

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in The Memorial Hall on Wednesday 22 February 2017

Present at the meeting.

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

In attendance: Mrs H Hoier (Clerk).

17/549 Formalities.

- a) **To receive and approve apologies for absence.**
Apologies for absence were received from Cllr R Blackburn and Cllr A Fischelis (because of employment commitments and family responsibilities respectively).
RESOLVED that the reasons provided by Cllr R Blackburn and Cllr A Fischelis for absence from the meeting 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.**
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.

17/550 To confirm the minutes of the meeting held on Wednesday 18 January 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 18 January 2017 and signed by the Chairman.

17/551 To consider appointing a working party to review this Council's governance documents.

The Council considered appointing a working party of at least two members to review its Standing Orders, Financial Regulations and any other governance documents to ensure they are fit for purpose and comply with current legislation.

RESOLVED that Cllr N Palmer, Cllr D Cole, Cllr M Scott and the Clerk be appointed to carry out a review of this Council's governance documents.

17/552 Minor items (for information and/or delegated action only).

- a) **To receive and note reports from District and County representatives.**
There were no reports from District and County representatives.
- b) **To receive and note decisions notified by ENC Planning Services.**
16/02411/FUL full planning application for a proposed single storey rear extension at The Spinneys, Woodford Road, Great Addington.
This application has been permitted subject to conditions.
- c) **To receive and note monthly reported crime figures notified by Northamptonshire Police.**
There were no notifications of Northamptonshire Police crime figures
- d) **To receive and note correspondence/reports/publications from other organisations.**
Correspondence/reports/publications relating to advisory services and rural issues were received and noted. Cllr M Scott advised that the next meeting of the Joint Action Group (JAG) for East Northants Central is to be held on Friday 3 March 2017.
- e) **To receive and note on-going items.**
Details of these items were noted (with particular reference to the allocation of £1,849.96 received via the Transparency Fund for Smaller Authorities, member e-mail housekeeping along with a reported street light fault in Manor Close) and Councillors and the Clerk summarised any information received/action taken since 18 January 2017.

17/553 East Northamptonshire Council (ENC).

- a) **To consider this Council's response to the East Northamptonshire Local Plan Part 2: Initial statutory consultations under 2012 Local Planning Regulations 18 and 35; 2004 Environmental Assessment Regulations 11 and 12; and 2010 Conservation of Habitats Regulation 102.**

The Council considered its response to this site specific development plan document consultation.

RESOLVED that this Council will respond that it is not qualified to comment on such a complex document as the East Northamptonshire Local Plan Part 2 because it does not have sufficient planning expertise.

- b) **To receive and note ENC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to funding sources for community groups were received and noted.

17/554 Northamptonshire County Council (NCC).

- a) **To consider this Council's response to the Northamptonshire Highways Parish Satisfaction Questionnaire.**

The Council considered its response to this consultation regarding the effectiveness and delivery of services provided by Northamptonshire Highways (with particular reference to traffic calming and other objectives within the Council's Four Year Plan).

RESOLVED that the effectiveness and delivery of services provided by Northamptonshire Highways had improved significantly since last year and that this Council's priorities are safety of pedestrians and drivers; accessibility to all footpaths and footways along with aesthetics of all areas.

- b) **To receive and note NCC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to NCC service provision and Superfast Northamptonshire were received and noted.

17/555 Constituency for Corby.

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

Correspondence/reports/publications relating to Mr Pursglove MP's activities in Westminster and his constituency including weekly surgeries were received and noted.

17/556 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) **To note the latest details and consider proposals by this Council regarding upgrading the street lighting.**

The Council noted the latest details regarding upgrading the street lighting and it was acknowledged that a written reminder to landowners of their responsibility to ensure vegetation on their property does not encroach on the highway should be issued.

- b) **To note the latest details and consider proposals by this Council regarding its purchase of traffic calming schemes.**

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

- c) **To note the latest details and consider proposals by this Council regarding its purchase of a village commemorative sign.**

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

- d) **To consider the addition of two new objectives to this Council's Four Year Plan.**

It was acknowledged that as the Council is making progress regarding several of its long term objectives within the Four Year Plan, it should consider additional items.

RESOLVED that the review of governance documents and the adoption of the red telephone box in Main Street be added as new objectives to this Council's Four Year Plan.

16/557 Community.

To note this Council's copy for the March 2017 issue of Saints Alive!

The Council noted copy which had been submitted along with the regular items for inclusion in this issue for which the deadline was Thursday 16 February 2017 and prior to the scheduled meeting.

RESOLVED that it be **NOTED** that the latest details of Community Speed Watch 2017 and the BT Payphone Consultation were included with the regular items in the March 2017 issue of Saints Alive!

**16/558 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).
To receive and note NACRE/NCALC/SLCC correspondence/reports/publications (for information only).**

Correspondence/reports/publications relating to unitary local government and the Transparency Code were received and noted.

17/559 Finance.

- a) **To adopt new financial procedures which have been drafted to meet online banking authorisation requirements and which will replace paragraphs 6.10 and 6.15 of this Council's Financial Regulations adopted on Wednesday 15 June 2016.**

The Council noted details of these draft financial procedures which confirm authorisation instructions when payments are made by internet banking transfer and/or any method other than a cheque signed by two authorised signatories.

RESOLVED that the replacement of paragraphs 6.10 and 6.15 of this Council's Financial Regulations with text confirming online banking authorisation procedures be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- b) **To review the effectiveness of this Council's arrangements for the management of risk and systems of internal control for the year ended 31 March 2017.**

The Council began to undertake a review of these procedures to ensure that they are adequate and have been maintained in accordance with proper accounting practices but it was acknowledged that some amendments will be required as part of this process.

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).

- c) **To confirm the scope of work regarding the 2017/18 All Saints Church mowing contract and to consider inviting tenders from approved contractors.**

The Council reviewed the current arrangements regarding this contract (with particular reference to the frequency/timing of cuts required throughout the season) and it was acknowledged that JME Ground Services Ltd (as in previous years) has continued to provide a consistently efficient service.

RESOLVED that subject to agreement by JME Ground Services Ltd to not increase significantly the current price of £70 plus VAT per cut so that it is likely to exceed £900 per annum, an extension to the terms and conditions of the 2016/17 All Saints mowing contract be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- d) **To receive and approve the monthly financial statements and bank reconciliation.**

The Council received and scrutinised these accounting documents to ensure that its bank balances reconcile to receipts and payments.

RESOLVED that this Council's net bank balance of £17,731.37 on 22 February 2017 reconciles to its receipts and payments.

- e) **To approve payment of a 50% deposit for the supply and installation of four vehicle activated signs to Stocksigns Ltd.**

RESOLVED that cheque 100312 to Stocksigns Ltd for £5,534.40 inclusive of 20% VAT in respect of quotation 4011B/purchase order GAPC004/proforma invoice RAH270713/1 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transaction has been budgeted accurately (Local Government Rating Act 1997, s 30).

- f) **To approve payment to All Saints Church, Great Addington Parochial Church Council for the annual Saints Alive! subscription (2016/17).**

RESOLVED that cheque 100313 to All Saints Church, Great Addington Parochial Church Council for £100.00 in respect of invoice 0058 be proposed, seconded and with all members present in favour; **APPROVED** by this Council for payment following confirmation that the proposed transaction has been budgeted accurately (Local Government Act 1972, s 142).

16/560 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.

16/561 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 with the minutes as soon as possible.

17/562 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 February 2017 at 7:45 pm).

It was acknowledged that as at least three members of the Council cannot be present at the next scheduled meeting, an alternative date within a few days of Wednesday 15 March 2017 should be considered.

RESOLVED that the next meeting of this Council will be held in the Memorial Hall, Woodford Road, Great Addington on Wednesday 22 March 2017 at 7:45 pm.

The Chairman closed the meeting at 9:35 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 22 March 2017.

APPROVED