

# SCALDWELL PARISH COUNCIL

Chairman: Mr Eugene O'Leary

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

Email: [scaldwellpc@gmail.com](mailto:scaldwellpc@gmail.com)

Website: <http://www.scaldwellvillage.org/council/>

24<sup>th</sup> January, 2018

## Minutes of the meeting of Scaldwell Parish Council held Wednesday 23<sup>rd</sup> January 2019 7.30pm at Scaldwell Village hall

### Councillors Present:

Cllr E O'Leary (Chairperson)  
Cllr P Purcell (Vice Chairperson)  
Cllr P Long  
Cllr SA Thorne  
Cllr M Vinton  
Cllr M Wharton

### Clerk to Scaldwell Parish Council – In attendance:

Hayley Cawthorne  
District Cllr Kevin Parker  
Adam Bates - Parishoner

### Minutes

		ACTION																
19/001	<b>Public address</b> A Bates invited to present information on 5G at the time Agenda item 19/013	-																
19/002	<b>To receive apologies and to approve reasons for absence</b> RESOLVED to accept apologies from Cllr D Cross																	
19/003	<b>To receive any dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda</b> None																	
19/004	<b>To resolve that the minutes of the Parish Council Meeting on Wednesday 14<sup>th</sup> November 2018, and the Extraordinary Parish Council Meeting on Thursday 20<sup>th</sup> December 2018, are a correct record, and then signed by the chairman</b>  Please note amendment to the following payment - £30.60 NOT £301.60 as on the agenda. <table border="1"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Cost</th> <th>Total</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>1076</td> <td>Eugene O'Leary</td> <td>Chairman's Expenses</td> <td></td> <td>£30.60</td> <td>£30.60</td> <td>S112 LGA 1972</td> </tr> </tbody> </table> RESOLVED:- the Minutes of Parish Council Meeting on 14 <sup>th</sup> November 2018 and Extraordinary Parish Council meeting of 20 <sup>th</sup> December 2018 with a minor amendment to Cllr Long's Initial were both approved and signed by the chairman.	Chq	Payee	Purpose	VAT	Cost	Total	Powers	1076	Eugene O'Leary	Chairman's Expenses		£30.60	£30.60	S112 LGA 1972			
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19/005	<b>Progress of resolutions requiring actions from the last meeting/s minutes</b> <table border="1"> <thead> <tr> <th>Minute</th> <th>Resolution</th> <th>Who</th> <th>Completed?</th> </tr> </thead> <tbody> <tr> <td>18/175/a</td> <td>Not to donate to CAB Daventry and District this year.</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>18/175/b</td> <td>Forward Wicksteed questionnaire to playing field committee to complete as they were on site for the inspection.</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>18/175/c</td> <td>Not to submit comments on the town &amp; parish council review.</td> <td>Clerk</td> <td>Completed</td> </tr> </tbody> </table>	Minute	Resolution	Who	Completed?	18/175/a	Not to donate to CAB Daventry and District this year.	Clerk	Completed	18/175/b	Forward Wicksteed questionnaire to playing field committee to complete as they were on site for the inspection.	Clerk	Completed	18/175/c	Not to submit comments on the town & parish council review.	Clerk	Completed	
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	18/176	To donate £25 towards purchase of wreath cost.	Cllr Purcell	O/S- Carry forward
	18/177/a	To support application DA/2018/0895 Springbank, Old Road	Clerk	Completed
	18/177/g	To forward concerns to the planning officer Katherine Daniels and feedback response regarding Holcott Road application	Cllr O'Leary	O/S – See agenda item 19/008
	18/178/a	To ask the playing field working party to submit costs for ALL needs and request the funding/part funding from the Parish Council.	Clerk	Completed
	18/178/b	To approve the updated cost for the 'Pick and Mix' street light upgrade option and to proceed to the next steps including the spend on streetlights.	Cllr Purcell	Completed
	18/178/e	For Cllr Cross to research potential consultants to carry out Tree Management works	Cllr Cross	O/S- carry Forward
	18/178/f	Creation of a 'Footpath Warden' volunteer role, responsible for overseeing the grit bins for the parish.	-	Completed
	18/180	To approve all payments as per the agenda	Clerk	Completed
	18/182	To approve the precept amount of £13,081 for the financial year April 2019 to March 2020.	Clerk	PR1 submitted
	18/183/a	To accept the changes to the Bi-annual risk assessment timeline	Clerk	O/S – Cllr Purcell offered to address items requiring updates to website
	18/183/b	To accept the changes to the Risk Assessment Policy.	Clerk	As above (183/a)
	18/183/c	To accept the changes to the Standing Orders as per the NALC recommendations	Cllr Purcell	As above (183/a)
	18/184	To accept the changes to the GDPR Retention Policy.	Cllr O'Leary	As above (183/a)
	18/185	To request a copy of the contract from R and G, and for clerk and councillors to look into other companies who may wish to quote.	Clerk and Cllrs	O/S Council agreed to hold extraordinary meeting to review this and item 19/009 Village green. Date TBC
	18/186	To ask the Playing field working group to apply for funding from the Daventry Grant Fund.	Clerk	Completed
	18/188	To accept the approach proposed for the new email address and move forwards with it's initiation	Cllr Purcell	O/S- Carry Forward
	18/191	Support, should any Scaldwell Resident wish to chair the Community Speed Watch group	Cllr Purcell	Completed – No volunteer Cllr Purcell to notify Local Police team
19/006	<b>Correspondence to consider and agree any proposed resolutions on correspondence received</b> a) Daventry DC Notified the Parishes that the 'Settlements and Countryside Local Plan (Part 2) for Daventry DC 2011-2029' has been submitted to the Secretary of State to determine whether the plan is 'Sound'.			

	<p>Noted – Resolved no action required</p> <p>b) Letter from MP Chris Heaton Harris regarding the bus services and county budget Resolved not to contribute to Bus Service</p> <p>c) Letter from the ‘Foundation of Thomas Roe’ informing the Parish Council that their application form has been updated, and requesting it be placed on the Council’s website. Resolved that information with respect to Thomas Roe Charity should be placed on the village website – and not on the Parish council website.. Clerk to notify Trust Secretary –Ursula??</p>	<p>Clerk to advise Trust Secretary – Ursula???</p>
<p>19/007</p>	<p><b>Walgrave Mini Bus Update</b></p> <p>a) To receive feedback from the flyer sent to each Scaldwell household</p> <p>b) To resolve to agree whether or not to take up the Walgrave Mini Bus opportunity on behalf of the parish</p> <p>Cllr Purcell advised only one resident showed an interest in using the service – as such Council RESOLVED not to take up the offer from Walgrave to utilise their community minibus. Proposed Cllr Vinton, Seconded Cllr Thorne</p>	<p>Cllr Purcell to advise Walgrave Community Group</p>
<p>19/008</p>	<p><b>PLANNING</b></p> <p><b>To consider planning consultation papers and applications and make decisions on comments and actions:</b></p> <p>No applications to consider.</p> <p><b>To receive planning application decisions:</b></p> <p>i. Application No: DA/2018/0895 Location: Springbank, Old Road, Scaldwell, NN6 9JZ Description: Alterations to porch, front bay window and garage. New bay window to rear and new roof to rear extension. Decision: Approved.</p> <p>ii. Application No: DA/2018/1062 Location: The Old Bakehouse, The Green, Scaldwell Description: Work to and removal of trees within a conservation area Decision: Approved. No TPO issued</p> <p>iii. Application No: DA/2018/1084 Location: Sundial House, High Street, Scaldwell Description: Works to Trees within a Conservation Area Decision: Approved. No TPO issued</p> <p>iv. Location: The Old Thatch, West End, Scaldwell Description: Listed Building Consent for installation of secondary glazing units behind existing windows Decision: Approved.</p> <p><b>To receive updates regarding the following planning items</b></p> <p>a) The Grange Application District Cllr Parker gave the meeting a precise as to the additional planning requirements covering planting scheme with statement that if this failed the pool would have to be removed.</p> <p>b) Holcott Road application Cllr O’Leary advised despite several chasers no updates regarding the decision reasons – Cllr Parker offered to take Councils concerns back to the Daventry planning team to seek/chase an early response.</p>	<p>Noted</p> <p>NFA</p> <p>Cllr Parker to obtain update</p>

19/009	<p><b>Parish Assets – to receive updating reports and agree any action required:</b></p> <p>a) Playing Field Report</p> <ul style="list-style-type: none"> <li>i. To receive, consider and resolve to approve necessary actions required from the Playing Field Working party reports</li> </ul> <p>Quotes for repairs to wooden entrance/ change to stone obtained with two quotes at circa £16k which is too expensive – working group looking into alternate options</p> <ul style="list-style-type: none"> <li>ii. Wicksteed Inspection 06/09/2018 update</li> </ul> <p>Cllr O’Leary advised zip wire area cordoned off</p> <ul style="list-style-type: none"> <li>iii. Receive Playing field grant application update from Playing Field Working Party</li> </ul> <p>Grant application for all works covering equipment and wall repairs will be presented to Council when clear costings / options resolved</p> <ul style="list-style-type: none"> <li>iv. To receive quotes for all works required for the upkeep of the Playing Field (to include entrance improvements and zip wire)</li> </ul> <p>See above</p> <ul style="list-style-type: none"> <li>v. To resolve to allocate funds to the Playing Field project/s</li> </ul> <p>No action until proposals submitted to Council for approval</p> <p>b) Street Lighting</p> <ul style="list-style-type: none"> <li>i. To receive update regarding the Street Lighting upgrade project from Cllr Purcell</li> </ul> <p>Final cost summary due from Eon – order to be placed shortly with 6 week lead time to installation</p> <p>c) Kiosk and Defibrillator</p> <ul style="list-style-type: none"> <li>i. To receive updates on quotes from Cllr Cross</li> <li>ii. To consider options presented for the defibrillator project and resolve to approve a way forward</li> </ul> <p>Unable to discuss and agree resolution in respect of Kiosk/ Defibrillator, The Green repairs , planned tree works and Grass cutting contracts as no information available at the meeting.</p> <p>Resolved that Council should call an extraordinary meeting to ensure these matters (Grass Contracts, Green Repairs, Tree works, Defibrillator and BT Box refurb) are progressed swiftly such that we have continuity of grass cutting contracts and planned green repairs prior to the spring.</p> <p>d) Village Green</p> <ul style="list-style-type: none"> <li>i. To receive updates on quotes from Cllr Cross.</li> <li>ii. To consider options presented for the village green project and resolve to approve a way forward</li> </ul> <p>e) Tree Management</p> <ul style="list-style-type: none"> <li>i. To receive research from Cllr Cross regarding potential consultants to carry out work</li> <li>ii. Discuss approach to securing tree management in the village and resolve to approve a way forward</li> <li>iii. To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green and consider what replaces it</li> </ul> <p>f) Grit Bins</p> <ul style="list-style-type: none"> <li>i. As per the resolution to have a ‘Footpath Volunteer Role’, responsible to</li> </ul>	<p>Include updates from working party on next Agenda</p> <p>Clerk to identify date and arrange extra Council meeting</p> <p>NFA</p>
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overseeing the grit bins for the parish, resolve to elect a Cllr for this role.  
Previously **Resolved** that monitoring of the Grit Bins would fall under remit of footpath warden – No Further action.

19/010

**Finance & Administration**

a) To note receipt of income

**No Information available for approval**

b) To approve bank reconciliation (signature required on bank statement)

**Bank Accounts not made available – noted that no formal Bank Reconciliation taken place**

c) To note amendments to cheque payments on agenda for 14/11/2018 (correct in minutes):

Noted – though clarification as to whether this cheque was ever sent/ presented as chq stub not initialled

Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers
1060	SSE SWALEC	Street Lighting for 03/07/2018 – 01/08/2018 B Dusk to dawn AND A continuous	£5.52	£110.49	£116.01	Highways Act 1980

d) To authorise Payments (two Cllrs to sign cheques)

**Resolution to confirm payments with following exceptions noted**

Chq 1089 and Chq 1090 not approved as these are advance payments with no evidence of invoice etc...Chairperson to clarify with Clerk if they should be post-dated .

Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers
1081	SSE SWALEC	Street Lighting for 02/08/2018 – 03/09/2018 B Dusk to dawn	£5.47	£109.46	£114.93	Highways Act 1980
1082	SSE SWALEC	Street Lighting for 02/11/2018 – 03/12/2018 B Dusk to dawn	£5.32	£106.45	£111.77	Highways Act 1980
1083	SSE SWALEC	Street Lighting for 02/11/2018 – 03/12/2018 A continuous	£0.51	£10.34	£10.85	Highways Act 1980
1084	SSE SWALEC	Street Lighting for 02/12/2018 – 02/01/2019 B Dusk to dawn	£5.01	£100.29	£105.30	Highways Act 1980
1085	SSE SWALEC	Street Lighting for 02/12/2018 – 02/01/2019 A continuous	£0.51	£10.20	£10.71	Highways Act 1980
1086	EON	Street Lighting maintenance for quarter ending 30/12/2018	£11.78	£58.90	£70.68	Highways Act 1980
1087	DM Payroll Services Ltd	Payroll Administration – second half of year 2018/19	£0.00	£40.50	£40.50	S112 LGA 1972
1088	R and G	Inv: 114575 December	£21.57	£107.83	£129.40	Highways

Clerk to provide Bank statements to RFO to enable full reconciliation process to take place

Clerk to confirm if chq issued and presented via bank Account

Chairperson to ratify Clerk salary payments prior to approval

**Eugene to confirm if any other issues regarding chq number 1060 and 1081 remain??**

			grass cutting work				Act 1980	
	1089	Hayley Cawthorne	Clerk Salary February	-	£225.25	£225.25	S112 LGA 1972	
	1090	Hayley Cawthorne	Clerk Salary March + work from home allowance for 6 months (second part of year)	-	£275.05	£275.05	S112 LGA 1972	
	1091	Hayley Cawthorne	Clerk Expenses	-	£15.30	£15.30	S112 LGA 1972	
	1092	Eugene O'Leary	Chairman's Expenses		£23.40	£23.40	S112 LGA 1972	
	1093	Eugene O'Leary	Playing Field Working Party Expenses Tin Wood Treatment - £8.00 Caps for equipment - £2.65	-	£10.65	£10.65	S112 LGA 1972	
19/011	<b>Northamptonshire Government Reform Update</b>							
	<p>To receive updates as follows:</p> <p>a) 03/12/18. Letter from Daventry DC informing the Parish Council about the Secretary of State launching a consultation on unitary proposals <i>Noted</i></p> <p>b) 11/12/18. Letter from Daventry DC informing the Parish Council about the latest timetable for creation of a new unitary council. Name of proposed new West unitary Council likely to be 'West Northamptonshire Council. Government Consultation open for 8 weeks until 25<sup>th</sup> January 2019. <a href="https://www.surveymonkey.co.uk/r/SWTGHD8">https://www.surveymonkey.co.uk/r/SWTGHD8</a> <b>Noted that councillors may responded to the Survey monkey individually</b></p> <p>c) 13/12/2018. Parliamentary Order laid to postpone district and parish elections in Northamptonshire from May 2019 to May 2020. <i>Noted</i></p>							Councillors to respond to survey independently.
19/012	<b>To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20</b>							
	<p><i>Note: PR1 form submitted to Daventry DC requesting a Parish Precept of £13,081 for the financial year April 2019-March 2020.</i></p> <p>Cllr Purcell advised that the pre-cept had stayed as previously requested. With the budget still recording a total income of £13,161 The Payments budget had a small change to the payroll service charges which had risen from £41 to £85 to represent full annual cost. The budget payments figure now stands at £14,005. <b>Resolved to accept the proposed budget.</b> <b>Proposed by Cllr Long, Seconded by Cllr Vinton</b></p>							
19/013	<b>To discuss and resolve to agree a way forwards regarding a resident's request for the Parish Council's "Official Position" on the planned 5G Wi-Fi rollout</b>							
	<p>Resident Adam Bates gave a precise presentation on the Governments planned rollout of 5G wifi, which highlighted a number of potential health and other concerns. Council confirmed that it does not hold any position on this programme, which as yet has not been formally launched by the Government, though is expected. <b>Resolved that Council would highlight this issue in the village newsletter with Mr Bates agreeing for his e.mail to be included in the article for those residents who may want more information to use as a contact.</b></p>							Cllr O'Leary to include an article in the next newsletter on this topic.
19/014	<b>To receive an update from the Parish and Town Councils' Liaison Meeting from Cllr O'Leary</b>							

	<b>Cllr O'Leary unable to attend – No Action</b>	
19/015	<b>To receive an update from the Pitsford Water User Group Meeting from Cllr Purcell</b> <b>Cllr Purcell unable to attend – no action</b>	
19/016	<b>To receive an update from the CPRE Meeting from Cllr O'Leary</b> <b>Cllr O'Leary gave a precise of meeting where focus on the East Northants Dev Plan was raised in addition the planned future development on the A509 side of Kettering.</b>	
19/017	<b>To discuss and resolve to agree a way forwards regarding Northamptonshire Highways request for Scaldwell Parish Council to take responsibility for Highway Grass cutting in Scaldwell Parish.</b>  <i>Refer to letter dated 17/12/18 offering £280.73 for the 2019 season, and enclosures including an application form and 'Specification and guidance document'.</i> <b>Resolved to accept request to the Parish to accept responsibility to maintain grass cutting in Scaldwell Parish.</b>	Clerk to respond to correspondence
19/018	<b>To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village</b>  <i>Refer to R and G contract documents and any further research documents regarding other suppliers</i> <b>Resolved to hold Extraordinary meeting to discuss a number of items – See Agenda item 19/009</b>	See 19/009 – Clerk to organise an extra ordinary meeting asap.
19/019	<b>To receive updates, discuss and resolve to agree a way forwards regarding a resident's concerns regarding the supposed 7.5 tonne limit in Scaldwell being abused</b> <b>Resident not yet been able to provide detailed evidence of repeat offender.</b> <b>Resolved that letter to be sent to Hamson's in Old advising that complaint received from resident and requesting them to remind drivers to avoid the village.</b>	Clerk to issue letter to Hamsons in Old
19/020	<b>To receive update from the Scaldwell Charity regarding the essential repair work to the tennis court on Holcot Lane and to improve the state of the charity land on which they are situation. To resolve to assist where deemed necessary.</b> <b>Noted that the agenda item did not specifically reflect the Charity request which was more in relation to the ownership of Holcott lane and works that could be carried out. Cllr Purcell provided summary of known Bridleway status and that NCC maintain lane to standard for pedestrians and horses. Charity may work with local farmer to lay hardcore in the more serious potholes.</b> <b>It was also noted that lorries accessing the Lohn's field/ Property have also recently started accessing the lane with degradation of the lane already noted.</b>	
19/021	<b>To discuss NCC's 2019-2020 Budget Consultation and resolve to respond as a Parish Council</b> <b>Resolved that Parish Council would not respond to the consultation.</b>	
19/022	<b>To resolve to agree a budget to purchase a small printer/scanner for the Parish Council</b> <b>Resolved to release funds for printer from existing Transparency fund (£242 available)....Clerk to source within this budget</b>	Clerk to source printer
19/023	<b>Potential items for Next Agenda</b> <ul style="list-style-type: none"> <li>• List of volunteers for parish council actions/jobs e.g. playing field, internal finance checker, volunteer tree warden.</li> <li>• Online Banking – need to find a bank which will enable dual/triple proposals. HMRC supposedly only accept BACS payments now e.g. Unity Trust Bank</li> </ul>	No items selected for inclusion on the next agenda as it is felt we need to progress the current outstanding



	<ul style="list-style-type: none"> <li>• Social media</li> <li>• Community engagement – Check Cllrs now what the parish residents want. Do a survey. Refresh every 2 years. Don't just react, be proactive too with a plan. Link to funding as can be used for evidence of need</li> <li>• Emergency plan – joint bid with neighbouring parishes</li> <li>• Parish council logo – children and young people competition</li> </ul>	items
19/024	<p><b>Confirm date for the Parish Council Meeting</b></p> <p>The next Parish Council meeting is arranged for Wednesday 20<sup>th</sup> March, 2019. An extraordinary meeting will be scheduled ahead of this date. Annual Parish Meeting and Annual Parish Council Meeting confirmed for Wednesday the 8<sup>th</sup> May.</p> <p>Future Parish Council meeting dates confirmed as Wednesday June 19<sup>th</sup> , Wednesday July 31<sup>st</sup> and no meeting in August.</p>	
19/025	<b>Meeting closed 21.50</b>	

**Signed:**

**Dated:**