

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

Minutes of the meeting of Scaldwell Parish Council held Wednesday 1st August, 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

Clerk to the Parish Council: Hayley Cawthorne

In Attendance: Sue Dodds-Smith – Scaldwell resident and PCC representative
Dara Marston-Jones – Scaldwell resident
Alison McDaid
District Cllr Kevin Parker

		ACTION
18/120	<p>Public address Sue Dodds-Smith spoke as a representative from the PCC regarding the Church clock face repair work.</p> <ul style="list-style-type: none"> • Funding virtually in place • 3 quotes for work are required for work to be carried out if continues to be a parish asset • Request for Parish Council to 'gift' the clock to the PCC • Request for another Parish Council meeting to discuss and decide which direction to go with this project. <p>Kevin Parker spoke as District Councillor giving district wide and local updates</p> <ul style="list-style-type: none"> • Daventry District Council accounts all approved • Highlighting the opportunity for the Parish Council to apply to the Daventry Grant Fund (see agenda item 18/126/k • Red Lion in Brixworth – planning application in to knock down and build a COOP shop • Post Office at Creaton – moving to a new premises alongside the pub in a purpose built shop, on the main road near the school. Longer opening hours including Sunday. 	
18/121	<p>To receive apologies and to approve reasons for absence Apologies received from Cllr M Wharton, Cllr M Vinton and Cllr D Cross</p>	
18/122	<p>To receive any dispensations or declarations of interest for items on the agenda None received</p>	
18/123	<p>To resolve that the minutes of the Parish Council Meeting on Wednesday 27th June are a correct record RESOLVED: The minutes of the Parish Council Meeting on 27th June were approved and signed.</p>	

18/124	<p>Progress of resolutions and actions from the last meetings minutes</p> <p>RESOLUTIONS:</p> <ul style="list-style-type: none"> • 18/107: Clerk to arrange Wicksteed to carry our annual inspection by contacting agency. COMPLETED. Form completed and sent back to Wicksteed, 8-10 week potential lag time until inspection. • 18/108/j: Scaldwell Parish Council agreed the following for the clerk to feed back through the consultation channel. COMPLETED. SPC feedback on Public Spaces Order returned. • 18/108/l: No need to receive electoral role monthly updates. COMPLETED. Clerk informed DDC. • 18/108/t: Cllr O’Leary to attend Towcester event on 3rd July at The Forum, 6.30 pm. COMPLETED. Cllr O’Leary attended • 18/109: Cllr Warton to submit this as part of the Parish Council update for the newsletter. COMPLETED. Article published in August newsletter. • 18/112: Cllr Purcell to contact Parish Council Website provider to upload GDPR documents. COMPLETED. • 18/114: Cllr O’Leary to complete mandate and return to bank. CARRIED FORWARDS. • 18/114/e: Clerk to attend NALC course. COMPLETED. Course fully booked so unable to attend. • 18/115: Cllrs to review and make individual responses on Northamptonshire Government Reform Consultation. COMPLETED. Cllrs submitted responses within deadline. • 18/117: The update link should be shared with Scaldwell residents in the Scaldwell newsletter. COMPLETED. Published in August newsletter. 	<p>CLERK:</p> <p>1. To arrange date to attend bank with Cllr O’Leary</p>
18/125	<p>Chairman’s Report</p> <p>To include:</p> <ul style="list-style-type: none"> a) Feedback from Towcester event – Future Northants Consultation Very good meeting. Key points from the floor <ul style="list-style-type: none"> 1. Lack of information being shared regarding the unitary discussions & proposals. 2. Majority strongly opposed unity between two rural districts and Northants town. 3. Illogical to have consultation (ended before end of July) before the auditors give their final report of accounts in mid August. b) Bank contact details update Cllr Purcell has forms. Resolution 18/114 still to progress. c) Bin collection update It appears that the teething problems have now been resolved with the assistance of District Cllr K Parker. He will continue to monitor over the next month. 	
18/126	<p>Correspondence to consider and agree any actions on correspondence received</p> <ul style="list-style-type: none"> a) Proposed winter service changes from Northamptonshire Highways Scaldwell remains on the precautionary gritting route, and not been downgraded to adverse conditions only. So no changes for the parish. SPC may have to budget to pay for refilling of 2 grit bins in parish. b) NCALC update (29/06/2018) Clerk to forward to all Cllrs c) Online crime reporting facility (28/06/2018) Included in Cllr Wharton’s article in the parish newsletter d) Confirmation of insurance arrangements from Came and Company (29/06/2018) Noted. e) The Rural Bulletin July (17/07/2018) Clerk to forward to all Cllrs 	<p>CLERK:</p> <p>2. Add grit bins to budgeting considerations</p> <p>3. Forward NCALC update to all Cllrs</p> <p>4. Request copies of Daventry Guide</p> <p>5. Confirm Cllr O’Leary’s attendance (i)</p>

	<p>f) Letter from resident concerning Gigaclear issues (12/07/2018) Cllr O’Leary spoke to Gigaclear who confirmed they were unable to link the resident’s house to their network owing to the cost of doing so. Cllr O’Leary to report back to resident.</p> <p>g) Police press release – Crackdown on serious crime (12/07/2018) Noted.</p> <p>h) Daventry Official Guide 2018 (12/07/2018) RESOLVED: Clerk to request copies of the Daventry Official guide 2018</p> <p>i) Walgrave Wellbeing centre request for representative to meeting about community transport (12/07/2018) RESOLVED: Cllr O’Leary to attend Walgrave meeting and feed back</p> <p>j) Sports England Active Places questionnaire – PC to agree responses (26/07/2018) RESOLVED: Scaldwell Parish Council agreed the answers to the Sport England questionnaire regarding Scaldwell Play Area, for the Clerk to feed back</p> <p>k) Daventry DC media release – Voluntary and community sector services set for funding boost (27/07/2018) RESOLVED: Clerk to draw up and send to Cllrs a proforma of questions/parish assets, to encourage ideas for projects. Discuss as an agenda items at the next Parish Council meeting</p> <p>l) Northants Calc update bulletin June/July (28/07/2018) Clerk to forward to all Cllrs</p> <p>m) Notice of Northants Calc Annual General meeting on Saturday 6th October (28/08/2018) Clerk to forward to all Cllrs</p>	<p>6. F/ward information to Cllr O’Leary re meeting (i) 7. Respond to Sport England questionnaire 8. Draw up proforma</p> <p>Cllr O’Leary 1. Attend Community Transport Meeting</p>
18/127	<p>Neighbourhood Watch & Police Liaison Update from the parish representative regarding Neighbourhood watch in the parish. Discuss and approve the template for the scheme before publication in the parish newsletter. Submitted for publication into the August Scaldwell Newsletter</p>	
18/128	<p>PLANNING To consider planning consultation papers and applications and make decisions on comments and actions:</p> <p>a) Application No: DA/2018/0643 Location: The Grange, High Street, Scaldwell, NN6 9JP Description: New garden store, log store and hydro pool (retrospective)</p> <p>RESOLVED: Recommend refusal of application DA/2018/0643. Clerk to submit comments to Case Officer</p> <p>The Parish Council strongly object to this application.</p> <ul style="list-style-type: none"> • The application goes against the preservation of the standard character and importance of the planning site. • It would harm the character and appearance of the site and its surroundings • An approval would harm the special architectural & historic significance of the listed asset. • To approve this application would harm the setting of the listed asset and set a negative precedent in Scaldwell Village as there are a number of listed buildings in the parish. • There are rules and procedures in place to protect our heritage and in this instance, they have been bypassed. • The two sizeable wood stores seem excessive in terms of size and position. <p>To receive planning application decisions:</p> <p>b) Application No: DA/2018/0436 Location: 1 East End, Scaldwell, NN6 9LB Decision: Approved Decision acknowledged by the Parish Council</p>	<p>CLERK: 9. To submit comments for DA/2018/0643</p>

18/129	<p>Parish Assets – to receive updating reports and agree any action required:</p> <ul style="list-style-type: none"> a) Playing Field Report <ul style="list-style-type: none"> o July Tidy up day. 10 people attended. 3 items of equipment now cordoned off as considered dangerous. b) Street Lighting Defibrillator & Kiosk <ul style="list-style-type: none"> o Cllr Purcell explained he is still awaiting further information regarding the street lighting options. Agenda item at the next parish council meeting to decide the way forwards. o Cllr O’Leary thanked Cllr Purcell for all his hard work c) Village Green. <ul style="list-style-type: none"> o Defer update until next meeting d) Tree Management <ul style="list-style-type: none"> o Defer update until next meeting e) Parish Clock – Resolution to instruct repairs to the clock and to confirm funding arrangements to carry out this work PCC need to meet to discuss options and make a decision on whether or not to accept a ‘gift’ of the clock from the parish council, should it be offered. RESOLVED: To call an extraordinary council meeting to discuss and resolve whether or not to ‘gift’ clock to the PCC. 	CLERK: 10. Agenda item street lighting. 11. Call extraordinary PC meeting
18/130	<p>GDPR Update</p> <p>Cllr Purcell requested that all essential GDPR documents to be uploaded onto the parish council website.</p> <p>Still a concern regarding use of personal email addresses and the gmail account for the parish. Discuss options at the next meeting.</p>	CLERK: 12. Agenda item –Email addresses and GDPR
18/131	<p>Finance & Administration</p> <ul style="list-style-type: none"> a) To note receipt of income No income received this period b) To approve bank reconciliation (signature required on bank statement) Cllr Purcell was unable to complete a full account reconciliation due to there being no Bank statements nor Income and Expenditure records available to review. c) To agree a contribution for the repair work to the Scaldwell Church clock face Decision deferred following discussion for 18/129/e and resolution to defer decision to an extraordinary parish council meeting. d) To agree a contribution to be paid towards playing field equipment RESOLVED: To approve £700 to repair play equipment. Working party to submit 2 estimates to justify the £700 cost, before work can commence e) To discuss process and timeline to submit VAT return and reclaim The Parish Clerk will be carrying out this task some point this financial year. Anticipates beginning work on this in October 	CLERK: 13. Plan to start VAT return in October 14. To send cheque payments as signed 15. Follow up outstanding information for payments Cllr O’Leary: 2. to inform Playing Field Working Party of decision and actions required

	<ul style="list-style-type: none"> f) To authorise Payments (two Cllrs to sign cheques) RESOLVED: The Parish Council authorised to pay the payments proposed on the agenda, as follows: 																													
	<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>1033</td> <td>Hayley Cawthorne</td> <td>Clerk Salary May/June</td> <td>-</td> <td>-</td> <td>£306.91</td> <td>LGA 1972</td> </tr> <tr> <td>1034</td> <td>HMRC</td> <td>PAYE May/June</td> <td>-</td> <td>-</td> <td>£76.60</td> <td>LGA 1972</td> </tr> <tr> <td>1035</td> <td>Hayley Cawthorne</td> <td>Clerk Salary July</td> <td>-</td> <td>-</td> <td>£194.03</td> <td>LGA 1972</td> </tr> </tbody> </table>	Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers	1033	Hayley Cawthorne	Clerk Salary May/June	-	-	£306.91	LGA 1972	1034	HMRC	PAYE May/June	-	-	£76.60	LGA 1972	1035	Hayley Cawthorne	Clerk Salary July	-	-	£194.03	LGA 1972	
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1036	HMRC	PAYE July	-	-	£48.60	LGA 1972
1037	Hayley Cawthorne	Clerk Salary August	-	-	£194.03	LGA 1972
1038	HMRC	PAYE August	-	-	£48.60	LGA 1972
1039	Hayley Cawthorne	Clerk Salary September (Cheque dated 01/09/18)	-	-	£194.03	LGA 1972
1040	HMRC	PAYE September (Cheque dated 01/09/18)	-	-	£48.60	LGA 1972
1041	Hayley Cawthorne	Clerk Expenses 29 x 0.45p (PC meeting) 29 x 0.45p (meeting) 34 x .045p (PC meeting)	-	-	£41.40	LGA 1972
1042	Hayley Cawthorne	Postage Expenses 12 x 1 st class = £8.04 12 x 2 nd class = £6.96	-	-	£15.00	LGA 1972
1043	Cllr Phil Purcell	Vice Chairman Expenses 36 x 0.45p(Training) 27 x 0.45p (CPRE event)	-	-	£28.35	LGA 1972
1044	Cllr Eugene O'Leary	Chairman Expenses 40 x 0.45p (event)	-	-	£18.00	LGA 1972
1045	Eon Energy Solutions Ltd	Street lighting maintenance for quarter ending 30/06/2018	£11.78	£58.90	£70.68	Highways Act 1980
1046	Hayley Cawthorne	Purchase of 'Local Councils Explained' book	-	-	£27.94	LGA 1972
1047	SSE SWALEC	Street Lighting Supply for 02/05/18 -01/06/2018	£5.67	£113.50	£119.17	Highways Act 1980
1048	SSE SWALEC	Street Lighting Supply for 02/06/18-02/07/2018	£5.67	£113.50	£119.17	Highways Act 1980

RESOLVED: : The Parish Council requested further information before payment is made to the following

Chq	Payee	Purpose	VAT	Cost	Total Amount	REASON
1032	Scaldwell Village Hall	Village Hall Hire costs				Awaiting final invoice
1049	The Computer Doctors Ltd	Laptop Repair	£13.17	£65.83	£79.00	Warranty query
1050	Tbc	Playing Field Tidy up day expenses				No receipts to day

18/132	<p>Clerk Updates To include:</p> <p>a) Old Road Closure, Scaldwell. Update on continued works to the road. <i>Lack of strategic planning. Slow signs could have been installed at the same time when the road was closed. Clerk to feed this back</i></p> <p>b) Resolution on whether there are any attendees for the NALC Annual Conference on 30/31 October 2018</p>	<p>CLERK: 16.Feedback to Highways 17. Confirm Cllr O'Leary's attendance at NALC AGM 18. Confirm Clerk attendance for 2 day training event</p>
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	<p>No attendees from Scaldwell Parish Council</p> <p>c) Resolution on whether there are any attendees Northants CALC Annual General Meeting on Saturday 6th October, 2018 RESOLUTION: Cllr O’Leary to attend NCALC AGM 06/10/2018 Clerk to confirm attendance</p> <p>d) Grass Cutting grant update Email from Sheila Gilder confirming that Scaldwell PC has entered into the 136 mowing agreement. The PC now mow the verges within the parish and receive a grant from NCC to do this. The grant for 2018 will be paid at the end of this mowing season once they have received an invoice from the parish council. Parishes should have received their payment for 2017.</p> <p>e) Eon updated 05/07/2018 Acknowledged</p> <p>f) To approve clerk attendance at 2 day clerk training at NCALC with necessary costs (September) RESOLUTION: Clerk to attend 2 day training and Parish Council to meet the necessary costs (training and clerk hours)</p>	<p>19. Check payment received from NCC for verge cutting once receive bank statements</p> <p>Cllr O’Leary: 3. To attend Northants AGM 06/10/18</p>
18/133	<p>To Review and Resolve to adopt updated Council Policies, Procedures and Regulations</p> <ul style="list-style-type: none"> • To review and approve Standing Orders <ul style="list-style-type: none"> ○ RESOLUTION: Approve and accept the Standing Orders • To review and approve Code of Conduct <ul style="list-style-type: none"> ○ RESOLUTION: Approve and accept the Code of Conduct • To review and approve Risk Management Policy and Risk Assessment <ul style="list-style-type: none"> ○ RESOLUTION: Approve and accept the Risk Management Policy and Risk Assessment • To review and approve the Financial Regulations <ul style="list-style-type: none"> ○ RESOLUTION: Approve and accept the Financial Regulations • To review and agree who and when to carry out the bi-annual risk assessment <ul style="list-style-type: none"> ○ RESOLUTION: Cllr Purcell and Cllr O’Leary to carry out the bi-annual risk assessment 	
18/134	<p>Northamptonshire Government Reform Update</p> <ul style="list-style-type: none"> • Local Government Reform in Northamptonshire – Town and Parish Bulletin No 3 and 4. Clerk to forward all four bulletins to Parish Councillors. Discuss at next Parish Council meeting. 	<p>CLERK: 20. Forward bulletins 1, 2, 3 & 4 to Cllrs</p>
18/135	<p>Community Governance Review Update</p> <ul style="list-style-type: none"> • Discuss the Final terms of reference document in relation to the Community Governance Review run by Daventry District Council (28/07/2018) Confirm any questions the parish may wish to submit Clerk to forward to Cllrs to read through and report back at the next parish Council meeting 	<p>CLERK: 21. Agenda item for next PC meeting</p>
18/136	<p>Parish Councillor Updates and Reports (for information only)</p> <ul style="list-style-type: none"> • ARCHIVES AND STORAGE <ul style="list-style-type: none"> ○ Cllr Purcell updated the Council regarding the Parish Council Paperwork and archives. He has sorted through the numerous boxes and destroyed a lot of unwanted/not needed documents. 	

	<ul style="list-style-type: none"> ○ Agenda item for decision on what to do with remaining archive papers regarding storage ● SPEEDWATCH <ul style="list-style-type: none"> ○ Cllr Purcell shared speedwatch figures. ○ 134 vehicles caught speeding in 12 sessions ○ 54 mph was the fast speed recorded ○ Now awaiting databox figures 	
18/137	<p>Items for Next Agenda</p> <ul style="list-style-type: none"> ● To discuss and agree items to appear on the Parish Council budget for 2019-20 ● To agree the approach to dealing with Parish archives storage ● To discuss and agree a way forwards regards Social media presence for the Parish Council ● To discuss and approve the transfer of the clock to the PCC (depending on PCC meeting feedback) ● Discussion around green maintenance with R and G in the village ● Grant application discussion ● Streetlighting proposals and options ● Bi-annual risk assessment timeline ● Wisksteed inspection update 	
18/138	<p>Confirm date for the Parish Council Meeting</p> <p>The next Parish Council meeting is arranged for Wednesday 26th September, 2018.</p>	

Signed: Hayley Cawthorne

Clerk to Scaldwell Parish Council

Dated:

Signed: Eugene O' Leary

Chairman to Scaldwell Parish Council

Dated: