

Scaldwell Parish Council

Chairman: Mr Eugene O'Leary Parish Clerk: Miss Alicia Schofield

Minutes of the Meeting of Scaldwell Parish Council held on Wednesday 18 March 2015 at 7.30pm in the Village Hall, School Lane, Scaldwell

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

Public in attendance: Mr P Purcell, Mr D Lewis

District Councillors in attendance: Mr K Parker, Mr I Barratt

County Councillor in attendance: Mrs C Irving-Swift

15/34 To receive apologies and to approve reasons for absence. Apology received from Cllr Alcock. Council accepted his apology and approved his reason for absence.

15/35 To receive any declarations of interest for items on the agenda. None.

15/36 Approval and signing of minutes

- a) To approve and sign the minutes of the meeting 19 January 2015. Council approved the minutes and they were duly signed by the Chairman.
- b) To approve and sign the minutes of the extra meeting 12 February 2015. Council approved the minutes and they were duly signed by the Chairman.
- c) To approve and sign the minutes of the extra meeting 11 March 2015. Council approved the minutes and they were duly signed by the Chairman.

15/37 Public address to the council

Phil Purcell mentioned a number of items. He explained he was not able to cut back all of the ivy surrounding the sign for the playing field. Clerk to report to Street Doctor. He suggested the pedestrian barriers at the Green were not well positioned. Council will take a look at the barriers. He referred to the bus shelter and the drainage problem. This matter is to be considered by Council further to the Clerk's bi-annual risk assessment. As a final point he mentioned the loose kerb stones by the Green. The Clerk re-assured the matter had not been forgotten and was to be considered later in the meeting.

Dylan Lewis referred to the risk management policy at item 15/43 and stressed the need for a regular inspection regime for the trees by a qualified person and not the Tree Warden.

County Councillor Irving-Swift introduced herself having been elected July of last year. She spoke of the cuts being made to the County Council budget, good relations with Highways and Ian Boyes, regular contact with the PCSOs, the Empowering Councillor Grant scheme and the monies allocated thus far and her community spirit and wellbeing theme of approach to the spend for next year.

District Council Barratt mentioned, with the playing field in mind, the funding fair being held 2 to 4pm, 22 April.

15/38 To report on actions or matters arising from the minutes (for information only)

11 March minutes:

15/29 Ray Archer's query. Clerk asked to liaise with Mr Lohn

15/31 Response received and to be circulated following query regarding possible music event on the playing field

15/32 Clearance of ivy from playing field sign, To be reported to Street Doctor as per reference under public address

12 February minutes:

15/23 and 15/24 Broadband and website working parties, agenda item 15/48 a)

15/25 Faulty street light, agenda item 15/42

15/25 White lining works. The Clerk reported confirmation from Highways the works order had been placed

January minutes:

15/11 Contact with the Footpath Warden, agenda item 15/48 d)

15/15 Bus shelter drainage problem, as mentioned by Phil Purcell under public address, agenda item 15/43 b)

15/15 Fly tipping had been reported and was clear

15/39 Playing field

- a) To receive report and to agree any actions. Clerk confirmed the order for the play bark had been placed and delivery scheduled in time for the work day.
- b) To consider the risk assessment reports received since the last meeting and agree any actions. Reports received and reviewed with no actions required.

15/40 Local Council Award Scheme: to receive report following NCALC briefing session and agree any actions. The Clerk and Cllr O'Leary reported their attendance at the briefing session. There was general discussion regarding the new scheme. Clerk advised they held foundation status to end of 2015 given former quality council status. Council agreed they would place on the agenda for consideration with accompanying report at the July meeting.

15/41 Local Government (Electronic Communications) (England) Order 2015: to consider and agree arrangements for e-agendas. Given Cllr Alcock was not present it was agreed the matter would be deferred to the May meeting to allow the Clerk to discuss matter with Cllr Alcock given he is the only Councillor who chooses not to use email.

**15/42 Item moved by agreement and to be considered alongside 15/45 a)
Faulty street light, The Three Steps, High Street**

15/43 Risk Management, Assessment and Internal Audit

- a) To review and approve the Risk Management Policy. There was considerable discussion regarding the section in the policy that referred to the Tree Warden. Council agreed the policy wording would be amended, with 'advise' replaced by 'inform' and volunteer to be inserted prior to Tree Warden, Footpath Warden and Snow Warden.
- b) To receive bi-annual risk assessment and agree any recommendations. The Clerk circulated the assessment. A number of actions were recommended. Cllr Long is to contact the contractor who installed the bus shelter to seek his advice regarding the drainage problem. The Clerk will liaise with Dylan Lewis regarding the inspection of the lime tree bases, the works to the cedar tree and the light maintenance works to the 2 beech trees and the oak. The house-keeping items listed will be considered as part of the parish tidy-up and/or be put forward in the request to the CEG.
- c) To receive internal audit report from Chairman and agree any recommendations. Chairman reported with no matters arising.
- d) To consider and approve an Audit Plan. Plan approved by council.
- e) To review and approve the effectiveness of internal audit. Reviewed and approved by Council.

15/44 Parish tidy-up: to consider if tidy up required and to agree arrangements. Council agreed they would schedule a tidy up. Those works not possible by the CEG would be planned for the tidy up. Clerk to fix date by poll. Placement of netting in the bus shelter suggested.

15/45 Correspondence

- a) To receive items for consideration and to agree any actions
Letter month of March, E-ON contract terms for electricity supply. The Clerk advised an increase per quarter from £177 to approx. £266. NCALC and SLCC aware and the Clerk would monitor. E-ON to be contacted to ascertain fixed-term contract deal available.

15/42 Item moved by agreement

Faulty street light, The Three Steps, High Street: to receive quotes and agree the order to be placed. With electricity supply prices increasing the Clerk suggested LED replacement should be considered. The Clerk reported the 2 lights replaced a number of years ago as being 42watt according to E-ON, but council thought LED had been installed. With this uncertainty the Clerk was asked to check the matter with decision regarding replacement pending the outcome.

Letter 9 March from Northants Police & Crime Commissioner, Parish Special Constables. Noted, but no representative available to attend.

Letter month of March, The Pensions Regulator, enrolment legal duties. Clerk advised the staging date was 1 April 2017. Clerk to be nominated contact.

Letter month of January, Smith of Derby, 3-5 year payment plan. Clock had stopped again so plan not considered appropriate at this time.

Email 11 February from parishioner, Hamson lorries. Clerk to write letter to Hamson.

- b) To receive other items of correspondence (*for information only*)
1. Reminder email of police briefing session for tomorrow evening.
 2. Highways CEG email with works request by 27 March. Kerbing to be submitted along with house-keeping items identified under bi-annual risk assessment.
 3. CPRE email invite to planning road show 4 June, Interest expressed and Clerk will book places
 4. NACRE email invite to launch of the rural wellbeing service, 25 March.
 5. Email from Plantlife advising of the National Plant Monitoring Survey.
 6. Letter from BT advising of the 'adopt a kiosk' scheme. The Clerk had checked online and the kiosk was listed as available for adoption but council said they had previously adopted it. Clerk to check council records.

15/46 Finance Regulations: to review and approve the Finance Regulations. Reviewed and approved by council.

15/47 Finance General

- a) To receive and approve financial report, bank reconciliation and performance against budget for the period since the last meeting. Income received reported as £5.95 bank interest for January, £8.04 bank interest for February and £280.73 grant from NCC for grass cutting. The reconciliation to the bank statements of 27 February 2015, £23,225.84, outstanding cheques £2,025.68, true balance £21,200.16, less ear-marked reserves £9,747.06.
- b) To approve the following payments. Approved as listed. Council was asked to approve an additional payment that had not been listed. Council approved payment to Covey Garden Centre for the play bark for the playing field.

Date	Chq no	Payment to	Description (with minute ref to decision where applicable)	VAT	Total (inc VAT)
2014/15					
18/03/15	844	Scaldwell Village Hall	Room hire for meetings 14/15		£135.00
18/03/15	845	Wicksteed Leisure Ltd	Playing field annual inspection <i>PHA 1875, s.164, PHAAA 1890, s.44, OSA 1906, s9, 10, LG(MP) 1976, s.19</i>	£9.00	£54.00
31/03/15	846	Alicia Schofield	Salary & expenses for March		£199.14
31/03/15	847	HMRC	Employee tax liability P12		£44.20
19/03/15	849	Covey Landscapes Ltd	Playing field play bark <i>Minute Ref 15/31 a)</i> <i>PHA 1875, s.164, PHAAA 1890, s.44, OSA 1906, s9, 10, LG(MP) 1976, s.19</i>	£207.00	£1,035.00
2015/16			TOTAL		£1,467.32
01/04/15	848	R&G	Grass cutting, weed control Highways Act 1980, s.96, Open Spaces Act 1906 s 15., Public Health Act 1875, s 164 and amendments	£21.66	£130.00

15/48 Regular reports: to receive reports and agree any actions, to include but not be limited to:

- a) **Working parties (Broadband, Website).** The broadband working party is scheduled to meet Friday. The website working party is yet to schedule their next meeting.
- b) **Grass cutting (R&G).** Nothing to report.
- c) **Tree management.** Clerk to obtain quotes for inspection of the cedar, the beech trees and the oak and to liaise with the Tree Warden regarding the planned works and lime tree base inspections.
- d) **Highways/ROW.** Clerk reported her phone conversations with the Footpath Warden. The Clerk is to assist the warden with pursuing the issues with NCC.
- e) **NHW/Police.** No reported crime or ASB since the last meeting. New report style has been introduced and the Clerk is to check if the reports can be circulated to all Cllrs.
- f) **Parish Councillors**
Cllr Curtis reported a problem with dog attacking dog and dog owners not clearing up after their dogs, with Peters Lane a problem area. It was agreed the dog fouling issue would be mentioned in the newsletter and the dog warden contact details given. Cllr Curtis also referred to new people in the village who may not be aware of the requirement to apply to DDC for works to trees. Reminder to be included in the newsletter article.
Cllr Vinton advised their application was to be recommended for refusal.
Cllr O'Leary reported the new windows installed in the village hall.

15/49 Newsletter: to agree any articles for the next edition of the newsletter. Reminder regarding dog fouling, works to trees, plantlife, broadband update.

15/50 Forthcoming meetings: to note the meeting dates for 2015:
20 May (AGM & APM), 15 July, 16 September, 18 November

Meeting closed just after 9.30pm