

# 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/>

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

**TO: All Members of Scaldwell Parish Council**

You are hereby summoned to the meeting of Scaldwell Parish Council on **Wednesday 23<sup>rd</sup> January, at 7.30 p.m.** in the Village Hall, 2 School Lane, Scaldwell, NN6 9LD

Yours sincerely

Hayley Cawthorne

*Clerk to Scaldwell Parish Council*

*Please note that this meeting may be filmed or recorded and publicised. Copies of all council papers are available to download at <http://www.scaldwellvillage.org/council/>*

## Agenda

		Vote Req'	Refer to doc's														
19/001	<b>Public address</b> Members of the public are invited to address the council. Members of the public should address their representations through the Chairman of the meeting																
19/002	<b>To receive apologies and to approve reasons for absence</b>	Yes															
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> (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)	Yes															
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" data-bbox="203 1591 1349 1703"> <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>	Chq	Payee	Purpose	VAT	Cost	Total	Powers	1076	Eugene O'Leary	Chairman's Expenses		£30.60	£30.60	S112 LGA 1972	Yes	Yes
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19/005	<b>Progress of resolutions requiring actions from the last meeting/s minutes</b>  <table border="1" data-bbox="203 1808 1528 1948"> <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> </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				
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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		
	18/176	To donate £25 towards purchase of wreath cost.	Cllr Purcell			
	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			
	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 street lights.	Cllr Purcell			
	18/178/e	For Cllr Cross to research potential consultants to carry out Tree Management works	Cllr Cross			
	18/178/f	Creation of a 'Footpath Warden' volunteer role, responsible for overseeing the grit bins for the parish.	-			
	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		Clerk to update policy doc' & 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			
	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			
	18/191	Support, should any Scaldwell Resident wish to chair the Community Speed Watch group.	Cllr Purcell			
19/006	<b>Correspondence to consider and agree any proposed resolutions on correspondence received</b>				Yes	Yes
	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'.				
	b)	Letter from MP Chris Heaton Harris regarding the bus services and county budget				
	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.				
19/007	<b>Walgrave Mini Bus Update</b>				Yes	
	a)	To receive feedback from the flyer sent to each Scaldwell household				
	b)	To resolve to agree whether or not to take up the Walgrave Mini Bus opportunity on behalf of the parish				

19/008	<p><b>PLANNING</b></p> <p><b>To consider planning consultation papers and applications and make decisions on comments and actions:</b> No applications to consider.</p> <p><b>To receive planning application decisions:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>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</li> <li>iv. Location: The Old Thatch, West End, Scaldwell Description: Listed Building Consent for installation of secondary glazing units behind existing windows Decision: Approved.</li> </ul> <p><b>To receive updates regarding the following planning items</b></p> <ul style="list-style-type: none"> <li>a) The Grange Application</li> <li>b) Holcott Road application</li> </ul>		Yes
19/009	<p><b>Parish Assets – to receive updating reports and agree any action required:</b></p> <ul style="list-style-type: none"> <li>a) Playing Field Report <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> <li>ii. Wicksteed Inspection 06/09/2018 update</li> <li>iii. Receive Playing field grant application update from Playing Field Working Party</li> <li>iv. To receive quotes for all works required for the upkeep of the Playing Field (to include entrance improvements and zip wire)</li> <li>v. To resolve to allocate funds to the Playing Field project/s</li> </ul> </li> <li>b) Street Lighting <ul style="list-style-type: none"> <li>i. To receive update regarding the Street Lighting upgrade project from Cllr Purcell</li> </ul> </li> <li>c) Kiosk and Defibrillator <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> </li> <li>d) Village Green <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> </li> </ul>	Yes	Yes

	<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 overseeing the grit bins for the parish, resolve to elect a Cllr for this role.</li> </ul>		
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19/010	<p><b>Finance &amp; Administration</b></p> <ul style="list-style-type: none"> <li>a) To note receipt of income</li> <li>b) To approve bank reconciliation (signature required on bank statement)</li> <li>c) To note amendments to cheque payments on agenda for 14/11/2018 (correct in minutes):</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Chq</th> <th style="width: 15%;">Payee</th> <th style="width: 40%;">Purpose</th> <th style="width: 10%;">VAT</th> <th style="width: 10%;">Cost</th> <th style="width: 10%;">Total Amount</th> <th style="width: 15%;">Powers</th> </tr> </thead> <tbody> <tr> <td>1060</td> <td>SSE SWALEC</td> <td>Street Lighting for 03/07/2018 – 01/08/2018 B Dusk to dawn AND A continuous</td> <td>£5.52</td> <td>£110.49</td> <td>£116.01</td> <td>Highways Act 1980</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>d) To authorise Payments (two Cllrs to sign cheques)</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Chq</th> <th style="width: 15%;">Payee</th> <th style="width: 40%;">Purpose</th> <th style="width: 10%;">VAT</th> <th style="width: 10%;">Cost</th> <th style="width: 10%;">Total Amount</th> <th style="width: 15%;">Powers</th> </tr> </thead> <tbody> <tr> <td>1081</td> <td>SSE SWALEC</td> <td>Street Lighting for 02/08/2018 – 03/09/2018 B Dusk to dawn</td> <td>£5.47</td> <td>£109.46</td> <td>£114.93</td> <td>Highways Act 1980</td> </tr> <tr> <td>1082</td> <td>SSE SWALEC</td> <td>Street Lighting for 02/11/2018 – 03/12/2018 B Dusk to dawn</td> <td>£5.32</td> <td>£106.45</td> <td>£111.77</td> <td>Highways Act 1980</td> </tr> <tr> <td>1083</td> <td>SSE SWALEC</td> <td>Street Lighting for 02/11/2018 – 03/12/2018 A continuous</td> <td>£0.51</td> <td>£10.34</td> <td>£10.85</td> <td>Highways Act 1980</td> </tr> <tr> <td>1084</td> <td>SSE SWALEC</td> <td>Street Lighting for 02/12/2018 – 02/01/2019 B Dusk to dawn</td> <td>£5.01</td> <td>£100.29</td> <td>£105.30</td> <td>Highways Act 1980</td> </tr> <tr> <td>1085</td> <td>SSE SWALEC</td> <td>Street Lighting for 02/12/2018 – 02/01/2019 A continuous</td> <td>£0.51</td> <td>£10.20</td> <td>£10.71</td> <td>Highways Act 1980</td> </tr> <tr> <td>1086</td> <td>EON</td> <td>Street Lighting maintenance for quarter ending 30/12/2018</td> <td>£11.78</td> <td>£58.90</td> <td>£70.68</td> <td>Highways Act 1980</td> </tr> <tr> <td>1087</td> <td>DM Payroll Services Ltd</td> <td>Payroll Administration – second half of year 2018/19</td> <td>£0.00</td> <td>£40.50</td> <td>£40.50</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1088</td> <td>R and G</td> <td>Inv: 114575 December grass cutting work</td> <td>£21.57</td> <td>£107.83</td> <td>£129.40</td> <td>Highways Act 1980</td> </tr> <tr> <td>1089</td> <td>Hayley Cawthorne</td> <td>Clerk Salary February</td> <td>-</td> <td>£225.25</td> <td>£225.25</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1090</td> <td>Hayley Cawthorne</td> <td>Clerk Salary March + work from home allowance for 6 months (second part of year)</td> <td>-</td> <td>£275.05</td> <td>£275.05</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1091</td> <td>Hayley Cawthorne</td> <td>Clerk Expenses</td> <td>-</td> <td>£15.30</td> <td>£15.30</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1092</td> <td>Eugene O'Leary</td> <td>Chairman's Expenses</td> <td></td> <td>£23.40</td> <td>£23.40</td> <td>S112 LGA 1972</td> </tr> </tbody> </table>	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	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 grass cutting work	£21.57	£107.83	£129.40	Highways 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	Yes	b) d)
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	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>								Yes
	<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</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>RESOLUTION to confirm Scaldwell Parish Council's response.</b></p> <p>c) 13/12/2018. Parliamentary Order laid to postpone district and parish elections in Northamptonshire from May 2019 to May 2020.</p>								
19/012	<b>To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20</b>							Yes	Yes
	<i>Note: PR1 form submitted to Daventry DC requesting a Parish Precept of £13,081 for the financial year April 2019-March 2020.</i>								
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>							Yes	Yes
19/014	<b>To receive an update from the Parish and Town Councils' Liaison Meeting from Cllr O'Leary</b>								Yes
19/015	<b>To receive an update from the Pitsford Water User Group Meeting from Cllr Purcell</b>								Yes
19/016	<b>To receive an update from the CPRE Meeting from Cllr O'Leary</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>							Yes	Yes
	<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>								
19/018	<b>To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village</b>							Yes	Yes
	<i>Refer to R and G contract documents and any further research documents regarding other suppliers</i>								
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>							Yes	Yes

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>	Yes	
19/021	<b>To discuss NCC's 2019-2020 Budget Consultation and resolve to respond as a Parish Council</b>	Yes	Yes
19/022	<b>To resolve to agree a budget to purchase a small printer/scanner for the Parish Council</b>		
19/023	<p><b>Potential items for Next Agenda</b></p> <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> <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>		
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.</p> <p>After that we have the Annual Parish Meeting and the Annual Parish Council Meeting on Wednesday 8<sup>th</sup> May.</p> <p>Suggested dates for the Parish Council Meetings following May are Wednesday 19<sup>th</sup> June and Wednesday 31<sup>st</sup> July with no meeting in August.</p> <p>If there is the need for a Parish Council meeting between these dates, there is always the option to call an Extraordinary meeting. For information from April 2018-March 2019 there has been 8 Parish Council meetings and 4 Extraordinary meetings of the Parish Council and 1 Annual Parish Meeting.</p>		
19/025	<b>CLOSE</b>		

**Signed:** Hayley Cawthorne

Clerk to Scaldwell Parish Council

**Dated:** 17/01/2019