

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held on Monday 21st May 2018 held at Saint Mary The Virgin Church, High Street, Little Addington at 7.30pm

Present: Councillors K Richardson (Chair), K Smith, D McAlister (Vice Chair), P Dollimore, M Parsons, B Bruce

In attendance: Mrs N Phillips (Clerk), 1 x member of public

18/96	<p>To elect the Chairman</p> <p>It was proposed and seconded that Cllr K Richardson be elected as Chairman.</p> <p>Resolved: To elect Cllr Richardson as Chairman</p>
18/97	<p>To elect the Vice Chairman</p> <p>It was proposed and seconded that Cllr D McAlister be elected as Vice Chairman.</p> <p>Resolved: To elect Cllr McAlister as Vice Chairman</p>
18/98	<p>Declaration of members Interests</p> <p>Members reminded that any changes to their interests must be reported to ENC.</p>
18/99	<p>To receive and approve apologies for absence</p> <p>None</p>
18/100	<p>Public open time</p> <p>Member of public introduced herself and expressed interest in becoming a Councillor – contact details taken.</p>
18/101	<p>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</p> <p>None received</p>
18/101.1 <small>incorrect numbering on agenda</small>	<p>To receive and approve for signature the minutes of the meeting held on Monday 16th April 2018</p> <p>Resolved: That the Chair sign the Minutes as a true record of the meeting.</p>
18/101.2 <small>incorrect numbering on agenda</small>	<p>To note any matters arising from the minutes not included on this agenda for report only</p> <p>None</p>
18/102	<p>To receive and approve the Assets Register</p> <p>Although received and approved at the April meeting submitted again to bring in line with other paperwork.</p> <p>Resolved: That the Assets Register be approved.</p>
18/103	<p>To receive and approve the Financial Risk Assessments</p> <p>Resolved: That the Financial Risk Assessments be approved be approved.</p>
18/104	<p>To receive and approve the Annual Governance Statement</p> <p>Resolved: Proposed and seconded that the Annual Governance Statement be approved.</p>
18/105	<p>To receive and approve the End of Year Accounting Statement</p> <p>Resolved: Proposed and seconded that the End of Year Accounting Statement be approved</p>

18/106	<p>To receive and approve the Financial Regulations, Standing Orders, Complaints Procedure, Document Retention and Equal Opportunities Policies.</p> <p>Resolved: Proposed and seconded that all be approved.</p>																																
18/107	<p>To resolve to declare LAPC exempt from external audit for the year ending 31.03.2018</p> <p>Resolved: Proposed and seconded that as LAPC's income and expenditure was under £25000 to declare LAPC exempt from external audit</p>																																
18/108	<p>To authorise the Clerk's salary increase from April 2018</p> <p>Resolved: Proposed and seconded that the Clerk's salary increase be authorised.</p>																																
18/109	<p>To receive and approve the Bank Statements and Bank Reconciliation</p> <p>Cllr K Richardson examined and signed the Balance of Accounts/Bank Reconciliation.</p> <p>Resolved: Balance of Accounts/Bank Reconciliation approved</p> <p>Cllr K Richardson examined and signed the Bank Statements – the balance being £5811.80 in the current account at May 11th 2018</p> <p>Resolved: To approve the Bank Statements</p>																																
18/110	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="244 949 1426 1245"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100911</td> <td>Cranford Cedar</td> <td>Tree work on The Green</td> <td>£780.00</td> </tr> <tr> <td>100912</td> <td>N A Phillips</td> <td>March (carried over)/April expenses</td> <td>£50.21</td> </tr> <tr> <td>100913</td> <td>Came & Co</td> <td>Insurance</td> <td>£330.92</td> </tr> <tr> <td>100914</td> <td>Inkwell Printing</td> <td>Emergency planning booklet</td> <td>£103.00</td> </tr> <tr> <td>100915</td> <td>N A Phillips</td> <td>Reimbursement of website costs</td> <td>£15.00</td> </tr> <tr> <td>100916</td> <td>N A Phillips</td> <td>Reimbursement of ink cartridge costs</td> <td>£18.99</td> </tr> <tr> <td>SO</td> <td>N A Phillips</td> <td>May Salary + back dated pay increase (Apr)</td> <td>£376.96</td> </tr> </tbody> </table> <p>Resolved: all payments authorised.</p>	Cheque	Payee	Item	Amount	100911	Cranford Cedar	Tree work on The Green	£780.00	100912	N A Phillips	March (carried over)/April expenses	£50.21	100913	Came & Co	Insurance	£330.92	100914	Inkwell Printing	Emergency planning booklet	£103.00	100915	N A Phillips	Reimbursement of website costs	£15.00	100916	N A Phillips	Reimbursement of ink cartridge costs	£18.99	SO	N A Phillips	May Salary + back dated pay increase (Apr)	£376.96
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18/111	<p>To review Councillors, and others' roles and responsibilities</p> <p>All councillors have responsibility for planning and trees with additional roles as follows: Cllr K Richardson : Playing Field, Cllr D McAlister: PR, NHW, Cllr P Dollimore: Highways, JAG, Playing Field, Events, Cllr M Parsons: Internal Audit/Financial Control,</p> <p>Resolved: To carry out roles as listed above</p>																																
18/112	<p>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by East Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.</p> <p>18/00945/OUT – Outline: Residential development and associated infrastructure at land rear of Nicholas Road, Irthlingborough</p> <p>Resolved: Clerk to respond to ENC that there are no objections</p>																																
18/113	<p>To note planning decisions made by ENC</p> <p>18/00716/TPO – Work to seven trees at Little Addington House, Little Addington.</p>																																
18/114	<p>To receive a report on Highways/Rights of Way and to resolve what action if any to be taken.</p> <p>Cllr Dollimore reported that NCC had agreed that the footpath between the Addingtons needed repair and this would take place when funding was available but no idea of time</p>																																

	<p>scale has been given</p> <p>Resolved: Cllr Dollimore to continue to liaise with NCC.</p>
18/115	<p>To receive an update on the replacement street lighting</p> <p>Clerk waiting to hear back from the PWLB after submitting application forms to NCALC</p> <p>Resolved: Clerk to complete all paperwork when available.</p>
18/116	<p>To consider the development of Neighbourhood Watch, and to resolve what action if any to be taken</p> <p>Cllr D McAlister reported that take up has been slow to start with and asked that details be included in each edition of Saints Alive. Discussion followed on funding for signs and notices.</p> <p>Resolved: Proposed and seconded that LAPC pay for signs and notices, Cllr McAlister to arrange. Clerk to send information to Saints Alive</p>
18/117	<p>To receive an update on plans for village commemoration of the end of WW1, and to resolve what action if any to be taken.</p> <p>Cllr Dollimore to arrange meeting for 2nd week of June for those involved with helping. Information on timings for lighting the beacon have still to be received from the Pageant master.</p> <p>Resolved: Cllr Dollimore to continue working on the plans.</p>
18/118	<p>To receive an update on the application to the District Councillors' Members Empowerment Fund for a grant</p> <p>The Emergency Planning booklets have been received from the printer and will be distributed during the next week or two. Cllr Dollimore still waiting to hear back from District Cllr.</p> <p>Resolved: To distribute booklets over next week or two</p>
18/119	<p>To receive an update on the current situation concerning village trees and to resolve what action if any to be taken</p> <p>The work has been carried out on the trees on The Green. ENC are in the process of consulting on a district Tree Management Plan and Cllrs are encouraged to take part in the consultation.</p> <p>Resolved: No action needed</p>
18/120	<p>To consider items for inclusion in the July editions of Saints Alive.</p> <p>Update of Councillors' details resulting from Annual Council Meeting, NHW information, Street light fault reporting procedures, work undertaken on trees.</p> <p>Resolved: Clerk to action</p>
18/121	<p>To discuss the possibility of working with GAPC to produce a joint Neighbourhood Plan, and to resolve what action if any to be taken</p> <p>Cllr Dollimore in process of arranging a meeting with GAPC Chair.</p> <p>Resolved: Cllr Dollimore to arrange meeting and report back</p>
18/122	<p>To discuss and resolve the schedule of meetings for LAPC</p> <p>Cllrs felt that monthly meetings were not needed as they are causing duplication of work.</p> <p>Resolved: proposed and seconded that the Council meet bi-monthly with additional planning meetings called as required.</p>

18/123	<p>To receive feedback from the Joint Action Group (JAG) meeting.</p> <p>Cllr Dollimore reported that problems in Raunds and Irthlingborough are taking priority. Local MPs to attend next meeting along with representatives from NCC.</p> <p>Resolved: Cllr Dollimore to continue to attend meetings</p>
18/124	<p>To appoint NCALC as Data Protection Officer</p> <p>Resolved: proposed and seconded to appoint Ncalc as Data Protection Officer for the coming year and to review at the end of that period of time.</p>
18/125	<p>To authorise the Clerk to apply for a debit card for LAPC</p> <p>Resolved: proposed and seconded that the Clerk to apply for debit card to be used solely for LAPC business.</p>
18/126	<p>To set the dates for the meetings for the year 2018/2019</p> <p>Resolved: Meeting dates set as: 16th July, 17th September, 19th November, 21st January 2019, 18th March, 20th May.</p>
18/127	<p>To respond to the consultation re street name for the development off Woodford Road</p> <p>Resolved: No objections to the development being called 'Howards Way'.</p>
18/128	<p>Correspondence:</p> <p>NCC Consultation document B Goodey Thank you card</p> <p>Resolved: No action needed</p>
18/129	<p>To confirm the date of the next Council meeting as 16th July 2018</p> <p>Resolved: date confirmed</p>
18/130	<p>To close the meeting</p> <p>The meeting closed at 21.53.</p>

Signed:

Dated: