

SCALDWELL PARISH COUNCIL

Eugene O'Leary (Chairman)
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Minutes of the meeting of Scaldwell Parish Council held on **Wednesday 14 March 2018** at 7.30 p.m.

Present: -

Councillors:

Cllr E O'Leary (Chairman)
Cllr D Cross
Cllr Mrs S Long
Cllr P Purcell
Cllr Mrs S Thorne
Cllr Mrs M Vinton
Cllr M Wharton

Clerk to the Parish Council: Gillian Greaves

Members of the Public: None present

		Action
18/037	To receive apologies and to approve reasons for absence – none received	
18/038	To receive any declarations of interest for items on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business) – None received.	
18/039	Approval and signing of the minutes - To approve and sign the minutes of the Meeting of the Parish Council on Wednesday 21 February 2018 – the Cllr Vinton proposed that the minutes were signed as a true record of the meeting, seconded by Cllr Thorne and the Council Resolved to approve the minutes.	
18/040	Public address (Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting). None present	
18/041	District & County Councillor Reports – apologies received from District Councillor Kevin Parker and County Councillor Cecile Irving-Swift - no reports received.	
18/042	Clerk/Chairman's Report on actions or matters arising from the minutes and not on the Agenda (for information only). The Clerk reported on the following matters from the previous meeting: Nothing to report.	
18/043	Correspondence to consider and agree any actions on correspondence received: the Clerk reported that there had been three items of correspondence received after the agenda had been issued: Daventry District Council (DDC) – Big Poppy Plant which invited community groups to take part in a project to mark the centenary for the end of the First World War. DDC will provide communities with a free mix of poppy seeds to plant in a chosen area. Applications to DDC for the Big Poppy Plant are open until Thursday 29 March. ACRE Parish Council Membership – notification of the renewal of Scaldwell's membership was received and noted. ElanCity sent details of a special offer to purchase a speed reduction sign.	

	The Chairman reported that he had been approached by the Scaldwell Village Club to request the parish council give permission to hold an event on the playing field on Saturday 14 June 2018. The Chairman will request the matter to be put in writing so that the parish council can consider the matter fully at the 18 April meeting.	
18/044	Neighbourhood Watch & Police Liaison – Cllr Wharton reported that since the last meeting there had been no reports of any local incidents. Cllr Wharton intends to promote the local take up of Neighborhood Alerts via email.	
18/045	Planning - to consider planning consultation papers, applications and completions received – (a) DA/2017/1211 – Scaldwell House, Scaldwell – Works to Tree in Conservation Area - these works have been approved by Daventry District Council’s Landscape Planning Officer. The Clerk contacted Daventry District Council to establish why this had been approved without notice to the parish council. Michael Venton, Landscape Planning Officer for DDC advised the Clerk that he has delegated powers to deal with these matters on behalf of DDC. The Clerk has received a brief note from Michael Venton on tree management and this will be circulated with the minutes.	
18/046	Parish Assets – to receive updating reports and agree any action required:	
	(a) Playing Field Report – the Chairman reported that the Playingfield Group are holding a “tidy up” day on Sunday 17 March 2018, all are welcome and refreshments would be provided. The Chairman reported that the Playingfield Group would be holding Scaldwells annual Easter Egg hunt and that they had organised sponsorship and Easter Egg prizes. Posters and flyers would be distributed soon. The issue of stones in the grass seems to have reduced and further reseeding of the area will take place in due course. The Chairman raised the matter of formalising the group of volunteers that support the playingfields so that it is a group in its own right. Councillors discussed the matter and concluded that they very much appreciate the valuable contribution the group make to the village. It was agreed that to ensure no conflict of interest there should be clear arrangements to set out the working relationship between the parish council and the playingfields group (b) Street Lighting – Cllr Purcell reported that since the last meeting he had investigated further re: lantern types and costings relating to updating the street lights in Scaldwell. Cllr Purell recommended a number of lighting options. Following discussion it was agreed to include the option for lighting that is sympathetic to the village scene e.g. heritage, rural although there may be cost implications. Cllr Purcell will put together the specification and obtain three or more quotations for the replacements works although it was noted that this is a specialist area and obtaining quotes from contractors may be limited. (c) Defibrillator & Kiosk – Cllr Cross reported that he still needed to obtain costs for the defibrillator for the April meeting. Cllr Thorne reported that the Parish Trust had met recently and she was pleased to report that it had been agreed to donate £800 to the parish council towards the cost of the defibrillator. The Chairman thanked Cllr Thorn and the Parish Trust for this support. (d) Village Green – deferred to next meeting. (e) Tree Management – The Clerk advised that further to her conversation with the Landscape Planning Officer at DDC an application from the parish council that detailed the removal of the Cedar Tree on the village green should be made to DDC. The plan should include a suitable broadleaf tree, located at an appropriate distance to other nearby trees. The parish council discussed the need for a tree stump to be removed and a replacement tree on Cross Hill.	
18/047	Transparency Code & Website Update – The Chairman reported that there was work to do to update the website. The Clerk was asked and agreed to provide copies of minutes and agendas missing from the website. It was also agreed that the Clerk should be provided with training on the website. The Chairman agreed to follow up on this.	Clerk Eugene
18/048	Review and Update of Asset Register for Approval – the Clerk reported that since the purchase of the parish council’s laptop and software the item had been added to the asset register. This was now presented to the parish council for approval. Proposed by Cllr Vinton	

	and seconded by the Chairman and the Council Resolved to approve the asset register which was signed by the Chairman.																																											
18/049	Finance & Administration																																											
(a)	To receive a report from the Clerk regarding the statement/banking reconciliation difference and approve amendments to the accounts. The Clerk reported that £7 difference had been investigated by checking the statement, invoice, cheque book stub and the cleared cheque held by the bank. It was then possible to determine that the amount should have been approved as £228.56 and not the £221.56 as recorded on the payments and this was due to a clerical error. The Clerk recommended that the payments and accounts be amended to reflect the correct amount and thereby correcting the account to show no difference. The Clerk further reported that during the work to resolve the difference it became apparent that two cheques (974 & 975) had not been recorded in the minutes and these were listed on the March payment schedule for approval. The Clerk recommended to avoid this happening again a review of the internal financial controls should address the matter and Cllr Purcell agreed that this would be the case. This was noted and agreed by the Council.	Agenda Clerk																																										
(b)	To approve bank reconciliation – the reconciliation to the bank statements dated 1 March 2018 is £29,038.34. Cllr Purcell checked the reconciliation with no amendments and the Council approved the bank reconciliation.																																											
(c)	Receipts & Payments – note receipts and approve and sign the payments made plus any other payments presented at the meeting for payment – income received since the last meeting was £4.41 in interest payments. The Chairman proposed that the Council note the income and approve the payments, seconded by Cllr Vinton and the Council Resolved to note the income and approve the following payments for payment:																																											
	<table border="1"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>1012</td> <td>G Greaves</td> <td>Clerks March Salary £184,73/Expenses £4.99/Office/Broadband Allowance £41.67</td> <td>0.83</td> <td>231.39</td> <td>LGA 1972</td> </tr> <tr> <td>1013</td> <td>HMRC</td> <td>Clerks PAYE March</td> <td></td> <td>46.20</td> <td>LGA 1972</td> </tr> <tr> <td>1014</td> <td>SSE</td> <td>Street Lighting Supply</td> <td>33.54</td> <td>209.82</td> <td>Highways Act 1980</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>34.37</td> <td>487.41</td> <td></td> </tr> <tr> <td>974</td> <td>BT Payphones</td> <td>Defib/Kiosk purchase</td> <td></td> <td>1.00</td> <td></td> </tr> <tr> <td>975</td> <td>SSE</td> <td>Street Lighting Supply</td> <td>5.83</td> <td>116.79</td> <td>Highways Act 1980</td> </tr> </tbody> </table>		Chq No	Payee	Purpose	VAT	Amount	Powers	1012	G Greaves	Clerks March Salary £184,73/Expenses £4.99/Office/Broadband Allowance £41.67	0.83	231.39	LGA 1972	1013	HMRC	Clerks PAYE March		46.20	LGA 1972	1014	SSE	Street Lighting Supply	33.54	209.82	Highways Act 1980			Total	34.37	487.41		974	BT Payphones	Defib/Kiosk purchase		1.00		975	SSE	Street Lighting Supply	5.83	116.79	Highways Act 1980
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(d)	Receive an update on banking arrangements and review of signatories – the Chairman reported that he had attended the Council's bank with the Clerk to organise additional signatories for the Council's bank accounts. The Chairman proposed that Cllr Dudley Cross, Cllr Sally Thorne and Cllr Matt Wharton are added as signatories to the Council's bank account, this was seconded by Cllr Purcell and the Council Resolved to approve the addition of Cllr Dudley Cross, Cllr Sally Thorne and Cllr Matt Wharton as signatories to the Council's bank accounts. The Clerk will organise the forms and arrangements.																																											
(e)	To receive an update on the Council's Internal Financial Controls – Cllr Purcell reported that he was satisfied with the Council's financial reporting but that there was a need to review practices to better ensure accuracy and that this was in hand.																																											
(f)	To receive a donation towards the cost of the village defibrillator from Scaldwell Charity – Cllr Long proposed that the parish council accept the donation of £800 from the Parish Trust this was seconded by the Chairman and the Council Resolved to accept the donation of £800.																																											
18/050	Parish Councillor Updates and Reports for information only – Cllr Vinton reported that the road sweeping exercise that had taken place recently had missed a number of areas due to resident's cars being parked on the road – it was disappointing that the Highways Department hadn't notified the parish council or residents in advance of the cleaning so that vehicles could have been removed. Cllr Purcell reminded the parish council that he would be attending the GDPR training course next week.																																											

18/051	Review of Frequency of Parish Council Meetings – The Chairman gave an overview of the reasons behind moving from bi-monthly meetings to the monthly meetings and had set out a case for reverting back to the bi-monthly meetings. The matter was discussed and the Council agreed to move to six weekly meetings following the Annual Parish Council Meeting in May. The Clerk was asked to prepare and circulate dates for approval at the next meeting.	Clerk
18/052	Items for Next Agenda – Clerk requested all items for the next agenda to be made by 5 pm Monday 9 April 2018.	All
18/053	Date of next meeting & approve meeting dates for 2018 – Date of next meeting agreed as Wednesday 18 April 2018 at 7.30 pm.	
	Meeting Closed at 9.24 pm	

These minutes are signed as a true and accurate record

Signed by:

Date:

Chairman

DRAFT