



# **Rutland County Council**

Catmose Oakham Rutland LE15 6HP.

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Minutes of the **PARISH CLERK LIAISON MEETING** held via Zoom on Wednesday, 19<sup>th</sup> October at 2.00pm.

**PRESENT:** Cllr J Dale Chairman Parish Council Forum  
Cllr R Powell Deputy Leader and Portfolio Holder for Planning, Highways and Transport, RCC  
Angela Culleton Head of Safe and Active Public Realm, RCC  
John Kilcoyne Deputy CEO, LRALC  
Jerry Barnes Elections Manager and Clerk, RCC

**PARISH REPS:** Parish/Town Council/Meeting

Ashwell	Sally Harnett
Barrow	Duncan Ball
Clipsham	Clifford Bacon
Manton	Lawrence Webster
North Luffenham	Sue Hammond
Ryhall	Sarah Gresty
Seaton	John Hill
Teigh	Tim Connolly
Tickencote	Joe Verdegaaal

**APOLOGIES:**

Cllr L Stephenson	Leader of the Council and Portfolio Holder for Policy, Strategy, Partnerships and Economy
Penny Sharp	Strategic Director Places, RCC
Angela Wakefield	Director of Legal & Governance, Monitoring Officer, RCC
Fiona Buchanan	Lyddington
Helen Duckering	Langham
Richard Marchant	Wardley

**1 WELCOME AND INTRODUCTION BY THE CHAIRMAN OF THE COUNCIL**

Councillor Dale, Chairman of the Council, welcomed everyone to the meeting and explained that this meeting had been re-arranged from the 14<sup>th</sup> September date which was postponed due to the sad passing of Her late Majesty Queen Elizabeth II.

**2 APOLOGIES FOR ABSENCE**

Apologies had been received as listed above.

### **3 NOTES OF THE LAST MEETING**

The notes of the previous meeting held on 9<sup>th</sup> February were accepted as a true record.

### **4 MATTERS ARISING**

There were no matter arising from the previous meeting.

### **5 MAIN ITEMS**

#### **a) Highways and Transport Working Group process briefing.**

The Chairman introduced Angela Culleton, Head of Safe and Active Public Realm, RCC who gave a short presentation on the Highway and transport concern process. A copy of the presentation slides are attached to these notes.

A short discussion period followed which covered:

- Confirmation as to whether the HTWG Works Log is still being updated – Angie agreed to look into providing an updated list on progress of the concerns raised. This will be provided in December following the next meeting of the HTWG to be held in late November.
- Clarification about how a parish could request a speed survey. Any member of the public can raise concerns through their Parish or Town Council as only Parish and Town Council's can register a concern through the Highways Transport Working Group Process. Resources have not been available to undertake speed surveys in 2021/22 but this work is now progressing. The police also identify speeding through their enforcement activity and can carry out speed surveys, but these are not in response to requests. Communities can get involved with the Community Speed Watch by contacting our transport team at [transportstrategy@rutland.co.uk](mailto:transportstrategy@rutland.co.uk).

#### **b) Local Elections – 4<sup>th</sup> May 2023**

The Chairman introduced Jerry Barnes the Electoral Services Manager, RCC to present the item on next year's local Elections as Angela Wakefield was unable to attend the meeting. Jerry gave a short presentation about next year's local elections, a copy of which is attached.

A short discussion followed which covered:

- Voter ID implementation, which means that all voters attending a polling station will be required to show phot ID card before they are allowed to vote. This will be subject to a National advertising Campaign in the New Year and will be followed by local communications to highlight requirements. There will be a list of accepted ID that can be used, but they will need to display a reasonable likeness to the individual, out of date ID's that still show fulfil this requirement will also be acceptable and for those with no ID, there will be the opportunity to request a Voter ID certificate. More details will follow once available.
- This would not affect people with postal votes as they already produce other

- personal identifiers which we can check, through the application process and when voting.
- Parish Councils should be aware that they should budget for election costs next year. Guidance was sent out prior to the last round of elections and RCC are working on revised costing based on the worst-case scenarios (that is a parish having to fund the full costs of an election). Costs can vary between parishes, dependant on size, whether elections are contested or uncontested and whether they are combined with a county ward election.
  - LRALC will be running some sessions on Annual Parish Meeting in January/February (free) and suggested Annual Parish meetings if being held in March or earlier next year are an ideal forum to publicise the democratic process and talk to those who might be interested in stepping forward.
  - RCC running Prospective County Councillor Events but these are not aimed at parishes so it is using LRALC resources including any briefing sessions provided is worth looking at for Parish Councils.
  - Nominations papers will be available in March and once available RCC will make people aware.

## **6 UPDATE ITEMS**

There were no update items for this meeting.

## **STANDARD ITEMS**

### **7 PARISH COUNCIL FORUM FORWARD PLAN**

The Chairman confirmed that the main item on the agenda for the next meeting which is to be held on **8<sup>th</sup> February 2023**, will be an update on the Local Elections by the Director of Legal and Governance, Monitoring Officer, RCC.

The Chairman asked if there were any other items for future agendas.

Cliff Bacon requested that a Local Plan Development update be scheduled for the next meeting.

The Chairman asked that if any Parish/Town Council wanted to suggest future agenda items that they be forwarded to the Clerk at [jbarnes@rutland.gov.uk](mailto:jbarnes@rutland.gov.uk).

### **8 ANY OTHER BUSINESS**

a) The Chairman requested volunteers to attend the Parish Clerk Liaison Agenda setting meetings as Cathie Gwilliam from Edith Weston was stepping down. Cathie is hoping to co-opt her replacement on to this team, but it would be nice to have more than one parish clerk on the team. Any volunteers, please contact Jerry Barnes at [jbarnes@rutland.gov.uk](mailto:jbarnes@rutland.gov.uk).

b) RCC Planning had requested the Chairman to encourage Parish Clerks to sign up to their Consultee Access system, the preferred method for submitting planning application comments. Most of their other statutory Consultees now use the consultee

access because of its benefits (more functionality, including searching and tracking planning applications, fast tracking comments to planning officers). Interested parishes are requested to contact Charlotte Taylor at [ctaylor@rutland.gov.uk](mailto:ctaylor@rutland.gov.uk).

c) **Cliff Bacon (Clipsham Parish Meeting)** raised a concern regarding RCC ward member being unaware of Parish Forum business and that there had been issues for some ward members when attending Parish meetings. It was agreed to send minutes to all RCC Councillors with immediate effect. It has also been agreed to look at RCC Councillors attendance at Parish Forum/Parish Clerk Liaison meetings at the next agenda setting meeting on 1 November 2022.

d) **Cliff Bacon (Clipsham Parish Meeting)** asked that Parish Clerks be made aware of the "Interim Position Statement for Housing Development" which is currently out for consultation and that they pass this information on to their Chairmen. He encouraged Parishes to make use of the consultation period to give their inputs. Below is a statement from Roger Ranson, Planning Policy and Housing Manager, RCC, giving details about the consultation along with a link to the online consultation page on the RCC website – this information was circulated before the meeting also.

The Council's Cabinet has approved the Interim Position Statement on Housing Development for public consultation.

The intention of this document is to guide development to appropriate and sustainable locations. It will help to ensure that housing proposals submitted in advance of the new Local Plan are assessed in a consistent manner against national policies, with the aim of ensuring that the most appropriate development comes forward in the most suitable locations. It aims to provide interim guidance which will apply until the Council has adopted a new Local Plan for Rutland, although it may need to be updated as the preparation of the plan progresses and as the Council is able to demonstrate a robust five-year housing supply.

The Interim Position Statement will function as a material consideration in decision making on planning applications pending the production of the Rutland Local Plan.

Rutland County Council will be consulting on the Interim Housing Position Statement from Monday 26 September until 4pm Friday 28 October 2022.

You can view the Interim Housing Position Statement and respond to this consultation online on the Council's website via the link below:

<https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/the-local-plan/the-adopted-local-plan/interim-housing-position-statement>

Please note that Planning Policy have said that responses may also be sent in written format if anyone is unable to access the web questionnaire. Please can any submission include the specific paragraph number that responses are aimed at. An email was sent on 20 October ahead of the minutes to remind clerks of this consultation and requesting them to inform their chairs.

e) **Sally Harnett (Ashwell Parish Council)** requested guidance on how much permission/instruction a parish clerk required to report an event to the County Council such as people removing a hedge on agricultural land which was believed to require

planning permission, but none had been seen. LRALC guidance as to reporting the incident was that the Parish Clerk as the Proper Officer would have the authority to report this and that they can report back to their council later.

There were no further items to discuss.

## **9 DATES OF FUTURE MEETINGS**

The Chairman confirmed that the next meeting would be held on:

Wednesday 8<sup>th</sup> February 2023

The meeting would commence at 2pm and be conducted on zoom.

Future dates will be added into the forward plan in due course.

Potential agenda items for the Parish Clerk Liaison Meetings should be emailed to [elections@rutland.gov.uk](mailto:elections@rutland.gov.uk).

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**The Chairman declared the meeting closed at 14:50pm.**

<b>TO:</b>	Cllr J Dale	Chairman of the Parish Forum
	Cllr R Powell	Deputy Leader and Portfolio Holder for Planning, Highways and Transport, RCC
	Cllr L Stephenson	Leader of the Council and Portfolio Holder for Policy, Strategy, Partnerships and Economy
	Mark Andrews	Chief Executive, Rutland County Council
	Penny Sharp	Strategic Director Places, RCC
	Angela Wakefield	Director of Legal & Governance, Monitoring Officer, RCC
	Angela Culleton	Head of Safe and Active Public Realm, RCC
	Jake Atkinson	CEO, LRALC
	John Kilcoyne	Deputy CEO, LRALC
	Parish Clerks	
	Rutland County Council Councillors	



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## Highway and transport concern process



## Introduction

- Overall aim and purpose of the Highways and Transport teams
- What is the Highways Transport working concern process?  
What does it do? and what doesn't it do?
- How we prioritise concerns raised as resources are limited
- The concern process and what happens next



## Aim and purpose

Overall aim of the highway and transport departments are to:

***Maintain a highway network that is accessible for all, whilst maintaining the highest level of safety possible within budget.***

The Highway and Transport Concern process provides an opportunity to raise concerns on:

- Traffic management
- Walking and cycling infrastructure
- Parking provision
- Public transport infrastructure

It is not for raising concerns about repairs of existing infra-structure: Use **Fix My Street** instead.

- Limited by resource available to progress schemes and cannot deliver schemes that go against our corporate priorities





## Revised categories and prioritisation

We are not resourced to progress every concern raised and aim to make the most of the resources available. We must prioritise the concerns;

- Prioritise into categories for community raised concerns – see next slide.
- Identify schemes that would provide strategic benefit and close down concerns earlier where this is no evidence that works are required.
- Better manage customer expectations.
- Provide clearer definitions & reduce ambiguity.
- Prioritised list of concerns will then be considered alongside safety schemes and strategically identified schemes, relating to or within the remit of the service areas of the Highway and Transport departments
- Addressing backlog: high number of concerns received, impact of pandemic and recruitment shortages



## Priority Categories

- Essential
  - Necessary
  - Strategic
  - Beneficial
  - No work required
- Only essential, necessary and strategic schemes will progress.
  - Beneficial schemes may only progress if fully funded and then only as resources allow

Priority	Category	Definition	Would RCC fully fund this category?	Would RCC consider a parish contribution or externally funded scheme?
1	Essential	A scheme that must be delivered as soon as possible to address actual harm to persons i.e. serious injuries	Yes	No
2	Necessary	Works that are required to address sites that have evidenced speeding or historically have injury or maintenance harm but are not currently occurring, but may occur again if not acted upon.	Yes	Contributions considered
3	Strategic	Works that would help deliver progress against RCC's corporate objectives, but where there may be no evidence of harm or speeding.  Where there is a strategic plan in place, the concern will move over for consideration within the relevant plan/ funding process.	Yes	Contributions considered.
4	Beneficial	Works that would provide benefit to the current situation but are not addressing a recorded history of harm or speeding. These will be schemes for example, where the concerns or perception relating to a location feeling unsafe can be addressed.  Potential solution does not go against corporate objectives, but is not classified as a strategic scheme.  Within this category, prioritisation would be higher the wider the benefits are felt.	No	Yes – concerns categorised as beneficial will only be considered where 100% of all costs can be provided from external funding sources.
5	No work required	Where there is: <ul style="list-style-type: none"><li>- no evidence of harm or speeding,</li><li>- the work does not support corporate objectives</li><li>- implementation of measures would be unlikely to improve perception of safety or offer convenience.</li><li>- A scheme that may be beneficial but that goes against corporate objectives.</li></ul>	No	No



## Parish funded schemes

- Concerns categorised as ‘beneficial’ (and with confirmation of external funding for 100% of costs) may be retained on the list for consideration on future programmes of work.
- Prioritised against other concerns and subject to available staff resource.
- Only consider parish funded schemes where they would not leave RCC with any ongoing costs, such as maintenance or removal/ replacement.
- The parish would be responsible for all costs and overheads.



## Parish funded schemes

Clarification regarding non police reported accidents.

Parishes to keep copy/ log of accidents and submit it as supporting information if submitting a highway or transport concern through the online web portal.

Parishes to provide:

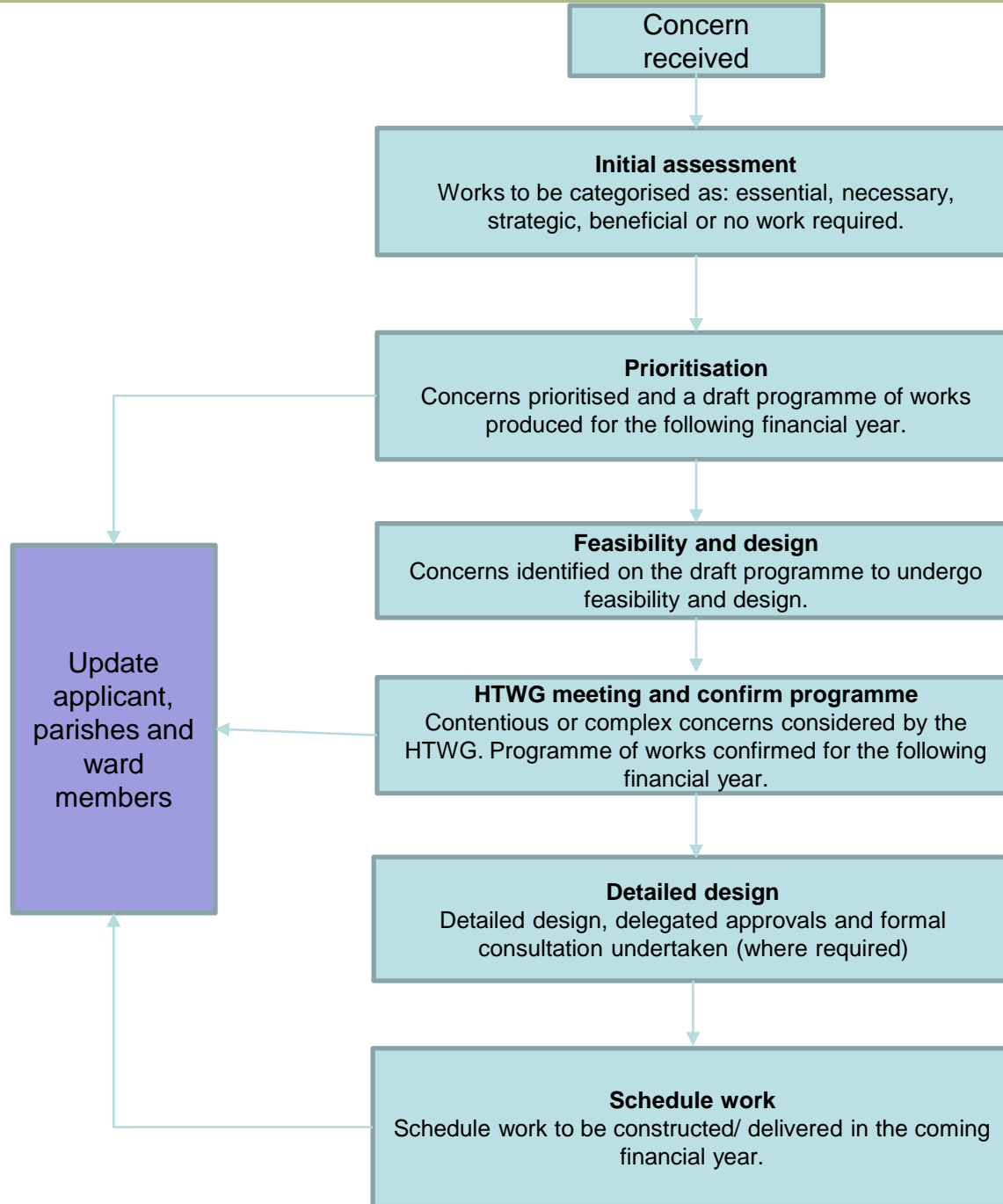
- Date of incident (or when vehicle/ damage noticed)
- Location
- What 3 words location (if known)
- Details of collision/ incident (if known)

Data should only be gathered if it is safe to do so.



## First Step Initial sift

- Short review of all schemes via sifting process.
- Identify concern type
- Speeding concerns sent off in batches for speed survey work.
- Walking and cycling concerns generally to be closed down and covered through LCWIP work.
- Priority is addressing concerns relating to KSI sites (sites where a fatality or serious injury has occurred).





## Submitting concerns

- Public information about the process is available online:
- <https://www.rutland.gov.uk/my-community/transport/transport-strategy/highway-and-transport-concerns/>
- Parishes, ward members, MPs, emergency services and representatives of accessibility groups can submit concerns online.
- Link is not available to public.
- <https://rutland.force.com/customer/s/highways-concern>





## Programme

- 12 month programming
- Only concerns categorised as essential, necessary or strategic will remain on the list of concerns for consideration in future programmes of works (except fully funded 'beneficial' schemes.) All other concerns removed.
- Alongside community concern schemes, the programme of work will include:
  1. Safety schemes
  2. Strategically identified capital schemes
- Total number of schemes delivered per year will be subject to staff resource to deliver and available funding.
- Working group to meet quarterly



## Budget

- Funded through Department for Transport Integrated Transport Capital Block grant.

Area	Amount (£000's)	Notes
Opening balance 01/04/2022	(1,890)	
Grant award 2021/22	(462)	
2021/22 spend	295	
Committed to capital programmes	548	Amount of budget that has been committed but not yet delivered.
Integrated transport budget - schemes up to £10k	266	Remaining budget available for Senior Highway Manager to authorise on schemes up to the value of £10,000
Integrated transport budget - schemes between £10,001 and £200,000.	201	Remaining budget available for the Strategic Director for Places, in consultation with the Portfolio Holder, to authorise on schemes between £10,001 and £200,000.
Remaining budget at end of 2021/22	(951)	
Opening balance 01/04/2022	(2,057)	Accrued funds from previous years
Grant award 2022/23	(462)	
Available funding	(1,412)	Total available funds



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## Summary

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Rutland County Council

**Local Elections 2023**



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## Introduction

**Local elections on 4<sup>th</sup> May 2023 to elect District Councillors for Rutland County Council and Parish Councillors for Parishes**

Please note:

Polls only held where elections are contested.

## Key Events

**July – December 2022**

Annual Canvass of Electors

**August - September 2022**

Start staff recruitment and Comms campaign for staffing and candidates

**November 2022**

Prospective County Councillor Comms & Events

**December 2022**

End of Annual Canvass/Publication of Revised Register of Electors

Potential Neighbourhood Plan Referendum

**February 2023**

Prospective County Councillor Comms & Events

Potential Neighbourhood Plan Referendum

## Key Events contd.....

### March 2023

Polling Staff Training (on-line)

Candidate briefing sessions (2 - 3, with one in evening)

22<sup>nd</sup> – Notice of Election posted early (starts formal election timetable)

### Purdah starts

### 22<sup>nd</sup> March – 4<sup>th</sup> April 2023

Nominations period – potential for 250 – 300 candidates!

### April 2023

Count Rehearsals & Postal Vote Sessions

### May 2023

Postal Sessions



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## Key Events contd.....

4 May 2023

Polling Day

5 May 2023

Verification and Count

Results

We await clarification on how the Coronation will affect these events.





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## Post Election

### Registers of Interests/Acceptances of Office

- Look to Clerks to help with this process.
- We will distribute latest forms for completion
- Parish Clerks to hasten councillors to complete



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Questions?