

GREAT ADDINGTON PARISH COUNCIL

Minutes of the Meeting held in The Memorial Hall on Wednesday 20 June 2018

Present at the meeting.

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

In attendance: Mrs H Hoier (Clerk/RFO).

18/759 Formalities.

a) To receive and approve apologies for absence.

Apologies for absence were received from Cllr D Cole and Cllr A Fischelis (due to family responsibilities).

RESOLVED that the reason provided by Cllr D Cole and Cllr A Fischelis for absence from the meeting 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 disclosable 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.

18/760 To confirm the minutes of the Annual Meeting of the Council held on Wednesday 16 May 2018.

RESOLVED that these minutes be **CONFIRMED** by this Council as being a correct record of its Annual Meeting held on Wednesday 16 May 2018 and signed by the Chairman.

18/761 To adopt the latest version of the NALC Records Retention Policy with approved amendments and consider upgrading this Council's HostPapa Inc web hosting account to ensure continuous website backup.

The Council noted that GDPR retention schedule times have been included in this version of NALC's policy document. It was acknowledged that although the Council's website backup storage capacity is currently adequate, there appears to be an issue regarding ensuring effective file maintenance and security for which professional expertise may be required.

RESOLVED that the latest version of the NALC Records Retention Policy be proposed, seconded and with all members present in favour; **ADOPTED** by this Council.

18/762 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.

18/00759/LBC listed building consent application for the installation of secondary glazing units to all of the current 14 wooden single glazed windows throughout the property at The Hare and Hounds Inn, Main Street, Great Addington.

Notification has been received that this listed building consent application has been permitted subject to conditions.

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

Correspondence/reports/publications relating to energy, 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.

18/763 East Northamptonshire Council (ENC).

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

Correspondence/reports/publications relating to local government restructuring in Northamptonshire, tree management along with funding application training sessions were received and noted. These items may be accessed directly by Great Addington residents and other interested parties via the relevant link on the Council's website.

18/764 Northamptonshire County Council (NCC).

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

Correspondence/reports/publications relating to caring for people in the community along with Superfast Northamptonshire were received and noted. These items may be accessed directly by Great Addington residents and other interested parties via the relevant link on the Council's website.

18/765 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. These items may be accessed directly by Great Addington residents and other interested parties via the relevant link on the Council's website.

18/766 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 viability of installing a chicane in Lower Street and possible contravention of the 7.5 tonne weight restriction in Great Addington).

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 including arrangements for the installation of the sign and the dedication ceremony on the agenda of the next scheduled meeting).

c) 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 (with particular reference to the review of the Council's Financial Regulations).

d) 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 restoration work including the replacement of broken panes of glass).

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 the revised date of the meeting with a representative from the ENC Community Partnerships Team to Friday 22 June 2018 at 2:30 pm).

18/767 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 (with particular reference to collaboration with Little Addington once the prime contact has been confirmed).

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 this Council's new initiative to address the issue of inconsiderate parking.

The Council noted the latest details of this initiative whereby advisory leaflets are issued explaining the impact of parking inconsiderately. It was acknowledged further that there had been no response to the Council's appeal for volunteers to date.

RESOLVED to include the latest details of this Council's new initiative to address the issue of inconsiderate parking on the agenda of the next scheduled meeting.

- c) **To consider the options and resources available to this Council regarding litter picking arrangements.**

The Council considered the options and resources available regarding additional litter picking events following favourable comments on the appearance of the village after Operation Spring Clean 2018. It was acknowledged that equipment may be hired free of charge from ENC Waste Management Services at any time during the year subject to availability and that initially an event should be arranged in the autumn. It was recognised that this could also be an opportunity for the Council to improve community engagement generally and establish a 'Friends of Great Addington' work group to assist with other activities to enhance the village.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr C Johnson be appointed as the Community Engagement Co-ordinator.

RESOLVED to arrange an additional litter picking event on a suitable date either in September or October 2018.

- d) **To approve this Council's copy for the July 2018 issue of Saints Alive! and the local press.**

Copy to be included in this issue of Saints Alive! was considered (with particular reference to business transacted at the June 2018 meeting).

RESOLVED that details of the consultation on local government restructuring in Northamptonshire, contravention of the 7.5 tonne weight restriction in Great Addington and additional litter picking arrangements be included with the regular items in the July 2018 issue of Saints Alive!

18/768 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 forthcoming stakeholder events arranged alongside the consultation on local government restructuring in Northamptonshire together with the latest available NCALC training courses were received and noted. Cllr M Scott offered to attend as a delegate at a stakeholder event and the Council's response to the Future Northants: Local Government Reform Consultation will be included on the agenda of the next scheduled meeting.

18/769 Finance.

- a) **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 confirm actual performance against its budget, consider explanations of any significant variances and approve corrective action if necessary. It was acknowledged that although there was a minor overspend in respect of internal audit (which was considered appropriate) this was offset favourably by a lower annual insurance premium.

RESOLVED that this Council's actual performance against its budget be **NOTED** and that spending for the first quarter of 2018/19 has been £83.00 favourable.

- 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 £17,748.65 on 20 June 2018 reconciles to its receipts and payments.

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

The Council received and scrutinised this document to enable it to test specific internal controls, report findings and approve corrective action if necessary (with particular reference to conducting a review of the Clerk/RFO's contract of employment within three months).

RESOLVED that this Council's internal controls be **NOTED** and that no corrective action is required.

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

The Council approved the monthly schedule of payments once confirmation had been received that the proposed transactions have been budgeted accurately.

RESOLVED that the monthly schedule of payments at the total expenditure of £727.75 be proposed, seconded and with all members present in favour; **APPROVED** by this Council.

- (i) **Payment to JME Ground Services Ltd for May 2018 All Saints Church mowing (6604).**

PAY000050 - £216.00 inclusive of 20% VAT (Local Government Act 1972, s 215).

- (ii) **Payment of the Clerk's salary (April-June 2018).**
PAY000051 - £395.15 (Local Government Act 1972, s 112).
- (iii) **Payment to HM Revenue & Customs for PAYE (April-June 2018).**
PAY000052 - £98.60 (Local Government Act 1972, s 112).
- (iv) **Payment to Unity Trust Bank plc for service charges (April-June 2018).**
PAY000053 - £18.00 (Local Government Act 1972, s 111).

18/770 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.

18/771 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.

18/772 To confirm the date and time of the next meeting (scheduled to be held in The Memorial Hall, Woodford Road, Great Addington on Wednesday 18 July 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 July 2018 at 7:45 pm.

The Chairman closed the meeting at 9:05 pm.

Signed by Cllr N Palmer (Chairman) at the meeting held on Wednesday 18 July 2018.

APPROVED