

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held on Monday 16th July 2018 held at Saint Mary The Virgin Church, High Street, Little Addington at 7.30pm

Present: Councillors K Richardson (Chair), P Dollimore, M Parsons, B Bruce, A White, N Costello

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

18/130	<p>To receive and approve apologies for absence</p> <p>Cllr McAlister</p> <p>Resolved: To approve apologies</p>
18/131	<p>Public open time</p> <p>None</p>
18/132	<p>Co-option of Councillors</p> <p>Resolved: To co-opt Anne White and Nicki Castello as members of LAPC</p>
18/133	<p>Signing of Declaration of Office by Councillors</p> <p>Anne White and Nicki Castello duly signed declaration of office.</p>
18/134	<p>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</p> <p>None received</p>
18/135	<p>To receive and approve for signature the minutes of the meeting held on Monday 21st May 2018</p> <p>Resolved: That the Chair sign the Minutes as a true record of the meeting.</p>
18/136	<p>To note any matters arising from the minutes not included on this agenda for report only</p> <p>None</p>
18/137	<p>To approve and adopt the Data Breach Policy</p> <p>Resolved: That the Data Breach Policy be approved and adopted.</p>
18/138	<p>To approve and adopt the Data Protection Policy</p> <p>Resolved: That the Data Protection Policy be approved and adopted.</p>
18/139	<p>To approve and adopt the Records Retention Policy</p> <p>Resolved: That the Records Retention Policy be approved and adopted.</p>
18/140	<p>To approve and adopt the Subject Access Request Procedures</p> <p>Resolved: That the Subject Access Request Procedures be approved and adopted.</p>
18/141	<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 £5936.62 in the current account at July 9th 2018</p> <p>Resolved: To approve the Bank Statements</p>

18/142	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="244 219 1426 517"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100917</td> <td>Clerk</td> <td>May/June Expenses</td> <td>£118.35</td> </tr> <tr> <td>SO3</td> <td>Clerk</td> <td>June Salary + back pay missing from May salary</td> <td>£384.22</td> </tr> <tr> <td>100918</td> <td>Eon</td> <td>Streetlight maintenance</td> <td>£107.70</td> </tr> <tr> <td>100919</td> <td>Eon</td> <td>Streetlight unmetered supply</td> <td>£294.99</td> </tr> <tr> <td>SO4</td> <td>N A Phillips</td> <td>July Salary</td> <td>£369.70</td> </tr> <tr> <td>SO5</td> <td>N A Phillips</td> <td>August Salary</td> <td>£369.70</td> </tr> <tr> <td>100920</td> <td>HMRC</td> <td>Return of excess VAT refund paid in error</td> <td>£1084.80</td> </tr> </tbody> </table> <p>Resolved: all payments authorised, Cllr Richardson signed off the invoices.</p>	Cheque	Payee	Item	Amount	100917	Clerk	May/June Expenses	£118.35	SO3	Clerk	June Salary + back pay missing from May salary	£384.22	100918	Eon	Streetlight maintenance	£107.70	100919	Eon	Streetlight unmetered supply	£294.99	SO4	N A Phillips	July Salary	£369.70	SO5	N A Phillips	August Salary	£369.70	100920	HMRC	Return of excess VAT refund paid in error	£1084.80
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18/143	<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>18/01216/TPO - Proposal : T6 Ash tree 15% Crown reduction reducing weight from limbs, thin canopy raise crown to 5m,plus dead wood,T2 Maple tree 20% crown reduction, plus raise crown by 4-5m over road. Cherry tree: dead wood and raise crown by 4–5m over road, T1 Plane tree 30% reduction, remove large limb raise crown to 5m over road.T3 Silver Birch: dead, fell. at Arnage Chapel Hill Little Addington NN14 4BG – no objection</p> <p>18/01193/FUL - Proposal : Single storey side oak framed garden room extension. at Orchard House Irthlingborough Road Little Addington NN14 4AS - no objection</p> <p>18/01009/OUT - Proposal: Residential development of up to 49 dwellings at Land East of Addington Road Irthlingborough NN9 5ST – LAPC has concerns around traffic management</p> <p>18/01370/TPO - Proposal : Silver Birch T9 reduce crown 30%, tidy up and re-shape. at Arnage Chapel Hill Little Addington NN14 4BG - no objection</p> <p>Resolved: Clerk to respond to ENC as directed by Cllrs</p>																																
18/144	<p>To note planning decisions made by ENC</p> <p>18/01232/AMD - Old Orchard Church Walk Little Addington NN14 4AY. Proposal: Non material amendment to allow change of external materials pursuant to 16/01603/FUL Two storey side and rear extension and porch and stand-alone bicycle shed/store - permitted</p>																																
18/145	<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 confirmed the village gates would go on the September Agenda. Potholes have now been assessed and marked and work to repair them should take place within the next week or so. Cllr Bruce reported syringes and needles in the grass on Irthlingborough Road.</p> <p>Resolved: Cllr Dollimore to continue his work on highways matters. Clerk to report syringes/needles to ENC for removal.</p>																																
18/146	<p>To receive an update on the replacement street lighting</p> <p>Clerk updated LAPC on additional information required by PWLB before loan could be granted. (see Minute ref: 18/147, 18/148, 18/149, 18/150).</p> <p>Resolved: Clerk to complete paperwork and return to PWLB.</p>																																

18/147	<p>To revisit Agenda item LAPC18/16 and re-word the resolution to be more acceptable for the purposes of obtaining a loan to finance the replacement street-lighting.</p> <p>It was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £8500 up to 10 years for the purchase and installation of LED street lighting to replace existing lighting. The annual loan repayments will come to around £1012 and it is not intended to increase the precept for the repayment of the loan.</p> <p>Resolved: Proposed and seconded to re-word Agenda Item LAPC18/16 to more clearly reflect the intentions of LAPC.</p>
18/148	<p>To revisit the budget for 2018/2019 to show PWLB repayments</p> <p>Clerk produce a revised budget clearly showing the PWLB repayments</p> <p>Resolved: proposed and seconded that the revised budget be accepted.</p>
18/149	<p>To resolve to apply for either an ANNUITY or EIP loan to fund the replacement street-lighting</p> <p>Resolved: proposed and seconded to apply for an equal instalment loan</p>
18/150	<p>To resolve what LAPCs Plan B will be if it is unable to repay the PWLB loan as it anticipates</p> <p>Resolved: Proposed and seconded that in the unlikely event of LAPC being unable to repay the loan as anticipated funding would be reduced in other areas of the budget, the Councils reserves would be used to fund re-payments in the short term with an increase of the precept being used as a last resort.</p>
18/151	<p>To consider the development of Neighbourhood Watch, and to resolve what action if any to be taken</p> <p>Cllr D McAlister being unable to be present has submitted a written report (attached)</p> <p>Resolved: Clerk to send information to Saints Alive</p>
18/152	<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 reported that there had been a disappointing turnout to the meeting with only four people attending, but a second meeting would be called in early August. Additional helpers are needed or the firework display cannot go ahead and a decision will need to be made at the September meeting.</p> <p>Resolved: Cllr Dollimore to continue working on the plans, an appeal for help to go into Saints Alive.</p>
18/153	<p>To consider items for inclusion in the August and September editions of Saints Alive.</p> <p>Update of Cllr details NHW information, Street light replacement update, Fireworks information and appeal for helpers, needles/syringes</p> <p>Resolved: Clerk to action</p>
18/154	<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 reported he had not yet been able to make contact with GAPC</p> <p>Resolved: Cllr Dollimore to continue to work on the NHP.</p>

18/155	<p>To receive feedback from the Joint Action Group (JAG) meeting.</p> <p>No report as meeting not until following week</p> <p>Resolved: Cllr Dollimore to continue to attend meetings</p>
18/156	<p>To remind Councillors of their responsibilities</p> <p>Cllrs were reminded that they can only carry out work in the name of LAPC if it has been discussed at a meeting of the council and a resolution to carry out the work passed.</p> <p>Resolved: No further action needed.</p>
18/124	<p>To discuss what work, if any, needs to be carried out on the benches and other items of LAPC property and to resolve what action if any to be taken.</p> <p>Cllr Dollimore reported that the benches are all in need of cleaning and re-oiling, and it was believed that Cllr McAlister knows of someone who might be able to carry out this work. The Clerk reported that she can no longer use the Council's laptop as it is so slow and asked for permission to take it to a reputable repairer to be looked at and repaired if possible.</p> <p>Resolved: Cllr Richardson to approach local computer service company for information. The Clerk to contact Cllr McAlister to arrange bench cleaning.</p>
18/158	<p>To discuss and resolve a procedure for the loan of the marquee.</p> <p>Procedures not yet drawn up, and some donations from borrowers not yet received</p> <p>Resolved: To remind borrowers they had agreed to make a donation to the firework fund. Cllrs Parsons and Dollimore to continue to work on procedures</p>
18/159	<p>To authorise the purchase of Gardening Vouchers as a thank you for audit work carried out on behalf of LAPC</p> <p>Resolved: To purchase vouchers to the value of £50. Clerk to arrange and to claim back at the earliest opportunity.</p>
18/160	<p>To respond to the consultation on local government reorganisation in Northamptonshire</p> <p>After discussion a consensus of opinion was formed as to how LAPC wished to respond to the consultation questionnaire with Cllrs tending to agree or strongly agreeing with all questions.</p> <p>Resolved: Clerk to fill in questionnaire to reflect Cllrs views.</p>
18/161	<p>To arrange for weekly defibrillator checks for the last two weeks of July</p> <p>Resolved: Cllr Bruce to undertake the checks</p>
18/162	<p>To consider a request from the Clerk to attend planning training session</p> <p>Resolved: Clerk to attend planning training. Cllrs Bruce, White and Castello to attend New Councillor Training. Clerk to book all training.</p>
18/163	<p>To resolve to complete a new banking mandate with the Clerk and Cllrs Dollimore and Richardson as signatories.</p> <p>The Clerk had been advised by the bank that LAPC needs to complete a new banking mandate as the old one is insufficient to allow the Council to obtain a debit card. Cllr Dollimore has however received a phone call from the bank requesting he goes into a branch where he can sign some paperwork which will achieve the same purpose.</p> <p>Resolved: Proposed and seconded that a new mandate be completed in case Cllr Dollimore's visit to the bank is not sufficient.</p>

18/128	Correspondence: Northamptonshire Carers - poster Resolved: Cllr Richardson to put poster on bus shelter
18/129	To confirm the date of the next Council meeting as 17th September 2018 Resolved: date confirmed
18/130	To close the meeting The meeting closed at 9.10pm

Signed:

Dated:

DRAFT