

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

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

DRAFT Minutes of the meeting of Scaldwell Parish Council held Wednesday 14th November 2018, 7.30 pm, At Scaldwell Village Hall

Councillors Present: Cllr P Purcell (Vice Chairman)
Cllr S Thorne
Cllr M Wharton
Cllr M Vinton
Cllr D Cross

Clerk to the Parish Council: Hayley Cawthorne

		ACTION
18/170	<p>Public address</p> <p>Letter from tenant on land behind the tennis courts to the Scaldwell Charity. Fence has been sat on and broken and dog fouling is persistent. The Scaldwell Charity owns the land. Representative at the meeting confirmed they will respond directly.</p> <p>Reported that persons seem to be entering and using the tennis courts without paying membership fees. Entering through a hole in the fence. The Scaldwell Charity owns the tennis court land, so will approach the tennis club to ask them to look at accessibility and safety on the courts.</p> <p>Question asking when the road sweepers come to Scaldwell village. Vice Chairman thought this was once a year, but requested the clerk to contact NNC Highways to confirm this.</p>	Clerk to contact NNC Highways to confirm road sweeping schedule for Scaldwell.
18/171	<p>To receive apologies and to approve reasons for absence</p> <p>RESOLVED to accept apologies from Cllr E O'Leary (Chairman) and Cllr P Long</p>	
18/172	<p>To receive any dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda</p> <p>Cllr Purcell registered an interest under agenda item 18/177 a)</p>	
18/173	<p>To resolve that the minutes of the Parish Council Meeting on Wednesday 26th September are a correct record, and then signed by the chairman</p> <p>RESOLVED: The minutes of the Parish Council Meeting on Wednesday 26th September were approved and signed by the Chairman.</p>	

18/174	Progress of resolutions requiring actions from the last meeting/s minutes RESOLUTIONS: <table border="1" data-bbox="228 237 1523 1560"> <thead> <tr> <th data-bbox="228 237 383 275">Minute</th> <th data-bbox="383 237 1187 275">Resolution</th> <th data-bbox="1187 237 1370 275">Who</th> <th data-bbox="1370 237 1523 275">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 275 383 312">18/132/c</td> <td data-bbox="383 275 1187 312">Cllr O'Leary to attend NCALC AGM 06/10/2018</td> <td data-bbox="1187 275 1370 312">Cllr O'Leary</td> <td data-bbox="1370 275 1523 312">Yes</td> </tr> <tr> <td data-bbox="228 312 383 558">18/150/e</td> <td data-bbox="383 312 1187 558">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. 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18/175	Correspondence to consider and agree any proposed resolutions on correspondence received <p>a. Request from Citizens Advice Daventry and District to contribute £100 towards their service for 2019. Resolution to/not to make a contribution to Citizens Advice Bureau RESOLUTION not to donate to CAB Daventry and District this year.</p> <p>b. Wicksteed customer satisfaction survey to complete RESOLUTION to forward to playing field committee to complete as they were on site for the inspection.</p>		<ol style="list-style-type: none"> 1. Clerk to inform CAB of resolution 2. Clerk to forward survey to playing field committee 3. Clerk to confirm no further comments on parish council 																																																																				

	<p>c. Daventry update on town and parish council review. Discuss and resolve whether or not to submit any comments for final proposals.</p> <p>RESOLUTION not to submit comments on the town and parish council review.</p>	review
18/176	<p>To approve a donation to be made towards the wreath purchase</p> <p>RESOLUTION to donate £25 towards purchase of wreath cost.</p>	1. Cllr Purcell to submit expenses
18/177	<p>PLANNING</p> <p>To consider planning consultation papers and applications and make decisions on comments and actions:</p> <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> <p>RESOLUTION to support application DA/2018/0895</p> <p>To receive planning application decisions:</p> <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 Noted.</p> <p>c) Application No: DA/2018/0800 Location: Works to trees within a conservation area Description: Newstone House, High Street, Scaldwell Decision: Approved Noted.</p> <p>d) Application No: DA/2018/0643 Location: The Grange, Scaldwell Description: New garden store, log store and hydro pool (retrospective) Decision: Approved Noted.</p> <p>e) Application No: DA/2018/0025 Location: Holcott Lane, Scaldwell Description: Change of use from agricultural building to dwelling Decision: Approved Noted.</p> <p>To receive updates regarding the following planning items</p> <p>f) The Grange Application A meeting has been requested to discuss this planning outcome with the District Councillor, Kevin Parker.</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> <p>RESOLUTION to forward concerns to the planning officer Katherine Daniels and feedback response regarding Holcott Road application</p>	<p>4. Clerk to send response re; DA/2018/0895</p> <p>1. Cllr O'Leary to forward concerns re Holcott Road and feedback response</p>

<p>18/178</p>	<p>Parish Assets – to receive updating reports and agree any action required:</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>Deterioration of wooden sleepers at entrance. The working party will be applying to Scaldwell Parish Council for a grant for this. They are currently getting quotes. Put on the agenda for the next meeting to resolve to allocate Parish Council funds.</p> <p>ii. Wicksteed Inspection 06/09/2018 update</p> <p>The working party are collecting quotes for the zip wire. Coming in between £600 and £1600.</p> <p>RESOLUTION to ask the playing field working party to submit costs for ALL needs and request the funding/part funding from the Parish Council.</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>Estimated cost for 'pick and mix' street light upgrade of £9.024 + VAT</p> <p>RESOLUTION 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.</p> <p>c) Kiosk and Defibrillator</p> <p>i. To receive an update of this project</p> <p>Quotes to be prepared for January by Cllr Cross. Put on the agenda for the next meeting for discussion and resolution.</p> <p>d) Village Green</p> <p>i. Nothing to report</p> <p>Quotes to be prepared for January by Cllr Cross.. Put on the agenda for the next meeting for discussion and resolution.</p> <p>e) Tree Management</p> <p>i. Deferred to the next meeting</p> <p>Two quotes needed. Suggestion that there had been a three-year report previously carried out.</p> <p>RESOLUTION for Cllr Cross to research potential consultants to carry out Tree Management works.</p> <p>f) Grit Bins</p> <p>i. Salt replenishment update for PC owned grit bins</p> <p>Confirmation that the Clerk had not missed the deadline for the winter replenishment. Contact NCC when grit replenishment required via their website..</p> <p>ii. To receive information regarding private company costs to replenish salt in PC owned grit bins.</p> <p>The clerk shared information regarding 'Spendloves' firm. Requested costings for salt replenishment. Will share at next meeting.</p> <p>RESOLUTION for 'Footpath Warden' volunteer role, responsible for overseeing the grit bins for the parish.</p>	<p>5. Clerk to put playing field grant allocation on next agenda.</p> <p>6. Clerk to contact Playing field working party to explain</p> <p>2. Cllr Purcell to proceed with the next steps in the street lighting upgrade project</p> <p>1. Cllr Cross to prepare quotes for the defibrillator for January meeting</p> <p>2. Cllr Cross to prepare quotes for the village green for January meeting</p> <p>3. Cllr Cross to research potential consultants for tree management work</p>
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18/179	<p>Walgrave Mini bus Update Limited feedback from parishioners following the newsletter article. Flyer to be delivered to every household in the parish. Feedback with responses at the next meeting and resolve to decide the approach forwards.</p>	
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18/180	<p>Finance & Administration</p> <p>a) To note receipt of income Noted the precept and petty cash incomes</p> <p>b) To approve bank reconciliation (signature required on bank statement) Not carried out.</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 Clerk shared key VAT rules for Parish Councils.</p> <p>d) To authorise Payments (two Cllrs to sign cheques) RESOLUTION to approve all payments as per the agenda. (note change to cheque 1060 – incorrect information on agenda)</p>	
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Chq	Payee	Purpose	VAT	Cost	Total Amount	Powers
1059	Mr A. Blackall	Incorrect PAYEE on Cheque No 1053.	£0	£700.00	£700.00	
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
1061	SSE SWALEC	Street Lighting for 02/08/2018 – 03/09/2018 A continuous	£0.51	£10.34	£10.85	Highways Act 1980
1062	SSE SWALEC	Street Lighting for 04/09/2018 – 01/10/2018 B Dusk to dawn	£4.70	£94.12	£98.82	Highways Act 1980
1063	SSE SWALEC	Street Lighting for 04/09/2018 – 01/10/2018 A continuous	£0.50	£10.06	£10.56	Highways Act 1980
1064	SSE SWALEC	Street Lighting for 02/10/2018 – 01/11/2018 B Dusk to dawn	£5.16	£103.30	£108.46	Highways Act 1980
1065	SSE SWALEC	Street Lighting for 02/10/2018 – 01/11/2018 A continuous	£0.51	£10.20	£10.71	Highways Act 1980
1066	Wicksteed	Invoice Number 0000803477 Supply of parts and delivery	£2.87	£14.35	£17.22	Highways Act 1980
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	S112 LGA 1972

	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		£30.60	£30.60	S112 LGA 1972
	1077	EON	Street Lighting maintenance for quarter ending 30/09/2018 Invoice 085653	£11.78	£58.90	£70.68	Highways Act 1980
	1078	NALC	Clerks Training 15 th and 22 nd September	£0	£175.00	£175.00	S112 LGA 1972
	1079	R and G	Inv: 114368 September grass cutting work	£66.61	£333.09	£399.70	Highways Act 1980
	1080	R and G	Inv: 114445 October grass cutting work	£40.78	£203.91	£244.69	Highways Act 1980
18/181	Northamptonshire Government Reform Update Bulletins noted.						
18/182	To discuss and resolve to agree items to appear on the draft Parish Council budget for 2019-20 RESOLUTION to approve the precept amount of £13,081 for the financial year April 2019 to March 2020. Approve final budget at the next meeting.						7. Clerk to inform Daventry DC re precept request using the PR1 to be sent by DDC
18/183	To discuss and resolve to agree amendments to the following policies and procedures: a) To discuss and resolve to accept the changes to the Bi-annual risk assessment timeline RESOLUTION to accept the changes to the Bi-annual risk assessment timeline b) To discuss and resolve to accept the changes to the Risk Assessment Policy RESOLUTION to accept the changes to the Risk Assessment Policy. 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 RESOLUTION to accept the changes to the Standing Orders as per the NALC recommendations						8. Clerk to update policy documents 9. Clerk to request updates are uploaded on to the website.
18/184	GDPR Update a) Discuss and resolve to agree amendments to the GDPR Retention Policy RESOLUTION to accept the changes to the GDPR Retention Policy.						10. Clerk to update policy document
18/185	To discuss and resolve to agree a way forwards regarding green maintenance with R and G contractor in the village RESOLUTION 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. Identify and confirm the three companies to approach to quote for the contract at the next meeting.						11. Clerk to contact R & G 12. Clerk and Councillors to research companies

18/186	<p>To discuss and resolve to agree a way forwards regarding a Grant application for the Daventry grant fund RESOLUTION to ask the Playing field working group to apply for funding from the Daventry Grant Fund. Potential opportunity for the Tennis Club to apply for a grant to repair the fencing and resurfacing of the tennis courts. Cllr Wharton to feedback at the next meeting.</p>	13. Clerk to contact the playing field working party re grant opportunity.
18/187	<p>To resolve to agree the updates to the Parish Council's retention policy This agenda item was a duplication of agenda item 18/184</p>	
18/188	<p>To consider the options for a new email address for the Parish Council and resolve to approve a way forward RESOLUTION to accept the approach proposed for the new email address and move forwards with it's initiation</p>	2. Cllr Purcell to take forwards
18/189	<p>Feedback from good neighbour scheme event from Cllr O'Leary A good informative event. Scheme not very suitable for Scaldwell Parish, who have a successful informal good neighbour scheme already running.</p>	
18/190	<p>Neighbourhood Watch & Police Liaison Article for the magazine to join up to the Scaldwell Neighbourhood Watch What's App Group.</p>	1.Cllr Wharton to submit article to the parish Magazine
18/191	<p>Community Speed Watch RESOLUTION to support should any Scaldwell Resident wish to chair the Community Speed Watch group.</p>	3.Cllr Purcell to feed back to group.
18/192	<p>Potential items for Next Agenda</p> <ul style="list-style-type: none"> • List of volunteers for parish council actions/jobs e.g. playing field, internal finance checker, volunteer tree warden. • 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 • Social media • 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 • Emergency plan – joint bid with neighbouring parishes • Parish council logo – children and young people competition • Delegate authority to confirm payments under £50 per transaction up to a total of £500 per annum CHECK FINANCIAL REGS • Walgrave Mini Bus Action decision • Risk Assessment schedule – decide which person/s does which actions. • Tree Management <ul style="list-style-type: none"> ii. To discuss and resolve to approve a way forwards regarding the deteriorating Blue Cedar tree on the village green and consider what replaces it. iii. To discuss and resolve to approve instructing a tree review for the parish 	
18/193	<p>Confirm date for the Parish Council Meeting The next Parish Council meeting is arranged for Wednesday 23rd January, 2019</p>	
18/194	<p>Meeting closed at 21:22</p>	

Signed: Hayley Cawthorne

Clerk to Scaldwell Parish Council

Dated: / /2018

Signed: Eugene O'Leary

Chairman to Scaldwell Parish Council

Dated: / /2018