

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in The Memorial Hall on Wednesday 21 June 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).

17/601 Formalities.

a) To receive and approve apologies for absence.

Apologies for absence were received from Cllr R Blackburn and Cllr A Fischelis (because of work commitments and family responsibilities respectively). Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division) also sent apologies for absence.

RESOLVED that the reasons for absence from the meeting provided by Cllr R Blackburn and Cllr A Fischelis 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.

17/602 To confirm the minutes of the Annual Meeting held on Wednesday 24 May 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the Annual Meeting held on Wednesday 24 May 2017 and signed by the Chairman.

17/603 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.

It was acknowledged that applications for which permission has been granted subject to conditions should be monitored regularly by the Council.

(i) 17/00773/FUL full planning application for a steel portal framed cattle shed at Site 1028 Former Quarry, Cranford Road, Great Addington.

It was noted that permission for this full planning application has been granted subject to conditions.

(ii) 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.

It was noted that permission for this tree preservation order application has been granted subject to conditions.

c) To receive and note correspondence/reports/publications from other organisations.

Correspondence/reports/publications relating to employment and rural issues were received and noted.

d) 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 siding out of the footway between Great and Little Addington) and Councillors and the Clerk summarised any information received/action taken since 24 May 2017.

17/604 East Northamptonshire Council (ENC).

a) To confirm this Council's position regarding the formal notification that the owners of the Hare and Hounds Public House intend to sell the property.

It was acknowledged that the Council has received this notification because it nominated the property for listing as an Asset of Community Value (ACV) under the Localism Act 2011.

RESOLVED that the formal notification process regarding the intended sale of the Hare and Hounds Public House be **NOTED**.

- b) **To consider this Council's response to 17/00969/OUT outline planning application for a residential development with public open space and associated infrastructure: means of access from Nicholas Road with other matters (relating to appearance, landscaping, scale and layout) reserved at Land Rear Of Nicholas Road, Irthlingborough.**

The Council considered its response to this outline planning application.

RESOLVED that this Council will make no comment in response to 17/00969/OUT outline planning application.

- c) **To receive and note ENC correspondence/reports/publications (for information only).**
Correspondence relating to Armed Forces Day on Saturday 24 June 2017 was received and noted.

17/605 Northamptonshire County Council (NCC).

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

Correspondence/reports/publications relating to the NCC Rights of Way team along with wellbeing issues and forthcoming events were received and noted.

17/606 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.

17/607 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 the delivery of lanterns has been delayed by a further month.

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

It was acknowledged that the edge of the road should be defined regarding white lines when calculating the width of the verge and dimensions of the entry gates.

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

The Clerk reported that the Governance Working Party has held its initial meeting and its terms of reference were agreed prior to assigning tasks.

- 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 confirmation of the associated costs of adoption should be obtained before any further action is taken.

17/608 Community.

To note this Council's copy for the July 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 15 June 2017 and prior to the date of the scheduled meeting.

RESOLVED that it be **NOTED** that details of the formal notification process regarding the intended sale of the Hare and Hounds Public House were included with the regular items in the June 2017 issue of Saints Alive!

17/609 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 utilising technology to address the issues of dog fouling and fly tipping were received and noted.

17/610 Finance.

- a) **To receive the Internal Auditor's report for the year ended 31 March 2017.**
The Council received this document and noted issues raised regarding the Clerk's annual appointment as Responsible Financial Officer (RFO) and Transparency Code compliance.
RESOLVED that the Internal Auditor's report for the year ended 31 March 2017 be **ACCEPTED** by this Council and that recommended action therein be taken as soon as possible.
- b) **To confirm the latest details of this Council's automatic enrolment reporting duties to the Pensions Regulator.**
It was acknowledged that following an employee assessment the Council is not required to enrol the Clerk automatically into a workplace pension scheme.
RESOLVED that it be **CONFIRMED** that as this Council has not received a request to provide a workplace pension scheme; it has complied with its duties under the Pension Act 2008 and Regulations.
- c) **To receive and approve the monthly financial statements and bank reconciliation.**
The Council received and scrutinised these documents to ensure that its bank balances reconcile to receipts and payments.
RESOLVED that this Council's net bank balance of £19,372.84 on 31 May 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 £547.50 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 of the Clerk's salary (April-June 2017).**
CHQ300010 - £384.00 (Local Government Act 1972, s 112).
- (ii) **Payment to HM Revenue & Customs for PAYE (April-June 2017).**
CHQ300011 - £96.00 (Local Government Act 1972, s 112).
- (iii) **Payment to JME Ground Services Ltd for All Saints Church mowing (May 2017).**
CHQ300012 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).

17/611 To confirm any additional business to be included on the agenda of the next meeting.

RESOLVED that with the exception of confirming a procedure regarding electronic data backup and storage, 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.

17/612 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.

17/613 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 19 July 2017 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 19 July 2017 at 7:45 pm.

The Chairman closed the meeting at 9:10 pm.

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