

# GREAT ADDINGTON PARISH COUNCIL

## Minutes of the Meeting held in The Memorial Hall on Wednesday 15 June 2016

### Present at the meeting.

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

**In attendance:** Mrs H Hoier (Clerk).

### 16/450 Formalities.

**a) To receive and approve apologies for absence.**

An apology for absence was received from Cllr H Rainbow (because of work commitments). It was noted that prior to the meeting Mrs C May had submitted a letter of resignation to the Chairman and that the notice of casual vacancy procedure had been put in motion.

**RESOLVED** that the reason for absence from the meeting provided by Cllr H Rainbow be **APPROVED** by this Council.

**RESOLVED** that an expression of thanks to Mrs C May for services to the Council be placed on record and that the casual vacancy be filled by co-option at the next scheduled meeting (subject to confirmation from ENC Electoral Services that a poll has not been requested in writing by ten electors prior to Wednesday 20 July 2016).

**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.**

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.

### 16/451 To confirm the minutes of the Annual Meeting held on Wednesday 18 May 2016.

**RESOLVED** that these minutes be **CONFIRMED** by this Council as being a correct record of the Annual Meeting held on Wednesday 18 May 2016 and signed by the Chairman.

### 16/452 Governance.

**a) To approve any amendments to this Council's governing documents.**

The Council reviewed the optional non-statutory sections of the new NALC Model Financial Regulations which had been customised in accordance with its terms of reference (deferred from the Annual Meeting).

**RESOLVED** that the new NALC Model Financial Regulations with this Council's customisations be proposed, seconded and with all members present in favour; **ADOPTED** by this Council without amendments (minute 16/443 refers).

**b) To appoint representatives of this Council to outside bodies.**

**(i) Addingtons Playing Field Association (APFA).**

It was acknowledged that although the Council is a joint custodian trustee of the Addingtons Playing Field, it is not required to appoint two elected members as its representatives to this external body.

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Mrs C May continue to serve as one of this Council's Addingtons Playing Field Association (APFA) representatives for 2016/17.

**RESOLVED** to defer the appointment of a second Addingtons Playing Field Association (APFA) representative for 2016/17 to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

**(ii) Footpath Warden.**

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Cllr E Palmer be appointed as the Footpath Warden for 2016/17.

### 16/453 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 NCC Community Enhancement Gangs' scheduled minor highway/footpath improvements) and Councillors and the Clerk summarised any information received/action taken since 20 April 2016.

**16/454 East Northamptonshire Council (ENC).**

- 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 the availability of free fundraising training sessions).

**16/455 Northamptonshire County Council (NCC).**

- a) **To consider this Council's response to the NCC Minerals and Waste Local Plan Update – Final Draft Plan Consultation.**

The Council considered its response to this consultation regarding NCC's minerals and waste allocations and designations.

**RESOLVED** that details of the NCC Minerals and Waste Local Plan Update – Final Draft Plan Consultation be **NOTED** but that this Council will not be submitting a formal representation.

- b) **To consider this Council's response to the NCC Superfast Northamptonshire – State Aid Consultation.**

The Council considered its response to this consultation regarding NCC's delivery of its target for full coverage of superfast broadband countywide by the end of 2017.

**RESOLVED** that details of the NCC Superfast Northamptonshire – State Aid Consultation be **NOTED** but that this Council will not be submitting a formal representation.

- 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 the forthcoming National Bikesafe Show and Track Experience 2016 along with the Northamptonshire Permit Scheme for Road Works and Street Works 2016).

**16/456 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).

**16/457 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.**

**To note details of correspondence received from E.ON regarding increased street lighting energy prices from 1 July 2016 and to consider the options and resources available to this Council.**

The Council noted details of this correspondence regarding increased deemed contract rates charged for an unmetered supply (UMS) and considered the options and resources available including switching to a different contract and/or supplier.

- b) **Traffic calming schemes.**

**To consider the potential benefits of speed data collation by a private company regarding this Council's use of traffic calming schemes.**

The Council considered the potential benefits of obtaining speed data covering all four entrances to the village over the same period of time at the cost of up to £1,000 plus VAT. It was acknowledged that supporting evidence should be clarified before approval of any expenditure and the Council's vehicle activated sign (VAS) should be used in the meantime.

- c) **Village commemorative sign.**  
**To confirm the details of this Council's role regarding the purchase of a village commemorative sign.**  
It was noted that Cllr A Fischelis has agreed to be the leader for the village commemorative sign.

**16/458 Community.**

- a) **To note issues of concern raised at the Annual Parish Meeting (of electors) and to consider the options available to this Council.**  
The Council noted concerns expressed by residents regarding inconsiderate parking and consider the options and resources available to address this issue.  
**RESOLVED** that the Parish Special Constable Scheme could be utilised to patrol school parking.
- b) **To approve this Council's copy for the July 2016 issue of Saints Alive!**  
Copy to be included in the July 2016 issue of Saints Alive! was considered (with particular reference to business transacted at the June meeting).  
**RESOLVED** that notice of the casual vacancy along with information for residents wishing to comment on the latest NCC public consultations be included with the regular items in the July 2016 issue of Saints Alive!
- c) **To note issues of concern/interest raised by residents since 20 April 2016 and to consider the options and resources available to this Council.**  
**RESOLVED** that information obtained from the NCC Flood and Water Management Team regarding properties affected by severe flooding in Lower Street be forwarded to residents who had raised the issue (minute 16/413 refers).
- d) **To receive and note reports of Addingtons organisations.**  
There were no reports of Addingtons organisations.

**16/459 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 Think Big Event organised by Northants CALC and the University of Northampton 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 the availability of Arnold-Baker on Local Council Administration Tenth Edition).

**16/460 Finance.**

- a) **To receive and approve the monthly financial statements and bank reconciliation.**  
The Council received and scrutinised these accounting documents.  
**RESOLVED** that this Council's net bank balance of £16,081.97 on 15 June 2016 reconciles to its receipts and payments.
- b) **To receive and approve the quarterly statement of receipts and payments under each budget heading.**  
The Council received and scrutinised these accounting documents in order to monitor actual performance against its budget, consider explanations of any significant variances and approve corrective action if necessary. It was acknowledged that an overspend of £4.96 in respect of the Northants CALC annual membership subscription has been offset by a lower insurance premium and that the Council may be eligible for funding via the Transparency Fund to cover the £99.81 web hosting cost.  
**RESOLVED** that this Council's actual performance against its budget be **NOTED** and that an application be submitted to the Transparency Fund in respect of web hosting costs for up to three years (minutes 16/436 and 16/447 refer).
- c) **To approve payments in accordance with relevant legislation.**  
**RESOLVED** that cheques 100280-100284 at the total expenditure of £812.96 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 £119.78 from the repairs reserve budget heading).

- (i) **Payment of the Clerk's salary (April-June 2016).**  
100280 - £380.00 (Local Government Act 1972, s 112).
- (ii) **Payment to HM Revenue & Customs for PAYE (April-June 2016).**  
100281 - £95.00 (Local Government Act 1972, s 112).
- (iii) **Payment of the Clerk's reimbursement for web hosting supplied by HostPapa Inc. (May 2016-May 2017).**  
100282 - £119.78 inclusive of 20% VAT (Local Government Act 1972, s 142).
- (iv) **Payment to E.ON Energy Solutions Ltd (Highway Lighting) for street lighting maintenance (April-June 2016).**  
100283 - £92.18 inclusive of 20% VAT (Parish Councils Act 1957, s 3).
- (v) **Payment to JME Ground Services Ltd for All Saints Church mowing (May 2016).**  
100284 - £126.00 inclusive of 20% VAT (Local Government Act 1972, s 215).

**16/461 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.

**16/462 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.

**16/463 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 20 July 2016 at 7:45 pm).**

**RESOLVED** that the next meeting of this Council will be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 20 July 2016 at 7:45 pm subject to there being sufficient business to transact and/or employee availability.

*The Chairman closed the meeting at 9:40 pm.*

**Signed by Cllr N Palmer (Chairman) at the meeting held on Monday 18 July 2016.**