

# 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/>

8<sup>th</sup> November, 2018

## TO: All Members of Scaldwell Parish Council

You are hereby summoned to the meeting of Scaldwell Parish Council on **Wednesday 14<sup>th</sup> November, 2018, 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																				
18/170	<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																						
18/171	<b>To receive apologies and to approve reasons for absence</b>	Yes																					
18/172	<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																					
18/173	<b>To resolve that the minutes of the Parish Council Meeting on Wednesday 26<sup>th</sup> September are a correct record, and then signed by the chairman</b>	Yes	Yes																				
18/174	Progress of resolutions requiring actions from the last meeting/s minutes RESOLUTIONS:																						
	<table border="1"> <thead> <tr> <th>Minute</th> <th>Resolution</th> <th>Who</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>18/132/c</td> <td><b>Cllr O'Leary to attend NCALC AGM 06/10/2018</b></td> <td>Cllr O'Leary</td> <td></td> </tr> <tr> <td>18/150/e</td> <td><b>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></td> <td>Cllr Purcell</td> <td></td> </tr> <tr> <td>18/151/c</td> <td><b>Cllr O'Leary to attend Good Neighbour Scheme Event at Moulton Community Centre on 1<sup>st</sup> October, if available</b></td> <td>Cllr O'Leary</td> <td></td> </tr> <tr> <td>18/151/d</td> <td><b>Post Northamptonshire Police Survey on to Parish Council website</b></td> <td>Clerk</td> <td></td> </tr> </tbody> </table>	Minute	Resolution	Who	Completed	18/132/c	<b>Cllr O'Leary to attend NCALC AGM 06/10/2018</b>	Cllr O'Leary		18/150/e	<b>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>	Cllr Purcell		18/151/c	<b>Cllr O'Leary to attend Good Neighbour Scheme Event at Moulton Community Centre on 1<sup>st</sup> October, if available</b>	Cllr O'Leary		18/151/d	<b>Post Northamptonshire Police Survey on to Parish Council website</b>	Clerk			
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	18/153/a	Approve Parish Council Application to carry out works to trees on Parish Council land and confirm support to Daventry for application	Clerk		
	18/153/b	Parish Council support planning application DA/2018/0800	Clerk		
	18/154/aii	Approve to carry out Medium/high actions identified on the Wicksteed Report urgently, and the Medium actions over the next few months.	Cllr O'Leary		
	18/154/aia	Request update from the Playing Field Working party regarding the medium risk actions for the next meeting	Clerk		
	18/154/aiaa	Approve use of Playing Field by the Village Club Committee to host fireworks on 3 <sup>rd</sup> November, 2018	Cllr O'Leary		
	18/154/aiaa	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.	Cllr O'Leary		
	18/155/bii	To deal with EON regarding energy supply for the new street lamps	Cllr Purcell		
	18/155/ci	Approved memorial plaque to be placed on the wall next to the well by the Village Club Committee	Cllr O'Leary		
	18/155/ciia	Clerk to apply for a grant for Scaldwell Parish Council for a memorial bench	Clerk		
	18/155/c	The Parish Council authorised to pay all the payments proposed on the agenda	Clerk		
	18/163	To submit 2 boxes of parish archives to the archive facility.	Cllr Purcell		
	18/166	Cllr O'Leary to write a note for the Parish newsletter	Cllr O'Leary		
18/175	<b>Correspondence to consider and agree any proposed resolutions on correspondence received</b>			Yes	Yes
	<p>a. Request from Citizens Advice Daventry and District to contribute £100 towards their service for 2019.</p> <p><b>RESOLUTION to agree making a contribution to Citizens Advice Bureau</b></p> <p>b. Wicksteed customer satisfaction survey to complete</p> <p>c. Daventry update on town and parish council review. Discuss and resolve whether or not to submit any comments for final proposals.</p>				
18/176	<b>To approve a donation of £0.00 to be made towards the wreath purchase</b>			Yes	
18/177	<b>PLANNING</b>			Yes	Yes
	<b>To consider planning consultation papers and applications and make decisions on comments and actions:</b>			a)	a)
	<p>a) 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.</p>				
	<b>To receive planning application decisions:</b>				
	<p>b) Application No: DA/2018/0738  Location: Works to trees within a conservation area (on Parish Council land)  Description: The Green, Scaldwell  Decision: Approved. No TPO</p>				
	<p>c) Application No: DA/2018/0800  Location: Works to trees within a conservation area  Description: Newstone House, High Street, Scaldwell  Decision: Approved</p>				

	<p>d) Application No: DA/2018/0643 Location: The Grange, Scaldwell Description: New garden store, log store and hydro pool (retrospective) Decision: Approved</p> <p>e) Application No: DA/2018/0025 Location: Holcott Lane, Scaldwell Description: Change of use from agricultural building to dwelling Decision: Approved</p> <p><b>To receive updates regarding the following planning items</b></p> <p>f) The Grange Application</p> <p>g) Holcott Road application – To resolve to relay concerns to Daventry District Council and to request a meeting to discuss the process followed</p>																
18/178	<p><b>Parish Assets – to receive updating reports and agree any action required:</b></p> <p>a) Playing Field Report</p> <p>i. To receive, consider and resolve to approve necessary actions required from the Playing Field Working party reports</p> <p>ii. Wicksteed Inspection 06/09/2018 update</p> <p>b) Street Lighting</p> <p>i. To receive final estimated costings for the 'Pick and mix' street light upgrade option and approve updated costs, and resolve to approve next steps.</p> <p>c) Kiosk and Defibrillator</p> <p>i. To receive an update of this project</p> <p>d) Village Green</p> <p>i. Nothing to report</p> <p>e) Tree Management</p> <p>i. Deferred to the next meeting</p> <p>f) Grit Bins</p> <p>i. Salt replenishment update for PC owned grit bins</p> <p>ii. To receive information regarding private company costs to replenish salt in PC owned grit bins.</p>	Yes a) b)	Yes a) b)														
18/179	<b>Walgrave Mini bus Update</b>																
18/180	<p><b>Finance &amp; Administration</b></p> <p>a) To note receipt of income</p> <p>b) To approve bank reconciliation (signature required on bank statement)</p> <p>c) Clerk Update regarding VAT and Parish Councils – share rules around claiming back for non-business items, but not claiming back business items</p> <p>d) To authorise Payments (two Cllrs to sign cheques)</p> <table border="1" data-bbox="203 1745 1432 1923"> <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>1059</td> <td>Mr A. Blackall</td> <td>Incorrect PAYEE on Cheque No 1053 so this supersedes that cheque</td> <td>£0</td> <td>£700.00</td> <td>£700.00</td> <td></td> </tr> </tbody> </table>	Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers	1059	Mr A. Blackall	Incorrect PAYEE on Cheque No 1053 so this supersedes that cheque	£0	£700.00	£700.00			Yes b) d)
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1059	Mr A. Blackall	Incorrect PAYEE on Cheque No 1053 so this supersedes that cheque	£0	£700.00	£700.00												

	1060	SSE SWALEC	Street Lighting for 02/08/2018 – 03/09/2018 B Dusk to dawn	£5.47	£109.46	£114.93			
	1061	SSE SWALEC	Street Lighting for 02/08/2018 – 03/09/2018 A continuous	£0.51	£10.34	£10.85			
	1062	SSE SWALEC	Street Lighting for 04/09/2018 – 01/10/2018 B Dusk to dawn	£4.70	£94.12	£98.82			
	1063	SSE SWALEC	Street Lighting for 04/09/2018 – 01/10/2018 A continuous	£0.50	£10.06	£10.56			
	1064	SSE SWALEC	Street Lighting for 02/10/2018 – 01/11/2018 B Dusk to dawn	£5.16	£103.30	£108.46			
	1065	SSE SWALEC	Street Lighting for 02/10/2018 – 01/11/2018 A continuous	£0.51	£10.20	£10.71			
	1066	Wicksteed	Invoice Number 0000803477 Supply of parts and delivery	£2.87	£14.35	£17.22			
	1067	Hayley Cawthorne	Clerk travel expenses 34 x 0.45p (ExPC meeting) 28 x 0.45p (Clerk Training) 28 x 0.45p (Clerk Training) 34 x 0.45p (PC meeting) 34 x .045p (PC meeting)	-	£71.10	£71.10	S112 LGA 1972		
	1068	Hayley Cawthorne	Clerk Salary November	-	£225.05	£225.05	S112 LGA 1972		
	1069	Hayley Cawthorne	Clerk Salary December + work from home allowance for 6 months	-	£265.25	£265.25	S112 LGA 1972		
	1070	Hayley Cawthorne	Clerk Salary January (Cheque dated 01/01/2019)	-	£225.05	£225.05	S112 LGA 1972		
	1071	Hayley Cawthorne	Postage 18 x 0.67	-	£12.06	£12.06	S112 LGA 1972		
	1072	Hayley Cawthorne	Office Supplies		£6.74	£6.74			
	1073	HMRC	November PAYE	-	£56.40	£56.40	S112 LGA 1972		
	1074	HMRC	December PAYE		£66.20	£66.20	S112 LGA 1972		
	1075	HMRC	January PAYE		£56.40	£56.40	S112 LGA 1972		
	1076	Eugene O'Leary	Chairman's Expenses						
	1077	EON	Street Lighting maintenance for quarter ending 30/09/2018	£11.78	£58.90	£70.68			
	1078	NALC	Clerks Training 15 <sup>th</sup> and 22 <sup>nd</sup> September	£0	£175.00	£175.00			
	1079	R and G	Inv: 114368 September grass cutting work	£66.61	£333.09	£399.70			
	1080	R and G	Inv: 114445 October grass cutting work	£40.78	£203.91	£244.69			
18/181	<b>Northamptonshire Government Reform Update</b>								Yes
18/182	<b>To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20</b>						Yes	Yes	

18/183	<b>To discuss and resolve to agree amendments to the following policies and procedures:</b> <b>a)</b> To discuss and resolve to accept the changes to the Bi-annual risk assessment timeline <b>b)</b> To discuss and resolve to accept the changes to the Risk Assessment Policy <b>c)</b> 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	Yes a) b) c)	Yes a) b) c)
18/184	<b>GDPR Update</b> a) Discuss and resolve to agree amendments to the GDPR Retention Policy	Yes a)	Yes a)
18/185	<b>To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village</b>	Yes	Yes
18/186	<b>To discuss and resolve to agree a way forwards regarding a Grant application for the Daventry grant fund</b>	Yes	Yes
18/187	<b>To resolve to agree the updates to the Parish Council's retention policy</b>	Yes	Yes
18/188	<b>To consider the options for a new email address for the Parish Council and resolve to approve a way forward</b>	Yes	Yes
18/189	<b>Feedback from good neighbour scheme event from Cllr O'Leary</b>		
18/190	<b>Neighbourhood Watch &amp; Police Liaison</b> Update from the parish representative regarding Neighbourhood watch in the parish.		
18/191	<b>Community Speed Watch</b> Resolution to support that Scaldwell sign up to Community Speed Watch 2019	Yes	Yes
18/192	<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> <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> <li>• Delegate authority to confirm payments under £50 per transaction up to a total of £500 per annum CHECK FINANCIAL REGS</li> <li>• Walgrave Mini Bus Action decision</li> <li>• Tree Management <ul style="list-style-type: none"> <li>ii. To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green</li> <li>iii. To discuss and resolve to approve instructing a tree review for the parish</li> </ul> </li> </ul>		
18/193	<b>Confirm date for the Parish Council Meeting</b> The next Parish Council meeting is arranged for Wednesday 23 <sup>rd</sup> January, 2019		
18/194	<b>CLOSE</b>		