

**Minutes of Barleythorpe Parish Council Planning Meeting  
Held on Wednesday 16<sup>th</sup> May 2018  
At Rutland Community Hub**

Attendance	Cllr. Christopher Marsland Cllr. Peter Goodwin Cllr. Norman Plummer Cllr. Alan Westlake Cllr. Malcolm Phillips Cllr. Susan Percival Cllr. Sue Webb Helen Duckering – clerk  7 members of the public
Apologies	Cllr. David Blanksby
Item	Actions
1	<b>The meeting opened at 7.00pm</b>
2	<b>Election of Chairman and Deputy Chairman</b>  Nomination for Chairman: Christopher Marsland  Proposed Cllr. Goodwin Seconded Cllr. Plummer All in favour  Nomination for Deputy Chairman: Susan Percival  Proposed Cllr. Marsland Seconded Cllr. Westlake All in favour
3	<b>Register of Member's Interests and Declaration of Acceptance of Office</b>  All councillors present signed a completed Register of Member's Interests and Declaration of Acceptance of Office.
4	<b>Declaration of Member's Interests</b>  None
5	<b>Minutes of the last meeting 28<sup>th</sup> March 2018</b>  The minutes were approved and signed by the Chairman.

6 **Appointment of Committees**

**Planning Committee**

Nomination for Chair of Planning Committee: Cllr. Westlake

Proposed Cllr. Marsland

Seconded Cllr. Webb

Nomination: Peter Goodwin

Proposed Cllr. Phillips

Seconded Cllr. Marsland

Nomination: Norman Plummer

Proposed Cllr. Marsland

Seconded Cllr. Westlake

Nomination: Sue Webb

Proposed Cllr. Percival

Seconded Cllr. Plummer

All in favour.

The Planning Committees terms of reference were adopted as attached.  
Appendix 1.

**Environment Working Group**

Nomination for Chair of Environment Working Group: Malcolm Phillips

Proposed Cllr. Marsland

Seconded Cllr. Westlake

Nomination: Sue Webb

Proposed Cllr. Plummer

Seconded Cllr. Westlake

Nomination: David Blanksby

Proposed Cllr. Marsland

Seconded Cllr. Goodwin

All in favour

The Environment Working Group terms of reference were adopted as  
attached. Appendix 2.

**Parish Development and Special Tasks Working Group**

Nomination for Chair of Parish Development and Special Tasks Group:

Susan Percival

Proposed Cllr. Marsland

Seconded Cllr. Webb

Nomination: Malcolm Phillips

Proposed Cllr. Plummer

Seconded Cllr. Webb

Nomination: Christopher Marsland

Proposed Cllr. Phillips

	<p>Seconded Cllr. Westlake</p> <p>All in favour</p> <p>The PD&amp;STWG will meet to compose terms of reference to be presented for adoption at the next meeting.</p>	
7	<p><b>Adoption of Standing Orders</b></p> <p>It was proposed that the Standing Orders be adopted. Proposed Cllr. Goodwin Seconded Cllr. Westlake All in favour</p>	
8	<p><b>Adoption of Financial Regulations</b></p> <p>It was proposed that the Financial Regulation be adopted. Proposed Cllr. Westlake Seconded Cllr. Percival All in favour</p>	
9	<p><b>Adoption of Code of Conduct</b></p> <p>It was proposed that the Code of Conduct be adopted. Proposed Cllr. Goodwin Seconded Cllr. Phillips All in favour</p>	
10	<p><b>Adoption of Data Protection Policy, Subject Access Request Policy, Data Breach Policy and Privacy Notices</b></p> <p>It was proposed that the Data Protection Policy, Subject Access Request Policy, Data Breach Policy and Privacy Notices be adopted.</p> <p>Proposed Cllr. Westlake Seconded Cllr. Plummer All in favour</p> <p>All councillors present signed to confirm receipt of the Privacy Notice for Staff.</p> <p>It was confirmed that Barleythorpe Parish Council are registered with the Information Commissioners Office (ICO)</p>	
11	<p><b>Approval of renewal of LRALC membership</b></p> <p>It was proposed that the annual membership of LRALC be renewed at a cost of £334.74. Proposed Cllr. Westlake Seconded Cllr. Plummer All in favour</p>	

12	<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>• Parish Council's have been exempted from the requirement under GDPR legislation to provide a separate Data Protection Officer.</li> <li>• Regular contact is being maintained with the Post Office to ensure progress on the placing of a postbox on Maresfield Road. A second postbox on Buttercross Park has also been requested.</li> <li>• An email address for the clerk has been set up – <a href="mailto:clerk@barleythorpe-parish-council.org">clerk@barleythorpe-parish-council.org</a></li> <li>• The clerk has now taken control of the Parish Council website.</li> <li>• Correspondence received from RCC regarding placing additional lighting at the pedestrian crossing on Main Road. It was agreed that a request be made to RCC for more information and the rationale behind the requirement for additional lighting.</li> </ul>	
13	<p><b>Annual review of Clerk's salary</b></p> <p>It was proposed that the clerk be awarded the NALC pay award increase for 2018/19 SCP 23</p> <p>Proposed Cllr. Marsland  Seconded Cllr. Westlake  All in favour.</p>	
14	<p><b>Review of parking</b></p> <p>It was agreed that parking issues would be looked at by the Parish Development and Special Tasks Working Group. The group will look at ways to gauge public support for any parking restrictions.</p>	
15	<p><b>Parish activities</b></p> <p>Barleythorpe Allotment Society open day will take place on Saturday 14<sup>th</sup> July.</p>	

16	<p><b>Finance</b></p> <p>The current financial statement and bank reconciliation were circulated. Appendix 3, 4 &amp; 5 attached and these were approved.  <b>Proposed Cllr. Westlake</b>  <b>Seconded Cllr. Goodwin</b>  <b>All in favour</b></p> <p>Payments for approval - none</p> <p>The Annual Governance Statement 2017/18 was approved. Appendix 6  <b>Proposed Cllr. Westlake</b>  <b>Seconded Cllr. Plummer</b>  <b>All in favour.</b></p> <p>The Accounting Statements 2017/18 were approved. Appendix 7  <b>Proposed Cllr. Westlake</b>  <b>Seconded Cllr. Plummer</b>  <b>All in favour.</b></p> <p>The Asset Register was approved. Appendix 8  <b>Proposed Cllr. Plummer</b>  <b>Seconded Cllr. Westlake</b>  <b>All in favour.</b></p>	
17	<p><b>Planning</b></p> <p>Planning decisions received since the last meeting</p> <p>2017/0022/FUL  Variation of Condition No. 1 of approved planning permission APP/2012/0495 in relation to equipped play area position.  Granted 29/03/18</p> <p>2018/0029/FUL  Erection of sheep shelter for agricultural use  Granted 29/03/18</p>	
18	<p><b>Reports from Councillors on their areas of special interest</b></p> <p>Cllr. Marsland reported that the traffic survey required to enable progress with the installation of a pedestrian crossing at Buttercross Park has now been completed. Highways, RCC, now await designs for the crossing from Larkfleet Homes.</p> <p>Cllr. Goodwin reported progress on the Oakham Neighbourhood Plan. Six 'walkabouts' of areas are now planned and community involvement is requested. This area of special interest will now be taken over by Cllr. Phillips. Cllr. Goodwin was thanked for his work to date with this.</p> <p><b>The meeting closed at 8.35pm</b>  <b>Date of the next meeting Wednesday 25<sup>th</sup> July.</b></p>	

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Appendix 1

**PLANNING COMMITTEE TERMS OF REFERENCE.**

**This is a standing committee of the council**

- To receive copies of planning applications from the Parish Clerk for consideration by the Planning Committee in a timely manner, to meet response timings.
- To consider the applications, taking due account of local residents views and planning regulations, then to make recommendations to RCC.
- Where the committee deems the application to be of a minor nature and there is no major cause of public concern then the recommendations can be sent to RCC, via the Parish Clerk, without reference to the full council. The recommendations should, however, be reported at the next full council meeting.
- Where the committee recognise that an application is major and would likely be a cause of major public concern then the recommendations would need to be discussed and ratified by the full council before being passed to RCC. This may involve calling an extraordinary meeting of the council.
- Planning applications will be circulated, by the Parish Clerk, to the Planning Committee within 2 days of receipt. Planning Committee members will forward comments, observations and recommendation for decision to the Clerk by specified date to meet required response time. A collated copy of these comments and decision will be prepared by the Clerk and circulated to the Committee for approval prior to being forwarded to Rutland County Council. A full report of all planning applications will be circulated and minuted at the next scheduled Parish Council meeting.

## **ENVIRONMENT WORKING GROUP**

### **(Advisory Committee)**

#### **Terms of reference**

- To work to identify possible areas within the Parish that may be the responsibility of the Parish Council. The Parish Clerk will liaise with RCC to obtain clarification.
- To work with the Parish Clerk, who will liaise with RCC, on establishing what grants the Parish Council should receive towards maintaining the identified green spaces.
- To work to identify any remedial work required particularly with respect to trees, which RCC or Oakham Town Council may have been previously responsible for prior to the establishment of Barleythorpe Parish Council. This is necessary to minimise demands on the precept. To be aware of all Tree Preservation Orders (TPOs) within Barleythorpe. The Parish Clerk will liaise with RCC or OTC as appropriate.
- To determine the necessary provision, location, and contractual arrangements (in conjunction with the Parish Clerk) for litter and dog bins, noticeboards and post boxes.
- To liaise with the Oakham Heights Residents Management Company and the developers to finalize boundaries of responsibility and any areas of common interest.
- Subject to the agreement of the full council, to support the work of other relevant community groups in resolving issues relating to the green spaces on the new developments.
- To determine the legal position relating to the village allotments and investigate bringing them under the legal ownership of the Parish Council in order to preserve them for future generations.
- To co-opt non-councillors as appropriate to further the work of the group. This provides an excellent opportunity for more public involvement.
- To actively identify any environmental issues throughout the Parish and bring these to the attention of the Parish Clerk or full council for action as appropriate.
- Subject to the agreement of the full council to support the work of volunteer groups who's aims are to physically improve or care for the environment.

Appendix 3

Barleythorpe Parish Council  
 Finances April 2018- March 2019

The financial year is divided into six two-month periods.

		CURRENT PERIOD: 1	
INCOME		2018-19	Year to date:
	Precept:	19,785.00	19,785.00
	Sundries:		
	VAT		
	TOTAL:	19,785.00	19,785.00
EXPENSES:			
	Clerk's Salary:	8,800.00	8,800.00
	Clerk's Expenses:	1,000.00	1,000.00
	NI contributions	70.00	70.00
	Street Lights:	10.00	10.00
	Grounds & Open Space:		
	Audit costs:	300.00	300.00
	Room hire	250.00	250.00
	Noticeboards		
	Subscriptions	355.00	355.00
	Website	200.00	200.00
	General budget	6,000.00	6,000.00
	Insurance	200.00	200.00
VAT			
Election costs:	2,600.00	2,600.00	
TOTAL:		19,785.00	19,785.00
OVERALL SURPLUS/DEFICIT:			827.94
			-19,785.00
			18,957.06
Current a/c: at 1 Apr 2018:		49,780.29	
Adjustments:			
2018/19 opening balance:		49,780.29	
Income to date:		19,785.00	
Expenditure to date:		827.94	
Surplus/deficit to date:		18,957.06	
Bank balance at period end:			68,737.35





Appendix 5

Balance as per bank statement 27th April 2018 :		<b>£68,737</b>		
			<b>.35</b>	
		Payment No.	Unpres ented	Presen ted
Expenditur e				
28/03/18	VAR - room hire	IB39		£64.00
11/04/18	H Duckering - Wix email address & sundries	IB3/18		£57.15
20/04/18	H Duckering - clerks salary & expenses	IB1/18		£714.33
20/04/18	HMRC	IB2/18		£56.46
				<b>£891.94</b>
				<b>4</b>
Receipts				
10/04/18	RCC - precept			£19,785.00
				<b>£19,785.00</b>
				<b>5.00</b>
Balance as per account less unrepresented credits plus unrepresented cheques		£68,737	.35	
		<b>£68,737</b>	<b>.35</b>	

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Barleythorpe Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

www.barleythorpe-parish-council.org

## Section 2 – Accounting Statements 2017/18 for

# Barleythorpe Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	NIL	NIL	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	NIL	17960	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	NIL	45174	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	NIL	8731	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	NIL	4623	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	NIL	49780	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	NIL	49780	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	NIL	4300	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*A. Duchering*

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

**Barleythorpe Parish Council**

**Asset Register**

<b>Asset</b>	<b>Date Acquired</b>	<b>Value £</b>
Noticeboard x 3	January 2018	£2500
Litterbins x 6	January 2018	£1800
Total		<u>£4300</u>