

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Wednesday 16 March 2016

Present at the meeting.

Councillors: Cllr N Palmer (in the Chair), Cllr H Mayes, Cllr E Palmer and Cllr M Scott.

In attendance: Mrs H Hoier (Clerk) and two members of the public.

16/413 Formalities.

a) To receive and approve apologies for absence.

Apologies for absence were received from Cllr A Fischelis, Cllr C May (both due to family responsibilities) and Cllr H Rainbow (because of employment commitments).

RESOLVED that the reasons for absence from the meeting provided by Cllr A Fischelis, Cllr C May and Cllr H Rainbow be **APPROVED** by this Council.

b) To receive information requests/comments from members of the public.

The Council received verbal comments from members of the public regarding serious problems caused by severe flooding in Lower Street recently (with particular reference to raw sewerage and road closures). It was acknowledged that while the Council does not have any official emergency procedures in place, it is able to collate information from residents and local authorities.

c) To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.

There were no disclosures of interest by members in items on the agenda.

d) To resolve to exclude members of the public/press from the meeting when agenda items containing confidential information are transacted.

This procedure was not required as there were no agenda items identified by this Council as containing confidential information.

16/414 To confirm the minutes of the meeting held on Wednesday 17 February 2016.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 17 February 2016 and signed by the Chairman.

16/415 To note and confirm details of this Council's Staff Self-Assessment Appraisal Procedure.

It was acknowledged that as the leader for the Clerk's appraisal and pension entitlement, Cllr C May had prepared the documents for this procedure but was unable to attend the meeting.

RESOLVED to defer the transaction of this business item to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

16/416 Minor items.

a) To receive and note the Chairman's announcements (for information only).

There were no announcements by the Chairman.

b) To receive and note correspondence/reports/publications (for delegated action and/or information only).

Details of these items were noted (with particular reference to the latest reported crime figures along with issues discussed at the meeting with representatives of ENC Planning Services) and Councillors and the Clerk summarised any information received/action taken since 17 February 2016.

16/417 East Northamptonshire Council (ENC).

a) To note details of feedback from the Little Addington Public Consultation Event held on 7 December 2015 regarding a proposed mixed tenure development of affordable and market housing for local people.

The Council noted details of documents prepared by ENC Housing Strategy Team and Northamptonshire Rural Housing Association relating to this consultation event held to gauge local opinion of a proposed housing development off Lower Street in Little Addington.

RESOLVED that details of documents relating to the Little Addington Public Consultation Event held on 7 December 2015 be **NOTED** (minute 15/362 refers).

b) To receive and note ENC correspondence/reports/publications (for information only).

These documents were received and the current issues of relevance to this Council and/or to Great Addington were summarised by the Clerk (with particular reference to an enquiry regarding the ownership of the lane between Huxloe House and All Saints Church).

16/418 Northamptonshire County Council (NCC).

- a) **To consider this Council's response to the Northamptonshire Permit Scheme for Road Works and Street Works Consultation.**

The Council noted details of this consultation regarding NCC's intention to amend the current scheme to include all roads in Northamptonshire except motorways and trunk roads in accordance with new legislation.

RESOLVED that details of the Northamptonshire Permit Scheme for Road Works and Street Works Consultation be **NOTED** but that this Council will not be submitting a formal representation.

- b) **To consider this Council's priorities regarding minor highway/footpath improvements and complete the 2016 Community Enhancement Gangs (CEG) request form.**

The Council considered its priorities regarding improvement works to enhance the village environment before completing the CEG request form.

RESOLVED that this Council's priorities are the siding out of footways; strimming and clearance of verges (ideally removing the hedge on the bank in Lower Street and replacing the grass with low maintenance shrubs) and installing bollards in Main Street to prevent vehicles from mounting the kerb.

- c) **To receive and note NCC correspondence/reports/publications (for information only).**

These documents were received and the current issues of relevance to this Council and/or to Great Addington were summarised by the Clerk (with particular reference to feedback from the Northamptonshire Highways Parish Satisfaction Questionnaire).

16/419 Constituency for Corby and East Northamptonshire.

- To receive and note parliamentary correspondence/reports/publications sent on behalf of Mr T Pursglove MP (for information only).**

These documents were received and the current issues of relevance to this Council and/or to Great Addington were summarised by the Clerk (with particular reference to Mr Pursglove MP's activities in Westminster and his constituency including weekly surgeries).

16/420 To note the latest details of this Council's Four Year Plan; confirm its priorities; and consider the options and resources available regarding achieving its short, medium and long term objectives (including any legal responsibilities).

The Council noted the latest details of this action plan which has been introduced by the Chairman to assist in confirming the Council's priorities, achieving its objectives and monitoring its progress over the next four years.

RESOLVED that the latest details of items within the Four Year Plan reported at the meeting be **NOTED**, updated as necessary and that options and resources available to this Council be utilised as effectively as possible.

- a) **E.ON's 50% price increase for street lighting energy from May 2015.**

Cllr N Palmer reported that a quotation of £16,235.00 plus VAT has been received from E.ON to convert all lamps from either mercury or sodium to LED and replace the five concrete columns with steel.

- b) **Traffic calming schemes.**

There were no additional reported details to those noted and updated at previous meetings.

- c) **Communication and engagement.**

There were no additional reported details to those noted and updated at previous meetings.

- d) **Village commemorative sign.**

There were no additional reported details to those noted and updated at previous meetings.

- e) **Clerk's appraisal and pension entitlement.**

There were no additional reported details to those noted and updated at previous meetings.

16/421 Community.

- a) **To finalise the agenda of the Annual Parish Meeting (of electors) to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 18 May 2016 at 7:30 pm.**

The Council considered issues of potential interest to local electors for discussion at this meeting and it was acknowledged that it may be necessary to limit the number/timing of any questions per elector because the Council's Annual Meeting must begin at a specific time.

RESOLVED that there are no specific agenda items to add to the flyer which will be circulated with the May issue of Saints Alive! and to conclude the Annual Parish Meeting (of electors) at 8.40 pm.

- b) **To approve this Council's copy for the April 2016 issue of Saints Alive!**
Copy to be included in the April 2016 issue of Saints Alive! was considered (with particular reference to business transacted at the March meeting).
RESOLVED that details of Community Speed Watch 2016, an invitation to the Annual Parish Meeting (of electors) along with a further appeal for volunteers to assist with Operation Spring Clean 2016 - 'Clean for The Queen' be included with the regular items in the April 2016 issue of Saints Alive!
- c) **To note issues of concern/interest raised by residents since 17 February 2016 and to consider the options and resources available to this Council.**
The Council had noted at the previous meeting that it should arrange to remove saplings and ivy in the churchyard and it was acknowledged that an appeal for volunteers to join a working party could be made at the Annual Parish Meeting (of electors).
- d) **To receive and note reports of Addingtons organisations.**
- (i) **Addingtons Playing Field Association (APFA).**
On behalf of the APFA, Cllr C May reported via e-mail to the Council that a special Inter-Village Rounders Match is to be held on Saturday 25 June 2016 from 3:00 pm onwards in honour of Mr C Fry who was a valued member of the APFA.
- (ii) **Ringstead Grange Quarry Liaison Group (RGQLG).**
On behalf of the RGQLG, Cllr H Mayes reported to the Council on the latest details of the RGQLG's activities (with particular reference to increasing the height of the original contour).

16/422 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).

- a) **To note the latest details of NACRE/NCALC/SLCC conference and training courses.**
The Council noted details of these forthcoming events offered by NCALC and SLCC to ensure awareness of current legislation and/or recommended good practice.
RESOLVED that the attendance of the Clerk at the SLCC Regional Road Show 2016 at the cost of £79.00 plus VAT per delegate be **APPROVED** by this Council.
- b) **To receive and note NACRE/NCALC/SLCC correspondence/reports/publications (for information only).**
These documents were received and the current issues of relevance to this Council and/or to Great Addington were summarised by the Clerk (with particular reference to external audit and planning).

16/423 Finance.

- a) **To finalise the timetable for this Council's Annual Return for the year ended 31 March 2016.**
At this point in the meeting, Cllr M Scott declared an interest in Northants CALC Internal Audit Service because of his appointment as a director of Northants CALC and the Clerk disclosed a professional association in the interests of transparency.
Prior to finalising the timetable for this statutory procedure which must be undertaken by 30 June 2016, the Council noted issues arising from the Clerk's training since being appointed as a Northants CALC Internal Audit Service consultant. It was acknowledged that NCALC Internal Audit Service consultants have sector knowledge and are able to review all aspects of governance as well as accountability.
RESOLVED that Sections 1 and 2 of this Council's Annual Return for the year ended 31 March 2016 be **APPROVED** by this Council ideally at its Annual Meeting to be held on Wednesday 18 May 2016 or at the following meeting scheduled to be held on Wednesday 15 June 2016.
RESOLVED that the draft budget of £8,614 for the year ended 31 March 2017 be proposed, seconded and with all members present in favour; **APPROVED** by this Council (minutes 15/372 and 15/385 refer).
RESOLVED to consider the available options and resources regarding this Council's future internal audit arrangements at the next scheduled meeting.
- b) **To approve an extension to the terms and conditions (including price) of the 2015/16 All Saints Church mowing contract for at least 12 months from 1 April 2016.**
JME Ground Services Ltd has agreed to maintain the price of £70 plus VAT per cut for a further twelve months regarding this contract.
RESOLVED that an extension to the terms and conditions of the 2015/16 All Saints mowing contract with JME Ground Services Ltd for a further twelve months from 1 April 2016 to 31 March 2017 be proposed, seconded and with all members present in favour; **APPROVED** by this Council on the grounds of economy, efficiency and effectiveness (minute 15/277 refers).

- c) **To receive and approve the monthly financial statements and bank reconciliation.**
The Council received and scrutinised the latest accounting documents.
RESOLVED that the Council's net bank balance of £13,599.23 on 16 March 2016 reconciles to its receipts and payments.
- d) **To approve payments in accordance with relevant legislation.**
RESOLVED that cheques 100267 and 100272 at the total expenditure of £686.47 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transactions have been budgeted accurately.
- (i) **Payment of the Clerk's salary (January-March 2016).**
100267 - £375.25 (Local Government Act 1972, s 112).
 - (ii) **Payment to HM Revenue & Customs for PAYE (January-March 2016).**
100268 - £94.00 (Local Government Act 1972, s 112).
 - (iii) **Payment of the Clerk's administrative expenses (April 2015-March 2016).**
100269 - £38.87 (Local Government Act 1972, s 111).
 - (iv) **Payment to All Saints Church, Great Addington Parochial Church Council for the annual Saints Alive! subscription (2015/16).**
100270 - £100.00 (Local Government Act 1972, s 142).
 - (v) **Payment to Great Addington CE (VA) Primary School for photocopying.**
100271 - £13.35 (Local Government Act 1972, s 111).
 - (vi) **Payment to SLCC for the annual membership subscription.**
100272 - £65.00 (Local Government Act 1972, s 143).

16/424 To confirm any additional business to be included on the agenda of the next meeting.

RESOLVED that there was no further business to that already transacted which is of sufficient relevance to this Council and/or to Great Addington to be included on the agenda of the next or other subsequent meeting.

16/425 To confirm the date of the next meeting (scheduled to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 20 April 2016 at 7:45 pm).

RESOLVED that the next of this Council will be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 20 April 2016 at 7:45 pm.

The Chairman closed the meeting at 9:42 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 20 April 2016.