



EDITH WESTON PARISH COUNCIL

4 Normanton Cottages, Empingham Road,
Normanton, Rutland, LE15 8RW

19 April 2022

Dear Council Member

The next meeting of Edith Weston Parish Council is to be held on **Monday 25 April 2022** at 7.15pm, in the Village Hall. The Agenda is set out below.

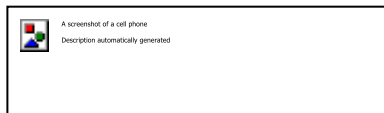
We will be holding this meeting in the Village Hall and the following guidelines must be adhered to:

- **Please use the hand sanitiser provided on entry and exit from the building.**
- **Face coverings are provided.**
- **Social distancing should be adhered to at all times.**

It would be advisable to take a Lateral Flow Test before attending the meeting.

Cathie Gwilliam

Cathie Gwilliam
Clerk to the Council



AGENDA

062/22.	Apologies:	CG
063/22.	Declarations of interest in items on the agenda.	JG
064/22.	Public Open Forum:	JG
	RCC Report	
065/22.	Minutes of the last meeting Monday 28 March 2022. Please see Appendix A attached.	JG
066/22.	Matters arising from the minutes not on the agenda <ul style="list-style-type: none">• Meeting to agree design brief for parking sign yet to be arranged.	JG

067/22.	Update from the Army	GR
068/22.	Neighbourhood Planning Committee update. Please see Appendix B attached.	PC
069/22.	To discuss planning applications received:	PC
070/22.	<p>Update on environmental issues in the Parish:</p> <p>Reference: ITCP-2020-19</p> <p>Concern: Speeding vehicles, including lorries, causing safety concern</p> <p>Location: Main roads through Edith Weston - including Normanton Road, Manton Road and Pennine Drive</p> <p>Parish: Edith Weston</p> <p>See RCC response attached separately</p>	NF
071/22.	<p>Tommy's Close Update</p> <p>Please see Appendix C attached separately</p> <p>The trustees confirm 2 matters from the last TC meeting on the 4th April 2022</p> <p>a. The trustees voted unanimously after a long discussion to support the idea from the Sunday idea for the PC to continue to investigate the use of the school facilities for a tarmac surface, along with a set of responses, minuted and can be supplied if this idea is taken further by the PC at any point</p> <p>b. The trustees agreed to continue with the current plan in parallel, whilst ensuring expenditure on this is carefully controlled, until more details were available on a. above</p>	PS
072/22.	Jubilee Update	
073/22.	<p>Finance:</p> <p>To note the current bank balance on the Parish Council's Accounts. Appendix D in draft attached separately with the final to be updated and presented at the meeting.</p>	CG
074/22.	To agree payment of invoices: Copies attached to	CG

	Appendix D <ul style="list-style-type: none"> Zoom - £14.39 	
075/22.	<ul style="list-style-type: none"> To discuss correspondence received by the Clerk. Appendix E RCC Car parking Survey 	CG
076/22.	<p>To confirm the date of the next Parish Council meeting.</p> <p>Thursday 5th May 2022, 6pm, Village Hall - Annual Parish Meeting. Items for the agenda welcomed from all residents. Agenda will be published on Friday 29th April. Please see Draft agenda attached Appendix F</p> <p>Monday 30th May 2022, 7.15pm, Village Hall.</p>	JG
	Please note that all parish council meetings may be recorded for minuting purposes.	

If you are unable to attend this meeting, please let a member of the Parish Council know as soon as possible.

Appendix A

EDITH WESTON PARISH COUNCIL

Minutes of the meeting of the Edith Weston Parish Council (EWPC) held on Monday 28 March 2022

Attendance: Julie Gray (JG) – Chair, Juliette Stuttard (JS) – Vice Chair, Cathie Gwilliam (CG) - Clerk, Neil Farmer (NF), Andrew Lunn (AL), Peter Coe (PC), Peter Vickers (PV) and Helen Wood (HW).

Visitors: 2 members of the public Sgt Jenna Miles of 1st MWD (JM) and PC Peter Icke (PI, could not stay for the whole meeting)

045/22. Apologies

County Councillors Ken Bool Gale Waller, Capt. Gary Rutherford of 1st MWD and Tommy's Close Trustee Peter Shepherd

046/22. Declarations of interest in items on the agenda.

Peter Vickers – Item 052/22 planning application 2022/0117/LBA is an application he has placed.

Cathie Gwilliam – Item 057/22 One of the 3 companies asked to quote is owned by a friend.

047/22. Public Open Forum

None

RCC report - None

048/22. Minutes of the last meeting Monday 28 February 2022. Please see **Appendix A** attached.

Proposed - JS

Seconded - AL

Resolved. To accept and sign as a true record.

049/22. Matters arising from the minutes not on the agenda

None

050/22. Update from the Army

No Update from the Army

HW raised an issue with dog walters letting their dogs run through the fields with horses because the Red flags are not being taken down when the airfield can be used. JM will look into it and make sure they are lowered when airfield is safe for public to use.

051/22. Neighbourhood Planning Committee (NPC) update.

The committee are currently working on first draft of policies.

Housing Need Assessment is currently being carried out by consultants.

Meetings are being held with MOD on working together.

Detailed report for Parish council to be approved at next working group meeting on 12th April.

052/22. To discuss planning applications received

PV left the meeting

2022/0117/LBA – PROPOSAL: Replacement of 2 no. existing roof skylights with larger equivalents to improve light to interior. 3 Jubilee Close Edith Weston Rutland LE15 8HL

Comments by 5 April 2022

Resolved. No objection, no comments.

PV returned to the meeting

20220223/LBA - PROPOSAL: Replacement of outbuilding roof and repointing of rear elevation of building. Footpath Cottage 22 King Edward's Way Edith Weston Rutland LE15 8EZ

Comments by 5 April 2022

Resolved. No Objection. CG to ask about problems with the guttering overhanging a

public footpath.

2022/0344/CAT PROPOSAL: T1 - Ash - To crown clean (remove uprights), remove lower secondary limbs to crown raise to 4m and reduce lower crown by 1-1.5m. Hurstbourne Cottage 1 Well Cross Edith Weston Rutland LE15 8HG

Comments by 8 April 2022

Resolved. No Objection, no comments

053/22. Update on environmental issues in the Parish:

- Dog Bins



Update – Due to increased use the dog poo bins are now overflowing on a regular basis. RCC are responsible for emptying them poo bins every 2 weeks. The contractors themselves have requested RCC approve emptying them every week.

Resolved. Draft letter to RCC raising the following points:

1. Can the existing bins be emptied every week.
2. Will they consider providing larger bins. If not and the PC provide larger bins will RCC contractors still empty them?
3. Look at the cost of moving the bin on King Edwards Way closer to the pavement and further away from residents doors.

Outstanding Fix My Street reports

- Stile post 4/2/22- FMS RCC 08924 - See RCC **Update attached Appendix D.** No further action from them expected.
- Broken branch Gibbet Lane 14/2/22 FMS RCC 08999 – Nothing done as yet.

054/22. Tommy's Close Update

Still waiting for revised quotes. Next trustees meeting is next week.

055/22. Parish Council Website. **Appendix B and proposal attached separately.**

Proposed - JG

Seconded – HW

Voted all in favour.

Resolved. To approve the mid range £20 per month contract and the £2 per month automatic planning feature.

056/22. Jubilee Update

Village Hall is organising a street party in Rectory Land on Sunday 5th June. Once the PC have the details we will be publicising it around the village.

057/22. Rutland Water Partnership Update. See draft minutes circulated separately.

Bus stop – **See RCC response in Appendix D**

Signage - 3 companies have agreed to provide quotes once a design brief is submitted.

Resolved. To set up a meeting to agree design brief, number and locations.

Action. CG to enquire about yellow lines.

058/22. Finance:

To note the current bank balance on the Parish Council's Accounts. **Appendix C.**

Resolved. Approval of report.

059/22. To agree payment of invoices: Copies attached to **Appendix B**

Microsoft Office Annual Subscription - £59.99

Resolved. To be paid. **CG to Action.**

Request to draw down £2000 from savings to cover up coming bills.

Resolved. To be paid. **CG to Action.**

060/22. To discuss correspondence received by the Clerk. See **Appendix C**

Items noted, see 053/22 and 057/22.

061/22. To confirm the date of the next Parish Council meeting

To confirm the date of the next Parish Council meeting.

Monday **25 April 2022**, 7.15pm, Village Hall.

Appendix B.

Neighbourhood Planning Committee Report

Work Completed so far:

- Local Green Spaces Consultation
 - Consultation ran from 9th September 2021 to 1st October 2021
 - All responses were considered and actions taken posted on the website
- Design Codes outlined.
 - A outline of Neighbourhood Planning Policies has been drafted
 - Policy details are now being drafted
- Additional Technical support grant was sought and approved to carry out detailed Housing Needs Assessment (HNA)
 - HNA currently being carried out by AECOM Consultants

Financing:

- Neighbourhood Planning Grant 2021/22 received from Groundwork - £9715.00 on 13/7/21
- End of year report submitted 28/3/22
- Unspent grant repaid - £2719.61 on 11/4/22
- Neighbourhood Planning Grant 2022/23 expression of interest submitted 11/4/22

Other updates:

- The working group are actively trying to engage with MOD/DIO to discuss plans for SGB and Officers Mess site.
- The Committee are hoping to have draft policies ready to present to Parish Council in the May parish council meeting (dependant on HNA)

Appendix C attached separately

Appendix D attached separately

Appendix E Correspondence - None

Appendix F

078/22.	Election of Chair	JG
079/22.	Election of Vice - Chair	JG
080/22.	Apologies:	CG
081/22.	Declarations of interest in items on the agenda. Cathie Gwilliam, Clerk - Item 068/22 Review of Clerks Contract of Employment	Chair
082/22.	Matters arising from the last Annual Parish Meeting held on 6 May 2022.	CG
083/22.	To review and confirm Committees <ul style="list-style-type: none">• Neighbourhood Planning Committee• SGB Committee	Chair
084/22.	To review and adopt Governance Documents for 2021/22. <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Grants and Donations Policy• Risk Assessment• Asset List• Insurance Policy• GDPR Data Policy• Media Policy• Clerks Contract of Employment and Job description	Chair
085/22.	Chairman's report	Chair
086/22.	Annual Governance and Accountability Sections 1 and 2. Please See Appendix A PDF attached separately	

	<ul style="list-style-type: none"> Section 1 – Annual Governance Statement 2021/22 Review and Approval <ul style="list-style-type: none"> Section 2 – Accounting Statements 2021/22 Review and Approval <ul style="list-style-type: none"> Annual Financial Report. Please see Appendix B attached separately Review and Approval <ul style="list-style-type: none"> Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Please see Appendix C Review and Approval	
087/22.	Public Open Forum	Chair

EDITH WESTON PARISH COUNCIL

Minutes of the Annual Parish Meeting of the Edith Weston Parish Council (EWPC) held on Thursday 6 May 2021

Attendance: Paul Boggust (PB) – Chair , Julie Gray (JG) Vice Chair, Juliette Stuttard (JS) , Helen Wood (HW), Cathie Gwilliam (CG) - Clerk, Gary Rutherford (GR) - Military Liaison, Peter Coe (PC), Neil Farmer (NF), Andrew Lunn (AL)

Visitors: 3 members of the public including County Councillor Ken Bool (KB) and Gale Waller (GW)

50/21 Election of Chair

Julie Gray offered to step forward in the absence of any other takers.

Proposed: PC

Seconded: HW

Resolved. Appointed by unanimous vote

JG thanks PB for his hard work over the last 18 months.

51/21 Election of Vice - Chair

Juliet Stuttard offered to step forward in the absence of any other takers.

Proposed: PC

Seconded: HW

Resolved. Appointed by unanimous vote

52/21 Apologies

None

53/21 Declarations of interest in items on the agenda.

Cathie Gwilliam, Clerk - Item 56/21 review of Clerks Contract of Employment

54/21 Matters arising from the last Annual Parish Meeting held on 24 August 2020.

- Risk Assessment

Adoption of this would be postponed until a suitable alternative could be found and included in the assessment, should the Village Hall become unavailable for meetings.

This was resolved in the revised document reviewed and approved by council on 30 March 2021.

- GDPR Data Policy

It was noted a minor amendment needed to cover councillor's personal information
Revised document to be approved in item 56/21 below.

55/21 To review and confirm Committees

- Neighbourhood Planning Committee

Proposed: JS

Seconded NF

Resolved. To continue with PC, JG and AL as the committee and PC to become chair until the next Annual Meeting.

- SGB Committee

Proposed: PC

Seconded: HW.

Resolved. To continue with JG as Chair with JS and PC as the committee until the next Annual Meeting.

56/21 To review and adopt Governance Documents for 2021/22.

- Standing Orders

Proposed: JG

Seconded: HW

Resolved. Adopted

- Financial Regulations

Proposed: JS

Seconded: JG

Resolved. Adopted

- Grants and Donations Policy

Proposed: HW

Seconded: JS

Resolved. Adopted

- Insurance Policy

Resolved. Defer until renewal quote received and reviewed at that point.

- GDPR Data Policy

Proposed: JG

Seconded: HW

Resolved. Adopted

- Media Policy

Proposed: NF

Seconded: JS

Resolved. Adopted

- Clerks Contract of Employment and Job description

- Risk Assessment

Proposed: JG

Resolved. Approved March 2021

Seconded: HW

- Asset List

Resolved. Adopted

Resolved. Approved March 2021

All documents can be found at

<https://www.edithweston.com/edith-weston-parish-council-gove.html>

57/21 Chairman's report 2020/21

Please see **Appendix A**

58/21 Annual Governance and Accountability Sections 1 and 2. Please See **Appendix B** PDF attached separately

- Section 1 – Annual Governance Statement 2020/21

Resolved. Each Statement was reviewed and unanimously approved.

- Section 2 – Accounting Statements 2020/21

Proposed: JG

Seconded: JS

Resolved. Approved by unanimous vote

- Annual Financial Report. Please see **Appendix C** attached separately

Proposed: NF

Seconded: HW

Resolved. Approved by unanimous vote

- Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Please see **Appendix D**

CG detailed that this will be achieved by putting all documentation, invoices and bank statements on the website in the same way as last year

Proposed: PC

Seconded: NF

Resolved. Approved by unanimous vote

59/21 Public Open forum

Les Allen – What is EWPC view of the MP's comments in the local press regarding SGB?

EWPC have not written to MP regarding Alicia Kearns comments on doing everything she can o get funding to make sure SGB happens regardless of her previous stance of not being able to get involved in planning matters.

Action. EWPC to draft a letter to her.

Gale Waller – Offering to do a zoom presentation regarding the Rutland Conversation consultation to Edith Weston and Normanton parish residents.

Action. EWPC will put together a selection of dates and publicise it in the next newsletter.