

**Notice and Summons to attend
South Luffenham Parish Council Meeting
To be held in the Village Hall on Thursday 5th March 2026 at 7.00pm**

- 422-25/26 To receive and approve apologies for absence.
- 423-25/26 To receive Declarations of Interest and consider dispensation requests.
- 424-25/26 To elect a Chair of the Parish Council and for the newly elected Chair to sign the Declaration of Acceptance of Office.
- 425-25/26 Public Participation (15 mins)
(Applicants for co-option will be invited to speak under item 428-25/26)
- 426-25/26 To receive and approve Minutes of:
- a. Parish Council meeting held on 8th January 2026
 - b. Extra Ordinary Parish Council meeting held on 29th January 2026
- 427-25/26 Adopt Co-option Procedure
- 428-25/26 Consider and approve Applications for Co-option
- 429-25/26 County Councillor Reports
- 430-25/26 To discuss open planning applications:
- a. New:
 - i. [2026/0130/FUL](#) - Agricultural Building To The South Of Stamford Road South Luffenham Rutland - Demolition of existing agricultural barn and construction of 1 No. dwelling.
 - ii. [2026/0164/FUL](#) - Land South Of Stamford Road Morcott Rutland - Change of use of land from agricultural to equestrian/recreation use and the erection of two mobile field shelter/tack/feed stores. Improve the existing access to provide safe turning and parking to serve the site.
 - b. Decided:
 - i. [2025/1645/FUL](#) - 25 The Street South Luffenham Rutland LE15 8NX - Replacement single storey rear extension, general refurbishment and replacement of modern windows. Refused.
 - ii. [2026/0013/CAT](#) - 35 Pinfold Close South Luffenham Rutland LE15 8NE - T1 - Remove Apple tree to just above ground level. Approved.
- 431-25/26 To consider quotes for a new council website and email package and resolve to appoint a provider in accordance with Financial Regulations.
- 432-25/26 To consider the extension to the contract for grass cutting for 12 months.
- 433-25/26 Finance:

- a. Financial Report: approve financial report for to 31st January 2026.
- b. To consider and approve any changes to the agreed budget, if required.
- c. Authority to pay:
 - i. Contractual payroll payments for February 2026
 - ii. £2160.00, Tommy Plummer, Tree Services
 - iii. £9.95, Npower, Electric Charges
 - iv. £25.00, SL Village Hall, Hire Charges
 - v. £145.17, Viking Direct, Stationary & Ink
 - vi. £1224.00, Community Heartbeat Trust, Defibrillator
 - vii. £480.00, Andy Skelham, Allotment Footpath works
- d. To note payments already made:
 - i. £290.00, Larkfield Landscaping, Rushes Removal
 - ii. £194.98, Repayment to previous clerk, Microsoft
- e. To approve the appointment of an Internal Auditor
- f. To consider implementing Scribe Accounting Software to improve financial management, reporting, transparency and audit compliance, and to resolve accordingly.

434-25/26 Governance:

- a. Risk Management Policy Review
- b. Asset Register Review
- c. Reserves Policy

436-25/26 To discuss and approve any village maintenance required.

436-25/26 Councillors Reports and Tasks

- a. To receive and note Councillors Reports
- b. To discuss redistribution of Councillor tasks and responsibilities

437-25/26 Defibrillator Installation and Training

438-25/26 To consider next steps for Sapcoates.

439-25/26 To note correspondence

440-25/26 To consider and resolve the salary scale, SCP range, hours and advertising arrangements for the permanent Clerk position and approve the job description and job advert, in line with the job evaluation from LRALC

Date of the next meeting: 28th May 2026

Amie Fenech
 Locum Clerk and Responsible Financial Officer
 27th February 2026