

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in The Memorial Hall on Wednesday 20 April 2016

Present at the meeting.

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

In attendance: Mrs H Hoier (Clerk) and Cllr S Hughes (NCC Irthlingborough Division).

16/426 Formalities.

- a) **To receive and approve apologies for absence.**
An apology for absence was received from Cllr C May (because of family responsibilities). Cllr D Hughes (ENC Woodford Ward) also sent an apology for absence.
RESOLVED that the reason for absence from the meeting provided by Cllr C May be **APPROVED** by this Council.
- b) **To receive information requests/comments from members of the public.**
There were no information requests/comments from members of the public.
- c) **To receive declarations of discloseable pecuniary/other interests by Councillors and dispensation requests.**
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 (agenda item 16/436 a) refers).
- 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.

16/427 To confirm the minutes of the meeting held on Wednesday 16 March 2016.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 16 March 2016 and signed by the Chairman.

16/428 To note and confirm details of this Council's Staff Self-Assessment Appraisal Procedure.

The Council noted details of documents prepared by Cllr C May regarding this procedure to assess performance, set achievable goals and identify any training requirements. It was acknowledged that an informal review should be undertaken by two members of the Council and the Clerk was instructed to complete a self-assessment form to be submitted to Cllr C May (designated member) prior to the Council's Annual Meeting.

RESOLVED that details of this Council's Staff Self-Assessment Appraisal Procedure be **CONFIRMED** and that the annual review will not be linked to salary increments.

16/429 Minor items.

- a) **To receive and note the Chairman's announcements (for information only).**
There were no announcements by the Chairman.
 - (i) **NCC Irthlingborough Division.**
At the Chairman's invitation, Cllr S Hughes summarised any relevant issues to this Council and/or to Great Addington (with particular reference to the recent launch of 'First for Wellbeing' which is a social enterprise established specifically to serve the physical, emotional and social wellbeing needs of the local community by providing an integrated service).
 - (ii) **ENC Woodford Ward.**
At the Chairman's invitation and on behalf of Cllr D Hughes (ENC Woodford Ward), Cllr S Hughes (ENC Lyveden Ward) summarised any relevant issues to this Council and/or to Great Addington (with particular reference to the success of achieving waste management targets along with the imminent renewal of the non-statutory leisure facilities contract).
- 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 a new procedure for reported crime figures along with the collating of information relating to flooding) and Councillors and the Clerk summarised any information received/action taken since 16 March 2016.

16/430 East Northamptonshire Council (ENC).

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

There were no additional reports/publications to those already summarised by Cllr S Hughes which were of significant relevance to this Council and/or to Great Addington.

16/431 Northamptonshire County Council (NCC).

- a) **To consider this Council's response to the NCC Children's Centre Services Consultation.**

The Council noted details of this consultation regarding proposed changes to Northamptonshire Children's Centre Services which provides early childhood support (health visiting and childcare) to families.

RESOLVED that details of the NCC Children's Centre Services Consultation be **NOTED** but that this Council will not be submitting a formal representation.

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

There were no additional reports/publications to those already summarised by Cllr S Hughes which were of significant relevance to this Council and/or to Great Addington.

16/432 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).

16/433 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 there has been no further response from either contractor regarding clarification of details within their quotations of additional items and wattage.

- b) **Traffic calming schemes.**

Cllr A Fischelis reported that there has been no further response from Ms S Barnwell (NCC Community Liaison Officer) regarding extending the 30 mph limit on Ringstead Road and that he has submitted an application for £8,000 to Awards for All England towards the Council's purchase of traffic calming schemes.

- c) **Communication and engagement.**

Cllr M Scott reported that the Council's website subscription renewal date is due shortly. It was noted that several members are using their dedicated Council e-mail addresses.

- d) **Village commemorative sign.**

There were no additional reported details to those already noted and updated.

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

There were no additional reported details to those already noted and updated.

16/434 Community.

- a) **To approve this Council's copy for the May 2016 issue of Saints Alive!**

Copy to be included in the May 2016 issue of Saints Alive! was considered (with particular reference to business transacted at the April meeting).

RESOLVED that an expression of thanks to the volunteers who assisted with Operation Spring Clean 2016 - 'Clean for The Queen' and a reminder of the Annual Parish Meeting (of electors) along with a separate flyer be included with the regular items in the May 2016 issue of Saints Alive!

- b) **To note issues of concern/interest raised by residents since 16 March 2016 and to consider the options and resources available to this Council.**

There were no new issues of concern/interest raised by residents since 16 March 2016.

- c) **To receive and note reports of Addingtons organisations.**

There were no reports of Addingtons organisations.

16/435 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).

- a) **To consider this Council's response to the NCALC Survey of Parish and Town Councils 2016.**

The Council considered its response to this survey which is being undertaken to refresh data previously collected in 2011, explore members' attitudes to current policy initiatives and help improve NCALC's services.

RESOLVED that the Clerk be **AUTHORISED** to respond to the NCALC Survey of Parish and Town Councils 2016 on behalf of this Council.

- b) **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 there were no additional conferences or training courses which are currently of sufficient relevance to this Council and/or to Great Addington.

- c) **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 the Clerk's attendance at the SLCC Regional Roadshow 2016).

16/436 Finance.

- a) **To consider the options and resources available to this Council regarding its future internal audit arrangements.**

The Council considered the available options and resources (including the Northants CALC Internal Audit Service) regarding its legal obligation to ensure its internal audit arrangements continue to meet the principles of independence and competence. It was acknowledged that virement from another budget heading may be necessary as the budgeted cost is £55.

RESOLVED that this Council's internal audit arrangements be **CONFIRMED** at its Annual Meeting.

- b) **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 £12,786.75 on 20 April 2016 reconciles to its receipts and payments.

- c) **To approve payments in accordance with relevant legislation.**

RESOLVED that cheques 100273-100277 at the total expenditure of £754.79 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 (including virement of £4.96 from the SLCC subscription budget heading).

- (i) **Payment to E.ON for street lighting energy (January-March 2016).**

100273 - £320.51 plus VAT (Parish Councils Act 1957, s 3).

- (ii) **Payment to E.ON Energy Solutions Ltd (Highway Lighting) for street lighting maintenance (January-March 2016).**

100274 - £76.82 plus VAT (Parish Councils Act 1957, s 3).

- (iii) **Payment to JME Ground Services Ltd for All Saints Church mowing (March 2016).**

100275 - £52.50 plus VAT (Local Government Act 1972, s 215).

- (iv) **Payment to Northants CALC for the annual membership subscription.**

100276 - £225.96 (Local Government Act 1972, s 143).

- (v) **Payment to SLCC Enterprises Ltd for the Clerk's attendance at the SLCC Regional Roadshow 2016.**

100277 - £79.00 plus VAT (Local Government Act 1972, s 111).

16/437 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.

16/438 To confirm and list action items from this meeting.

The Council confirmed details of the activity/task, person delegated and completion date for each action item from the meeting.

RESOLVED that action items from the meeting be **CONFIRMED** and a list circulated as soon as possible.

16/439 To confirm the date of the Council's Annual Meeting (scheduled to be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 18 May 2016 at 8:45 pm).

RESOLVED that the Annual Meeting of this Council will be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 18 May 2016 at 8:45 pm.

The Chairman closed the meeting at 9:20 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 18 May 2016.