

GREAT ADDINGTON PARISH COUNCIL

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

Present at the meeting.

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

In attendance: Mrs H Hoier (Clerk).

17/614 Formalities.

- a) **To receive and approve apologies for absence.**
An apology for absence was received from Cllr R Blackburn (due to work commitments). Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division) also sent apologies for absence.
RESOLVED that the reason provided by Cllr R Blackburn for absence from the meeting be **APPROVED** by this Council.
- b) **To receive information requests/comments from members of the public.**
- (i) **New village signs.**
It was noted that an information request via e-mail had been received regarding the replacement by NCC Highways of village signs on each of the approaches to Great Addington and that Cllr H Mayes had provided a verbal explanation.
- (ii) **Footpath improvements.**
It was noted that an information request via e-mail had been received regarding Woodford Parish Council's intention to upgrade footpath access to the Nene Valley Greenway and if this could be considered for Great Addington.
- 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.

17/615 To confirm the minutes of the meeting held on Wednesday 21 June 2017.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 21 June 2017 and signed by the Chairman.

17/616 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.
17/00958/FUL full planning application for the proposed single storey rear extension incorporating flat roof, plus Juliet balcony to first floor bedroom at The Spinneys, Woodford Road, Great Addington.
It was noted that permission for this full planning application has been granted subject to conditions (minute 17/595 c) refers).
- c) **To receive and note correspondence/reports/publications from other organisations.**
Correspondence/reports/publications relating to employment, environment and rural issues were received and noted.
- d) **To receive and note the action log from previous meetings.**
The Council received and noted updates from Councillors and the Clerk regarding the progress of delegated actions/on-going items which are not within the Four Year Plan.

17/617 East Northamptonshire Council (ENC).

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

Correspondence/reports/publications relating to ENC Council and Joint Standards Complaints Committee meeting documents were received and noted.

17/618 Northamptonshire County Council (NCC).

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

Correspondence/reports/publications relating to NCC consultations were received and noted.

17/619 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.

17/620 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 of this objective and it was acknowledged that as the final lantern had been installed, the procedures for commissioning, cancellation of the current maintenance contract and the Council's application to the Public Works Loan Board (PWLB) should now be clarified prior to being put in motion.

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

The Council noted the latest details of this objective and it was acknowledged that an invoice from Stocksigns Ltd for the supply and installation of four vehicle activated signs (VAS) should be amended to include the 50% deposit of £5,534.40 already paid and the correct remaining balance. The Clerk reported that Cllr D Hughes (ENC Woodford Ward) has agreed to support a grant via the ENC Member Empowerment Fund towards village entry gates on Cranford Road and Lower Street.

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

The Council noted the latest details of this objective and it was acknowledged that Cllr S Hughes (NCC Irthlingborough Division) may support a grant via the NCC Empowering Councillors and Communities Scheme.

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

The Council noted the latest details of this objective and it was acknowledged that the Dropbox file hosting service could enable the Governance Working Party to synchronise amendments to documents effectively.

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.

17/621 Community.

a) To consider this Council's response to the Office of Northamptonshire Police and Crime Commissioner Fire Governance Consultation.

The Council considered its response to this consultation proposing the transfer of governance of the Fire and Rescue Service from the Fire Authority to the Police and Crime Commissioner. It was acknowledged that Great Addington residents are better placed to put forward their own views on the services which affect them personally.

RESOLVED that details of the Office of Northamptonshire Police and Crime Commissioner Fire Governance Consultation be **NOTED** but that this Council will not be submitting a formal representation.

b) To approve this Council's copy for the August 2017 issue of Saints Alive!

Copy to be included in this issue of Saints Alive! was considered (with particular reference to business transacted at the July meeting).

RESOLVED that the latest details of upgrading the street lighting and the purchase of traffic calming schemes; the Council's responsibilities regarding the Transparency Code for Smaller Authorities; information for residents wishing to comment on recent NCC public consultations, along with the availability for inspection of the Council's financial records be included with the regular items in the August 2017 issue of Saints Alive!

17/622 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).

- a) **To note the latest details of NACRE/NCALC/SLCC conference and training courses.**
The Council considered attendance at these events to ensure awareness of the latest legislation and/or recommended good practice.
RESOLVED that the attendance of the Clerk at the SLCC Regional Training Seminar on Wednesday 6 September 2017 at £82.80 inclusive of 20% VAT per delegate be **APPROVED** by this Council.
- b) **To receive and note NACRE/NCALC/SLCC correspondence/reports/publications (for information only).**
Correspondence/reports/publications relating to Transparency Code for Smaller Authorities compliance deadlines were received and noted.

17/623 Finance.

- a) **To confirm this Council's procedure regarding electronic data backup and storage.**
The Council confirmed the frequency of backups and location of storage devices to ensure adequate protection of its electronic data.
RESOLVED that backups of electronic data will be taken monthly on removable storage devices and that the most recent backup will be passed to the Chairman at the next scheduled meeting.
- b) **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 monitor actual performance against its budget, consider explanations of any significant variances and approve corrective action if necessary.
RESOLVED that this Council's actual performance against its budget be **NOTED** and that spending for the quarter has been £23.00 favourable.
- 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 £18,807.34 on 30 June 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 £659.99 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 (April-June 2017).**
PAY000011 - £18.00 (Local Government Act 1972, s 111).
- (ii) **Payment to E.ON Energy Solutions Ltd (Highway Lighting) for street lighting maintenance (April-June 2017).**
CHQ300013 - £92.18 inclusive of 20% VAT (Parish Councils Act 1957, s 3).
- (iii) **Payment to JME Ground Services Ltd for All Saints Church mowing (June 2017).**
CHQ300014 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).
- (iv) **Payment to E.ON for street lighting energy (April-June 2017).**
CHQ300015 - £427.46 inclusive of 5% VAT (Parish Councils Act 1957, s 3).
- (v) **Payment to RAO Stationers for a laptop bag and riser.**
CHQ300016 - £54.85 inclusive of 20% VAT (Local Government Act 1972, s 111).

17/624 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.

17/625 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.

17/626 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 16 August 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 16 August 2017 at 7:45 pm.

The Chairman closed the meeting at 9:02 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 16 August 2017.

APPROVED