland County Council for the school admissions policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 11 | <p><b>Finance</b></p> <p>The current financial statement and bank reconciliation were circulated. Appendix 2 &amp; 3 attached and these were approved.</p> <p><b>Proposed Cllr. Westlake</b><br/> <b>Seconded Cllr. Blanksby</b><br/> <b>All in favour</b></p> <p><b>Payments for approval</b><br/> None</p> <p><b>Appointment of Internal Auditor 2017/18</b></p> <p>It was proposed that Fiona Tylecote be appointed as internal auditor for the financial year 2017/18</p> <p><b>Parish Precept 2018/19</b></p> <p>It was agreed that enquiries will be made with RCC to ascertain the current tax base for Barleythorpe, in order that the precept can be calculated at a level similar to 2017/18.</p> |  |

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 12 | <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Planning updates since the last meeting were circulated. Appendix 4 attached.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 13 | <p><b>Report from Environment Committee</b></p> <ul style="list-style-type: none"> <li>• Bins – a meeting has been held with a representative of RCC to identify 5 locations for the installation of bins around Barleythorpe. The cost of the bins and installation is to be met by Barleythorpe Parish Council. Barleythorpe Parish Council has subsequently been advised by RCC that bins will not be emptied on un-adopted roads and therefore the process to install is halted. Cllr. Marsland confirmed that objections have been raised with RCC, including the leader and deputy leader, and reconsideration of this policy has been sought.</li> <li>• Footpaths, parks, cyclepaths and open spaces – Cllr. Blanksby confirmed areas that have been completed and future intended works.</li> <li>• Allotments – It was agreed that the allotments on Main Road require further investigation. The Clerk agreed to make enquiries with RCC in the first instance to ascertain where rents received are retained.</li> </ul>                                                                                                                                                                                                                                          |  |
| 14 | <p><b>Reports on Councillor’s areas of special interest</b></p> <ul style="list-style-type: none"> <li>• Roads – Cllr. Marsland confirmed that a pedestrian crossing in Barleythorpe village will be installed. A contractor slot to install is currently awaited.</li> <li>• 30mph speed limit – It was confirmed that an application to reduce the speed limit to 30mph from Burley Park Way bypass along the length of Main Road to Oakham has been submitted to RCC.</li> <li>• Technical drawings for a pedestrian crossing by Catmose College are being drawn up.</li> <li>• Parking – problem parking on Maresfield Road has been brought to the attention of RCC, who confirmed that the requirement to place parking restrictions in this area was always known. It is confirmed that Barleythorpe Parish Council will work with RCC and Larkfleet Homes to address this matter in readiness for the adoption of the roads.</li> <li>• Education – Cllr. Marsland confirmed that he will meet with the Principal of Catmose College to continue to press the issue of education provision and to ascertain the current situation.</li> </ul> <p><b>The next meeting will be held on Wednesday 31st January 7.00pm</b></p> <p><b>The meeting closed at 8.45pm</b></p> |  |

## Appendix 1

### Minutes of meeting between representatives of Larkfleet Homes and Barleythorpe Parish Council

3<sup>rd</sup> October 2017

Present:

Dan Endersby – Technical Director, Larkfleet Homes (DE)

Mark Mann – Planning Director, Larkfleet Homes (MM)

Oliver - Prime (O)

Christopher Marsland – Barleythorpe Parish Council (CM)

Sue Webb – Barleythorpe Parish Council (SW)

Helen Duckering – Barleythorpe Parish Council clerk

- Building of shops and flats on Maresfield Road will commence during 2017. Retail space is being actively marketed. Similar timescale for CCRC. A revised application will be made to reduce the number of parking spaces provided, which currently exceed local authority requirements.
- Parcel of land adjacent to hotel development site, near The Old Buttercross, has been sold.
- Allotments – may be possible under a Section 106 agreement to transfer the land to a willing party e.g. Parish Council and bypass need for a management company (MM).
- Employment land – Larkfleet is due to submit plans for employment land north of the bypass. There has been no market for the land originally allocated for employment. Plans to make residential submitted as land better suited to housing due to trees, hedgerows etc.
- Road safety: A preliminary plan, subject to agreement, had been submitted to RCC for improvements to the Huntsmans Drive roundabout including a toucan crossing (drawing E3281/3/A). Larkfleet informed us that this was part of an original Section 106 agreement prior to Hawksmead and that they were no longer required to make improvements here. Larkfleet stated that they were still required to make improvements to Lands End Way roundabout at the rugby club. The Parish Council may take the view, subject to further discussion, that improvement to the Huntsmans Drive roundabout may be of higher priority given the proximity of Catmose College and providing the safest possible route to school. Larkfleet would be prepared to enter discussion about switching their commitment to the Huntsmans Drive end as per original Section 106. Discussion with RCC highways required on this possibility.
- CIL monies will be due on the proposed new development if approved (15%), excluding allotments and affordable housing (MM).
- Fence separating Leighfield Park from Buttercross Park- There is a need to open a safe pedestrian route along the entire length of Stud Road as soon as practicable, so residents have a good walking route into town and to the school. Larkfleet stated that they were waiting for changes in planning from flats to houses to be agreed on the final phase of Buttercross. Once this has been resolved a plan to provide pedestrian links, with due regard to health and safety, can be actioned.
- Pedestrian safety issues - The need to deal with any raised ironworks on untopped footpaths and to ensure that wheelchairs and disability scooters can mount the kerbs to access the footpath where roads are untopped throughout the developments was highlighted. Temporary tarmac ramps would achieve the latter.

- Entrance to development, Lands End Way – needs to be maintained to avoid obstructing traffic vision and made more attractive as entrance to development (CM). To be discussed with contractor to make terms of maintenance agreement (DE).
- Lighting along footpath and sections of Maresfield Road – Lights have not been working for over 12 months. Safety issue, requiring urgent action (CM). Instructions given for work to be completed as soon as possible (DE).
- Finishing top end of Stud Road- The top end of Stud Road up to Maresfield Road has not been finished; some residents have had an unfinished road for seven years. There is no more construction or the need for construction traffic to use this section. Subject to agreement with RCC it may be possible to complete this section.
- Verbal instructions given to contractor to tidy walkway and remove fencing around play area (DE)
- Ex-sales office – parcel of land to be sold.
- Street furniture – Plans do not include specific street furniture requirements. SW to liaise with DE to discuss requirements and locations.
- There is a rolling program in place to finish roads as construction traffic leaves (DE).
- Noticeboards – play area identified as possible location for a noticeboard. Written request for permission to erect to be made to Larkfleet.
- Unfinished sections of Linear Park- These were pointed out and confirmation of intentions is awaited.
- Linear Park brook – brook and grid not being cleared causing flood risk. Prime will attend to in next 3-4 weeks (O).
- Linear Park paths – all paths to be resurfaced/reinstated (DE).

Next meeting to be held start December.

Footnote:

Subsequent to this meeting agreements have been checked and Larkfleet have agreed with RCC that a crossing will be installed on the Barleythorpe Road. Instructions have been issued to draw up the technical specification.

## Appendix 2

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

|                                 |                       | <b>CURRENT PERIOD: 3</b> |                            |
|---------------------------------|-----------------------|--------------------------|----------------------------|
| INCOME                          |                       | 2017-18                  | Year to date:              |
|                                 |                       |                          |                            |
|                                 | Precept:              | 17,960.00                | 17,960.00 17,960.00        |
|                                 | Sundries:             |                          | 102.94 102.94              |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
|                                 | <b>TOTAL:</b>         | <b>17,960.00</b>         | <b>18,062.94</b>           |
| EXPENSES:                       |                       |                          |                            |
|                                 | Clerk's Salary:       | 9,250.00                 | 4,625.00 4,476.87          |
|                                 | Clerk's Expenses:     | 750.00                   | 375.00 311.54              |
|                                 | NI contributions      |                          | 31.86                      |
|                                 | Street Lights:        | 10.00                    | 5.00                       |
|                                 | Grounds & Open Space: |                          |                            |
|                                 |                       |                          |                            |
|                                 | Room hire             | 1,200.00                 | 600.00 112.00              |
|                                 | Noticeboards          | 1,000.00                 | 500.00                     |
|                                 | Subscriptions         | 250.00                   | 125.00 305.99              |
|                                 | Website               | 500.00                   | 250.00                     |
|                                 | general budget        | 5,000.00                 | 2,500.00                   |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
|                                 |                       |                          |                            |
| <b>TOTAL:</b>                   |                       | <b>17,960.00</b>         | <b>8,980.00 5,238.26</b>   |
| <b>OVERALL SURPLUS/DEFICIT:</b> |                       |                          | <b>-8,980.00 12,824.68</b> |

Current a/c: at 1 Apr 2017: NIL  
 Adjustments: \_\_\_\_\_  
 2017/18 opening balance: NIL

|                             |           |                         |
|-----------------------------|-----------|-------------------------|
| Income to date:             | 18,062.94 |                         |
| Expenditure to date:        | 5,238.26  |                         |
| Surplus/deficit to date:    | 12,824.68 |                         |
| Bank balance at period end: |           | <u><u>12,824.68</u></u> |

### Appendix 3

#### Bank Reconciliation 27th September 2017

|                                |          |                                        |                   |                |
|--------------------------------|----------|----------------------------------------|-------------------|----------------|
| Balance as per bank statement: |          |                                        | <b>£13,519.56</b> |                |
|                                |          | Payment                                | Unpresented       | Presented      |
|                                |          | No.                                    |                   |                |
| Expenditure                    |          |                                        |                   |                |
|                                | 26/09/17 | H Duckering - net<br>salary & expenses | IB13              | £690.09        |
|                                | 26/09/17 | HMRC - tax & NI                        | IB14              | £83.73         |
|                                |          |                                        |                   | <b>£773.82</b> |
| Receipts                       |          |                                        |                   |                |
|                                |          |                                        |                   | <b>£0.00</b>   |
| Balance as per account         |          |                                        | £13,519.56        |                |
| less unpresented credits       |          |                                        |                   |                |
| plus unpresented cheques       |          |                                        |                   |                |
|                                |          |                                        | <b>£13,519.56</b> |                |

Bank Recon 27<sup>th</sup> October 201

Balance as per bank statement :

**£12,824.68**

|             |                                     | Payment No. | Unpresented | Presented      |
|-------------|-------------------------------------|-------------|-------------|----------------|
| Expenditure |                                     |             |             |                |
| 06/10/17    | VAR - room rental                   | IB15        |             | £24.00         |
| 24/10/17    | H Duckering - net salary & expenses | IB16        |             | £690.09        |
| 24/10/17    | HMRC - tax & NI                     | IB17        |             | £83.73         |
|             |                                     |             |             | <b>£797.82</b> |

Receipts

|          |                      |  |  |                |
|----------|----------------------|--|--|----------------|
| 08/08/17 | RCC - Parish Meeting |  |  | £102.94        |
|          |                      |  |  | <b>£102.94</b> |

Balance as per account  
less unpresented credits  
plus unpresented cheques

£12,824.68

**£12,824.68**



|          |               |                                                 |                                                                                                                                                               |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|---------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/07/17 | 2017/0627/MAJ | Land south of The Old Buttercross, Panniers Way | Erection of 39 bedroom hotel with associated car parking and ancillary development                                                                            | Granted 31/10/17 | From the early planning of the Oakham North Development there was always the intention that a hotel would be built on this site. This application is for a 39-bedroom hotel, much smaller than the 80-bedroom hotel in the original 2016 outline, and will therefore have a much lesser visual impact on the surroundings, and a reduction in potential increased traffic. The external design of the hotel is acceptable. The addition of a hotel to this part of Oakham should bring a welcome boost to tourism and employment. The hotel accommodation provided is also of the affordable type, which is commended. The car park is situated away from adjacent housing and should therefore be less obtrusive. However, the intended 43 car parking spaces appears to be inadequate for a 39 bedroom hotel plus additional staff parking. There is a history of inadequate parking for other facilities in the vicinity, causing on road parking, which impedes traffic flow. This error should not be repeated. It is hoped that the inevitable increase in traffic will be considered and managed to avoid additional disruption to this area. <b>Recommend Approval subject to above concerns being addressed</b> |
| 26/07/17 | 2017/0686/FUL | 43 Brocklebank Road                             | External staircase to rear garden                                                                                                                             | Refused 18/08/17 | The above property is a corner plot with kitchen and utility room on the ground floor and living accommodation, lounge and two bedrooms, on the first floor above a block of three garages. The application is for a spiral staircase to the master bedroom, which is farthest away from the internal staircase, and appears to act as a fire escape. This may be an exceptional situation where the accommodation is above a block of garages, and could be considered a greater fire risk than if it were above normal living space. There are no grounds for objection to the plans, although we would not wish to see this facility in all two-storey dwellings. <b>Recommend Approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10/08/17 | 2017/0743/RES | Land at Maresfield Road                         | Reserved matters for the construction of Continuing Care Retirement Community & Care Home, comprising of 54 No. Assisted Living Units and a 60 Bed Care Home. | Refused 06/11/17 | This previously approved retirement and care home was always planned as part of the Oakham North development. The revised plans show three storey buildings which appear to have been carefully thought out and display interesting elevations which avoid any kind of 'institutional look. The internal plans show comprehensive facilities for residents. The positioning and distances between these buildings and any neighbouring residential property, is such that issues relating to being overlooked or reduction of light have been minimized and are not significant. There are concerns regarding the amount of parking provided, both for residents, visitors and staff. There appear to be just two disabled parking bays for the site, a number that would appear to be insufficient. The overall number of spaces appears to be insufficient when taken against the number of potential residents and their visitors. We would endorse the comments of Langham Parish Council and hope that this matter can be reconsidered. <b>Recommend Approval subject to above concerns.</b>                                                                                                                        |
| 15/08/17 | 2017/0749/FUL | 1 Blackthorn Close                              | Relocation of rear garden wall and use of land as private amenity space.                                                                                      | Granted 25/09/17 | There appears to be little difference between the new and existing plans, therefore no reason for objection can be seen. <b>Recommend Approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 18/08/17 | 2017/0777/FUL | Unit 3, Saddlers Court                          | Change of use from A2 offices to D1 dentist with internal alterations.                                                                                        | Refused 29/09/17 | The above application, providing additional health related services in the community, is welcomed. The provision of parking is, however, of concern. The intended 7 surgeries will no doubt employ numerous dentists, nurses and receptionists and presumably some of these staff will occupy the 4 parking spaces allocated to this building. The car parking allocated to other businesses within this development already appear to be at capacity and it is therefore wondered where patients will park. <b>Recommend Approval subject to above concerns being addressed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18/08/17 | 2017/0776/FUL | 3 Grooms Close                                  | Retrospective application to retain structure to side of property.                                                                                            | Granted 20/09/17 | No objections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 08/09/17 | 2017/0844/FUL | Lonsdale Paddocks, Manor Lane                   | Menage                                                                                                                                                        | Granted 11/10/17 | No objections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

#### Appendix 4