

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FULL COUNCIL MEETING		West Haddon Parish Council
Date: 4th June 2019	Time: 7.30pm	Venue: West Haddon Village Hall
Attendees: Cllr S Kerr (Chair) Cllr P Norman (Vice Chair) Cllr P Baldwin Cllr S Tringham Cllr I Robertson Cllr A Stephens Cllr S Leadbeater Cllr A Dawson	Apologies Cllr P David Cllr N Brett	The Clerk 2 DDC Officers 1 representative WH&GCC

Item No.	OPENING PROCEDURES
19/43	REPORTS FROM POLICE, DDC & NCC REPRESENTATIVES – There were no reports to receive.
19/44	<p>PUBLIC SESSION – Officers from DDC addressed the meeting with regard to item 19/54 and explained that they worked in the Planning Policy Department and had been tasked with reviewing conservation areas in the district – both existing ones and any areas on the priority list for review. The work would encompass a review of the whole village to ascertain whether West Haddon should receive a conservation area designation which is a statutory status. The review will involve surveys & review of the architecture and recommendations will be made to the District Council. The documents will then become part of the supplementary planning policy for the district and will sit alongside the Neighbourhood Development Plan although it was commented upon that the NDP would sit above a conservation area. However, the NDP was policy led whilst the conservation status would have to be complied with. The ethos of a conservation area was to preserve areas of historical importance and to prevent the gradual erosion of the street scene. Buildings and structures can be listed on a non statutory list (following consultation with the householder) to ensure special regard is given to these structures in the event of any proposed changes. A conservation area can also impose article 4 directions which removes permitted development rights in some instances. Whilst there is to be an exhibition in the village on June 18th followed by a consultation period of 6 weeks, the project is envisaged to take some 6 to 12 months to complete.</p> <p>Councillors queried why DDC had decided to do this review now when a few years ago when the village had opposed a proposed development in the village, and had cited the historic importance of the village, DDC had ignored the Council and villagers?. The Officers responded that the Council now had the resources to complete the works which had hitherto not been available. Indeed, DDC had been considering a review for some considerable time. A Cllr commented that it felt like another unnecessary level of bureaucracy at a time when, perhaps, the DDC should be concentrating on other pressing matters such as unitary council status. Moreover, the houses of historic importance were already listed and restrictions applied and often works on listed properties were thwarted by Planning Officers who, perhaps, were unwilling to work with owners of historic buildings but would rather the building crumbled completely. It was confirmed that any supplementary planning documents would be adopted by the unitary council so it was business as usual for DDC. Cllr Robertson queried that it was the Members of DDC pushing through a conservation review as a District Councillor himself he had not been asked whether he felt it was a priority. Members did not feel West Haddon was a good example of a conservation area village compared with some others but it was also commented upon that having a conservation area may protect some elements of the village.</p>

	<p>A representative from the Cricket Club addressed the meeting with regard item 19/72 and advised that the licence for use of the Cricket Square on the playing field had been signed and it was hoped that this would be used for the forthcoming season but the Cricket Club were keen to open a dialogue with the Council to improve relations and to ensure positive outcomes for the club and the village as a whole.</p> <p>Councillor Tringham commented on the lack of a 20 minute free parking drop off zone at Long Buckby Station. Cllr Baldwin also commented on the overgrown vegetation outside the surgery, West Haddon.</p>
19/45	<p>APOLOGIES – Motion Agreed:- It was resolved that apologies and reasons for absence from Cllrs David & Brett be approved.</p>
19/46	<p>DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. Cllr Robertson declared an interest in 19/55.</p>
19/47	<p>REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. There were no requests for dispensations.</p>
19/48	<p>MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 7TH MAY 2019 – Motion Agreed:- It was resolved that the minutes of the Annual Parish Council Meeting 7th May 2019 be approved.</p>
19/49	<p>MATTERS ARISING – Cllr Robertson raised the issue that, in his absence at the Annual Parish Council Meeting, he was no longer represented on any committees or working parties. An item would be added to the next agenda of Council regarding appointments to Committees.</p>
19/50	<p>CHAIRS REPORT – Cllr Kerr addressed the meeting and commented on the parking issues outside the school. There had been a positive response from local police and an article had been placed in the newsletter. This had resulted in more pages than usual making up the publication and in the Newsletter Editors absence this had afforded him the opportunity to play around with the journal, including font size, and he requested that the newsletter working party look at this and consider the latest edition to be the standard to be adhered to in future.</p>
19/51	<p>CLERKS REPORT – The Clerk ran through issues that had arisen in the past month, including the damage to the barrier at the playing field and the action being taken to address the situation.</p>
<p>Motion Agreed:- It was resolved that items 19/72 and 19/72 be taken next.</p>	
19/72	<p>CRICKET CLUB LICENCE FOR USE OF THE CRICKET SQUARE – Motion Agreed:- It was resolved that the licence be signed. The licence was signed by a representative of the Cricket Club and the Chair of the Parish Council in the presence of the Council.</p>
19/71	<p>INFRASTRUCTURE & FACILITIES WORKING PARTY – Motion Agreed:- It was resolved that the following amendments be made to the planning application for the development of the Sports Pavilion before resubmission of the plans to the planning authority:- that the proposed ground floor would remain the same; that the roof line would be extended over the revised ground floor; that in the roof space the area would be set up as a Parish Council office, meeting room, storage area, and also allow for water tank storage; that a recessed balcony with reinforced glass doors would be put into the front of the roof space overlooking the cricket field; that there would be no requirement for roof lights; that there would be no provision for a gym facility. Further that R Perryman would be asked to advise prior to discussions with the architect regarding amending the plans and that a working party meeting would be set up with a representative from the Cricket Club and the Football Club involved.</p>
Item No.	<p>PLANNING & HIGHWAYS – Plans can be viewed on the website - www.daventrydc.gov.uk/vds</p>
19/52	<p>WEST HADDON TRAFFIC MANAGEMENT WORKING PARTY – Motion Agreed:- It was resolved that the Council approved the quote received from Coeval (ref ENO-0519-1587) regarding the purchase and installation of VAS signs in the community to the sum of £14,374.34 + VAT and £900 for the purchase of solar batteries for the 2 existing SID signs.</p>
19/53	<p>WEST HADDON HOUSING NEEDS REVIEW – Motion Agreed:- It was resolved that the Council supported the publication of the housing needs survey.</p>
19/54	<p>DAVENTRY DISTRICT CONSERVATION AREA REVIEW – Motion Agreed:- It was resolved that the Council would engage with the District Council regarding the review.</p>
19/55	<p>PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION:-</p> <ul style="list-style-type: none"> DA/2019/0407 Inglenook, Guilsborough Road, West Haddon, Northamptonshire, NN6 7AD – Motion Agreed:- It was resolved that there were no observations to forward.

	<ul style="list-style-type: none"> DA/2019/0130 6, Muncaster Way, West Haddon, Northamptonshire, NN6 7DU – Motion Agreed:- It was resolved that the Council would request that the planning authority were mindful of policies relating to overshadowing of nearby properties. DA/2019/0374 Lime Tree House, Crown Lane, West Haddon, Northamptonshire, NN6 7AL – Motion Agreed:- It was resolved that there were no observations to forward. DA/2019/0383 Land Adj 30 West End, West Haddon, Northamptonshire – Motion Agreed:- It was resolved that the following observations be forwarded to the planning authority:- 1. The Parish Council had received a letter raising observations and objections from a neighbouring property of the site and would respectfully ask that the planning authority take these points into consideration when determining the application; 2. The Parish Council raised observations and objections to the previous planning application related to this site - the Council note that some of those issues had been addressed in the new application, but not all, and felt that by simply re-wording the application and highlighting policies it complied with may not necessarily address or reflect the policies it did not comply with; 3. The Parish Council noted that the planning application allowed for car parking which fell outside the village confines as detailed in the West Haddon Neighbourhood Development Plan and this was wholly unacceptable to the Parish Council and on this basis the Parish Council objected to the application. The NDP is non negotiable - the site was considered large enough to accommodate car parking elsewhere. It was hoped that the planning authority would not undermine the West Haddon NDP. DA/2019/0111 West Haddon Sports Pavilion – update from planning authority as per request from WHPC – it was noted that the deadline for receipt of amended plans was 6th July 2019 – see item 19/71 above.
19/56	RUGBY LOCAL PLAN 2011-2031 – Members noted receipt of the report.
19/57	HIGH STREET, WEST HADDON – Sunken manhole – It was reported that the repair had taken place.
Item No.	FINANCE, HUMAN RESOURCES & PROJECT MANAGEMENT
19/58	TO RECEIVE A REPORT FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE AND TO APPROVE ANY RECOMMENDATIONS – Motion Agreed:- Members received the minutes of the Finance & General Purposes Committee and approved the recommendations within – see attached minutes (Appendix A).
19/59	BANK RECONCILIATION & FINANCE REVIEW – Members received the bank reconciliation and financial review which were signed by the Chair.
01/05/2019	Current
Current A/C	£116,706.70
Reserve A/C	£8,374.26
Unity A/C	£14,963.80
Still to be banked	£0.00
Unpresented Cheques	-£1,555.05
Available 01/05/19	£138,489.71
19/60	ANNUAL GOVERNANCE ACCOUNTABILITY RETURN:- <ul style="list-style-type: none"> Motion Agreed:- It was resolved that section 2 of the Annual Governance Accountability Return be approved following an adjustment required due to a payment on the bank statement falling on 1st April which should not be included in the 2018-2019 figures.
19/61	TO RECEIVE THE MONTHLY REPORT FROM THE APPOINTED INTERNAL CONTROLLER AND TO AGREE / APPROVE ANY ACTIONS REQUIRED. There was no report to receive – the internal control would take place July 2019.
19/62	MAJOR PROJECTS – Members received updates on the following major projects considered and approved any actions required to progress:- <ul style="list-style-type: none"> SPORTS PAVILION SEWAGE CONNECTION – Members were advised that the sports pavilion sewage connection was complete and Cllrs agreed to a request from residents to plant wildflowers on the disturbed soil.

	<ul style="list-style-type: none"> PLAY AREA INSTALLATION UPDATE – Motion Agreed:- It was resolved that Cllrs Baldwin and Noman would meet with Kompan to ensure all works had been carried out satisfactorily before the heras fencing was removed and the final payment was made.
19/63	ENVIRONMENTAL MAINTENANCE OPERATIVE (EMO) UPDATE & REQUIRED ACTIONS AS PER THE PARISH COUNCILS RECRUITMENT POLICY. Members were apprised that interviews would take place Monday 17 th June 2019 for the position of EMO.
19/64	UNITY BANK AND ONLINE BANKING REGISTRATION – Members were apprised that an online payment had been successfully made. Motion Agreed:- It was resolved that the number of signatories on the Councils bank accounts required to authorise payments be reduced from 3 to 2.
19/65	INVOICES FOR PAYMENT (see payments list circulated to Members and uploaded onto website prior to meeting). Motion Agreed:- It was resolved that the invoices for payment be approved. Cllr Baldwin, a signatory on the banking mandate advised that she was unhappy about signing a payment to the newsletter editor due to them being away in May and the Chair completing the works on the publications. However, the Council had already voted in favour of approving the list of payments. Cllr Baldwin signed the payment but advised that the Council she would consequently be resigning and Cllr Baldwin left the meeting. Cllr Kerr commented that until a resignation was received in writing it was not formal.
It was agreed that item 19/66 and 19/67 be taken after item 19/74.	
19/66	Motion – In accordance to the Admissions to meetings Act 1960 Members of the Public and Press are invited to leave the room during discussion of the following items 19/67. See below.
19/67	STAFFING MATTERS – review of staffing title / hours / pay. See below.
Item No.	<u>REPORTS FROM COMMITTEES / WORKING PARTIES NOT LISTED ELSEWHERE ON THE AGENDA</u>
19/68	PLAYING FIELD COMMITTEE – A meeting would be called at the end of June 2019.
19/69	PLANNING & DEVELOPMENT COMMITTEE – Meeting as required.
19/70	NEWSLETTER WORKING PARTY – It was agreed that a date for the newsletter working party was required urgently and that a meeting with the Editor would be arranged.
19/71	INFRASTRUCTURE & FACILITIES WORKING PARTY – A date would be set up as soon as possible to consider the amendments to the plans of the sports pavilion.
Item No.	<u>SPECIFIC AGENDA ITEMS FOR CONSIDERATION</u>
19/72	CRICKET CLUB LICENCE FOR USE OF THE CRICKET SQUARE – See above.
19/73	JUNIOR FOOTBALL REQUEST FOR LICENCE TO USE AREA OF PLAYING FIELD FOR PRACTICE – Motion Agreed:- It was resolved that the junior football club could utilise the area of the playing field for practice but at this stage it was not considered a formal licence was required, rather a letter of consent but that any practice sessions should not infringe on use of the area by the Cricket Club. Further, that the Council approved the potential sub-letting of the junior pitches to Crick juniors for a sum of £30 per match, which would be used to carry out maintenance work on the pitches as required.
Item No.	<u>CLOSING PROCEDURES</u>
19/74	CORRESPONDENCE / EVENTS / TRAINING:- <ul style="list-style-type: none"> Cluster Meeting – proposed date – September 2019, Crick.
19/66	Motion – In accordance to the Admissions to meetings Act 1960 Members of the Public and Press are invited to leave the room during discussion of the following items 19/67. The Clerk left the meeting.
19/67	STAFFING MATTERS – review of staffing title / hours / pay. Motion Agreed:- It was resolved that the Clerks title be amended to that of Executive Officer West Haddon Parish Council; that the Clerk be requested to increase her current hours to that of full time with a salary which reflected the nature of the role and future responsibilities.
19/75	ITEMS FOR THE NEXT FULL COUNCIL MEETING & ITEMS FOR THE NEWSLETTER <ul style="list-style-type: none"> Website Play Area Fencing infringements at play area Yelvertoft & District
18/76	DATE OF NEXT MEETINGS:- <ul style="list-style-type: none"> 2ND JULY 2019.

FINANCE & GENERAL PURPOSES COMMITTEE**West Haddon Parish Council****Date: 28th May 2019****Time: 7.30pm****Venue: West Haddon Parish Council Sports Pavilion**

Attendees:
 Cllr S Kerr (Chair)
 Cllr P Norman
 Cllr S Tringham
 Cllr N Brett
 Cllr A Stephens

Apologies
 None received

The Clerk

OPENING PROCEDURES

1. Election of Finance & General Purposes Committee Chair – Cllr S Kerr was elected to the position of Chair.
2. Election of Finance & General Purposes Committee Vice Chair – Cllr P Norman was elected to the position of Vice Chair.
3. Apologies – There were no apologies to receive.
4. Public Session – There were no Members of the Public present.
5. Declarations of Interest – Cllr Stephens declared a pecuniary interest in item 16.
6. Requests for dispensations – Motion Agreed:- It was resolved that a dispensation request from Cllr Stephens for a period of 12 months with regard discussions relating to the Councils website management / contents and requirements, be approved. Cllr Stephens would be prohibited from voting on any issues relating to the website and would leave the meeting if and when discussions were related to remuneration for the Website Manager.
7. Minutes of the meeting 5th December 2018 – Motion Agreed:- It was resolved that the minutes of the meeting 5th December 2018 be approved.
8. Matters arising from the meeting 5th December 2018 – Members were asked to review the Terms of Reference for the Committee and report back to the next Committee meeting any proposed amendments for consideration and approval by Full Council.

POLICIES & PROCEDURES

9. Financial & Managerial Risk Assessment – Members received the financial and managerial risk assessment and noted the identified risks. Motion Agreed:- It was resolved that signatories would be asked to bring their log-in details for Unity Bank to the next meeting of the Council to attempt accessing the accounts and authorise payments; further, that the required signatories to authorise payments with regard Unity Bank would be reduced from 3 to 2 Councillors; that the Clerk would chase up the log in details for Cllr Brett from Unity Bank; that Cllrs allowances would be forwarded to the internal panel for consideration and a policy regarding payment of allowances put together for approval by Full Council; that the Clerks contract be reviewed with a view to using the NCALC model contract – Members were reminded of their legal obligations to give notice for any proposed amendments to an employee's contract.
10. Financial Internal Control Checks Report, Policy & Procedure – Motion Agreed:- It was resolved that the financial internal control policy and procedure did not require amendment and that whilst quarterly checks were advised the Council would continue to carry out monthly internal control checks and report to Council wherever possible.

BANKING, AUDIT, BUDGET & INSURANCE

11. Banking Update – See item 9 above.
12. Bank reconciliation, financial review and financial summary to date. Members received the bank reconciliation and financial review. Discussion around the budget 2018-2019 and the budget approved for the period 2019-2020 took place. Concern was raised about the works approved and budgeted for in 2018-2019 which had or would not be invoiced until the 2019-2020 period. The Clerk explained that the budget set in December 2018 was based on assumptions for 2019 -2020, as was any budget, and whilst it was anticipated that the projects budgeted for in 2018-2019 would be concluded and invoiced in the financial period 2018-2019 it was now apparent they would be invoiced in 2019-2020. Whilst the Council had concluded the financial period 2018-2019 with more money in the bank than anticipated due to the projects not being concluded, the majority of these funds were already allocated. It would be wrong to consider all the bank balances at the end of the year as surplus monies as orders / works were in progress.
13. Annual Governance Accountability Return (AGAR) and associated documentation – Members were notified that due to the date of the bank statement being 1st April and a payment being taking into account for 1st April which, consequently should have fallen into the 2019-2020 financial period, an amendment was required to the figures in section 2 of the Annual Governance & Accountability Return. The document would be re-presented to Full Council for confirmation 4th June 2019. The Clerk confirmed that the procedure was acceptable in terms of timelines and external auditor requirements.
14. Budget 2019-2020 – Motion Agreed:- It was resolved that the initial priority was the outdoor gym equipment and Cllr Stephens would obtain quotes. Further, that Cllr Baldwin had been asked to enquire of Dirft the possibility for the provision of bus shelters.
15. Grant Applications – Motion Agreed:- It was resolved that the Council would continue to pursue the Public Works Loan; that smaller grants would be pursued towards noticeboards; bus shelters and outdoor gym equipment.

PERSONNEL & CONTRACTS

16. Staff / contractors / contracts – terms and conditions / SLAs – Members were asked to consider the following contracts, remuneration, and requirements going forwards:-

- Website Manager – Motion Agreed:- It was resolved that the Clerk would obtain quotes for the 2Commune website and that the Website Manager review other Councils websites and contents.
Cllr Stephens gave his apologies and left the meeting due to childcare commitments.
- Newsletter Editor – Motion Agreed:- It was resolved that Cllr Tringham would organise a working party meeting as soon as possible. There would be no changes to costs.
- Newsletter Delivery – Motion Agreed:- It was resolved that there would be no change regarding delivery and costs.
- Festival Gardens – Motion Agreed:- It was resolved that there would be no change regarding the current situation until the EMO was in position.
- Playing Field Grass Cutting Contractor – Motion Agreed:- It was resolved that the contract would be reviewed at the end of the cutting season 2019.
- Village Grass Cutting Contractor – Motion Agreed:- It was resolved that the contract would be reviewed at the end of the cutting season 2019.
- Litter Picker – Motion Agreed:- It was resolved that there would be no change regarding the current situation until the EMO was in position.
- EON lighting – maintenance contract / repairs – Motion Agreed:- It was resolved that there would be no review at present.

17. Admission to Meetings Act 1960 – due to the nature of the following discussion item, the Committee resolved to exclude the public and press from the meeting for the following item. The Clerk left the meeting.

18. Review of the Clerks role; salary; hours of employment; title; areas of responsibility now and in the future; staff management; future management of assets – as requested by Cllr Norman. Motion Agreed:- It was resolved that a proposal to increase the Clerks hours; salary; responsibilities; and to amend the title of Clerk to Executive Officer West Haddon Council, would be forwarded to Full Council 4th June 2019, for consideration and approval.

CLOSING PROCEDURES

19. Date of next meeting – 15th July 2019.