

# GREAT ADDINGTON PARISH COUNCIL

## Minutes of the Meeting held in The Memorial Hall on Wednesday 18 October 2017

### Present at the meeting.

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

**In attendance:** Mrs H Hoier (Clerk).

### 17/654 Formalities.

**a) To receive and approve apologies for absence.**

An apology for absence was received from Cllr D Cole (due to family responsibilities). Apologies for absence were also received from Cllr D Hughes (ENC Woodford Ward) and Cllr S Hughes (NCC Irthlingborough Division).

**RESOLVED** that the reason provided by Cllr D Cole for absence from the meeting be **APPROVED** by this Council.

**b) To receive information requests/comments from members of the public.**

The Council received information requests/comments from residents which will be processed in accordance with the Freedom of Information Act 2000 and Standing Orders.

**(i) Renewal of white road markings and inconsiderate parking.**

It was acknowledged that road safety has been raised as an issue of concern for residents consistently at the Annual Parish Meeting (of electors) as well as on other numerous occasions and that finding viable solutions within the Council's legal powers is a priority which is on-going (agenda items 17/660 b) and 17/661 a) refer).

Cllr E Palmer reported she had spoken to Ms S Barnwell and had been assured that repainting white lines and roundels was on the list of jobs but may have to be deferred until the next financial year due to budget constraints.

**(ii) Planning applications to Kettering Borough Council for pig rearing and finishing units at land west of the A510.**

It was acknowledged that although planning applications to a neighbouring authority have been raised as an issue of concern for a resident, the Council is unable to submit an official response and a link to KET/2017/0672 and KET/2017/0674 will be provided on the Council's website for individuals wishing to comment.

**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.

### 17/655 To confirm the minutes of the meeting held on Wednesday 20 September 2017.

**RESOLVED** that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 20 September 2017 and signed by the Chairman.

### 17/656 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.**

There were no new 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.

**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.

### 17/657 East Northamptonshire Council (ENC).

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

There were no ENC correspondence/reports/publications received prior to the meeting.

**17/658 Northamptonshire County Council (NCC).**

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

Correspondence/reports/publications relating to the Pathfinder II Flood Resilience Project, a public survey of parking enforcement officers wearing video cameras along with wellbeing issues were received and noted. It was acknowledged that a link should be provided on the Council's website so that these items may be accessed directly by Great Addington residents and other interested parties.

**17/659 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. It was acknowledged that a link should be provided on the Council's website so that these items may be accessed directly by Great Addington residents and other interested parties.

**17/660 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 and final details of this objective (with particular reference to confirmation by Western Power Distribution that the Council's unmetered supplies certificate has been amended and forwarded to E.ON). It was acknowledged that upgrading the street lighting has now been completed successfully and that this objective may be removed from the Four Year Plan.

**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 completed installation of four vehicle activated signs (VAS), supporting data required for the Awards for All grant management form along with a successful grant application for £200 via the ENC Member Empowerment Fund towards village entry gates on Cranford Road and Lower Street). It was acknowledged that the Council could submit a £300 grant application to the ENC Member Empowerment Fund in a subsequent financial year. The Chairman took the opportunity to place on record this Council's thanks to Cllr A Fischelis and Cllr H Mayes regarding the purchase of traffic calming schemes objective.

**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 confirmation that the village sign authorisation form and adjacent landowner/occupier responses have been received by Northamptonshire Highways). It was acknowledged that no payment will be required in respect of a section 50 licence and that Northamptonshire Highways are to be notified prior to installation of the sign. The Chairman took the opportunity to place on record this Council's thanks to Cllr A Fischelis regarding the purchase of a village commemorative sign objective.

**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.**

The Council noted the latest details of this objective (with particular reference to the formal adoption procedure).

**f) To note the latest details and consider proposals by this Council regarding upgrading footpath access to the Nene Valley Greenway.**

The Council noted the latest details of this objective (with particular reference to consultation with the local community and acknowledging concerns raised by adjacent land owners).

**17/661 Community.**

- a) **To note details of Stanwick Parish Council's 'Think Before You Park' initiative to address the issue of inconsiderate parking.**

The Council noted details of this initiative which is supported by Northamptonshire Police whereby advisory leaflets are issued explaining the impact of parking inconsiderately. It was acknowledged that inconsiderate parking has consistently been raised by local residents as an issue of concern and that a similar scheme (possibly in collaboration with neighbouring villages) may be effective in Great Addington.

**RESOLVED** that Stanwick Parish Council's 'Think Before You Park' initiative be **NOTED** and the feasibility of such a scheme in Great Addington be investigated.

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

**RESOLVED** that the co-option of Cllr C Johnson, an invitation to the Remembrance Sunday wreath laying ceremony along with details of an initiative to address inconsiderate parking be included with the regular items in the November 2017 issue of Saints Alive!

**17/662 Northamptonshire Action with Communities in Rural England (NACRE)/Northamptonshire County Association of Local Councils (NCALC)/Society of Local Council Clerks (SLCC).**

- a) **To note any issues of interest raised at the NCALC 70<sup>th</sup> Annual General Meeting which are of relevance to this Council and/or to Great Addington.**

The Council noted these issues (with particular reference to clustering arrangements along with communicating and engaging effectively with the local community).

**RESOLVED** that clustering arrangements and communicating and engaging effectively with the local community be **NOTED** and included on a subsequent agenda.

- 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 General Data Protection Regulations (GDPR) which are due to come into force in May 2018 were received and noted.

**17/663 Finance.**

- a) **To receive and approve the quarterly statement of receipts and payments under each budget heading.**

The Council received and scrutinised this document in order to monitor actual performance against its budget, consider explanations of any significant variances and approve corrective action if necessary. It was acknowledged that although there has been a £30.00 overspend in respect of the external audit fee, this was considered appropriate to comply with BDO LLP's requirement to capitalise a deposit prior to acquisition of an asset and avoid a qualified opinion report (minute 17/650 refers).

**RESOLVED** that this Council's actual performance against its budget be **NOTED** and that no corrective action is required.

- 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 £18,798.27 on 30 September 2017 reconciles to its receipts and payments.

- c) **To receive and approve the monthly internal control checklist.**

It was acknowledged that there had been insufficient time to arrange for the examination of documents by a member of the Council.

**RESOLVED** to defer the approval of this Council's monthly internal checklist to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

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

**RESOLVED** that the monthly schedule of payments at the total expenditure of £2,897.16 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 JME Ground Services Ltd for September 2017 All Saints Church mowing charge (6340).**

PAY000021 - £135.00 inclusive of 20% VAT (Local Government Act 1972, s 215).

- (ii) **Payment to E.ON for July-September 2017 street lighting electricity charge (H14F361CA4).**  
PAY000022 - £432.16 inclusive of 5% VAT (Parish Councils Act 1957, s 3).
- (iii) **Grant to the Addingtons Playing Field Association.**  
PAY000023 - £1,500.00 (Local Government Miscellaneous Provisions Act 1976, s 19).
- (iv) **Grant to Great Addington Memorial Hall Committee.**  
PAY000024 - £750.00 (Local Government Miscellaneous Provisions Act 1976, s 19).
- (v) **Donation to the Warwickshire and Northamptonshire Air Ambulance.**  
PAY000025 - £50.00 (Local Government Act 1972, s 137).
- (vi) **Donation to the Royal British Legion Poppy Appeal for the Remembrance Day wreath.**  
CHQ300018 - £30.00 (Local Government Act 1972, s 137).

**17/664 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.

**17/665 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.

**17/666 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 15 November 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 15 November 2017 at 7:45 pm.

*The Chairman closed the meeting at 9:35 pm.*

**Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 15 November 2017.**