

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Council held in The Memorial Hall on Wednesday 24 May 2017

Present at the meeting.

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

In attendance: Mrs H Hoier (Clerk/RFO).

17/590 Election of Offices.

a) To elect the Chairman for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr N Palmer be elected as Chairman for 2017/18. The Chairman then signed the Declaration of Acceptance in the presence of the Clerk.

b) To elect the Vice-Chairman for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr M Scott be elected as Vice-Chairman for 2017/18.

17/591 Formalities

a) To receive and approve apologies for absence.

Apologies for absence were received from Cllr D Cole and Cllr H Mayes (both because of family responsibilities). Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division) also sent apologies for absence.

RESOLVED that the reason for absence from the meeting provided by Cllr D Cole and Cllr H Mayes 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 the appointment of the Internal auditor for 2018/19 because of his position as a director of Northants CALC and in the interests of transparency, the Clerk also disclosed a professional association. Cllr E Palmer (Church Warden) and Cllr N Palmer declared interests in 17/00802/TPO tree preservation order consent application because they are members of All Saints Parochial Church Council (agenda items 17/592 d) and 17/595 b) refer).

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.

17/592 Financial appointments.

a) To appoint the Responsible Financial Officer (RFO) for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Responsible Financial Officer (RFO) for 2017/18.

b) To appoint the Internal Controllers for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr A Fischelis and Cllr E Palmer be appointed as the Internal Controllers for 2017/18.

c) To appoint the bank signatories for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr N Palmer, Cllr D Cole and Cllr M Scott be appointed as the bank signatories for 2017/18.

d) To appoint the Internal Auditor for 2018/19.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Northants CALC Internal Audit Service be appointed as the Internal Auditor for 2018/19.

17/593 Governance.

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

It was acknowledged that the Council is conducting a review of all its governing documents within its Four Year Plan.

RESOLVED to defer the approval of this Council's governing documents until the review has been completed (no later than at the meeting scheduled to be held on Wednesday 15 March 2018) at the Chairman's discretion and on the grounds of procedural efficiency.

b) To approve any amendments to this Council's procedures.

It was acknowledged that the Council is conducting a review of all its procedures within its Four Year Plan.

RESOLVED to defer the approval of this Council's procedures until the review has been completed (no later than at the meeting scheduled to be held on Wednesday 15 March 2018) at the Chairman's discretion and on the grounds of procedural efficiency.

c) To approve any proposed amendments to this Council's delegation arrangements.

The Council reviewed its delegation arrangements currently in place to ensure that adequate governance is maintained.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk may continue to use discretion when dealing with business items (depending on the importance/relevance to this Council and/or to Great Addington) and circulate details to members of the Council of any action taken/recommended so long as full compliance with governing documents is maintained.

d) To appoint representatives of this Council to external bodies.

The Council reviewed its reporting arrangements when appointing its representatives.

(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 Cllr R Blackburn be appointed as the first Addingtons Playing Field Association (APFA) representative for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Mrs C May be appointed as the second Addingtons Playing Field Association (APFA) representative for 2017/18.

(ii) Great Addington Memorial Hall Committee (GAMHC).

It was acknowledged that as the Council is not a trustee of the Memorial Hall, it is not required to appoint an elected member as its representative and that the Clerk already serves on this external body.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk be appointed as the Great Addington Memorial Hall Committee (GAMHC) representative for 2017/18.

(iii) Ringstead Grange Quarry Liaison Group (RGQLG).

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr H Mayes be appointed as the Ringstead Grange Quarry Liaison Group (RGQLG) representative for 2017/18.

e) To confirm the dates and times of ordinary Council meetings for 2017/18.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the dates and times of ordinary Council meetings for 2017/18 will be the third Wednesday of each month at 7.45 pm subject to there being sufficient business to transact and/or unless amended by resolution.

17/594 To confirm the minutes of the meeting held on Wednesday 19 April 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 19 April 2017 and signed by the Chairman.

17/595 East Northamptonshire Council (ENC).

a) To consider this Council's response to 17/00773/FUL full planning application for a steel portal framed cattle shed at Site 1028 Former Quarry, Cranford Road, Great Addington.

The Council considered its response to this full planning application (with particular reference to the development control history of this site).

RESOLVED that this Council will comment that it has no objection to 17/00773/FUL full planning application provided that sufficient safeguards are put in place to ensure that the site is only used for agricultural purposes and that the materials and detailing are appropriate for a cattle shed in this rural environment.

- b) **To consider this Council's response to 17/00802/TPO tree preservation order application for the ash tree within the group A6 on the TPO order 9 to be removed, and works to the large yew tree (also in group A6) to shape the tree and remove dead and damaged branches from the canopy at Great Addington House, Woodford Road, Great Addington.**

The Council considered its response to this tree preservation order consent application.

RESOLVED that this Council will raise no objection to 17/00802/TPO tree preservation order consent application.

- c) **To consider this Council's response to 17/00958/FUL full planning application for proposed single storey rear extension incorporating flat roof, plus Juliet balcony to first floor bedroom at The Spinneys, Woodford Road, Great Addington.**

The Council considered its response to this full planning application (with particular reference to the development control history of this site).

RESOLVED that this Council will raise no objection to 17/00958/FUL full planning application.

- d) **To receive and note correspondence regarding local opposition to 16/02119/FUL full planning application for which permission has been granted.**

The Council received and noted this correspondence (with particular reference to the strength of local opposition). It was acknowledged that although the Council was not a consultee initially and that it made no comment prior to consideration by ENC Planning Committee; it may welcome an opportunity to be consulted in the future.

17/596 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 letters have been sent to adjacent landowners advising of the expected timescale for upgrading the street lighting and reminding them that it is their responsibility to remove any vegetation which encroaches on the highway.

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

Cllr A Fischelis reported that entry gates in Denford and Woodford had been installed by Northamptonshire Highways free of charge (due to the dimensions meeting required criteria) and gave an example of a single gate at Great Doddington. It was acknowledged that single gates could be installed on Cranford Road and Lower Street on the left and right hand side verges respectively upon entering the village.

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

Cllr A Fischelis presented a revised quotation for the village commemorative sign which was required following comments at the Annual Parish Meeting (of electors) amending the original design. It was acknowledged that the funds raised to date would not be sufficient to meet the costs quoted.

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

With the exception of arranging suitable dates for an initial meeting of the Governance Working Party, there were no additional reported details to those noted and updated at previous meetings.

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

It was acknowledged that a telephone box in another area of the country is being utilised as a village information point and that this could be a possible option for Great Addington.

17/597 Community.

- a) **To note issues of concern raised at the Annual Parish Meeting (of electors) and to consider the options and resources available to this Council.**

The Council noted concerns expressed by residents at this meeting and although it is not obliged legally to do so, considered the options and resources available to address these issues, including requesting advice from other councils via SLCC Northamptonshire Branch.

RESOLVED that the issues of concern at the Annual Parish Meeting (of electors) be **NOTED** and that options and resources available to this Council be considered.

(i) **Poor condition of the footway between Great and Little Addington.**

It was acknowledged that the poor condition of this footway has potentially serious safety implications for pedestrians and that the issue had also been raised by residents of Little Addington. Cllr E Palmer (Highways Warden) reported that she is liaising with Cllr P Dollimore (Little Addington Parish Council) and Ms S Barnwell (NCC Community Liaison Officer) to confirm the issue as a high priority for Northamptonshire Highways so that it is addressed as soon as possible.

(ii) **Inconsiderate parking on Woodford Road and other areas of Great Addington.**

It was acknowledged that the Council has no authority regarding inconsiderate parking but it could direct written enquiries to Northamptonshire Highways.

(iii) **Unsatisfactory repairs of footways, kerbs and verges.**

It was acknowledged that some repairs are unsightly and/or ineffective.

b) **To receive and note correspondence from Insp D Lyon (Wellingborough and East Northants District) regarding neighbourhood policing and the allocation of resources.**

The Council received and noted this correspondence regarding new neighbourhood policing communication and meeting attendance procedures. It was acknowledged that currently there is no effective local crime reporting procedure to assist in warning residents of areas targeted by criminals.

c) **To note this Council's copy for the June 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 18 May 2017 and prior to the date of the scheduled meeting.

RESOLVED that it be **NOTED** that issues raised at the Annual Parish Meeting (of electors) were included with the regular items in the June 2017 issue of Saints Alive!

17/598 Finance.

a) **To receive and approve this Council's financial statements, bank reconciliation and asset register for the year ended 31 March 2017.**

The Council received and scrutinised these financial documents prior to the Clerk/RFO's certification of the 2016/17 accounting statements. It was acknowledged that due to the proposed disposal and addition of assets in the forthcoming year, the Council must ensure that its asset valuation and ring fenced monies are administered in accordance with current legislation and proper practices.

RESOLVED that the net bank balance of £17,153.68 reconciles to the receipts and payments and the total value of this Council's fixed assets/long term investments at 31 March 2017 was £32,611.22.

b) **To approve Sections 1 and 2 of the Annual Return for the year ended 31 March 2017.**

The Council approved the Annual Return for the year ended 31 March 2017 in accordance with the Accounts and Audit (England) Regulations 2015.

(i) **To approve Section 1 – Annual governance statement 2016/17.**

The Council confirmed that it is satisfied that its business has been conducted in accordance with current legislation and proper practices.

RESOLVED that Section 1 – Annual governance statement 2016/17 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

(ii) **To approve Section 2 – Accounting statements 2016/17.**

The Council confirmed that it is satisfied that the accounting statements present fairly its financial position.

RESOLVED that Section 2 – Accounting statements 2016/17 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

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 £20,967.63 on 30 April 2017 reconciles to its receipts and payments.

- d) **To approve payments in accordance with relevant legislation.**
RESOLVED that the monthly schedule of payments at the total expenditure of £1,594.79 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 Aon UK Ltd for the annual insurance premium (June 2017-May 2018).**
CHQ300004 - £313.41 inclusive of 12% IPT (Local Government Act 1972, s 111).
 - (ii) **Payment to JME Ground Services Ltd for All Saints Church mowing (April 2017).**
CHQ300005 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).
 - (iii) **Payment to The Marketing Team for website development and training.**
CHQ300006 - £450.00 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
 - (iv) **Payment of the Clerk's reimbursement for web hosting supplied by HostPapa Inc (May 2017-May 2018).**
CHQ300007 - £142.45 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
 - (v) **Payment of the Clerk's reimbursement for allocation of the Transparency Fund for Smaller Authorities grant.**
CHQ300008 - £567.30 inclusive of 20% VAT (Local Audit and Accountability Act 2014, s 38).
 - (vi) **Payment to RAO Stationers Ltd for inkjet cartridges.**
CHQ300009 - £54.13 inclusive of 20% VAT (Local Government Act 1972, s 111).

17/599 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 made available to members as soon as possible.

17/600 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 21 June 2017 at 7:45 pm).

RESOLVED that the next scheduled meeting of this Council will be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 21 June 2017 at 7:45 pm.

The Chairman closed the meeting at 9:44 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 21 June 2017.