

GREAT ADDINGTON PARISH COUNCIL

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

Present at the meeting.

Councillors: Cllr N Palmer (in the Chair), Cllr R Blackburn, Cllr A Fischelis, Cllr H Mayes and Cllr E Palmer.

In attendance: Mrs H Hoier (Clerk).

17/563 Formalities.

- a) **To receive and approve apologies for absence.**
Apologies for absence were received from Cllr D Cole and Cllr M Scott (because of illness and family responsibilities respectively).
RESOLVED that the reasons provided by Cllr D Cole and Cllr M Scott for absence from the meeting be **APPROVED** by this Council.
- b) **To receive information requests/comments from members of the public.**
The Clerk reported that a verbal enquiry had been received regarding historic photos of Great and Little Addington which had been displayed at events held in The Memorial Hall.
- 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.

17/564 To confirm the minutes of the meeting held on Wednesday 22 February 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 22 February 2017 and signed by the Chairman.

17/565 To adopt the SLCC Model Equal Opportunities Policy with approved amendments.

The Council adopted this policy in accordance with the Public Sector Equality Duty to consider the needs of all individuals when shaping policy, delivering services and in relation to employment.

RESOLVED that the SLCC Model Equal Opportunities Policy be proposed, seconded and with all members present in favour; **ADOPTED** with approved amendments specific to this Council.

17/566 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.**
There were no decisions notified by ENC Planning Services.
- 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 employment, environmental and rural issues were received and noted.
- e) **To receive and note on-going items.**
Details of these items were noted and Councillors and the Clerk summarised any information received/action taken since 22 February 2017.
- (i) **Automatic enrolment reporting duties to the Pensions Regulator.**
The Clerk reported that an assessment has been undertaken and a letter will be issued informing that the criteria has not been met for automatic enrolment into a workplace pension scheme.
- (ii) **Extension to the terms and conditions of the 2016/17 All Saints Church mowing contract.**
The Clerk reported that the cost per cut will increase by 7% but that JME Ground Services Ltd will liaise with the Clerk if more than fifteen cuts are required so that the annual cost does not exceed £900 without prior approval of the Council.

17/553 East Northamptonshire Council (ENC).

- a) **To consider this Council's response to 16/02119/FUL full planning application for development of two distribution buildings containing B8 warehousing space with ancillary office, B1 office and research and development space (B1c) together with vehicular access from Warth Park Way and London Road; earthworks and landscaping including the creation of drainage features with green infrastructure and landscaping provision including along Meadow Lane, land end of Scalley Way, Raunds.**

The Council considered its response to this full planning application (with particular reference to the development history of the site) but it was acknowledged that there are no additional valid material considerations which have not been referred to by other respondents.

RESOLVED that this Council will make no comment in response to 16/02119/FUL full planning application.

- b) **To note details of the ENC Member Empowerment Fund.**
Details were noted of this funding source and it was acknowledged that the Council may be eligible for an additional grant towards the purchase of traffic calming entry gates.
- c) **To receive and note ENC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to funding sources to improve road safety along with the itinerary for the Women's Cycling Tour were received and noted.

17/554 Northamptonshire County Council (NCC).

- a) **To consider this Council's response to the NCC Prioritisation Framework and Process Consultation.**

The Council considered its response to this consultation regarding NCC's principles and standards when determining its priorities.

RESOLVED that this Council will make no comment in response to the NCC Prioritisation Framework and Process Consultation.

- b) **To receive and note NCC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to the NCC Council Plan 2016-2020 (February 2017), the forthcoming elections along with highway maintenance were received and noted.

17/569 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.

17/570 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 Clerk reported that due to initial difficulties in sourcing a supplier of lanterns there has been a delay but that the expected delivery and installation will be six to eight weeks.

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

The Clerk reported that the vehicle activated signs have been delivered to Stocksigns Ltd and that the remaining balance of £5,534.40 inclusive of 20% VAT will be required prior to installation.

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

It was acknowledged that speaking directly to adjacent landowners should enable the Council to obtain written confirmation that they have no objection to the siting of the village commemorative sign.

- d) **To note the latest details and consider proposals by this Council regarding its review of governance documents.**

It was acknowledged that reviewing regularly all governing documents should demonstrate effectively the Council's compliance with current legislation.

- e) **To note the latest details and consider proposals by this Council regarding its adoption of the red telephone box in Main Street.**

The Clerk reported that a Section 50 licence will be required as part of the adoption process.

16/571 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 17 May 2017 at 7:30 pm.**

The Chairman advised that he would not be available to preside at this meeting due to family responsibilities. It was acknowledged that the reverse side of the flyer publicising the meeting could be utilised to appeal for volunteers to assist with Community Speed Watch 2017 and Cllr N Palmer (Editor of Saints Alive!) offered to obtain a price for printing.

RESOLVED that there are no specific agenda items to add to the flyer which will be circulated with the May issue of Saints Alive!

- b) **To note this Council's copy for the April 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 March 2017 and prior to the date of the scheduled meeting.

RESOLVED that it be **NOTED** that an invitation to the Annual Parish Meeting (of electors), the Council's successful application for borrowing approval to upgrade the street lighting and new legislation affecting Dog Control Orders were included with the regular items in the April 2017 issue of Saints Alive!

16/572 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 2016/17 year-end procedures along with the Local Government Act 1972, s 137 limit per elector for 2017/18 were received and noted.

17/573 Finance.

- a) **To finalise the timetable for this Council's Annual Return for the year ended 31 March 2017.**

The Council was unable to transact this business because not all of the required information was available.

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

- 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 reviewed these procedures including approved amendments regarding risk management and it was acknowledged that no issues of concern have been identified during the current financial year.

RESOLVED that this Council is satisfied that an effective system of internal control (including adequate arrangements for the management of risk) for the year ended 31 March 2017 has been maintained in accordance with relevant legislation and proper accounting practices.

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

The Council was unable to transact this business because not all of the required documents were available.

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

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

RESOLVED that cheques 100314-100320 at the total expenditure of £833.11 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 £142.79 from the repairs reserve budget heading).

- (i) **Payment of the Clerk's salary (January-March 2017).**

100314 - £380.00 (Local Government Act 1972, s 112).

- (ii) **Payment to HM Revenue & Customs for PAYE (January-March 2017).**

100315 - £95.00 (Local Government Act 1972, s 112).

- (iii) **Payment of the Clerk's administrative expenses (April 2016-March 2017).**

100316 - £42.40 (Local Government Act 1972, s 111).

- (iv) **Payment to E.ON Energy Solutions Ltd (Highway Lighting) for photocell replacement (Lamp 9).**
100317 - £28.16 inclusive of 20% VAT (Parish Councils Act 1957, s 3).
- (v) **Payment to E.ON Energy Solutions Ltd (Highway Lighting) for street lighting maintenance (January-March 2017).**
100317 - £92.18 inclusive of 20% VAT (Parish Councils Act 1957, s 3).
- (vi) **Payment to JME Ground Services Ltd for All Saints Church mowing (February 2017).**
100318 - £126.00 inclusive of 20% VAT (Local Government Act 1972, s 215).
- (vii) **Payment to Great Addington CE (VA) Primary School for photocopying.**
100319 - £4.37 (Local Government Act 1972, s 111).
- (viii) **Payment to the Society of Local Council Clerks for the Clerk's SLCC and ALCC annual membership subscription (April 2017-March 2018).**
100320 - £65.00 (Local Government Act 1972, s 143).

16/574 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.

16/575 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.

17/576 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 19 April 2017 at 7:45 pm).

It was acknowledged that as at least two members of the Council cannot be present at the Council's Annual Meeting, an alternative date within a few days of Wednesday 17 May 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 19 April 2017 at 7:45 pm.

RESOLVED that the Annual Meeting of this Council will be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 24 May 2017 at 7:45 pm.

The Chairman closed the meeting at 9:15 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 19 April 2017.