

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

20th September, 2018

TO: All Members of Scaldwell Parish Council

You are hereby summoned to the meeting of Scaldwell Parish Council on

Wednesday 26th September, 2018, at 7.30 p.m. in the Village Hall, School Lane, Scaldwell.

Yours sincerely

Hayley Cawthorne

Clerk to Scaldwell Parish Council

Please note that this meeting may be filmed or recorded.

Agenda

		Vote Req'
18/145	Public address Members of the public are invited to address the council. Members of the public should address their representations through the Chairman of the meeting	
18/146	To receive apologies and to approve reasons for absence	Yes
18/147	To receive any dispensations or 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)	Yes
18/148	To resolve that the minutes of the Parish Council Meeting on Wednesday 1st August and the Extraordinary Parish Council meeting on Thursday 9th August are a correct record, and then signed by the chairman	Yes
18/149	Progress of resolutions and outstanding actions from the last meeting/s minutes RESOLUTIONS: 18/114: Cllr O'Leary to complete mandate and return to bank 18/126/h: Clerk to request copies of the Daventry Official guide 2018 18/126/i: Cllr O'Leary to attend Walgrave meeting and feed back 18/126/j: Scaldwell Parish Council agreed the answers to the Sport England questionnaire regarding Scaldwell Play Area, for the Clerk to feed back 18/126/k: Clerk to draw up and send to Cllrs a proforma of questions/ parish assets, to encourage ideas for projects. 18/128/a: Recommend refusal of application DA/2018/0643.. Clerk to submit comments to Case Officer 18/129/e: To call an extraordinary council meeting to discuss and resolve whether or not to 'gift' clock to the PCC. 18/131/d: To approve £700 to repair play equipment. Working party to submit 2 estimates to	

	<p>justify the £700 cost, before work can commence 18/131/f: The Parish Council authorised to pay the payments proposed on the agenda, with the exception of 1032,1049 and 1050. 18/132/c: Cllr O’Leary to attend NCALC AGM 06/10/2018 18/132/f: Clerk to attend 2 day training and Parish Council to meet the necessary costs (training and clerk hours) 18/133:</p> <p style="padding-left: 40px;"> 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 </p>	
18/150	<p>Chairman’s Updates and proposed resolutions To include:</p> <p>a) Ash Track Update regarding bin collections and resolution to approve further actions</p> <p>b) Report Clerks probationary period as positive and approved as a pass</p> <p>c) Consider and resolve to approve the revised contract for the clerk</p> <p>d) Consider and resolve to approve clerk training hours, where exceed agreed paid hours, are to be paid as overtime</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</p>	<p>Yes</p> <p>c) d) e)</p>
18/151	<p>Correspondence to consider and agree any proposed resolutions on correspondence received (only included if decision/action required)</p> <p>a) Consultation on the draft Northamptonshire All Age Autism Strategy (15/08/2018)</p> <p style="padding-left: 40px;">i. Resolution to respond to this consultation</p> <p>b) Letter from Cecile Irvine Swift (21/08/2018)</p> <p style="padding-left: 40px;">i. Resolution to respond to this letter</p> <p>c) Northamptonshire ACRE Good neighbour scheme Event Monday 1st October (03/09/2018)</p> <p style="padding-left: 40px;">i. Resolution to nominate an attendee</p> <p>d) Northamptonshire Police survey (06/09/2018)</p> <p style="padding-left: 40px;">i. Resolve to post on the Parish website</p> <p>e) Information from Thomas Roe Foundation regarding grants for persons under 25 yrs for educational purposes</p> <p style="padding-left: 40px;">i. Resolve to post on Parish website</p>	<p>Yes</p> <p>a) b) c) d) e)</p>
18/152	<p>Neighbourhood Watch & Police Liaison Update from the parish representative regarding Neighbourhood watch in the parish.</p>	
18/153	<p>PLANNING To consider planning consultation papers and applications and make decisions on comments and actions:</p> <p>a) Application No: DA/2018/0738 Location: Works to trees within a conservation area (on Parish Council land) Description: The Green, Scaldwell</p>	<p>Yes</p> <p>a)</p>

	<p>b) Application No: DA/2018/0800 Location: Works to trees within a conservation area Description: Newstone House, High Street, Scaldwell</p> <p>To receive planning application decisions:</p> <p>c) Application No: DA/2018/0452 Location: High hedge Farm, Old Road Decision: Approved</p> <p>To receive updates regarding the following planning items</p> <p>d) The Grange Application</p> <p>e) Brixworth Parish council report conflict between the Local Plan and Brixworth Neighbourhood Plan</p>	
18/154	<p>Parish Assets – to receive updating reports and agree any action required:</p> <p>a) Playing Field Report</p> <ul style="list-style-type: none"> i. To receive, consider and resolve to approve necessary actions required from the Playing Field Working party reports ii. Wicksteed Inspection 06/09/2018 update. Resolve to approve necessary actions required following the report from Wicksteed 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. iv. Resolve to accept the petty cash from the Playing Field Working party amounting to £370.91 and to bank accordingly 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 <p>b) Street Lighting Defibrillator & Kiosk</p> <ul style="list-style-type: none"> i. To receive the Street lighting project proposal document ii. To consider each of the options and proposals for Scaldwell street lighting and resolve to agree a way forwards <p>c) Village Green</p> <ul style="list-style-type: none"> i. To consider request by Nick and Dana Masterton-Jones to place war new war memorial plaque on to the wall next to the well ii. Resolve to approve permission for war memorial to be on parish council land iii. Receive information regarding Armistice Silhouettes funding and resolve to approve/reject opportunity to apply to a grant. <p>d) Tree Management</p> <ul style="list-style-type: none"> i. To receive an update regarding the urgent work carried out on the Blue Cedar tree on the green. ii. To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green iii. To discuss and resolve to approve instructing a tree review for the parish <p>e) Parish Clock</p> <ul style="list-style-type: none"> i. to receive an update from the PCC following from the extraordinary meeting 	Yes a) b) c) d) f)

	<p>f) Grit Bins</p> <p>i. To receive update report from Northamptonshire County Council regarding decommissioned grit bins.</p> <p>ii. Discuss and resolve to approve salt replenishment schedule for PC owned grit bins.</p>	
--	---	--

18/15 5	<p>Finance & Administration</p> <p>a) To note receipt of income</p> <p>b) To approve bank reconciliation (signature required on bank statement)</p> <p>c) To authorise Payments (two Cllrs to sign cheques)</p>	Yes b) c)																																																																																				
	<table border="1"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Cost</th> <th>Total Amount</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>1032</td> <td>Village hall</td> <td>Hall hire for PC meeting</td> <td>£0</td> <td>£135.00</td> <td>£135.00</td> <td></td> </tr> <tr> <td>1049</td> <td>The Computer Doctor</td> <td>Laptop Repair</td> <td>£13.17</td> <td>£65.83</td> <td>£79.00</td> <td></td> </tr> <tr> <td>1050</td> <td>R and G</td> <td>Invoice 114117 - June</td> <td>£79.48</td> <td>£397.44</td> <td>£476.92</td> <td>Highways Act 1980</td> </tr> <tr> <td>1051</td> <td>R and G</td> <td>Invoice 114201 - July</td> <td>£66.61</td> <td>£333.09</td> <td>£399.70</td> <td>Highways Act 1980</td> </tr> <tr> <td>1052</td> <td>R and G</td> <td>Invoice 114284 – August</td> <td>£27.91</td> <td>£139.56</td> <td>£167.47</td> <td>Highways Act 1980</td> </tr> <tr> <td>1053</td> <td>Black and West</td> <td>Playing Field Urgent Repair works</td> <td>£0</td> <td>£700.00</td> <td>£700.00</td> <td>LGA 1972</td> </tr> <tr> <td>1054</td> <td>Wicksteed</td> <td>Accompanied site inspection and detailed analysis of risk</td> <td></td> <td>£86.00</td> <td></td> <td>LGA 1972</td> </tr> <tr> <td>1054</td> <td>SSE SWALEC</td> <td>Street Lighting for 03/07/18 – 01/08/2018</td> <td>£5.52</td> <td>£110.49</td> <td>£116.01</td> <td>Highways Act 1980</td> </tr> <tr> <td>1056</td> <td>Clerks Salary</td> <td>October</td> <td>£0</td> <td>£462.06</td> <td>£462.06</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1057</td> <td>HMRC</td> <td>October Clerks PAYE</td> <td>£0</td> <td>£115.40</td> <td>£115.40</td> <td>S112 LGA 1972</td> </tr> <tr> <td>1058</td> <td>DM Payroll services</td> <td>2-18/19 payroll administration April-Sept</td> <td>£0</td> <td>£40.50</td> <td>£40.50</td> <td>S112 LGA 1972</td> </tr> </tbody> </table>	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		£86.00		LGA 1972	1054	SSE SWALEC	Street Lighting for 03/07/18 – 01/08/2018	£5.52	£110.49	£116.01	Highways Act 1980	1056	Clerks Salary	October	£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	
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		£86.00		LGA 1972																																																																																
1054	SSE SWALEC	Street Lighting for 03/07/18 – 01/08/2018	£5.52	£110.49	£116.01	Highways Act 1980																																																																																
1056	Clerks Salary	October	£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>Northamptonshire Government Reform Update</p> <p>Consider devolution document and discuss appetite to look into options (links to the parish precept considerations)</p>	
18/157	To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20	Yes
18/158	<p>To discuss and resolve to agree amendments to the following policies and procedures:</p> <p>a) To discuss and resolve to accept the changes to the Bi-annual risk assessment timeline</p> <p>b) To discuss and resolve to accept the changes to the Risk Assessment Policy</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</p>	Yes a) b) c)

18/159	GDPR Update a) Receive update from NCALC confirming the Data Protection Officer approval (15/08/2018) b) Discuss and resolve to agree amendments to the GDPR Retention Policy	Yes b)
18/160	Clerk Updates To include: a) Feedback from New Clerks 2 day training course with NCALC b) Share work plan for the year and request other items from Councilors c) Share considerations for parish council training budget d) Attending VAT training <ol style="list-style-type: none"> i. Explain key concepts of VAT ii. Outline the processes involved iii. Highlight common problem areas iv. Provide signposting to more detailed guidance 	
18/161	To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village	Yes
18/162	To discuss and resolve to agree a way forwards regarding a Grant application for the Daventry grant fund	Yes
18/163	To resolve to agree the approach to dealing with Parish archives storage	Yes
18/164	To consider the options for a new email address for the Parish Council and resolve to approve a way forwards	Yes
18/165	Community Governance Review Update <ul style="list-style-type: none"> • Receive feedback from Cllrs on the Final Terms of Reference Document to fee back to DDC 	
18/166	Parish Councillor Updates and Reports (for information only)	
18/167	Items for Next Agenda	
18/168	Confirm date for the Parish Council Meeting The next Parish Council meeting is arranged for Wednesday 14 th November, 2018	

Signed: Hayley Cawthorne

Clerk to Scaldwell Parish Council

Dated: 20/09/2018