

Scaldwell Parish Council

Chairman: Mr Eugene O'Leary Parish Clerk: Mrs Lisa Callan

Minutes of the Annual Meeting of Scaldwell Parish Council held on Wednesday 17 May 2017 at 7.30pm in the Village Hall, School Lane, Scaldwell

Councillors in attendance: Mr E O'Leary, Mr M Wharton, Mrs M Vinton, Mr D Cross,
Mrs S Thorne, Mr P Purcell, Mrs P Long
Public in attendance: Mrs Dara Masterson-Jones, Mr Rob Thorne, Mrs Sue Dodds-Smith

- 17/43 To elect a Chairman and sign 'Acceptance of Office' form**
Cllr Long proposed Cllr O'Leary, seconded by Cllr Purcell. Cllr O'Leary said he was willing to serve again as Chairman. Cllr O'Leary and the clerk signed the 'Acceptance of Office' form.
- 17/44 To elect a Vice-Chairman and sign 'Acceptance of Office' form**
Cllr Long proposed Cllr Purcell, seconded by Cllr O'Leary. Cllr Purcell said he was willing to serve as Vice-Chairman.
- 17/45 To receive apologies and to approve reasons for absence**
Cllr Fraser-Allen and Cllr Irvine-Swift sent their apologies.
- 17/46 To receive any declarations of interest for items on the agenda** None.
- 17/47 Approval and signing of the minutes**
- a) To approve and sign the minutes of the meeting on 15 March 2017.
The minutes were approved and signed.
 - b) To approve and sign the minutes of the extra planning meeting on 29 March 2017.
The minutes were approved and signed.
 - c) To approve and sign the minutes of the extra planning meeting on 21 April 2017.
The minutes were approved and signed.
- 17/48 Public address** None.
- 17/49 To report on actions or matters arising from the minutes (for information only).**
None.
- 17/50 To appoint Parish Council Representatives**
- a) Foundation of Thomas Roe - Cllr Vinton & Cllr Long
 - b) Scaldwell Relief in Need Charity - Cllr Vinton & Cllr Long
 - c) Scaldwell Parish Trust - Cllr Vinton & Cllr Long
 - d) Friends of the Playing Field - Cllr O'Leary, Cllr Long & Cllr Cross
 - e) Village Hall Management Committee - Cllr O'Leary
 - f) Neighbourhood Watch - N/A
 - g) Tree Warden - N/A
 - h) Snow Warden - N/A
 - i) Footpath Warden - Cllr Purcell

- 17/51 Parish Councillor Sectors and Responsibilities:** The council agreed that it was not the responsibility of the Parish Council to inform residents of planning applications, since this is done by Daventry District Council. Cllr O'Leary will write something in the newsletter informing residents of the process involved with regards to planning meetings. **ACTION EL**
- 17/52 Insurance** To review and confirm the insurance provision.
The council agreed that a 3 year policy would be suitable. The clerk will find out if it is locked in for 3 years. The clerk is still waiting to hear back from Came & Company regarding some questions about the recent policies they sent through. The clerk will contact the council when she has received answers. **ACTION CLERK**
- 17/53 Council policies, procedures and regulations**
To review and approve the Standing Orders - Reviewed and approved by council as circulated.
To review and approve the Code of Conduct - Reviewed and approved by council as circulated.
To review and approve the Risk Management Policy and Risk Assessment - Reviewed and approved by council as circulated.
To review and approve the Finance Regulations - Carried forward to next meeting. Cllr O'Leary and Cllr Purcell will meet and discuss what needs changing prior to the next meeting.
To review and approve the Asset Register - The clerk updated the asset register prior to the meeting. Reviewed and approved by council as circulated.
- 17/54 Annual accounts for year ending 31 March 2017**
- 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.
 - b) To approve the annual governance statement. 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. Council approved the annual return accounts and accounting statement.
- 17/55 Planning applications:** Consider the following planning applications:
- a) DA/2017/0351
Extension to existing livestock/hay barn
Land off Old Road, Scaldwell, Northamptonshire
The council were in support of the application.
 - b) DA/2017/0412
Work to trees within a conservation area
The Hollies, High Street, Scaldwell NN6 9JS
The council were in support of the application.
 - c) **Planning update (to include but not limited to):**
DA/2017/0247 (Plumb Cottage) - Approved
DA/2017/0283 & DA/2017/0284 (The Grange) - Withdrawn
DA/2017/0231 (Home Farmhouse) - No update
DA/2017/0233 (The Rectory Farmhouse) - No update
DA/2017/0150 (Crofton Cottage) - Approved
 - d) **Planning Procedure:** Council to decide on a procedure for planning applications on website and newsletter

The council discussed this under item 17/51.

- 17/56 Neighbourhood Planning** discuss information received since last meeting
Cllr Cross sought advice from Mr Wood, a planning consultant, in respect of the 'macro' position and concern regarding development interest to the village. Cllr Cross emailed Mr Wood's detailed response to the council prior to the meeting. It will be discussed further at the next meeting, after Cllr Purcell has attending the ACRE Neighbourhood planning day.

17/57 Playing field:

- a) To receive update report from the 'Friends of Scaldwell Playing Field', and agree any actions
- b) To consider the Risk Assessment inspection reports received since the last meeting, and agree any actions

The playing field working party will be meeting in June after the annual playing field inspection, to discuss the future of the sand pit, and options for surfacing if the sand pit is to be removed.

17/58 Correspondence: to consider and agree any actions

- a) Email 29.04.17 from Jenny Lewis regarding fly tipping and other matters.
Cllr Purcell asked the clerk to send him the incident number for the fly tipping reported on Holcot Lane. **ACTION CLERK**

17/59 Church Clock: Council to make a decision regarding the future of the clock.

The council decided not to have a clock service for the time being, and to monitor it over the coming months.

- 17/60 Meeting dates:** Decide on dates for future meetings. The council discussed the possibility of holding the Parish Council Meetings more frequently than bi-monthly, possibly 9 or 10 meetings per year, with no meeting in the summer or in December. The clerk will check the availability of the Village Hall, and report back to council for discussion at the next meeting.

17/61 Finance

- a) To receive financial report and bank reconciliation
Income received since the last meeting totals £7,137.98, and comprises of £280.73 from Northamptonshire County Council for the grant towards the cost of mowing, £0.25 from RBS in bank interest, £750 from NCalc for Transparency Code Funding, and £6,107 from Daventry District Council for the first installment of the precept. The reconciliation to the bank statements dated 28 April 2017, is £34,609.29. Outstanding cheques total £1,583.05. True balance £33,026.24.
- b) Cllr to verify bank reconciliation and to report to council
Reconciliation verified by Cllr Purcell with no matters arising.

- c) The council approved the following payments:

Chq No	Payment to	Description	VAT	Total (inc VAT)
958	Northamptonshire ACRE	Membership Renewal		£35.00
959	EON	Maintenance quarter ending 31 March 2017	£11.78	£70.68
960	EON	Electricity Supply 01/01/17-28/02/17	£9.75	£204.67

961	SSE	Lighting electricity supply 1 March 2017 - 3 April 2017	£6.14	£129.08
962	R&G	Mowing 17/3/17 - 24/04/17	£99.64	£597.96
963	Lisa Callan	Salary and expenses for April & May (includes 1% increase in salary from April) £252.83 per month		£505.66
964	Northamptonshire ACRE	Neighbourhood Plan Day- Phil Purcell		£40.00
965	Independent Tree & Fencing	Tree work	£68.00	£408.00

The invoice for Independent Tree & Fencing was given to the clerk at the meeting, and therefore it wasn't included in the financial report or the reconciliation.

17/62 Regular reports: to receive reports and agree on any actions (to include but not limited to):

a) Working parties (Broadband, Website, Highways)

The clerk was asked to contact Gigclear to meet someone from the council regarding poorly finished work where the trenches were dug out. There are areas where the tarmac seems not to have been sealed properly and where the trench is sinking **ACTION CLERK**

The council agreed to place a link on the website for planning applications, so that residents can search for applications themselves. The clerk will contact Martin.

ACTION CLERK

b) Grass cutting (R&G)

The clerk will contact R&G to ask for a price to re-build and re-seed areas of the Green back to the Highways edge.

Cllr Cross mentioned areas of the village where mowing isn't taking place. The clerk will check the R&G contract to see what mowing areas are listed. **ACTION CLERK**

c) Tree management

David Deacon recently completed the tree work in the village. The council briefly discussed the possibility of replacing what had been removed.

d) Highways/ROW

Cllr Vinton and Cllr Cross will organise temporary signs for the green, informing people not to park on the grass seeds once planted. Cllr Vinton will speak to Michael Alcock regarding signs and to Gary, regarding quote for re-seeding the Green.

ACTION MV/DC

e) NHW/Police

Nothing to report.

f) Parish Councillors

Cllr Cross informed the council that he had taken a look at the phone box, and structurally it was fine, although it needs a good clean and a coat of paint. The clerk will check that the electricity supply will remain once the phone is removed. **ACTION CLERK**

17/63 **Newsletter:** to agree any articles for the next edition of the newsletter
Chairman's report, planning procedure reminder, outcome of electing Chairman/Vice
Chairman. The clerk will ask for the APM reports to be posted on the website. Cllr Cross
offered to photocopy the Chairman's report and the
Accounts for the newsletter. The clerk will email Cllr Cross the documents.
ACTION CLERK/DC

17/64 **Next meeting date:**
5 July (**please note that this is the 1st Wednesday of the month**)
Future meeting dates to be discussed at the next Parish Council Meeting.

The meeting closed at 9 p.m.

DRAFT