

Scaldwell Parish Council

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

Minutes of the Annual General Meeting of Scaldwell Parish Council held on Wednesday 18 May 2016 at 7.00pm in the Village Hall, School Lane, Scaldwell

Councillors in attendance: Mr E O'Leary (Chair) Mr M Wharton
Mrs P Long Mr P Purcell
Mrs M Vinton

Prior to the start of the meeting all newly elected Parish Councillors signed a 'Declaration of Acceptance of Office'

ACTION

- 16/43 To elect a Chairman and Chairman to sign the 'Acceptance of Office'.** Cllr Vinton proposed Cllr O'Leary, seconded by Cllr Long. Cllr O'Leary said he was willing to serve as Chairman and he was duly elected by council.
- 16/44 To elect a Vice-Chairman.** Cllr O'Leary proposed Cllr Long, seconded by Cllr Vinton. Cllr Long said she was willing to serve and was duly elected by council.
- 16/45 To receive apologies and to approve reasons for absence.** None.
- 16/46 To receive any declarations of interest for items on the agenda.** None.
- 16/47 Public address: to receive comment and take questions from the public.**
None.
- 16/48 Approval and signing of minutes**
- a)** To approve and sign the minutes of the meeting 16 March 2016. Approved by council and signed by the Chair.
 - b)** To approve and sign the minutes of the planning meeting 6 April 2016. Approved by council and signed by the Chair.
 - c)** To approve and sign the minutes of the planning meeting 27 April 2016. Approved by council and signed by the Chair.
- 16/49 To report on actions or matters arising from the minutes**
- 15/120** Rainwater drainage from Cllr Alcock's farm. Outstanding. **HWP**
 - 15/92 d)** Waymarker signage. Outstanding. **E'OL**
 - 16/14 f)** Defibrillator, Cllr O'Leary to speak with resident who is Brixworth first aid responder. Outstanding. **E'OL**
 - 16/24 a)** DDC consultation, waste, 1-2-3. Clerk confirmed response had been made.
 - 16/26** Bus shelter seating, inspected by highway working party and seating has been listed for the CEG to repair. Closed.
 - 16/28 f)** Dog fouling, Clerk tabled DDC poster. Clerk to laminate poster x6 and pass to councillors to place around village. **Clerk**
 - 16/28 f)** Loose manhole cover. Reported by Clerk and repair undertaken by Highways. Closed.
 - 16/28 f)** County Connect enquiries. Clerk reported to council the service area, to which Scaldwell is not included. Community would have to petition for coverage.

Clerk advised Walgrave Wellbeing Centre were in the process of acquiring a minibus with linkage to DACT. Clerk to liaise with WWC to ascertain possibilities for Scaldwell residents. **Clerk**

16/50 To appoint Parish Council Representatives. The following representatives were appointed by council.

- a) **Foundation of Thomas Roe.** Cllr Long and Cllr Vinton.
- b) **Scaldwell Relief in Need Charity.** Cllr Long and Cllr Vinton.
- c) **Scaldwell Parish Trust.** Cllr Long and Cllr Vinton.
- d) **Friends of the Playing Field.** Cllr long, Cllr O'Leary, Annie Curtis, Georgina Carter and Michelle Wharton.
- e) **Village Hall Management Committee.** Cllr O'Leary.
- f) **Neighbourhood Watch.** Co-ordinator Sue Dodds-Smith, village contacts Annie Curtis and Jenny Lewis.
- g) **Tree Warden.** Dylan Lewis.
- h) **Snow Warden.** Michael Alcock, pending his confirmation of willingness to remain as a warden.
- i) **Footpath Warden.** Cllr Purcell and Diane Kimbell, pending her confirmation of willingness to remain as a warden.

16/51 Council policies, procedures and regulations

- a) To review and approve the Standing Orders. Reviewed and approved by council as circulated.
- b) To review and approve the Code of Conduct. Reviewed and approved by council as circulated.
- c) To review and approve the Freedom of Information: Model Publication Scheme and Schedule of Information. Finance section of the schedule had been updated to align with the requirements of the Transparency Code. Revised schedule approved by council.
- d) To review and approve the Risk Management Policy and Risk Assessment. Reviewed and approved by council as circulated.
- e) To review and approve the Finance Regulations. Carried forward to next meeting following recent publication of new model financial regulations by NALC.

16/52 Independent Internal Auditor: to agree to the use of the NCALC Independent Internal Audit service 2016/17 and to agree their terms of reference. Council agreed to the use of the NCALC Independent Internal Audit service 2016/17 and to their terms of reference.

16/53 Insurance

- a) To review and confirm the insurance provision. Council is coming into the final year of a 3 year long term agreement with Hiscox, through came & Company. Hiscox offered a deal to come out at the end of the current year if council go straight into another 3 year long term agreement with them. This deal provides a saving of approximately £40 for the year, but it ties council in with Hiscox for another 3 years. Council considered the deal but decided they would not enter it, preferring to complete the final year with Hiscox under the existing arrangement and to test the insurance market fully at the expiry of the current agreement.
- b) To review and agree the asset register for insurance purposes. Asset register circulated with the agenda and agreed by council.

16/54 Annual accounts for year ending 31 March 2016

- a) To receive annual accounts report. The Clerk had circulated to all councillors in advance of the meeting the financial report with annual cash flow spreadsheet, the list of all payments and receipts for the year, the bank reconciliation for year end and the BDO format annual return figures with the supporting statement explaining the variances.
- b) To approve the annual governance statement. A copy of the statements had been circulated to all councillors in advance of the meeting. Council approved the annual governance statement.
- c) To approve the annual return accounts and accounting statement. The Clerk had circulated to all councillors in advance of the meeting the annual return figures as detailed on the annual return. The Clerk tabled and presented the annual return and these figures. Council approved the annual return accounts and accounting statement.

16/55 Planning applications: to receive update

- a) DA/2016/0208: work to tree within a conservation area, Home Farmhouse, The Green. Approved by DDC 29 April 2016.
- b) DA/2016/0226: remove tree within a conservation area, Peters Farm, West End. Approved by DDC 12 May 2016.
- c) DA/2016/0376, construction of agricultural building, land off Holcot Lane. No decision yet from DDC.
Cllr Purcell advised of the planning application he had viewed online for a manege at Mill Hill Farm. The Clerk will check her emails for the consultation notification letter regarding this application. Council discussed potential dates for an extra meeting.

16/56 Playing field

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions. Next working party meeting scheduled for June; shed and marquee issue to be considered at that meeting.
- b) To consider the risk assessment inspection reports received since the last meeting and agree any actions. No matter requiring immediate attention. Annual inspection to be considered at forthcoming working party meeting.

16/57 Correspondence: to consider and agree any actions

- a) Letter, 29 February, Citizens Advise Daventry and District, contribution towards core work. Council agreed a contribution was not appropriate. Clerk to respond advising of council decision.
- b) Consultation, NCC, public health nursing services for children and young people. No response from council but individual responses can be made.
- c) To receive other items of correspondence (*for information only*)
 - 1. Letter from the Pension Regulator advising of staging date of 1 April 2017. Clerk advised she had reviewed the requirements for automatic enrolment for council. Cllr Purcell offered to look at the guidance available on the website to check employer requirements.
 - 2. Email of 17 May from the Church Warden regarding the Songs of Praise service to celebrate the Queens 90th birthday. Cllr Vinton to consider hymn choice.
 - 3. Email of 16 May from the editor of the Brixworth bulletin advising the bulletin can be made available to Scaldwell if delivery can be arranged. Clerk to make

Clerk

further enquiries and matter to be an agenda item for the next meeting.

16/58 Clerk's hours of employment to approve an increase in the Clerk's working hours from 21 hours per month to 25 per month. Increase based on actual working hours of last year and further to the Clerk and Cllr O'Leary appraisal at time of budgeting. Increase approved by council.

16/59 Finance

- a) To receive financial report for the period since the last meeting, review performance against budget and agree any actions. Income received since the last meeting totals £6,294.07 and comprises £8.34 bank interest for March, £6,005.00 precept 1st instalment, £280.73 NCC mowing grant for 2015/16 season. The reconciliation to the bank statements 29 April 2016 is £30,824.13, outstanding cheques £3,385.82, true balance £27,438.31.
- b) To approve the following payments made. Approved by council further to the following:
1. Wicksteed annual inspection order placed 2015/16 and funds of £71.00 carried over to 2016/17 to cover the cost.
 2. Replacement swing seats to be funded entirely from ear-marked reserves playing field repairs and equipment.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
30/04/16	884	HMRC	Employee tax liability P1		£52.60

c) To approve the following payments to be made. Approved by council.

Date	Chq no	Payment to	Description	VAT	Total (inc VAT)
30/04/16	883	Alicia Schofield	Salary and expenses for April		£232.84
18/05/16	885	R&G	Grass cutting HA 1980, s.96, OSA 1906 s 15., PHA 1875, s 164 and amendments	£122.5	£735.16
18/05/16	886	E-ON	Street light maintenance ¼ to 31/03/16 PCA 1957 s.3, HA 1980 s.301	£11.78	£70.68
18/05/16	887	E-ON	Street light electricity supply ¼ to 31/03/16 PCA 1957 s.3, HA 1980 s.301	£12.94	£271.83
18/05/16	888	NCALC	Membership and audit service 2016/17 LGA 1972, s.111 Account & Audit Regs		£382.42
18/05/16	889	ACRE	Membership 2016/17 LGA 1972, s.111		£35.00
18/05/16	890	Smith of Derby	Parish clock service PCA 1957, s.2	£43.80	£262.80
18/05/16	891	Came & Company	Annual insurance renewal LGA 1972, s.114, s.140		£831.16
18/05/16	892	Wicksteed Leisure Ltd	Annual playing field inspection PHA 1875, s.164, LGA 1972, sch 14, PHAAA 1890, s.44, OSA 1906, ss 9 & 10	£14.20	£85.20
18/05/16	893	Playdale Playgrounds Ltd	Replacement swings seats PHA 1875, s.164, LGA 1972, sch 14, PHAAA 1890, s.44, OSA 1906, ss 9 & 10	£23.45	£140.69
31/05/15	894	HMRC	Employee tax liability P2		£52.60
31/05/15	895	Alicia Schofield	Salary & expenses for May		£232.84

			TOTAL		£3,385.82
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- 16/60 Regular reports:** to receive reports and agree any actions (to include but not be limited to)
- a) Working parties**
- Broadband.** It is understood Scaldwell is now linked with Maidwell and 4 other villages. The work scheduling looks to be October/November but Clerk will liaise with her contact for the latest update. **Clerk**
- Website.** Cllr O’Leary still to meet with Martin Neale. **E’OL**
- Highways.** Traffic count has been undertaken. Query regarding the verge ownership by the Greens has been addressed. Working party to schedule another meeting.
- b) Grass cutting (R&G).** Cllr Purcell raised query regarding the responsibility for the verge cutting to the front of the church wall. Clerk to check the contract. Area on the corner of the High Street/Back Lane to be raised with R&G as it had not been cut. **Clerk**
- c) Tree management.** Liaison between Tree Warden, Clerk and Cllr O’Leary ongoing regarding inspections.
- d) Highways/ROW.** Cllr Purcell spoke of the recent pothole repair undertaken using ‘emergency measures’. Clerk to gain more information from Ian Boyes regarding the use of these measures. Cllr Purcell referred to the creation of a parking area further to removal of highway verge near a field access, close to junction of Scaldwell Road/Old Road; Highway working party to review. **HWP**
- e) NHW/Police.** Nothing to report.
- f) Parish Councillors**
- Cllr Purcell reported the cork notice board in the bus shelter being in need of repair. Cllr Purcell offered to try and repair. **PP**
- 16/61 Newsletter:** to agree any articles for the next edition of the newsletter. Annual report insert as per previous years.
- 16/62 Forthcoming meetings:** to note the meeting dates for 2016:
20 July, 21 September, 16 November

Meeting closed at 8.30pm.