

# GREAT ADDINGTON PARISH COUNCIL

## Minutes of the Meeting held in The Memorial Hall on Wednesday 20 September 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).

### 17/640 Formalities.

- a) **To receive and approve apologies for absence.**  
There were no apologies for absence from members as the full Council was present. Apologies for absence were received from Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division).
- b) **To receive information requests/comments from members of the public.**  
With the exception of further enquiries regarding the possibility of upgrading footpath access to the Nene Valley Greenway, 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.

### 17/641 To confirm the minutes of the meeting held on Wednesday 16 August 2017.

**RESOLVED** that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 16 August 2017 and signed by the Chairman.

### 17/642 To co-opt to fill the casual vacancy.

The Council received a single nomination from Mrs C Johnson.

**RESOLVED** that it be proposed, seconded and with all members present; **CARRIED** that Mrs C Johnson be co-opted by this Council to fill the casual vacancy.

*Mrs Johnson will be addressed as Cllr Johnson when summoned to the next scheduled meeting.*

### 17/643 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.**  
**17/01689/TPO tree preservation order application for the removal of a sycamore tree 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 (minutes 17/595 and 17/603 refer).
- c) **To receive and note correspondence/reports/publications from other organisations.**  
Correspondence/reports/publications relating to employment, environment, heritage 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. The Clerk reported on issues of interest raised at the SLCC Northamptonshire Branch AGM and the current status of amending signatory access to the Council's Bank of Scotland plc deposit account (minute 17/586 refers).

### 17/644 East Northamptonshire Council (ENC).

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

Correspondence/reports/publications relating to the recent launch of the new National Lottery Awards for All programme were received and noted.

### 17/645 Northamptonshire County Council (NCC).

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

Correspondence/reports/publications relating to the NCC campaign for a fairer funding deal for Northamptonshire, a public survey of pharmacy services along with wellbeing issues were received and noted.

**17/646 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.

**17/647 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 (with particular reference to receipt of the project completion certificate from Balfour Beatty Living Places Ltd along with the procedure for commissioning and maintenance). It was acknowledged that the relevant information regarding electricity usage should be forwarded to Western Power Distribution and that although the street lights are guaranteed for ten years, an electrically safe test must be carried out every six years to comply with legislation. It was also recognised that it would not be necessary to have a maintenance contract and that subject to approval of quoted costs, repairs will be carried out as required.

**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 (with particular reference to the scheduled installation in October of four vehicle activated signs (VAS), a revised deadline for submitting the Awards for All grant management form along with an extension of the 30 mph speed limit on Ringstead Road). It was acknowledged that details should be confirmed with Stocksigns Ltd of a revised location of the VAS on Ringstead Road with the facility to swivel to face incoming and outgoing traffic plus if there is the option to retrieve speed data from all devices. It was also recognised that the white lines and roundels throughout the village should be repainted in the interests of road safety.

**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 (with particular reference to a successful grant application for £500 via the NCC Empowering Councillors and Communities Scheme along with confirmation of a further donation from a local resident). It was acknowledged that details of the design should be finalised with The Village Sign People and the procedure to erect the sign in accordance with the Highways Act 1980, s 144 should be clarified with Northamptonshire Highways.

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

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.**

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

**17/648 Community.**

**a) To note details of this Council's application for funding via the East Northamptonshire Community Facilities Fund to upgrade footpath access to the Nene Valley Greenway.**

The Council noted details of the eligibility stage of this funding application to provide an all-weather surface suitable for pedestrians, cyclists and horse riders along MA8 in response to requests from local residents. It was acknowledged that the project would be a significant undertaking and that preparation for the second stage of the grant application process (with particular reference to consultation with adjacent landowners, requesting the assistance of interested parties along with obtaining match funding) should be put in motion (minute 17/629 refers).

**RESOLVED** that upgrading footpath access to the Nene Valley Greenway be added as a new objective to this Council's Four Year Plan.

- b) **To approve this Council's copy for the October 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 September meeting).

**RESOLVED** that the conclusion of audit for the year ended 31 March 2017 along with the latest details of the Council's traffic calming schemes including the 30 mph speed limit extension on Ringstead Road, the Council's request to repaint white road markings and the installation of four VAS during October be included with the regular items in the October 2017 issue of Saints Alive! (minute 17/647 refers).

**17/649 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 conferences and training courses.**  
The Council noted details of these forthcoming events and considered attendance to ensure awareness of the latest legislation and/or recommended good practice.  
**NCALC Off to a Flying Start training course on Wednesday 15 November 2017 at £42.00 per delegate.**

**RESOLVED** that the attendance of Mrs C Johnson at the NCALC Off to a Flying Start course at the cost of £42.00 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 forthcoming conference and training events along with the latest details of the Transparency Fund for 2017/18 were received and noted.

**17/650 Finance.**

- a) **To receive the concluded Annual Return for the year ended 31 March 2017, consider an issue arising from the External Auditor's report and confirm the amended value of this Council's fixed assets.**

The Council received this document and considered an issue arising regarding the requirement to capitalise as an asset the 50% deposit of £5,534.40 paid to Stocksigns Ltd for the supply and installation of traffic calming devices. It was acknowledged that the Council is pursuing clarification via NCALC of this requirement to capitalise a deposit prior to acquisition of an asset.

**RESOLVED** that the Annual Return for the year ended 31 March 2017 and the External Auditor's report be **ACCEPTED** and that the restated value of £38,145 in box 9 of Section 2 – Accounting statements 2016/17 be **APPROVED** by this Council.

- b) **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 £31,979.78 on 31 August 2017 reconciles to its receipts and payments.

- c) **To consider grant applications and annual donations for the benefit of community, voluntary and charitable organisations.**

The Council considered a written grant application submitted by Great Addington Memorial Hall Committee (GAMHC) together with grants and donations which have been budgeted and are awarded annually at the Council's discretion. It was acknowledged that GAMHC and the Addingtons Playing Field Association (APFA) should be required to submit annual grant proposals (including intended purpose and current financial data) prior to the Council's November meeting so that they are considered within the budget for the subsequent year.

**RESOLVED** that a grant of £750.00 to GAMHC towards insurance expenses be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

**RESOLVED** that a grant of £1,500.00 to the APFA towards revenue expenses be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

**RESOLVED** that a donation of £50.00 to the Warwickshire and Northamptonshire Air Ambulance be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

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

**RESOLVED** that the monthly schedule of payments at the total expenditure of £746.50 be proposed, seconded and with all members present in favour; **APPROVED** by this Council following confirmation that the proposed transactions have been budgeted accurately (including virement of £30.00 from the repairs reserve budget heading).

- (i) **Payment of the Public Works Loan Board administration fee.**  
PAY000015 - £25.00 (National Loans Act 1968, s 3).
- (ii) **Payment of the Clerk's salary (July-September 2017).**  
PAY000016 - £384.00 (Local Government Act 1972, s 112).
- (iii) **Payment to HM Revenue & Customs for PAYE (July-September 2017).**  
PAY000017 - £96.00 (Local Government Act 1972, s 112).
- (iv) **Payment to JME Ground Services Ltd for August 2017 All Saints Church mowing (6310).**  
PAY000018 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).
- (v) **Payment to BDO LLP for the 2017 external audit fee (1652664).**  
PAY000019 - £156.00 inclusive of 20% VAT (Local Government Finance Act 1982, s 12).
- (vi) **Payment to Unity Trust Bank plc for service charges (July-September 2017).**  
PAY000020 - £18.00 (Local Government Act 1972, s 111).

**17/651 To confirm any additional business to be included on the agenda of the next meeting.**

**RESOLVED** that with the exception of introducing a monthly internal control checklist along with noting details of a local initiative to address inconsiderate parking, 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.

**17/652 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.

**17/653 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 18 October 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 18 October 2017 at 7:45 pm.

*The Chairman closed the meeting at 9:21 pm.*

**Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 18 October 2017.**