

# Scaldwell Parish Council

## Minutes of the Annual General Meeting of Scaldwell Parish Council held on Wednesday 21 May 2014 at 7.00pm in the Village Hall, School Lane, Scaldwell

**Councillors in attendance:** Mr E O'Leary (Chairman) Mrs Pam Long  
Mrs M Vinton Mrs J Lewis  
Mrs A Curtis Mrs J Randall  
Mr M Alcock

**District Councillors in attendance:** Mr I Barratt, Mr S Pointer, Mrs E Wiig

**Public in attendance:** Mr R Archer, Mr P Purcell

- 14/44 To elect a Chairman and Chairman to sign the 'Acceptance of Office'.** Councillor Vinton proposed Councillor O'Leary be elected as the new Chairman with this proposal seconded by Councillor Curtis. Councillor O'Leary indicated he was willing to serve as Chairman and Council duly agreed his appointment. On behalf of all, Councillor Curtis thanked Councillor Long for her time and commitment as Chairman. District Councillor Wiig thanked Councillor Long for her support over the years.
- 14/45 To elect a Vice-Chairman.** Councillor O'Leary proposed Councillor Long replace him as Vice-Chairman, seconded by Councillor Vinton. Councillor Long said she would be willing to serve as Vice-Chairman for a year and this was agreed by Council.
- 14/46 To receive apologies and to approve reasons for absence.** None.
- 14/47 To receive any declarations of interest for items on the agenda.** None.
- 14/48 Approval and signing of minutes**
- a) To approve and sign the minutes of the meeting 19 March 2014. Council approved the minutes and they were duly signed by the new Chairman.
  - b) To approve and sign the minutes of the planning meeting 14 May 2014. Council approved the minutes and they were duly signed by the new Chairman.
- 14/49 Public address: to receive comment and take questions from the public.** None.
- 14/50 To report on actions or matters arising from the minutes (for information only)**
- 14/25 b)** Councillor Alcock was to speak with the owners but had not been able to do so as yet.
- 14/26 b)** The Clerk reported receipt of the playing field reports and the system back on track.
- 14/27 b)** Councillor Vinton confirmed she had spoken with the applicant.
- 14/29** Discussion with Martin May pending regarding club intentions, if any, for WW1 commemorations.
- 14/36** The Clerk had not had any luck in contacting Tony Cox so will pursue through Rights of Way.
- 14/36** There were no reports of litter left or escaping during collection rounds since Councillor Curtis had made her complaint to DDC.
- 14/51 To appoint Parish Council Representatives**
- a) **Foundation of Thomas Roe.** Council agreed to the re-appointment of Councillor Long and Councillor Vinton.

- b) **Scaldwell Relief in Need Charity.** Council agreed to the re-appointment of Councillor Long and Councillor Vinton.
- c) **Scaldwell Parish Trust.** Council agreed to the re-appointment of Councillor Long and Councillor Vinton.
- d) **Friends of the Playing Field.** The working party meeting regularly with the 'Friends' group were confirmed and approved as Councillor Curtis, Councillor O'Leary and Councillor Long.
- e) **Village Hall Management Committee.** Council agreed to the re-appointment of Councillor O'Leary.
- f) **Neighbourhood Watch.** Council agreed to the re-appointment of Sue Dodds-Smith as Co-ordinator and Councillor Curtis and Councillor Lewis as village contacts.
- g) **Tree Warden.** Council agreed to the re-appointment of Dylan Lewis.
- h) **Snow Warden.** Council agreed to the re-appointment of Councillor Alcock.
- i) **Footpath Warden.** Council agreed to the re-appointment of Diane Kimbell. There was confusion last year regarding the confirmation of Diane's role so the Clerk confirmed she would liaise with Diane.

#### **14/52 Council procedures**

- a) To review and approve the Standing Orders.
  - b) To review and approve the Code of Conduct
  - c) To review and approve the Model Publication Scheme and schedule of information available
  - d) To review and approve the Community Engagement Statement of Intent
  - e) To review and approve the Code of Practice for Complaints against the Council
  - f) To review and approve the Training Statement of Intent
- Council agreed to defer this agenda item due to time constraints. As per the Clerk's previously circulated email it was agreed that one procedure would be placed before Council at subsequent meetings until all procedures listed had been reviewed.

**14/53 Independent Internal Auditor:** to agree to the use of the NCALC Independent Internal Audit service 2014/15 and to agree their terms of reference. Agreed by Council.

#### **14/54 Insurance**

- a) To review and agree the asset register for insurance purposes. The register had been circulated with the agenda. There were no additions or deletions during the year. Council agreed the register as circulated accepting the values would increase with inflation.
- b) To review and agree the requirements for the provision of insurance. The Clerk had received 4 quotes through Came and Company. All quotes were comparable with existing cover provision which was considered adequate. The Hiscox policies offered a slightly higher indemnity limit and personal accident capital benefits.
- c) To review quotes received and agree appointment. Council considered all quotes and agreed to enter a 3 year long term agreement with Hiscox with the premium for the first year at £773.43.

#### **14/55 Tree management**

- a) To receive a progress report from the Tree Warden, Dylan Lewis, regarding tree management policy and tree inspection and to agree any recommendations. Following the visit by Dylan and the BSC arboriculture students Council were advised that 2 of the lime trees on the Green showed evidence of a fungus and the standard procedure in these instances was to remove the trees. The re-growth on the pollarded lime trees was looked at and it was recommended they should be re-pollarded mid to late summer and epicormic growth removed. It was agreed the Clerk would contact Michael Venton at DDC to arrange a meeting to advise of the report made to Council regarding the trees and to agree a way forward. Dylan also presented recommendations regarding a tree inspection regime which Council accepted was required. The

Clerk will liaise with Dylan to carry forward. Dylan also referred to evidence of dead wood in the trees from the Manor House that overhang the Green and the risk posed by them. It was agreed the Clerk would write to the owner, Mr Dewer, to see if he would be willing to undertake works to the trees. .

- b) To consider and agree the requirement for any works to trees. None in addition to that detailed within a) above.

**14/56 Playing field**

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions. There was no specific report as the group had prepared an annual report for the APM which had already been presented.
- b) To consider the Risk Assessment reports received since the last meeting and agree any actions. The Clerk reported no high risk issues, a number of low rating issues were detailed and it was agreed these would be considered at the next working party meeting unless matters became more urgent in the meantime,

**14/57 Planning applications:** to receive progress report

- a) DA/2014/0190, works to trees in a conservation area, Three Steps House, High Street. Approved by DDC 15 April 2014.
- b) DA/2014/0318, works to trees in a conservation area, The Old Rectory, High Street. No decision by DDC as yet.

**14/58 Policy for the consideration and response to planning applications for works to trees in the conservation area:** to consider draft policy and approve. The Tree Warden, Dylan Lewis, had raised a number of issues regarding the Clerk's drafted policy. It was agreed a meeting between the Clerk and Dylan would be scheduled prior to the next meeting and any other Councillors wishing to join them would be welcomed.

**14/59 Correspondence**

- a) To consider and agree any actions  
Consultation, DDC, Corporate Equality Scheme and Plan 2014-2017. Council agreed a response was not necessary.
- b) To receive correspondence (*for information only*)
  1. Reminder of the District's next Parish and Town Councils Liaison meeting, Thursday 19 June, 6.30pm.
  2. CPRE charter to save the countryside. Poster is to be placed in the notice board.
  3. Notification from NCC, Consultation on the Northamptonshire Minerals and Waste Local Plan, proposed modifications with a consultation deadline 15 July.
  4. 22 May District Councillor election.

**14/60 Neighbourhood Plan:** to consider if any action is required. Council discussed the process that would be required in order to produce a plan, with reference to Brixworth and their progress to date. There was acknowledgement that even with a plan in place it would not provide entire protection or be an absolute guarantee against development. On the other hand It was noted a plan might also provide opportunity. Council agreed an extra ordinary meeting might be worthwhile. Councillor O'Leary advised DDC were planning to review conservation areas.

**14/61 Highways:** to consider any reports raised since the last meeting and agree any actions. No report. It was noted Mr Purcell had erected the speed watch signs.

**14/62 Crime/NHW/Police:** to receive reports since the last meeting and agree any actions. No

reported crime or ASB in March. During April, 1 crime reported, 25 April, High Street, forced entry to property with items and vehicle stolen. Councillor Randall reported from the last Police Community Panel meeting. The meeting is dominated by Brixworth with speeding being the main issue discussed. The priority for the period is crime prevention. Councillor Randall had raised the matter of parking for the playing field and it was agreed that if problems were reported they would be looked into.

**14/63 Finance: annual accounts for year ending 31 March 2014**

- a) To receive annual accounts report and asset register for audit. The Clerk had circulated with the agenda the annual accounts, the asset register for audit and a copy of the annual governance statement. Council reviewed the documents. There were no matters arising.
- b) To approve the annual return accounts and accounting statement. Council approved the annual return accounts and accounting statement.
- c) To approve the annual governance statement. Council approved the annual governance statement.

**14/64 Finance: general**

- a) To receive financial report for the period since the last meeting. The Clerk had circulated with the agenda the financial report. Payments received since the last meeting were reported as follows:

Description of payment received	Amount
Precept 1 <sup>st</sup> installment	£5,972.00
VAT refund (13/14)	£751.73
<b>Total</b>	<b>£6,723.73</b>

Bank balances were reported as follows:

To 30 April 2014	Amount
Current a/c	£500.00
Reserve a/c	£26,807.05
Total in a/c's	£27,307.05
Total less chq's o/s	£25,115.90

- b) To approve the following payments. Approved by Council including insurance as per 14/54.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
30/04/14	792	HMRC	Employee tax liability P1		£38.60
21/05/14	793	E-ON	Street light electricity supply quarter ending 31/03/14 *1	£8.75	£183.83
21/05/14	794	E-ON	Street light maintenance quarter ending 31/03/14 *1	£11.78	£70.68
21/05/14	795	R&G	Grass cutting/maint *2	£121.64	£729.89
21/05/14	796	Wicksteed Leisure Ltd	Playing Field maint *3	£45.26	£271.56
21/05/14	797	NCALC	Subs & audit 2014/15 *4		£269.34
21/05/14	798	Miss Alicia Schofield	Salary & expenses for April		£177.35
21/05/14	799	Eugene O'Leary	Travel subsistence 23/04/14 & 14/05/14 *4		£18.00
31/05/14	800	Miss Alicia Schofield	Salary & expenses for May		£177.35
31/05/14	801	HMRC	Employee tax liability P2		£38.60
30/06/14	802	Miss Alicia Schofield	Salary & expenses for June		£177.35
30/06/14	803	HMRC	Employee tax liability P3		£38.60
21/05/14	804	Broker Network Ltd	Insurance premium 14/15 *5		£773.43
<b>Total</b>					<b>£2,964.58</b>

- 14/65 Reports from Councillors:** to receive reports and agree any actions  
**Councillor Randall** informed of the breakdown of the Parish clock. Smiths of Derby have been asked to quote for the repair/replacement of a new unit. The quote is awaited but Councillor Randall explained there had been an unfortunate and unavoidable delay with the quote being written.
- 14/66 Newsletter:** to agree any articles for the next edition of the newsletter.  
 Annual report. The Clerk will liaise with Sue Dodds-Smith regarding format and if it will be an insert.
- 14/67 Forthcoming meetings:** to note the meeting dates for the remainder of 2014: 16 July, 17 September and 19 November.

Meeting closed at approximately 8.20pm

Minutes Reference	Statutory Provision	Reference to Council's Decision within the Minutes
*1	Parish Councils Act 1957 s.3, Highways Act 1980 s.301	
*2	Highways Act 1980, s.96, Open Spaces Act 1906 s 15,, Public Health Act 1875, s 164 and amendments	
*3	Public Health Act 1875, s 164 and amendments	14/26 a)
*4	Local Government Act 1972 s.111	
*5	Local Government Act 1972, s.114, s.140	