

Langworth Group Parish Council

Serving the grouped parishes of Barlings, Newball, Stainton by Langworth and Reasby
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Minutes of the meeting of Langworth Group Parish Council held at Langworth Memorial Hall at 7.30pm on Tuesday 6 June 2023

Present: Cllrs M Herbert (Chairman), H Stilgoe-McCombe, P Bowser, A Curtis, J Machin, R Waite, A Hyatt, K Tyrrell, C/Cllr I Fleetwood, D/Cllr M Palmer, Mrs M Vail (Clerk). Two members of the public were present.

Meeting began at 7.31pm

1. Public Forum:

One member of the public gave several examples of poor maintenance across the village; asking who was responsible for the upkeep. They were advised which authority would be responsible in the case of each example provided. Noted that Fix My Street is an effective online reporting tool for such matters.

In respect of LCC Highways matters, it was explained that C/Cllr I Fleetwood and Cllr M Herbert had met with LCC Highways staff to inspect various village issues, but that LCC had not taken any action. The Parish Council has, and will, continue to maintain pressure on LCC through lobbying, and it was acknowledged that there are budgetary constraints on LCC. C/Cllr I Fleetwood advised that the only local short-term scheduled LCC work is for tree work around the bus shelter.

In respect of the uncut grass during May, it was explained that the Parish Council had agreed to follow the No Mow May national initiative and had requested a grass cut for early June. Complaints had been received about the long grass.

The second member of the public introduced himself as the new Chair of the Memorial Hall committee. He then advised that No May May had not worked as there had been no flowers in the verges. He asked who was responsible for trees in the cemetery: he was advised that this will be the church (apart from the back boundary which was thought to be the neighbouring farmer).

2. **Apologies:** D/Cllr T Bridgwood, Cllr S Taylor. **RESOLVED** to accept the apologies.

3. **Declarations of Interest:** Cllr K Tyrrell regarding item 13A (property in question belongs to family member)

4. To approve the minutes of the meeting held on 16 May 2023:

With two minor amendments, **RESOLVED** to approve the minutes of the meeting held on 16th May 2023 as a true record, and these were duly signed. **Action: Clerk.**

Proposed: Cllr J Machin, seconded: Cllr K Tyrrell. All in favour.

5. To note draft minutes of Annual Parish Meeting held on 4 April 2023:

Noted. These will be formally approved at the 2024 Annual Parish Meeting.

6. Comments from County Councillor, District Councillors and Chairman:

C/Cllr I Fleetwood: He will meet online with Highways Officers in three weeks' time; and he requested that he be advised on any issues which he can discuss at this meeting. He receives regular reports of completed and imminent LCC works. He can pass on reports of potholes to LCC should the person reporting these not be able to access the online Fix My Street reporting tool.

D/Cllr M Palmer: She introduced herself as a newly elected District Councillor and is currently undertaking Induction training at WLDC. She advised that grant information is available on the WLDC website, and that most street issues are the responsibility of LCC.

D/Cllr T Bridgwood: A written report had been circulated.

7. To review the Action Log:

Many actions have been completed, and those which remain outstanding are all in progress.

Additional updates were given as follows:

Bank Mandate – this has finally been updated. The Clerk has now applied for access to online banking.

Neighbourhood Plan Advert – Cllr A Hyatt is awaiting photos to include in the advert.

New Station – The Planner involved in the New Station development has advised that plans to develop the site are still emerging; with a great deal of behind-the-scenes work taking place. He will update the Parish Council before a planning application is submitted, although there is no timescale yet for this happening.

Barlings Lane development – it is hoped work will commence in 2023.

8. Clerks Report

a) To receive the financial report: as previously circulated:

RESOLVED to accept the report.

Proposed: Cllr J Machin, seconded: Cllr P Bowser. All in favour.

- b) **Approval of any non-regular payments: as previously circulated:**
No non-regular payments to be made. (*Note: approval to pay all regular accounts was made at the May 2023 meeting*).
- c) **To note the Spend Against Budget Report for 2022/23:** Noted.

9. Annual Governance and Accountability Return 2022/23

a) To receive the Internal Audit Report 2022/2023:

The report was received. It was noted that all internal control objectives had been met; and that an income and expenditure report had also been provided by the Internal Auditor.

b) To resolve to approve Section 1- Annual Governance Statement 2022/2023:

The Annual Governance Statement 2022/23 had been circulated; and was duly confirmed.

RESOLVED that this be approved and signed.

Proposed: Cllr J Machin, seconded: Cllr P Bowser. All in favour.

c) To resolve to approve Section 2 - Accounting Statements 2022/2023:

The Accounting Statements for 2022/23 had been circulated. **RESOLVED** that this be approved.

Proposed: Cllr K Tyrrell, seconded: Cllr P Bowser. All in favour.

Action: Clerk to complete all audit requirements.

10. Proposal to introduce 'Parish Champions' so that specific and reoccurring issues can be championed by an individual councillor who can take the lead in resolving the problem/s:

Cllr M Herbert provided further explanation of this proposal; and distributed a suggested list of areas and responsibilities which could be championed. Councillors then provided comment and were generally positive about this proposal; although it was noted that time and commitment will be required.

RESOLVED to approve this proposal.

Proposed: Cllr M Herbert, seconded: Cllr P Bowser. All in favour.

Action: ALL to feedback to Clerk eg to add to the list/regroup items. Item for next agenda. **Action: Clerk**

11. Highways:

Cllr P Bowser reported blocked culverts (straw and mud) near to Knights of Langworth woodyard. Noted that these have previously been reported to LCC. **Action: Clerk**

12. Correspondence:

To note only: WLDC Parish News; and a Police update on communicating with parishes.

13. Planning:

- a) **146474:** partial change of use of builder's yard to incorporate office, external alterations, and reduction in height of perimeter fence and gates. LOCATION: Station Yard Station Road Langworth LN3 5BB. Reconsider application in light of response to queries raised with WLDC.

After consideration, **RESOLVED** to submit comments. **Action: Clerk**

For – 6; Against – 1; Abstain – 1 (Cllr K Tyrrell)

- b) **Consultation:** Scothern Parish Council's Neighbourhood Plan Review, Regulations 15 and 16 of the Neighbourhood Planning (General) Regulations 2012.

Councillors expressed appreciation of the protection of the green space between the villages.

Action: Clerk

14. No Mow May:

Discussed under the Open Session above. As well as several complaints received; the potential for fire to break out in tinder-dry grass was noted. Item for September agenda. **Action: Clerk**

15. Defibrillator for Stainton-by-Langworth:

The Clerk briefly explained WLDC's Defibrillator scheme which offers good value for money. Cllr P Bowser will share information with residents. **Action: Cllr P Bowser.**

16. Date of the next meeting: Tuesday 4th July 2023, 7.30pm, Millennium Hall

17. Resolve to move into Closed Session as the following item contains information of a confidential or sensitive nature

RESOLVED to move into Closed Session. All non-Councillors (except the Clerk) then left the meeting.

18. Councillors to complete their election expenses forms (NIL return required):

Councillors completed their forms. **Action: Clerk**

Meeting ended at 8.51pm

Michelle Vail – Clerk/RFO to the Council

Dated: 9 June 2023

| LANGWORTH GROUP PARISH COUNCIL - BANK RECONCILIATION 1st May - 31st May 2023 | | | | | |
|--|---|----------------|------------------|-----------------|--------------------|
| CURRENT ACCOUNT, ACCOUNTS PAID | | | | | |
| Date | Description | Money In | Money Out | Bank Balance | VAT |
| 01/05/2023 | OPENING BALANCE | | | 5171.67 | |
| 18/05/2023 | Sage payroll | | 8.40 | 5163.27 | 1.40 |
| 19/05/2023 | Mrs Michelle Vail - expenses (homeworking, mileage, printing) | | 51.40 | 5111.87 | |
| 19/05/2023 | Mrs Michelle Vail - salary | | 784.10 | 4327.77 | |
| 19/05/2023 | LCC Pension | | 247.06 | 4080.71 | |
| 19/05/2023 | Mrs Michelle Vail - expenses (Microsoft 365 - reimbursement) | | 79.99 | 4000.72 | 13.33 |
| 19/05/2023 | Mrs Michelle Vail - additional laptop cost (reimbursement) | | 20.00 | 3980.72 | |
| 19/05/2023 | Lang. Memorial Hall | | 1075.00 | 2905.72 | |
| 19/05/2023 | LALC - website support | | 60.00 | 2845.72 | 10.00 |
| 19/05/2023 | Glendale - March cuts - INV 03887 | | 716.41 | 2129.31 | 119.40 |
| 19/05/2023 | Glendale - April cuts - INV 03931 | | 716.41 | 1412.90 | 119.40 |
| 19/05/2023 | C Rooke Management | | 252.00 | 1160.90 | 42.00 |
| 19/05/2023 | BHIB Insurance | | 349.31 | 811.59 | |
| 19/05/2023 | Transfer from deposit acc't | 5000.00 | | 5811.59 | |
| | TOTALS | 5000.00 | 4360.08 | | |
| | CLOSING BALANCE | | | 5811.59 | 305.53 |
| DEPOSIT ACCOUNT | | | | | |
| Date | Description | Money In | Money Out | Bank Balance | |
| 01/05/2023 | OPENING BALANCE | | | 61545.24 | |
| 09/05/2023 | INTEREST | 34.51 | | 61579.75 | |
| 19/05/2023 | Transfer to current account | | 5000.00 | 56579.75 | |
| | TOTALS | 34.51 | 0.00 | | |
| | CLOSING BALANCE | | | 56579.75 | |
| Non-regular Accounts for Payment in June | | | | | |
| | NIL | | | | VAT inc. alongside |
| | TOTAL | | | 0.00 | |
| Ear Marked Reserves | | | | | |
| | Elections reserve | | £4,000.00 | | |
| | CIL monies | | £2,655.40 | | |
| | Total | | £6,655.40 | | |