

**South Luffenham Parish Council**  
**Minutes of the Meeting held on**  
**Thursday, 5<sup>th</sup> March 2026**  
**7pm in South Luffenham Village Hall**

Present: Cllr Jan Bradley (Chair JB), Cllr Tim Chapman (TC), Cllr Steve Howe (SH), Cllr Stewart Tyler (ST) and Cllr Errol Matthews (EM)

In Attendance: 5 members of the public, Amie Fenech (Clerk).

Apologies: Cllr Smith and Cllr Waller

<b>Minute Number</b>	<b>Item Title</b>	<b>Item Minute</b>	<b>Action</b>
422-2025/26	To receive and approve apologies for absence.	Apologies were received from Cllr Smith and Cllr Waller and approved.	
423-2025/26	To receive Declarations of Interest and consider dispensation requests.	JB declared an interest in item 439-25/26 as a Trustee of Sapcoates Charity and would not participate in discussion or voting on this matter.	
424-2025/26	To elect a Chair of the Parish Council and for the newly elected Chair to sign the Declaration of Acceptance of Office	TC proposed JB as Chair. SH seconded the proposal. JB accepted the nomination, signed the Declaration of Acceptance of Office and took the Chair.	Clerk to submit to RCC
425-2025/26	Public Participation (15 mins)  (Applicants for co-option will be invited to speak under item 428-25/26)	Members of the public raised questions regarding the future of the Sapcoates properties, including concerns about affordability, maintenance costs and potential sale of the buildings. The Chair explained that significant works would be required to bring the properties to a rentable standard and that the current rental income would not cover these costs. The listed status of the buildings and potential	JB is continuing to engage with solicitors conversant in dealing with charities governance with a view to an appointment.

		options for the charity were also discussed.	
426-2025/26	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	Approved	
427-2025/26	Adopt Co-option Procedure	Approved	Clerk to publish.
428-2025/26	Consider and approve Applications for Co-option	Two candidates presented themselves for co-option to the Council: Errol Matthews and Stewart Tyler.  The Council resolved to co-opt Errol Matthews and Stewart Tyler as members of South Luffenham Parish Council.	Clerk to submit acceptance of office to RCC.
429-2025/26	County Councillor Reports	No reports	
430-2025/26	To discuss planning applications:  a. New: i. <a href="#">2026/0130/FUL</a> - Agricultural Building To The South Of Stamford Road South Luffenham Rutland - Demolition of existing agricultural barn and construction of 1 No. dwelling.  ii. <a href="#">2026/0164/FUL</a> - 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	a. i. Resolved to make no comment.  ii. Resolved to make no comment.	

	<p>stores. Improve the existing access to provide safe turning and parking to serve the site.</p> <p>b. Decided:</p> <p>i. <a href="#">2025/1645/FUL</a> - 25 The Street South Luffenham Rutland LE15 8NX - Replacement single storey rear extension, general refurbishment and replacement of modern windows. Refused.</p> <p><a href="#">2026/0013/CAT</a> - 35 Pinfold Close South Luffenham Rutland LE15 8NE - T1 - Remove Apple tree to just above ground level. Approved.</p>	<p>b. i. Noted.</p> <p>ii. Noted</p>	
431-2025/26	To consider quotes for a new council website and email package and resolve to appoint a provider in accordance with Financial Regulations.	Council agreed to postpone until a permanent clerk is in place.	
432-2025/26	To consider the extension to the contract for grass cutting for 12 months.	Approved	Clerk to prepare contract.
433-2025/26	<p>Finance:</p> <p>a. Financial Report: approve financial report for to 31st January 2026.</p> <p>b. To consider and approve any changes to the agreed budget, if required.</p> <p>c. Authority to pay:</p> <p>i. Contractual payroll payments for February 2026</p>	<p>a. Noted</p> <p>b. Resolved to approve the following payments.</p>	JB to process payments

	<p>ii. £2160.00, Tommy Plummer, Tree Services</p> <p>iii. £9.95, Npower, Electric Charges</p> <p>iv. £25.00, SL Village Hall, Hire Charges</p> <p>v. £145.17, Viking Direct, Stationery &amp; Ink</p> <p>vi. £1224.00, Community Heartbeat Trust, Defibrillator</p> <p>vii. £480.00, Andy Skelham, Allotment Footpath works</p> <p>d. To note payments already made:</p> <p>i. £290.00, Larkfield Landscaping, Rushes Removal</p> <p>ii. £194.98, Repayment to previous clerk, Microsoft</p> <p>e. To approve the appointment of an Internal Auditor</p> <p>f. To consider implementing Scribe Accounting Software to improve financial management, reporting, transparency and audit compliance, and to resolve accordingly.</p>	<p>e. Approved</p> <p>f. Council agreed to postpone until a permanent clerk is in place</p>	<p>Resolved to appoint Auditing Solutions as Internal Auditor.</p>
<p>434-2025/26</p>	<p>Governance:</p> <p>a. Risk Management Policy Review</p> <p>b. Asset Register Review</p> <p>c. Reserves Policy</p>	<p>a. Approved</p> <p>b. Approved</p> <p>c. It was noted that Leicester and Rutland Association of Local Councils (LRALC) guidance suggests general reserves of 3–12 months of expenditure (approximately</p>	<p>Clerk to publish both policies</p> <p>The Clerk will prepare a draft Reserves Policy for consideration.</p>

		25–100% of the annual precept). Council agreed to progress with this suggestion.	
435-25/26	To discuss and approve any village maintenance required.	<p>The Council discussed village maintenance requirements.</p> <p>Council resolved to arrange repairs to the car park entrance adjacent to Stamford road approaching the recreation grounds.</p> <p>EM noted that the Coach House is due to be sold in August 2027. A community group has been established to explore potential options for the building. It was also noted that Rutland County Council has accepted the property as an Asset of Community Value.</p>	Clerk to arrange for repair to the Car Park entrance.
436-25/26	<p>Councillors Reports and Tasks</p> <p>To receive and note Councillors Reports</p> <p>To discuss redistribution of Councillor tasks and responsibilities</p>	<p>SH reported on the work undertaken at Pond Close and noted that regular maintenance is required.</p> <p>The Council discussed replacement of the playpark equipment. It was noted that indicative quotes are approximately £76,000 and that four quotes will be required in accordance with Financial Regulations.</p> <p>The need to apply for grant funding was noted.</p> <p>It was agreed that Councillor roles and responsibilities will be reviewed and agreed at the May meeting.</p>	<p>Clerk to share play equipment suppliers with SH.</p> <p>TC to arrange for additional quotes.</p> <p>Clerk to review roles and responsibilities document</p>

			prepared by SH.
437-25/26	Defibrillator Installation and Training	It was noted the new defibrillator was to be installed and training was required.	Clerk to arrange training.
438-25/26	To consider next steps for Sapcoates.	<p>JB declared an interest as a Trustee of Sapcoates Charity and recused herself from the discussion and vote.</p> <p>The Council discussed the administrative arrangements for the charity.</p> <p>Resolved that the Clerk to the Parish Council will administer the charity payroll, with costs reimbursed by Sapcoates Charity.</p>	JB to follow up with Sapcoates Trustees.
439-25/26	To note correspondence	None noted.	
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	<p>The Council noted the job evaluation undertaken by LRALC which recommended LC2.</p> <p>Resolved to advertise the Clerk position at LC2 SCP 18–26, enrolment in the Local Government Pension Scheme (LGPS), and to advertise via LRALC and neighbouring ALCs in order to attract an experienced clerk.</p> <p>Interviews to take place in early April.</p>	Clerk to advertise.

Closed at 21.00

Date of next meeting: 28<sup>th</sup> May 2026

Approved: .....

DRAFT