

MEDBOURNE PARISH COUNCIL

Notice of Meeting

Dear Councillor,

You are summoned to attend a meeting of Medbourne Parish Council which will be held in the Village Hall, Medbourne on **Monday 11 January 2016 at 7:45 p.m.** Members of the Public and Press are invited to attend.

Members of the public are welcome to attend but are not permitted to participate except under Item 4 when invited to do so by the Chair.



Graham Thomson, Clerk to the Council
27 Sycamore Drive, Desborough, NN14 2YH

05 January 2016

AGENDA

1. **To accept, or otherwise, apologies for absence received.**
2. **To note any declarations of interest received.**
3. **To note any requests for dispensation granted.**
4. **Public Representations (Note: no decisions will be made in response to this item.)**
To allow members of the public the opportunity to make representations, ask questions or give evidence about an item of business on the agenda of the Meeting in accordance with the Council's policy and practice (limited to three minutes per person).
5. **Confirmation of the accuracy of the minutes of the meeting held on 7 December 2015**
6. **To receive factual updates of matters arising from those minutes not mentioned elsewhere on the agenda.**
7. **To consider again the request of the Bowling Club for permission to erect a shed.**
8. **To consider starting a Community Speedwatch Scheme**
Details are contained in the Clerk's report at Appendix A
9. **Proposed Bench and Plaque for the Ancient Road**
The Council will be asked to consider any new information relating to the proposal from District Councillor Rickman fund a bench and plaque for the Ancient Road to mark its place in Medbourne's history.
10. **To receive verbal reports on the following matters:-**
 - 10.1. **Broadband**
 - 10.2. **Parish Council and Village Websites**
 - 10.3. **Lighting**
 - 10.4. **Sports Club (including the Mower Fund)**
 - 10.5. **Village Hall**
 - 10.6. **Medbourne Educational Foundation Trust (MEFT)**
11. **Neighbourhood Plan Advisory Committee**
 - 11.1. **To receive the minutes of the meeting of the Advisory Committee held on 18 November 2015**
 - 11.2. **To receive a report on meeting of the Medbourne Neighbourhood Plan Advisory Committee held on 16 December 2015.**
 - 11.3. **Neighbourhood Planning external support**
To consider the Advisory Committee's RECOMMENDATION to secure external consultancy and support for the neighbourhood planning process using the specification circulated separately to Councillors and to authorize the Clerk to obtain suitable quotations.
12. **To consider and make comment on Planning Matters.**
Details of the applications made are available at www.harborough.gov.uk/planning (click the links on your screen to be taken to the application) and will include:-
 - 12.1. 15/01951/LBC – [Erection of rear porch](#), Brook Cottage Drayton Road Medbourne
13. **To note significant correspondence received**
14. **Questions to the Chair**
Councillors will be invited to ask questions of the Chair.
15. **To note any items of repairs and maintenance in the Parish in need of attention**
Councillors will be asked to notify the Chair of any items of which they are aware.

16. Council Training and Resources

16.1. Section 106 Training

The Council is REQUESTED to consider approving the attendance of Councillor Shaen-Carter at the S106 Community Infrastructure Levy training on 14 January 2016 at a cost of £35

17. To consider and approve payments

The Council is RECOMMENDED to approve the payments listed in the Clerk's report at Appendix A

18. Options for grass cutting in 2016

To receive a report on the possible options to retain the number of cuts in the village.

19. Medbourne Parish Council Grants Policy

The Council is REQUESTED to consider and if so resolved to adopt a Grants Policy. Details are contained in the Clerk's report at Appendix A

20. Payroll and pension provision

The Council is RECOMMENDED to formally appoint Autela Payroll Services to administer the workplace pension requirements as set out in the report of the Clerk at Appendix A.

21. To consider the budget for the 2016-17 financial year

The Council is RECOMMENDED to determine the programme for the forthcoming year and the budget it wishes to set. Details have been circulated separately to Councillors.

22. To determine the parish precept for the 2016-17 financial year necessary to fund the Council's programme for the year

Once the Council has determined the programme for the year and the budget it wishes to set, the Clerk will advise on the money needed to fund it and how much needs to be levied as a precept. In December, the DCLG confirmed that they would NOT apply referendum principles (capping) to the parish sector in 2016-17. In its statement, the Department said that: *"the Secretary of State does not plan to extend the principles in 2016-17. However, we are aware that many people continue to be concerned about parish spending, so we expect town and parish councils to behave responsibly and protect their taxpayers from excessive precept increases; if they fail to do so, government has the option of making them subject to the referendum principles in future"*

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Medbourne Parish Council
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8. To consider starting a Community Speedwatch Scheme

One of the objectives for the Community Safety Partnership is to improve road safety by encouraging communities to implement their own Community Speedwatch campaigns. If the Council is minded to start a scheme there are six steps:-

- The Parish Council or a Formal Action Group requests to become part of the scheme.
- There must be a suitable and safe area(s) for the speed checks to be held. The final say is with the Community Speed Watch Co-ordinator after consultation with the local co-ordinator.
- There must be a minimum of 200 signatures obtained or 20% of the village/location population (whichever is the lower) to support the scheme.
- There must be between 6 and 16 people prepared to take part as Community Speed Watch Volunteers, the more there are the easier it is to operate. One volunteer should be identified as a co-ordinator and another as a deputy.
- The co-ordinator should have access to e-mail and one member of the group should be able to complete a spreadsheet in a timely manner.
- a site must be identified locally for the training to take place, Parish Rooms or Halls have been used and are ideal but the trainers are very flexible with locations.

The Council is REQUESTED to consider the matter.

16.1 Section 106 Training

LRALC is holding a training course which features a practical session covering the existing Section 106 agreements regime and providing an introduction to the emerging replacement system of the Community Infrastructure Levy. The training will include a section on ensuring that the requests for financial and other contributions that Parish Councils submit are as persuasive as they can be. The session will include the opportunity to ask questions of an experienced planning consultant who has worked for local Councils, a volume house builder and a planning consultancy.

17. To consider and approve payments listed in the schedule.

The Council is REQUESTED to approve the following payments:

Recipient	Purpose	Budget	Amount
Councillor Gidley-Wright	Edited Electoral Register	Neighbourhood Planning	£15.00
HMRC	Income Tax	Administration	£130.80
G Thomson	Clerk's salary (January 2015)	Administration	£117.01
G Thomson	Clerk's salary Neighbourhood Planning (January 2015)	Neighbourhood Planning	£34.41
Society of Local Council Clerks	Registration for Clerk's Certificate in Local Council Administration	Administration	£250.00

19. To consider and if so resolved to adopt a Grants Policy

MEDBOURNE PARISH COUNCIL GRANTS POLICY

Purpose of the policy

For some years, the Council has awarded grants to organizations based in or working in the village. For some of these organizations these grants became a lifeline and a major source of regular funding and nothing in this policy is intended to prevent the Council from funding necessary activity in the parish.

Legal Position

A grant defined as any payment made by the Parish Council to an organization for a specific purpose that will benefit the Parish or residents of Medbourne, and which is not directly controlled or administered by the Parish Council, and also is not in return for goods or services properly procured.

In law, unless certain conditions are met (and they are currently not met in Medbourne), the Council must have a *specific* power for every payment made. There is no specific power to pay grants and the Council must use Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The law requires that Section

137 grants must be “*in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it*” and “*the direct benefit should be commensurate with expenditure*”.

Process

It is suggested that by introducing a formal but simple application process the Council will be able to demonstrate that it is using public money, and awarding grants, fairly. The Council intends to use the award of any grants to foster and encourage local clubs, groups and organizations within the Parish. Nothing in this policy will require the Council to make any grant in any year.

If possible, the Council will make a small budgetary provision for grant aid to voluntary groups or charitable organizations. To qualify for a grant the applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish or residents of the Parish. Grant applications will be considered twice yearly at the April and October Parish Council meetings.

Scope of Funding

Funding applications will be considered from voluntary and community sector organizations which:-

- a) are based in or around Medbourne and deliver activities or services to the people of Medbourne; or,
- b) are based outside of Medbourne but are provide activities or services not otherwise available to the people of Medbourne.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Parish Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

Policy Statement

The availability of funds to support voluntary activity is dependent on the Council's overall financial position and the choices it makes when allocating its resources. Medbourne Parish Council may choose to award grants entirely at its discretion to organizations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:

- providing a service;
- enhancing the quality of life;
- improving the environment; and / or
- promoting the parish of Medbourne in a positive way.

The Parish Council will not award grants:-

- to private individuals, commercial organizations, local groups where fund-raising is sent to another office or central headquarters for redistribution, political parties, or religious organizations (unless for a purpose which does not discriminate on grounds of belief); or
- for purposes for which there is a statutory duty upon another local authority, public sector, or central government department to fund or provide.

Grant conditions

- Grants will only be considered on receipt of a fully completed application form sent to the Clerk.
- Only one application for a grant will be considered from any organization in any one financial year.
- The Council will not make any ongoing commitment to award grants in future years – an application will be required each year.
- Grants will not normally be made retrospectively.
- The recipient organization must provide the Council with a written report within six months showing how the money was spent.
- Grants may only be used for the purposes specified and the Council reserves the right to reclaim any or all grants if used or apparently used for other purposes
- The project must be based within the Parish Area and/or considered by Councillors to be of overall benefit to the village and residents, and/or a significant part thereof.
- The organization making the application should be a non-profit making voluntary organization where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.) or a recognised charity.
- Grants cannot be used to fund religious or political activities.
- The maximum amount that can normally be applied for is £200, but this is subject to the discretion of the Council.
- Applicants must provide a statement about the objective of the project/service, the benefits it is envisaged the project/service would bring to the Community, and any other information they feel relevant.
- Applicants are asked to confirm if funding has been obtained or sought from other sources. This will not prejudice the application; indeed projects in receipt of other (matching) funding will be welcomed.
- Applicants are asked to consider whether there are any ongoing maintenance costs and if so, advise the Council how these are to be met.
- The Council reserves the right to return to the applicant for additional information and/or clarification where deemed appropriate.

- Where funds are used to purchase equipment the Council reserves the right to reclaim this equipment should the project terminate within 5 years of commencement (normally determined by the approval date of the funds).

20. Payroll and pension provision

As an employer, the Council will soon be required to make pension arrangements for its employee(s). The Council's payroll provider (Autela Payroll Services) will be making the appropriate arrangements on behalf of the Council and further details will be circulated to Councillors in due course. The current payroll charges are £10 per payroll process (monthly). Once the pension regulations apply to the Council (known as the staging date) the charge will rise to £10.35 per process. Once the staging date is reached, there will be further costs involved which may involve one-off and small monthly costs. Details will be available as they become available.

The Council also needs to appoint an administrator for the workplace pension. The appointment at this stage will allow it to register our pension scheme with the pension regulator.

The Council is RECOMMENDED to formally appoint Autela Payroll Services to administer the workplace pension requirements in the following declaration:

"We request that Autela Payroll Services be appointed as administrator for the new Work Place Pensions (Auto Enrolment Pension). We allow Autela Payroll Services to act in accordance with legislation and in the best interests of the employer."

"We understand that we have to select a pension scheme prior to our staging date and to implement setup if any employee earns above the threshold which means they must be auto enrolled to avoid any penalty from the Pension Regulator."

Graham Thomson
Clerk to the Parish Council