

# GREAT ADDINGTON PARISH COUNCIL

## Minutes of the Meeting held in The Memorial Hall on Wednesday 20 December 2017

### Present at the meeting.

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

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

### 17/680 Formalities.

- a) **To receive and approve apologies for absence.**  
An apology for absence was received from Cllr E Palmer (due to illness). Apologies for absence were also 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.**  
It was noted that an information request via e-mail had been received regarding details of upgrading the street lighting and that Cllr N Palmer had provided a verbal explanation including reference to relevant documents on the Council's website.
- 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.

### 17/681 To confirm the minutes of the meeting held on Wednesday 15 November 2017.

**RESOLVED** that these minutes be **CONFIRMED** by this Council as being a correct record of the meeting held on Wednesday 15 November 2017 and signed by the Chairman.

### 17/682 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.**  
**16/02466/FUL full planning application for the demolition of the existing bus depot and erection of detached dwelling with associated parking and amenity space. Conversion and extension of the existing barn to a dwelling at Rectory Farm, Cranford Road, Great Addington.**  
It was noted that permission for this full planning application has been granted subject to conditions (minute 17/539 refers).
- c) **To receive and note correspondence/reports/publications from other organisations.**  
Correspondence/reports/publications relating to employment, environment, funding, housing 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.

### 17/683 East Northamptonshire Council (ENC).

- a) **To consider this Council's response to 17/02380/FUL full planning application for erection of agricultural worker's dwelling house to replace temporary existing mobile home used as temporary agricultural worker's dwelling at Patch Lodge Farm Caravan, Cranford Road, Great Addington.**  
The Council considered its response to this application for full planning permission (with particular reference to the development control history of the site). It was acknowledged that the Council had not raised an objection to 13/02094/FUL amended planning application on the basis that an established need to reside on site had been demonstrated by the applicant (minutes 14/115 and 14/125 refer).  
**RESOLVED** that this Council will raise no objection to 17/02380/FUL full planning application.

- b) **To receive and note ENC correspondence/reports/publications (for information only).**  
Correspondence relating to the ENC Residents' Survey was received and noted. A link has been provided on the Council's website so that this item may be accessed directly by Great Addington residents and other interested parties.

**17/684 Northamptonshire County Council (NCC).**

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

Correspondence/reports/publications relating to the NCC Draft Northamptonshire Health and Wellbeing Board Pharmaceutical Needs Assessment, Northamptonshire Trading Standards Service activities, the 2017 Women's Cycling Tour along with wellbeing issues were received and noted. A link has been/will be provided on the Council's website so that these items may be accessed directly by Great Addington residents and other interested parties.

**17/685 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. A link has been/will be provided on the Council's website so that these items may be accessed directly by Great Addington residents and other interested parties.

**17/686 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 its purchase of traffic calming schemes.**

The Council noted the latest details of this objective (with particular reference to the collation of supporting evidence for the Awards for All grant management form).

- b) **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 official acceptance of the order from The Village Sign People along with an expression of thanks for a donation from a resident).

- c) **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.

- d) **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.

- e) **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 being unable to submit a viable second stage grant application to East Northamptonshire Community Facilities Fund along with an expression of thanks to all those involved with the project to date including printing of the questionnaires free of charge).

**17/687 Community.**

- a) **To consider the options and resources available to this Council regarding developing a Neighbourhood Plan.**

The Council continued to consider the options and resources available regarding this right to shape the development of the local area introduced by the Localism Act 2011. It was acknowledged that developing a Neighbourhood Plan is a significant undertaking and that the involvement of Great Addington residents who are not members of the Council will be required.

**RESOLVED** to include this Council's further consideration of the options and resources available regarding developing a Neighbourhood Plan on the agenda of the next scheduled meeting.

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

The Council noted the latest details of this initiative (following attendance by Cllr N Palmer and Cllr M Scott at a meeting of Woodford Parish Council) whereby advisory leaflets are issued explaining the impact of parking inconsiderately. It was acknowledged that guidance should be obtained from Northamptonshire Police regarding appropriate action to be taken when vehicles cause an obstruction and that a volunteer with relevant expertise/training will be required to issue the leaflets.

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

- c) **To note details of Community Speed Watch 2018.**

The Council noted details of this programme which assists communities in addressing the issue of speeding (with particular reference to shared use of the speed device and associated equipment with Islip from Saturday 1 September to Saturday 13 October 2018). It was acknowledged that more trained volunteers are required to ensure optimum effectiveness of participation in Community Speed Watch 2018 and that several training course dates will be available until August 2018.

**RESOLVED** that details of Community Speed Watch 2018 be **NOTED** and that a flyer appealing for more volunteers (including training course dates) be inserted in the February 2018 issue of Saints Alive!

- d) **To receive and note correspondence from Mr S Mold (Northamptonshire Police and Crime Commissioner) regarding the 'Sponsor a PCSO' scheme.**

The Council noted details of this initiative which aims to provide effective community policing by working collaboratively.

**RESOLVED** that details of the 'Sponsor a PCSO' scheme be **NOTED**.

- e) **To note this Council's copy for the January 2018 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 December 2017 and prior to the date of the scheduled meeting.

**RESOLVED** that it be **NOTED** that a New Year message from the Council along with the latest details of its purchase of traffic calming schemes and upgrading footpath access to the Nene Valley Greenway were included with the regular items in the January 2018 issue of Saints Alive!

**17/688 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.**

**SLCC Regional Training Seminar on Wednesday 31 January 2018 at £90.00 inclusive of 20% VAT per delegate.**

**RESOLVED** to defer the approval of the Clerk's attendance at the SLCC Regional Training Seminar to the next scheduled meeting at the Chairman's discretion and on the grounds of procedural efficiency.

- b) **To receive and note NACRE/NCALC/SLCC correspondence/reports/publications (for information only).**

Correspondence/reports/publications relating to NCALC's response to the NCC Phase 1 Draft Budget Proposals and Council Plan Consultation 2018/19, the latest details of the new external audit arrangements along with the deadline for applications to the Transparency Fund for 2017/18 were received and noted.

**17/689 Finance.**

- a) **To approve this Council's budget for the year ended 31 March 2019.**

The anticipated income, proposed expenditure together with the current level of reserves within the draft budget were considered and it was acknowledged that the Council must be able to meet all of its financial obligations (with particular reference to compliance with new legislation including General Data Protection Regulations) without increasing the precept significantly. It was also recognised that although there is provision for a £1,500 annual grant to the Addingtons Playing Field Association (APFA), this will be conditional upon a written request with satisfactory supporting evidence (minute 17/650 refers).

**RESOLVED** that this Council's budget of £8,889 for the year ended 31 March 2019 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- b) **To confirm this Council's precept for the year ended 31 March 2019.**  
 The Council confirmed the sum it is to precept upon ENC for the year ended 31 March 2019 following approval of its budget.  
**RESOLVED** that it be **CONFIRMED** that this Council shall precept upon ENC to the sum of £8,889. Precept payments will be received in two instalments on the last working day of April and September 2018.
- c) **To receive and approve the monthly financial statements and bank reconciliation.**  
 The Council will receive and scrutinise these documents to ensure that its bank balances reconcile to receipts and payments.  
**RESOLVED** to defer the approval of this Council's monthly financial statements and bank reconciliation 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 £638.28 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 £90.78 from the repairs reserve budget heading).
- (i) **Payment of the Clerk's salary (October-December 2017).**  
 PAY000027 - £384.00 (Local Government Act 1972, s 112).
  - (ii) **Payment to HM Revenue & Customs for PAYE (October-December 2017).**  
 PAY000028 - £96.00 (Local Government Act 1972, s 112).
  - (iii) **Payment to Northants CALC for the Off to a Flying Start course fee (6566).**  
 PAY000029 - £42.00 (Local Government Act 1972, s 111).
  - (iv) **Payment to Aon UK Ltd for the pro-rata additional insurance premium.**  
 PAY000030 - £30.78 inclusive of 12% IPT (Local Government Act 1972, s 111).
  - (v) **Payment to JME Ground Services Ltd for November 2017 All Saints Church mowing (6424).**  
 PAY000031 - £67.50 inclusive of 20% VAT (Local Government Act 1972, s 215).
  - (vi) **Payment to Unity Trust Bank plc for service charges (October-December 2017).**  
 PAY000032 - £18.00 (Local Government Act 1972, s 111).

**17/690 To confirm any additional business to be included on the agenda of the next meeting.**

**RESOLVED** that with the exception of confirming an authorisation procedure for due payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation along with appointing a member as the Council's representative to the Addingtons Playing Field Association (APFA) for 2017/18; 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.

**17/691 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.

**17/692 To confirm the date of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 17 January 2018 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 January 2018 at 7:45 pm.

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

**These draft minutes are subject to this Council's approval on Wednesday 17 January 2018.**