



# EDITH WESTON PARISH COUNCIL

24 Coniston Road, Edith Weston LE15 8HP

## Minutes of the meeting of the Edith Weston Parish Council (EWPC) held on Monday 31<sup>st</sup> July 2023 in Edith Weston Village Hall

**In Attendance:** Andrew Lunn (AL) (Chair), Juliet Stuttard (JS) (Vice Chair), Peter Vickers (PV), Joseph Akak (JA), Helen Wood (HW), Sara Glover (SG) Clerk

**Visitors:** 3 members of the public were present

Agenda No		Action
116/23	<b>Apologies</b>	
	AL opened the meeting by welcoming Councillors Tim Smith (TS) RCC and Joseph Akak EWPC to their first meetings. It was noted that due to personal circumstances PM had had to resign from the role of Parish Councillor. It was resolved to accept apologies from Councillors Gale Waller (GW), Charlotte Cave (CC) and Jenna Miles.	
117/23	<b>Declarations of interest in items on the agenda</b>	
	None.	
118/23	<b>Public Open Forum</b>	
	No questions from the public.	
119/23	<b>Rutland Council Report</b>	
	The RCC Cabinet has completely changed following the elections; Councillor Tim Smith (TS) is now part of the Cabinet and on the planning and licencing committee. Site allocations for the RCC Local Plan will be issued in October 2023. There is no Memorandum of Agreement for St George's Barracks therefore any plans submitted for this site will be judged on their own merit.	
120/23	<b>Minutes of the meeting held on Tuesday 26<sup>th</sup> June 2023</b>	
	<b>Resolution:</b> Approved and to be signed as a true record.	AL
121/23	<b>Matters arising from the minutes not on the agenda</b>	
	None raised.	
122/23	<b>Update from the Army</b>	
	There are no updates from the Army. JS has contacted the Army and has been informed of a change in personnel. We will be notified when a new point of contact has been identified.	
123/23	<b>Update re the Officer's Mess proposals</b>	

	AL deferred Cascade from attending the Parish Council meeting for a couple of months, and has raised three supplementary questions with them for which a response is awaited. They have not yet submitted a planning application to RCC.	
124/23	<b>Forum Updates</b>	
	<ul style="list-style-type: none"> <li>• SLCC AGM – minutes available on request.</li> <li>• RCC Parish Forum meeting on 20<sup>th</sup> September – AL to attend (via Zoom)</li> <li>• LRALC AGM on 25<sup>th</sup> November - tbc.</li> </ul>	AL
125/23	<b>Neighbourhood Planning Committee (NPC) update</b>	
	<p>NP is almost complete with just some work on the Green Spaces document to be finalised. The Parish Council now need a communications plan. All households in the village, all businesses and a wide range of stakeholders need to be notified of where a copy of the NP can be accessed. PV to develop a poster to include the date/time of the start of the consultation, where the hard copies can be found, the link to the copy on the website, and the dates/times and venues for the three drop-in sessions. It was agreed to get quotes from Quoin (existing contract with EWPC) plus possibly one other printer. It was also suggested that hard copies could be placed in the libraries at Oakham and Ketton.</p> <p>It was resolved that EWPC start the Reg 14 consultation process at 11.00 am on Tuesday 29<sup>th</sup> August 2023. (Note: this requires hard copies of the NP to be available in advertised spaces before this time/date, plus on the EWPC website).</p>	PV PV AL/PV
126/23	<b>Planning applications</b>	
	<p><b>i. 2023/007/APPEAL: APP/A2470/W/23/3323586</b> Outline application for up to 62 no. dwellings, landscaping and open space with all matters reserved except access. <b>Site:</b> Land To The East Of Normanton Road Edith Weston Rutland <b>Appeal Start Date:</b> 3 July 2023 <b>Resolution:</b> EWPC submitted robust comments for the original application which will be taken into account but AL will review these.</p> <p><b>ii. 2023/0728/CAT</b> Fell 1 no. Sycamore Tree, Cut back 2 no. Ash Trees and raise crown to up to 10 metres, Tim back Beech Tree by 2 metres and to a height of 10 metres, Fell 1 no. dead Willow Tree, Fell 1 no dead Ash Tree <b>Site:</b> Lakeland Lodge, 23 Weston Road, Edith Weston LE15 8HQ <b>Deadline:</b> 3<sup>rd</sup> August 2023 <b>Resolution:</b> No comments</p> <p><b>iii. 2023/0685/FUL</b> Removal of Condition No. 3 (accommodation to be used solely in connection with the existing dwelling as ancillary accommodation and not occupied as a separate unit) of planning application F/1994/0160 – Conversion of building to one bedroom, self-contained living accommodation.</p>	AL

	<p><b>Site:</b> Lakeland Lodge, 23 Weston Road, Edith Weston LE15 8HQ  <b>Deadline:</b> 3<sup>rd</sup> August 2023  <b>Resolution:</b> No comments</p> <p><b>iv. 2023/0766/TREES</b>  Removal 1 no willow tree  <b>Site:</b> Brake Spinney, St Mary's Close, Edith Weston LE15 8HF  Approved by Rutland County Council  <b>Resolution:</b> for information only</p>	
127/23	<b>Environmental Issues</b>	
	<ul style="list-style-type: none"> <li>● TPO review – list now received from RCC and plotted onto a map of the village. This information to be compared to Andrew Belson’s report recommendations and issues noted on the village audit.</li> <li>● Audit of village – some odd jobs have been identified. Andy Wood (AW) (partner of HW) is happy to do the work. SG to check insurance to ensure he is covered as a volunteer. It was agreed that a small gift of thanks would be given to AW but that a more formal arrangement should be made for any future miscellaneous work.</li> <li>● Road surfaces at village entrances (RCC funding) to be investigated.</li> <li>● It was noted that there was a dead tree opposite the cemetery – to be reported on Fix My Street.</li> <li>● Speedwatch – AL has requested a meeting with RCC Highways department to discuss further action. The feedback from the EW School survey carried out with parents and pupils was really helpful.</li> <li>● Tommy’s Close – a request for payment of the grant had been received and it was resolved that the £4,500 grant could now be paid to Tommy’s Close. It was also resolved that EWPC would buy a bench (in lieu of the Jubilee bench) to be sited within the play area, which would be gifted to Tommy’s Close (who would then be responsible for siting, maintenance and insurance). Two quotes to be obtain, but purchase agreed in principle from monies set aside in the budget.</li> <li>● Street lighting – issue of refund has been referred by Councillor Gale Waler internally in RCC.</li> <li>● Village entry gates cleaning – JS has now identified a supplier who will provide a quote. This work is approved in principle for monies set aside in the budget for maintenance.</li> <li>● Double yellow lines – have now been painted and illegal parking will be enforced by RCC on an ad hoc basis. TS will raise the issue of continued parking within RCC.</li> <li>● The village audit had identified the need to cut back ivy growing around the trees by the layby on Weston Road, next to the cemetery. A quote had been received from Biffa for £196 + VAT. It was agreed to go ahead with this work.</li> </ul>	<p>JS/SG</p> <p>SG</p> <p>AL</p> <p>HW</p> <p>SG</p> <p>AL</p> <p>SG</p> <p>?</p> <p>JS</p> <p>HW</p>
128/23	<b>Finance</b>	
	<ul style="list-style-type: none"> <li>● Finance report and current bank balance was accepted and approved as presented.</li> </ul>	

**Appendix 1**

	<ul style="list-style-type: none"> <li>● Invoices as noted on the finance report had been approved for payment by the Finance Committee and were noted by the Parish Council.</li> <li>● It was agreed that the Village Hall would be asked to submit a monthly invoice for payment rather than EWPC paying against one for the year.</li> <li>● The Asset Register revaluation had taken place but the spreadsheet had not been received by all Councillors so will be recirculated.</li> </ul>	<p>JS</p> <p>SG</p>
<b>129/23</b>	<b>Correspondence received by the Clerk</b>	
	<ul style="list-style-type: none"> <li>● Grounds maintenance contract for 2024 – it was noted that RCC will be reducing the number of grass cuts from 10 to 6 in 2024. It was agreed that EWPC would continue to contract via RCC rather than take on this responsibility itself as it still provided extremely good value for money, but would keep the state of the village under review.</li> <li>● The issue of weeds along the roads was raised by a member of the public. HW will follow up with RCC to find out how often this should be done, but will also request a quote direct from Biffa.</li> <li>● Transport network review – it was agreed that this should be done when villagers could attend and RCC would be invited to come early evening or at a weekend.</li> </ul>	<p>SG</p> <p>HW</p> <p>SG</p>
<b>130/23</b>	<b>Approval of policies</b>	
	<p>The following policies were approved as submitted with two amendments to the GDPR policy noted below:</p> <ul style="list-style-type: none"> <li>● General Privacy Notice (for website)</li> <li>● Privacy Notices (staff/councillors/volunteers)</li> <li>● Data Protection Policy (GDPR) – JA appointed as Data Protection Officer, and addition of an expungement timetable for documents.</li> <li>● Freedom of Information/Subject Access Request (SAR)</li> <li>● Use of email for Parish Councillors</li> </ul>	<p>SG</p>
<b>131/23</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>● Recruitment to vacant Parish Councillor post – AL had taken advice from LRALC, but would also confirm with RCC (Jeremy Barnes) the process for filling this vacancy whereby it is proposed not to re-advertise the post for 2-3 months but in the meantime if an eligible person were to apply they could be co-opted under the existing process.</li> </ul>	<p>AL</p>
<b>114/23</b>	<b>Date of next Parish Council meeting</b>	
	Monday 22 <sup>nd</sup> August 2023 at 7.15pm in Edith Weston Village Hall.	<p>SG</p>