

# SCALDWELL PARISH COUNCIL

Chairman: Mr Eugene O'Leary

Parish Clerk: Hayley Cawthorne; Address: Rose Cottage, Station Road, North Kilworth, Lutterworth, LE17 6ER

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## Minutes of the meeting of Scaldwell Parish Council held Wednesday 26<sup>th</sup> September, 2018, 7.30 pm, At Scaldwell Village Hall

**Councillors Present:**

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

**Clerk to the Parish Council:**

Hayley Cawthorne

**In Attendance:**

Sue Dodds-Smith – Scaldwell resident and PCC representative  
District Cllr Kevin Parker

		Action
18/145	<p><b>Public address</b></p> <p>Sue Dodds-Smith asked about the plans regarding the war memorial plaque on the parish council wall, to be considered under agenda item 18/154/c)</p> <p>Cllr Kevin Parker delivered updates from Daventry District Council</p> <p>UNITARY REFORM: Northamptonshire County Council need to save £50 - £60 million this year. Total debt is now recorded as £2 billion.</p> <p>BRIXWORTH COOP Planning Application: Brixworth Parish Council to object to the proposal based on highways grounds.</p> <p>LAND NEXT TO MERCEDES: Outline Planning application pending. Highways issues identified at pre-app stage. Considering another roundabout at the Mercedes entrance.</p> <p>PARISH MERGERS: Some local Parish Meetings are considering mergers with other Parish Meetings and/or Parish Councils e.g. Cottesbrucke.</p>	
18/146	<p><b>To receive apologies and to approve reasons for absence</b></p> <p>None received.</p>	
18/147	<p><b>To receive any dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda</b></p> <p>None</p>	
18/148	<p><b>To resolve that the minutes of the Parish Council Meeting on Wednesday 1<sup>st</sup> August and the Extraordinary Parish Council meeting on Thursday 9<sup>th</sup> August are a correct record, and then signed by the chairman</b></p> <p><b>RESOLVED: The minutes of the Parish Council Meeting on Wednesday 1<sup>st</sup> August and Thursday 9<sup>th</sup> August were both approved and signed by the Chairman.</b></p>	

18/149	Progress of resolutions requiring actions from the last meeting/s minutes RESOLUTIONS:		
Minute	Resolution	Who	Completed
18/114	Complete mandate and return to bank	Cllr O'Leary	Yes
18/126/h	Clerk to request copies of the Daventry Official guide 2018	Clerk	Yes
18/126/i:	Cllr O'Leary to attend Walgrave meeting and feed back	Cllr O'Leary	Yes. Cllr Purcell attended
18/126/j	Scaldwell Parish Council agreed the answers to the Sport England questionnaire regarding Scaldwell Play Area, for the Clerk to feed back	Clerk	Yes
18/126/k	Clerk to draw up and send to Cllrs a proforma of questions/ parish assets, to encourage ideas for projects	Clerk	Yes but Superseded with more detailed doc'
18/128/a	Recommend refusal of application DA/2018/0643. Clerk to submit comments to Case Officer	Clerk	Yes
18/129/e	To call an extraordinary council meeting to discuss and resolve whether or not to 'gift' clock to the PCC	Clerk	Yes
18/131/d	To approve £700 to repair play equipment. Working party to submit 2 estimates to justify the £700 cost, before work can commence	Clerk	Yes
18/131/f:	The Parish Council authorised to pay the payments proposed on the agenda, with the exception of 1032,1049 and 1050	Clerk	Yes
<b>18/132/c:</b>	<b>Cllr O'Leary to attend NCALC AGM 06/10/2018</b>	<b>Cllr O'Leary</b>	Carried forwards
18/132/f:	Clerk to attend 2 day training and Parish Council to meet the necessary costs (training and clerk hours)	Clerk	Yes
18/133	Approve and accept the Standing Orders Approve and accept the Code of Conduct Approve and accept the Risk Management Policy and Risk Assessment Approve and accept the Financial Regulations Cllr Purcell to carry out the bi-annual risk assessment	Clerk	Yes
18/150	<b>Chairman's Updates and proposed resolutions</b> To include: <ul style="list-style-type: none"> <li>a) Ash Track Update regarding bin collections and resolution to approve further actions Issues appear to have been resolved. No further actions required.</li> <li>b) Report Clerks probationary period as positive and approved as a pass Noted</li> <li>c) Consider and resolve to approve the revised contract for the clerk <b>RESOLVED: Approve revised contract for clerk and signed by the Chairman.</b></li> <li>d) Consider and resolve to approve clerk training hours, where exceed agreed paid hours, are to be paid as overtime <b>RESOLVED: Approve clerk training hours to be paid as overtime, where they</b></li> </ul>		CLERK: 1. Agenda item Walgrave Bus service  Cllr Purcell: 1. Write and submit minibus article for newsletter

	<p><b>exceed agreed paid hours.</b></p> <p>e) Receive feedback from the Walgrave Wellbeing Centre Minibus meeting. Discuss the services proposed and costs, and resolve to approve/reject utilisation of this facility Own a bus which the Parish Council can utilise at a cost of £1.45 per mile. Pre book service which could be offered to the Scaldwell residents, if the Parish Council wish to offer this as a service. <b>RESOLVED: Cllr Purcell to put an article in the Parish newsletter to ask residents to get in touch if they think this service would be worthwhile, and if they would use it. Feedback and defer decision to look</b></p>	
18/151	<p><b>Correspondence to consider and agree any proposed resolutions on correspondence received</b> (only included if decision/action required)</p> <p>a) Consultation on the draft Northamptonshire All Age Autism Strategy (15/08/2018) i. Parish Councillors to look through strategy and decide if wish to respond independently</p> <p>b) Letter from Cecile Irvine Swift (21/08/2018) i. No response required</p> <p>c) Northamptonshire ACRE Good neighbour scheme Event Monday 1<sup>st</sup> October (03/09/2018) <b>RESOLVED: Cllr O'Leary to attend Good Neighbour Scheme Event at Moulton Community Centre on 1<sup>st</sup> October, if available</b></p> <p>d) Northamptonshire Police survey (06/09/2018) <b>RESOLVED: Post Northamptonshire Police Survey on to Parish Council website</b></p> <p>e) Information from Thomas Roe Foundation regarding grants for persons under 25 yrs for educational purposes i. Information on parish website already.</p>	<p>Cllr O'Leary 1.Attend ACRE Good Neighbour Scheme event</p> <p>CLERK: 2.Put police survey on website.</p>
18/152	<p><b>Neighbourhood Watch &amp; Police Liaison</b> Cllr Wharton fed back from the PCC meet up event. Resend email with parish newsletter article to clerk for next meetings agenda.</p>	<p>Cllr Wharton: 1. To resend newsletter email to clerk.</p> <p>CLERK: 3.Agenda item NW article</p>
18/153	<p><b>PLANNING</b> <b>To consider planning consultation papers and applications and make decisions on comments and actions:</b></p> <p>a) Application No: DA/2018/0738 Location: Works to trees within a conservation area (on Parish Council land) Description: The Green, Scaldwell Parish Council raised issues shown up in parish risk assessment work. Micheal Venton applied for permission to carry out works on behalf of the parish council. Included urgent works on the Blue Cedar Tree. Discussion around nominating a tree contractor through a tender process for a set time period. <b>RESOLVED: Approve Parish Council Application to carry out works to trees on Parish Council land and confirm support to Daventry for application</b></p>	<p>CLERK: 4.Agenda item to begin process of nominating tree contractor 5.Respond to DA/2018/0738 6.Respond to DA/2018/0800 7.Keep parish updated on the Grange application</p>

	<p>b) Application No: DA/2018/0800  Location: Works to trees within a conservation area  Description: Newstone House, High Street, Scaldwell  <b>RESOLVED: Parish Council support planning application DA/2018/0800</b></p> <p><b>To receive planning application decisions:</b></p> <p>c) Application No: DA/2018/0452  Location: High hedge Farm, Old Road  Decision: Approved  Noted</p> <p><b>To receive updates regarding the following planning items</b></p> <p>d) The Grange Application  Application yet to be determined by planning officer. May go to planning committee on the 10<sup>th</sup> or 31<sup>st</sup> October. Clerk asked to keep Cllrs update with news from Daventry.</p> <p>e) Brixworth Parish council report conflict between the Local Plan and Brixworth Neighbourhood Plan  Noted</p>	
18/154	<p><b>Parish Assets – to receive updating reports and agree any action required:</b></p> <p>a) Playing Field Report</p> <ol style="list-style-type: none"> <li>i. To receive, consider and resolve to approve necessary actions required from the Playing Field Working party reports  Working Party Reports Noted. Clerk to file electronically for insurance purposes.</li> <li>ii. Wicksteed Inspection 06/09/2018 update. Resolve to approve necessary actions required following the report from Wicksteed  Reported by Cllr O’Leary that all low risk actions have been carried out. Medium/High risk identified regarding the zip wire.  <b>RESOLVED: Approve to carry out Medium/high actions identified on the Wicksteed Report urgently, and the Medium actions over the next few months.</b>  <b>RESOLVED: Request update from the Playing Field Working party regarding the medium risk actions for the next meeting</b></li> <li>iii. Consider request from the Village Club Committee to host fireworks on 3rd November 2018 with risk assessment and insurance provided. Resolve to approve permission, with conditions for use of the playing field for firework night.  <b>RESOLVED: Approve use of Playing Field by the Village Club Committee to host fireworks on 3<sup>rd</sup> November, 2018</b>  Cllr O’Leary to update Village Club Committee of resolution.</li> <li>iv. Resolve to accept the petty cash from the Playing Field Working party amounting to £370.91 and to bank accordingly  Cllr O’Leary handed to the clerk the red record book associated with this money.  <b>RESOLVED: Accept and bank Petty Cash donation from the Playing Field Working Party, incorporate into the Parish Council accounts and allocate to earmarked reserves for the Playing Field.</b></li> </ol>	<p>CLERK:  8. Collate and send playing field reports to Cllr, and file.  9. Contact Playing Field WP to confirm works to zip wire  10. Contact Playing Field WP to request update for next meeting  11. Add Playing Field Red Accounts book to the PC’s invoice file.  12. Add Kiosk as separate agenda item for Nov’meeting.  13. Apply for armistice bench grant  14. C/fwards items 18/154 dii and iii) to next PC meeting  15. Contact NCC re grit bin replenishment</p> <p>CLLR  O’LEARY</p>

	<p>v. To receive guidance on the governance of the playing field working party. Resolve to write terms of reference for the working party, and to cross reference actions with the insurance schedule  Cllrs expressed concern that a change in governance for the working party would run the risk of the group disbanding completely. Cllrs value the working party and all it does, hence no resolution was made to write a terms of reference for the group.</p> <p>b) Street Lighting, Defibrillator &amp; Kiosk</p> <p>i. To receive the Street lighting project proposal document  Noted</p> <p>ii. To consider each of the options and proposals for Scaldwell street lighting and resolve to agree a way forwards  Cllr Purcell to confirm quote for 'pick a mix' option and feedback at the next  <b>RESOLVED: 3 heritage street lamps around the green, and the other 4 as standard.</b>  <b>RESOLVED: To deal with EON regarding energy supply for the new street lamps.</b></p> <p>c) Village Green</p> <p>i. To consider request by Nick and Dara Masterton-Jones to place war new war memorial plaque on to the wall next to the well  <b>RESOLVED: Approved memorial plaque to be placed on the wall next to the well by the Village Club Committee</b></p> <p>ii. Resolve to approve permission for war memorial to be on parish council land  <b>RESOLVED: Approve permission for the memorial plaque to be on parish council land</b></p> <p>iii. Receive information regarding Armistice Silhouettes funding and resolve to approve/reject opportunity to apply to a grant.  <b>RESOLVED: Clerk to apply for a grant for Scaldwell Parish Council for a memorial bench</b></p> <p>d) Tree Management</p> <p>i. To receive an update regarding the urgent work carried out on the Blue Cedar tree on the green.  Urgent works carried out on Blue Cedar Tree.</p> <p>ii. To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green  Carry agenda item forward for the next Parish Council meeting in November.</p> <p>iii. To discuss and resolve to approve instructing a tree review for the parish  Carry agenda item forward for the next Parish Council meeting in November.</p> <p>e) Parish Clock</p> <p>i. to receive an update from the PCC following from the extraordinary meeting  Work in progress. Clock with repairers.</p>	<p>2.Update village club regarding use of playing field for fireworks  3. Bank petty cash from Playing Field  4. Update Village club committee regarding memorial plaque decision</p> <p>CLLR CROSS:  1.Circulate Kiosk considerations sheet ahead of the next PC meeting</p> <p>Cllr PURCELL  2.Finalise quotes for 'pick a mix' street lighting options ahead of the next PC meeting  3.Deal with EON to arrange energy supply for new street lamps</p>
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	<p>f) Grit Bins</p> <p>i. To receive update report from Northamptonshire County Council regarding decommissioned grit bins.  <i>Noted. None of Scaldwell Parish's County owned grit bins are to be decommissioned.</i></p> <p>ii. Discuss and resolve to approve salt replenishment schedule for PC owned grit bins.  <i>Clerk to Contact NCC to see if missed the deadline for winter's replenishment.</i></p>	
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18/15 5	<b>Finance &amp; Administration</b>	CLERK: 16. Post 10 payments
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	<p>a) To note receipt of income  <i>Deferred until the next Parish Council meeting in November.</i></p> <p>b) To approve bank reconciliation (signature required on bank statement)  <i>Deferred until the next meeting in November.</i></p> <p>c) To authorise Payments (two Cllrs to sign cheques)  <b>RESOLVED: The Parish Council authorised to pay the payments proposed on the agenda, as follows:</b></p>						
	Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers
	1032	Village hall	Hall hire for PC meeting	£0	£135.00	£135.00	
	1049	The Computer Doctor	Laptop Repair	£13.17	£65.83	£79.00	
	1050	R and G	Invoice 114117 - June	£79.48	£397.44	£476.92	Highways Act 1980
	1051	R and G	Invoice 114201 - July	£66.61	£333.09	£399.70	Highways Act 1980
	1052	R and G	Invoice 114284 – August	£27.91	£139.56	£167.47	Highways Act 1980
	1053	Black and West	Playing Field Urgent Repair works	£0	£700.00	£700.00	LGA 1972
	1054	Wicksteed	Accompanied site inspection and detailed analysis of risk	£17.20	£86.00	£103.20	LGA 1972
	1055	SSE SWALEC	Street Lighting for 03/07/18 – 01/08/2018	£5.52	£110.49	£116.01	Highways Act 1980
	1056	Hayley Cawthorne	Clerk's Salary	£0	£462.06	£462.06	S112 LGA 1972
	1057	HMRC	October Clerks PAYE	£0	£115.40	£115.40	S112 LGA 1972
	1058	DM Payroll services	2-18/19 payroll administration April-Sept	£0	£40.50	£40.50	S112 LGA 1972

18/156	<p><b>Northamptonshire Government Reform Update</b>          Consider devolution document and discuss appetite to look into options (links to the parish precept considerations)  <i>Deferred until the next Parish Council meeting in November.</i></p>	
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18/157	<p><b>To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20</b></p> <p>Deferred until the next Parish Council meeting in November.</p>	
18/158	<p><b>To discuss and resolve to agree amendments to the following policies and procedures:</b></p> <p>a) To discuss and resolve to accept the changes to the Bi-annual risk assessment timeline Deferred until the next Parish Council meeting in November.</p> <p>b) To discuss and resolve to accept the changes to the Risk Assessment Policy Deferred until the next Parish Council meeting in November.</p> <p>c) To resolve to accept the changes to our Standing Orders, as per the NALC changes to standing order 17, 21, 15 (b) (ix) and 18 Deferred until the next Parish Council meeting in November.</p>	
18/159	<p><b>GDPR Update</b></p> <p>a) Receive update from NCALC confirming the Data Protection Officer approval (15/08/2018) Noted</p> <p>b) Discuss and resolve to agree amendments to the GDPR Retention Policy Carry agenda item forward for the next Parish Council meeting in November</p>	
18/160	<p><b>Clerk Updates</b></p> <p>Carry agenda item forward for the next Parish Council meeting in November</p> <p>To include:</p> <p>a) Feedback from New Clerks 2 day training course with NCALC</p> <p>b) Share work plan for the year and request other items from Councillors</p> <p>c) Share considerations for parish council training budget</p> <p>d) Attending VAT training</p> <p>i. Explain key concepts of VAT</p> <p>ii. Outline the processes involved</p> <p>iii. Highlight common problem areas</p> <p>iv. Provide signposting to more detailed guidance</p> <p>e) CILCA training update</p>	
18/161	<p><b>To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village</b></p> <p>Look into R and G contract and report back regarding renewal dates.</p>	<p>CLERK: 12. Look in to R and G contract 13. Agenda item discuss contract</p>
18/162	<p><b>To discuss and resolve to agree a way forwards regarding a Grant application for the Daventry grant fund</b></p> <p>Defer decision for agenda item to the next meeting in November.</p> <p>Clerk to forward grant stream information to councillors ahead of the next PC meeting</p>	<p>CLERK: 14. Forward grant info to Cllrs</p>
18/163	<p><b>To resolve to agree the approach to dealing with Parish archives storage</b></p> <p><b>RESOLVED: To submit 2 boxes of parish archives to the archive facility.</b></p> <p>Defer to the next meeting: Updates to the Retention policy and decision to professionally bind minutes and agendas before submission</p>	

18/164	<p><b>To consider the options for a new email address for the Parish Council and resolve to approve a way forward</b> Defer decision for agenda item to the next meeting in November.</p>	
18/165	<p><b>Community Governance Review Update</b> Receive feedback on final Terms of Reference Document to feed back to Daventry District Council No comments to feed back.</p>	
18/166	<p><b>Parish Councillor Updates and Reports</b> (for information only) Reports of dogs barking throughout the day <b>RESOLVED: Cllr O'Leary to write a note for the Parish newsletter</b></p>	<p>CLLR O'LEARY 4. Write article for newsletter</p>
18/167	<p><b>Items To be considered for the Next Agenda</b>  <b>Wreath purchase</b>  <b>Walgrave Mini bus decision to proceed based on parish resident feedback</b>  <b>Feedback from good neighbour scheme event</b>  <b>Add Kiosk update as individual agenda item</b>  <b>Tree Management</b> <ul style="list-style-type: none"> <li>To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green</li> <li>To discuss and resolve to approve instructing a tree review for the parish</li> </ul> <b>Northamptonshire Government Reform Update</b> <ul style="list-style-type: none"> <li>Consider devolution document and discuss appetite to look into options (links to the parish precept considerations)</li> </ul> <b>To discuss and resolve to agree items to appear on the draft Parish Council budget for 19-20</b>  <b>To discuss and resolve to agree amendments to the following policies and procedures:</b> <ul style="list-style-type: none"> <li>To discuss and resolve to accept the changes to the Bi-annual risk assessment timeline</li> <li>To discuss and resolve to accept the changes to the Risk Assessment Policy</li> <li>To resolve to accept the changes to our Standing Orders, as per the NALC changes to standing order 17, 21, 15 (b) (ix) and 18</li> </ul> <b>GNPR Updates</b>  Discuss and resolve to agree amendments to the GDPR Retention Policy  <b>Clerk Updates</b> <ul style="list-style-type: none"> <li>f) Feedback from New Clerks 2 day training course with NCALC</li> <li>g) Share work plan for the year and request other items from Councilors</li> <li>h) Share considerations for parish council training budget</li> <li>i) Attending VAT training</li> <li>j) CILCA training update</li> </ul> <b>To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village</b>  <b>To discuss and resolve to agree a way forwards regarding a Grant application for the Daventry grant fund</b>  <b>To consider the options for a new email address for the Parish Council and resolve to approve a way forward</b></p>	
18/168	<p><b>Confirm date for the Parish Council Meeting</b> The next Parish Council meeting is arranged for Wednesday 14<sup>th</sup> November, 2018</p>	
18/169	<p><b>CLOSE</b> <b>9.48 pm</b></p>	

**Signed:** Hayley Cawthorne

Clerk to Scaldwell Parish Council

**Dated:**

**Signed:** Eugene O'Leary

Chairman to Scaldwell Parish Council

**Dated:**