

Scaldwell Parish Council

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

Minutes of the Meeting of Scaldwell Parish Council held on Wednesday 21 September 2016 at 7.30pm in the Village Hall, School Lane, Scaldwell

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

Public in attendance: Amanda Cox

ACTION

16/90 To receive apologies and to approve reasons for absence. Apology received from Cllr Vinton. Council accepted her apology and approved her reason for absence.

16/91 To receive any declarations of interest for items on the agenda. None.

16/92 Public address: to receive comment and take questions from the public. None.

16/93 Approval and signing of minutes:

- a) To approve and sign the minutes of the meeting 20 July 2016. Approved by council and signed by the Chair.
- b) To approve and sign the minutes of the planning meeting 25 May 2016. Approved by council and signed by the Chair.

16/94 To report on actions or matters arising from the minutes (for information only)

15/120 Rainwater drainage from the Alcock's farm. Outstanding.

HWP

16/28 f) County Connect enquiries. Clerk circulated Walgrave Wellbeing Centre minibus article. Chair hoping to attend the coffee morning to be held Monday 26 September.

E'OL

16/60 f) Cork notice board repair. The board has proved successful. Clerk to obtain quotes for a more substantial and permanent board given repair will be more costly than the original purchase price.

Clerk

The following actions were reported and closed

16/60 d) Field access, Old Road/Scaldwell Road.

16/87 d) Public footpath, poor signage reported to Street Doctor.

16/87 f) Dog on dog attack, Cllr Purcell reported following liaison with the dog warden. He also updated regarding the spray painting dog fouling campaign.

16/87 f) Northampton Northern Orbital Route, minutes of last OMBBH meeting circulated.

The following actions became agenda items:

16/82 Defibrillator

16/83 Brixworth Neighbourhood Plan

16/87 a) Website

16/95 Planning: to receive update (to include but not be limited to)

DA/2016/0446, conversion of part of existing barn and extension to create new dwelling with garden, Scaldwell Lodge Farm, Old Road. Approved by DDC 8 August

2016.

PD/2016/0058, prior approval for change of use of building to dwelling, High Hedge Farm, Old Road. Cllr Purcell advised he was still awaiting a response from the case officer regarding the area subject to the change of use.

16/96 Playing field

- a) To receive update report from the 'Friends of Scaldwell Playing Field' and agree any actions and approval for items of expenditure. Further to the annual inspection report and the last meeting of the working party the Clerk had obtained quotes to address issues identified in the report. The Clerk explained the current budget held no allocation for playing field repair and maintenance but reserves had been earmarked for such works and the recent fundraising donations and the sale of the 2 litter bins added to the monies available. Council agreed the working party should be able to proceed with placing orders subject to a cap on expenditure in line with the funds available total £916.70. The working party meet again Monday 26 September.
- b) To consider the Risk Assessment inspection reports received since the last meeting and agree any actions. The reports identified a few issues which will be discussed at the working party meeting. In particular, the sand pit and the possible presence of badgers on the site.

16/97 Correspondence: to consider and agree any actions

- a) Email, DDC, parish support for planning matters. Council considered the remit of the scrutiny panel and agreed it was appropriate for the Clerk to make contact to advise the Chair would be happy to meet with them.
- b) Email from parishioner, safety concerns on Brixworth Road bend, near Mill Lane. Cllr Long updated following the meeting that morning with Mr Cox and Ian Boyes, Community Liaison Officer for Highways. A new warning sign is to be installed on the approach to the bend and 'slow' to be painted on the road on the approach. It is hoped this will provide better advance warning to drivers. At the meeting the movement of the 30mph speed limit was discussed. The Old Road positioning of the limit was also considered. It has always been thought it should be moved near the bridge which forms a logical and natural barrier into the village. Council agreed a formal request should be made for it to be moved out. **Clerk**
- c) NCALC AGM Saturday 8 October. Chair to attend.
To receive other items of correspondence (*for information only*)
- d) 1. Various items of correspondence and information leaflets from the Pension Regulator regarding enrolment duties. Staging date for the council is 1 April 2017 with the declaration deadline 31 August 2017.
2. Letter from E-ON advising of an increase in the deemed rate to 14.40p per kWh. Clerk reported seeking contract quotes through Utility Wise for Old Parish Council and if competitive she would report back.
3. 2 letters from HMRC regarding credit held on the account. The Clerk reminded that HMRC hold the credit 'in error' and it was actually payment made by council for tax on salary that dated back to former Clerk, Jonathan Harris. The Clerk had logged the credit query with HMRC sometime ago but the matter remained unresolved.
4. BT promotional package regarding community fibre partnership. Item placed in the wallet for circulation to councillors.

16/98 Tree survey and reporting: to consider draft report and provide feedback. The brief was discussed and it was agreed the report did not fully meet it. The Clerk will discuss with the consultant in order to seek additional information regarding management options for the trees. The Clerk will also discuss the history of the lime trees and thus the work timescales prescribed for them in the report.

16/99 Data protection: to confirm council registration with the ICO. Agreed by council.

16/100 Vacancies

- a) Clerk vacancy: to agree working group of councillors delegated to manage process and the appointment of a Clerk. Council agreed the Chair and Cllr Long be delegated to manage and appoint.
- b) Councillor vacancies: to consider and agree any actions. Council is looking to co-opt at the November meeting. An article will be placed in the newsletter to advise of the intention to co-opt and to remind of the 2 vacancies.

16/101 Community defibrillator: to receive report and agree any actions. The Clerk reported following consultation with BT. Defibrillator may only be installed if the phone box is adopted by the community. Adoption was discussed along with other possible locations for the installation of defibrillator. The Chair is to speak with Angie Tyler again regarding location and sizing of cabinets in order to facilitate decision on location and type of equipment. BHF are not accepting applications for funding assistance at the present time. Empowering Cllr Grant funding of £400 can be made available. Information to support application to be reviewed by Clerk.

E'OL

Clerk

16/102 Finance Regulations: to review and approve the new model financial regulations. Reviewed by council with agreed values inserted where required. Adopted by council.

16/103 Finance

- a) To receive financial report and bank reconciliation. Income received since the last meeting totals £16.19 and comprises £10.61 bank interest for July and £5.58 for August. The reconciliation to the bank statements 1 September 2016 is £26,612.55 outstanding cheques £2,141.99, true balance £24,470.56.
- b) Councillor to verify bank reconciliation and to report to council. Reconciliation verified by Cllr Purcell with no matters arising.
- c) To review performance against budget and agree any actions. The budget was reviewed noting the street light electricity supply allocation may be short for the year due to deemed rate increases. Matter to be kept under review acknowledging funds may need to be vired later in the year.
- d) To approve and sign the listed payments to be made. Payments approved by council and signed by the Chair.

| Date | Chq No | Payment to | Description | VAT | Total (inc VAT) |
|----------|--------|------------------|--|---------|-----------------|
| 21/09/16 | 928 | Alicia Schofield | Salary & expenses Sept (£212.80 +£22.29) | | £235.09 |
| 21/09/16 | 929 | HMRC | Employee tax liability P6 | | £53.00 |
| 21/09/16 | 930 | E-ON | Street light maintenance ¼ to 30/09/16 (£58.90 + VAT) <i>PCA 1957 s.3, HA 1980 s.301</i> | £11.78 | £70.68 |
| 21/09/16 | 931 | R&G | Grass cutting (£648.32 + VAT) <i>HA 1980, s.96, OSA 1906 s 15., PHA 1875, s 164</i> | £129.64 | £777.96 |

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|----------|-----|---------------|--|--------|-----------------|
| | | | and amendments | | |
| 21/09/16 | 932 | BDO LLP | External audit fee for year to 31/03/16 (£100.00+VAT) Account and Audit Regs | £20.00 | £120.00 |
| 21/09/16 | 933 | IC | Data protection registration LGA 1972, s.111 Minute ref 16/99 | | £35.00 |
| 21/09/16 | 934 | Ian McDermott | Tree survey and report OSA 1906, ss.9 and 10, LGA 1972, s.214 Minute ref 16/81 | | £185.00 |
| | | | TOTAL | | £1476.73 |

16/104 Audit of annual return for year ending 31 March 2016: to receive and accept BDO audit report and to consider any issues arising and agree any actions. Report received and accepted by council. No issues arising.

16/105 Regular reports: to receive reports and agree any actions (to include but not be limited to):

a) **Working parties**

Broadband. Notes from meetings circulated. Clerk to query with Gigaclear if a pot is to be allocated to the Midland Scaffolding site. **Clerk**

Website. Clerk suggested she would need access rights to load to the council pages to ensure statutory duties were met regarding timescales for publication of notices. Clerk reminded website policy was really required to manage control of content and administration. Chair to progress. **E'OL**

Highways. Cllr Wharton reported following his meeting with a contractor in the village. In order to quote for possible works to the small triangular island, East End, design suggestions are required. Playing field entrance was discussed at the meeting too. Tarmac is not recommended due to drainage issues, some form of matting that allows grass to grow through was thought more practical. **HWP**

b) **Grass cutting (R&G).** Verge contracted cut is x4 during the season. Cllr Purcell reported the area to the front of the church and the verge by the church wall not cut on last visit. Clerk to request cut with R&G.

c) **Tree management.** None.

d) **Highways/ROW.** None.

e) **NHW/Police.** Brixworth reported to have had a high number of burglaries.

f) **Parish Councillors**

Cllr Purcell raised the following matters:

1. Examiner's review of the Brixworth Neighbourhood Plan Cllr Purcell had met representatives who indicated they were comfortable with the findings.

2. Neighbourhood Plan 'no strings attached' offer to be taken up. Cllr Purcell to contact the consultants selected by DDC. **PP**

3. Repair to the bus shelter. Completed by the Community Enhancement Gang.

4. DDC forthcoming review of conservation areas. Clerk to ask DDC for a copy of the previous appraisal document when new appointed DDC officer is made known. **Clerk**

5. Vegetation on utility pole. Cllr Long confirmed she had notified Western Power.

16/106 Newsletter: to agree any articles for the next edition of the newsletter Brixworth burglaries, councillor vacancy, Scaldwell Road signage improvement on approach to the bend, spray painting dog fouling campaign.

16/107 Forthcoming meetings: to note the meeting dates for 2016: 16 November or 23

November, date to be confirmed for publication in the forthcoming newsletter.

Meeting closed at 10pm.

DRAFT