

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in The Memorial Hall on Wednesday 19 April 2017

Present at the meeting.

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

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

17/577 Formalities.

- a) **To receive and approve apologies for absence.**
There were no apologies for absence from members as the full Council was present. An apology for absence was received from Cllr D Hughes (ENC Woodford Ward).
- 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.

17/578 To confirm the minutes of the meeting held on Wednesday 22 March 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 22 March 2017 subject to amending minute 17/576 to read "7:75 pm" instead of "8:45 pm" before being signed by the Chairman.

17/579 Minor items (for information and/or delegated action only).

- a) **To receive and note reports from District and County representatives.**
 - (i) **ENC Woodford Ward.**
At the Chairman's invitation and on behalf of Cllr D Hughes, Cllr S Hughes (ENC Lyveden Ward) summarised any relevant issues to this Council and/or to Great Addington (with particular reference to local opposition to 16/02119/FUL full planning application for additional warehousing at Warth Park, Raunds, the appointment of an ENC Economic Development Officer along with the provision of leisure facilities).
 - (ii) **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 innovative projects to promote wellbeing, improvements to adult and children social care services, hosting of the Women's Cycling Tour along with highways maintenance).
- 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. It was noted that there had been no attendance at meetings by East Northants Central Safer Community Team and little communication generally regarding crime figures for at least a year and acknowledged that Cllr Hughes may be able to investigate this issue.
- d) **To receive and note correspondence/reports/publications from other organisations.**
Correspondence/reports/publications relating to employment and rural issues were received and noted.
- e) **To receive and note on-going items.**
Details of these items were noted (with particular reference to the allocation of the Transparency Fund for Smaller Authorities grant, co-ordination of Community Speed Watch 2017 along with arrangements for the Women's Cycling Tour) and Councillors and the Clerk summarised any information received/action taken since 22 March 2017.

17/580 East Northamptonshire Council (ENC).

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

Correspondence/reports/publications relating to the ENC 45th Annual Meeting of the Council were received and noted.

17/581 Northamptonshire County Council (NCC).

- a) **To complete a questionnaire regarding the Definitive Map and Statement for Great Addington.**

It was acknowledged that the Council is being asked to consider the top and bottom 10% by usage of the rights of way within Great Addington when responding to this questionnaire to provide data for the Northamptonshire Highways Rights of Ways Improvement Plan.

RESOLVED that Cllr E Palmer (Highways Warden) be authorised to complete the questionnaire regarding the Definitive Map and Statement for Great Addington.

- b) **To receive and note NCC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to the NCC Annual Report, the forthcoming elections along with safety issues were received and noted.

17/582 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.

17/583 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.**

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

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

It was acknowledged that although the vehicle activated signs will be ready for delivery by Stocksigns Ltd once the remaining balance has been paid, they cannot be installed until works to upgrade the street lights has been undertaken.

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

The Clerk reported that written confirmation of no objection to the siting of the village commemorative sign has been received from all but one of the adjacent landowners.

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

It was acknowledged that the Council's governing documents could be uploaded to a secure online storage area so they can be accessed remotely by members of the working party.

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

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

16/584 Community.

- a) **To consider attendance at the Civic Voice War Memorials in Northamptonshire Workshop to be held at The Guildhall, Northampton on Thursday 27 April 2017 from 9:45 am to 1:00 pm.**

The Council considered attendance at this event which is being held to raise awareness of the First World War Memorials Programme.

RESOLVED that the attendance of the Clerk at the Civic Voice War Memorials in Northamptonshire Workshop be **APPROVED** by this Council.

- b) **To approve this Council's copy and flyer for the May 2017 issue of Saints Alive!**

The Council approved the design on the reverse side of a separate flyer publicising the Annual Parish Meeting (of electors) when approving copy to be submitted along with the regular items for inclusion in this issue.

RESOLVED that a request for design suggestions for the village commemorative sign should be part of the text on the flyer publicising the meeting and the reverse side should be utilised to appeal for volunteers to assist with Community Speed Watch 2017.

RESOLVED that an expression of thanks to the volunteers who assisted with Operation Spring Clean 2017, a reminder of the Annual Parish Meeting (of electors) along with a request for comments regarding the Northamptonshire Highways Rights of Way Improvement Plan questionnaire be included with the regular items in the May 2017 issue of Saints Alive!

**16/585 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 Transparency Code compliance, parish planning and the availability of funding for community projects were received and noted.

17/586 Finance.

a) To confirm details of this Council's banking arrangements including the transfer of its current account to Unity Trust Bank plc and a review of bank signatories.

The Council confirmed these details regarding the balance transfer and closure of its Barclays Bank plc current account and reviewed the bank signatories for all its accounts. It was acknowledged that the balance of the Bank of Scotland plc deposit account could also be transferred to the Council's Unity Trust Bank plc current account.

RESOLVED that the transfer of balances from this Council's Barclays Bank plc current and Bank of Scotland plc deposit accounts to its Unity Trust Bank plc current account be proposed, seconded and with all members present in favour; **CONFIRMED** once interest has been credited and any unrepresented cheques and outstanding lodgements have been processed.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr D Cole be appointed as this Council's third bank signatory.

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

The Council finalised the timetable for this statutory procedure which must be undertaken by 30 June 2017.

RESOLVED that Sections 1 and 2 of this Council's Annual Return for the year ended 31 March 2017 be **APPROVED** by this Council ideally at its Annual Meeting to be held on Wednesday 24 May 2017 or at the following meeting scheduled to be held on Wednesday 21 June 2017.

c) 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 £17,153.68 on 31 March 2017 reconciles to its receipts and payments.

d) 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 confirm actual performance against its budget during 2016/17 and consider explanations of any significant variances. It was acknowledged that although there has been overspending in respect of street lighting energy, churchyard maintenance, audit and training expenses; this had been monitored closely throughout the year and was considered appropriate.

RESOLVED that this Council's actual performance against its budget be **NOTED** and that virement from other unspent budget headings and reserves when required had been sufficient corrective action.

e) To approve payments in accordance with relevant legislation.

RESOLVED that the monthly schedule of payments at the total expenditure of £859.44 be proposed, seconded and with all members present in favour; **APPROVED** by this Council following confirmation that the proposed transactions have been budgeted accurately.

(i) Payment to Unity Trust Bank plc for service charges (January-March 2017).

PAY000008 - £18.00 (Local Government Act 1972, s 111).

(ii) Payment to JME Ground Services Ltd for All Saints Church mowing (March 2017).

CHQ300001 - £63.00 inclusive of 20% VAT (Local Government Act 1972, s 215).

(iii) Payment to E.ON for street lighting energy (January-March 2017).

CHQ300002 - £386.53 inclusive of 5% VAT (Parish Councils Act 1957, s 3).

- (iv) **Payment to Northants CALC for the annual membership subscription (April 2017-March 2018).**
CHQ300003 - £224.91 (Local Government Act 1972, s 143).
- (v) **Payment to Northants CALC for the internal audit fee (April 2017-March 2018).**
CHQ300003 - £167.00 (Local Government Finance Act 1982, s 12).

16/587 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.

16/588 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 and it was acknowledged that the action list could be uploaded to a secure online storage area so that it can be accessed remotely by members of the Council.

RESOLVED that action items from the meeting be **CONFIRMED** and a list made available to members as soon as possible.

17/589 To confirm the date of the Annual Meeting of the Council (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 24 May 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 9:35 pm.

Signed by Cllr N Palmer (Chairman) at the Annual Meeting held on Wednesday 24 May 2017.

APPROVED