

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FULL COUNCIL MEETING		West Haddon Parish Council
Date: 6th August 2019	Time: 7.30pm	Venue: West Haddon Baptist Chapel
Attendees: Cllr S Kerr (Chair) Cllr P Norman (Vice Chair) Cllr P Baldwin Cllr S Tringham Cllr I Robertson	Apologies Cllr A Dawson Cllr A Stephens Cllr S Leadbeater	The Clerk David Davis – EMO 2 Members of the Public
<u>Item No.</u>	<u>OPENING PROCEDURES</u>	
19/111	REPORTS FROM POLICE, DDC & NCC REPRESENTATIVES IN VERBAL OR WRITTEN FORMAT - There were no reports or apologies to receive.	
19/112	PUBLIC SESSION:- A member of the Public addressed the meeting and raised concerns that the agenda was not available on the Council website – the Clerk confirmed that it was available on the public noticeboards and therefore the statutory requirements had been met. The Website Manager was away on annual leave but this would be addressed. Furthermore, drains in Guilsborough Road were full of silt and required cleaning – the Clerk advised that she would report the matter to Street Doctor and asked the resident to do the same.	
19/113	EMO – Councillors welcomed David Davis to the Council who was employed as the Environmental Maintenance Operative. Members ran through priorities which were at present:- monitoring of the utility meters; purchase of a multi use hedge trimmer (with other attachments) to aid in trimming overhanging vegetation impeding pathways; cleaning of the pavilion; hiring a carpet cleaner for the pavilion.	
19/114	APOLOGIES – Motion Agreed:- It was resolved that apologies and reasons for absence be approved for Cllrs Leadbeater; Dawson & Stephens.	
19/115	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. The Clerk reminded Members of their responsibilities to declare pecuniary and prejudicial interests. Members should also abide by the Code of Conduct at all times when carrying out Council business and be mindful of their prejudices and perceptions affecting their behaviour and role in the community. The decisions of the Council, regardless of personal opinions, were final.	
19/116	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. There were no requests for dispensation.	
19/117	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING – 2 nd July 2019. Motion Agreed:- It was resolved that the minutes of the meeting 2 nd July 2019 be approved subject to an amendment to item !9/106 where Thursday would be replaced with Saturday. The amendment was made and initialled by the Chair.	
19/118	MATTERS ARISING. There were no matters arising to report.	
19/119	CHAIRS REPORT – The Chair addressed the meeting and apologised to Members if he was, at times, considered to stifle discussion – this was certainly not his intention but he was conscious that some Cllrs, past and present, had criticised or been criticised for lengthy meetings where discussion was not always relevant to the agenda items. A further concern was perception based on assumptions rather than fact and he urged all Cllrs to be mindful of this to ensure there was no confusion and upset for Council Members.	
19/120	CLERKS REPORT – The Clerk addressed the Council and reminded Members that the Council was a body and that no one Cllr had more influence than another regarding decisions. Further, that the Council policies and procedures clearly outlined what the Council could and could not do and that any	

	resolutions passed by the Council, whilst not modifiable for a period of 6 months, after such time could be overturned or amended by a resolution of the Council.
Item No.	<u>GOVERNANCE MATTERS</u>
19/121	CO-OPTION:- <ul style="list-style-type: none"> Members were notified that the period of notice for calling a bye election following the resignation of Paula David had passed. There were no applications to consider and the vacancy would continue to be advertised.
19/122	NOTIFICATION OF VACANCY FOLLOWING RESIGNATION OF N BRETT:- <ul style="list-style-type: none"> Members were formally notified of a vacancy in the position of Cllr arising from the resignation of Nick Brett. Members were notified that the reasons for the recent resignations were as a result of work commitments and the length of meetings.
19/123	COUNCIL POLICIES / TERMS OF REFERENCE:- <ul style="list-style-type: none"> The Clerk reminded members that the approved policies and procedures of the Council must be adhered to. Not doing so put the Council at risk. The Clerk reiterated that working parties had no authority to approve or instruct expenditure. Further, that working parties had to report to Council who would consider the recommendations of the working party for approval. Terms of Reference for Committees and Working Parties should be reviewed regularly to ensure they were relevant to the Councils needs whilst also meeting statutory requirements.
19/124	CEMETERY BURIAL PLOT FORMS:- <ul style="list-style-type: none"> Motion Agreed:- It was resolved that the application forms for the purchase of a burial plot be approved, however, a procedure was required and the Clerk would meet with the Cemetery Manager to consider and discuss how the procedure would work.
Item No.	<u>PLANNING & HIGHWAYS</u> – Plans can be viewed on the website - www.daventrydc.gov.uk/vds
19/125	WEST HADDON TRAFFIC MANAGEMENT WORKING PARTY:- <ul style="list-style-type: none"> Members received an update on the VAS signs and the permissions process. Motion Agreed:- It was agreed that the Clerk would request information as to the whereabouts of the speed signs lap top & batteries from Nick Brett, and organise the movement of the signs. Further the Traffic Management Working Party would be disbanded and all further decisions would come through Full Council.
19/126	PARISH FOOTPATH WARDEN SCHEME:- <ul style="list-style-type: none"> Motion Agreed:- It was resolved that a parishioner who was known for regularly walking the footpaths would be asked if they would be happy to take on the role of footpath warden and become the point of contact for the Council with regard footpath issues.
19/127	PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION:- <ul style="list-style-type: none"> DA/2019/0119 – The Sheaf Inn – Motion Agreed:- It was resolved that there were no observations to forward; DA/2019/0111 – West Haddon Playing Fields – Motion Agreed:- It was resolved that there were no observations to forward. DA/2019/0564 – 44A Elizabeth Road – Motion Agreed:- It was resolved that there were no observations to forward. DA/2019/0525 – Land @ 64 Elizabeth Road - Motion Agreed:- It was resolved that the Parish Council would raise the following observations:- 1. That the proposed dwelling appeared too large for the site and was not in keeping with the adjacent properties; 2. whilst it was noted the plot was large enough to accommodate a dwelling, of some sort, it was suggested a redesign of the proposal would be beneficial to ensure it was in keeping with surrounding properties and would not be detrimental to the privacy of the properties which were in close proximity; 3. concern was raised that the public parking recess to the front of the property would be lost and that this would have a detrimental effect on surrounding properties in this area which already suffered from parking congestion.
19/128	NOTIFICATION OF PLANNING APPLICATIONS GRANTED:- Members received notification that the following planning applications had been granted permission. <ul style="list-style-type: none"> DA/2019/0130 – 6 Muncaster Way

	<ul style="list-style-type: none"> DA/2019/0374 – Lime Tree House, Crown Lane DA/2019/0407 – Inglenook, Guilsborough Road DA/2019/0440 – White House Farm, Cold Ashby Road
19/129	West Northamptonshire Strategic Plan - Issues Consultation:- Motion Agreed:- It was resolved that, whilst the Council acknowledged the need to ensure a robust planning structure was in place with regard the forthcoming unitary council introduction, there was some concern that the existing Councils would influence the future governance structure and planning decisions in Northamptonshire. The Council was keen to ensure rural areas were protected correctly. However, the Council supported the introduction of area planning committees with delegated authority to ensure future planning decisions would support localism, and the Council would like this to be considered in the strategic plans.
19/130	Cliftonville Corridor Improvement Scheme 2019 - Motion Agreed:- It was resolved that the Council supported the Cliftonville Corridor Improvement Scheme as a positive improvement for Northampton.
Item No.	FINANCE, HUMAN RESOURCES & PROJECT MANAGEMENT
19/131	BANK RECONCILIATION & FINANCE REVIEW:- Members received the bank reconciliation & finance review but were advised that the latest bank statements had only been received that afternoon and following review by the Clerk would be reported at the F & GP meeting Tuesday 13 th August 2019.
01/07/2019	Current
Current A/C	£109,042.86
Reserve A/C	£8,374.26
Unity A/C	£14,897.10
Still to be banked	£0.00
Unpresented Cheques	-£39,330.16
01/07/2019	£92,984.06
19/132	INVOICES FOR PAYMENT:- Motion Agreed:- It was resolved that the list of invoices presented for payment be approved. Further, that the Clerk would request that monies from the Davidson S106 agreement to cover the cost of the architectural fees for the pavilion development be forwarded.
19/133	INTERNAL CONTROL:- Council were advised that the internal control had taken place 6 th August 2019 and that there were no issues to report.
19/134	BANKING REQUIREMENTS:- Motion Agreed:- It was resolved that the application and procedures required for the use of a payment card would be referred to the Finance & General Purposes Committee meeting to ensure the correct procedures and approvals and limits were applied. Motion Agreed:- It was resolved that the Direct Debit payment to Daventry Norse be approved and that the church bins would be added to the payment.
19/135	MAJOR PROJECTS REPORT AND CONSIDERATIONS:- <ul style="list-style-type: none"> Members were advised that the play area project was complete and monies had been forwarded to Kompan and that weed killing in the area would be deferred until after the school holidays had concluded. Motion Agreed:- It was resolved that the Clerk be instructed to apply for a small grant towards the outdoor gym project costs from DDC; further, that the sovereign bundles (which included installation) as advertised, were the preferred option but that a location was required and the Clerk would enquire as to how long the offers were available.
19/136	PLAYING FIELD BARRIER:- <ul style="list-style-type: none"> Members were advised that following the damage to the playing field height barrier and subsequent notification that the third parties insurance company would be dealing with the cost to repair the damages, despite chasing, no further information from the insurance company had been received. In the meantime the grounds maintenance contractors had crashed into the barrier too and they had repaired the barrier themselves, quickly and with no cost to the Council. The matter was now closed. Members asked that disabled access to the playing field be considered by the Playing Field Committee.
19/137	WEBSITE:- <ul style="list-style-type: none"> To consider the Council requirements for a website and management of the facility, including possibly changing hosts and the costs associated with this. Motion Agreed:- It was resolved that

	<p>the Council wanted a new website and that the matter be referred to the Finance & General Purposes Committee to consider the costs of the website and requirements as well as approving delegated authority, once budget had been identified, for the Finance & General Purposes Committee to agree the website and when it would be introduced.</p>
19/138	<p>LIGHTING:-</p> <ul style="list-style-type: none"> To consider upgrading the lighting to environmentally friendly solutions and contemplating costs associated with this. Motion Agreed:- It was resolved that the upgrade of the lighting in the parish would not be considered at this time due to the extensive costs associated with such a project.
19/139	<p>EVENTS:-</p> <ul style="list-style-type: none"> To receive a report on the recent Ferret Racing Event – Cllr Baldwin reported that she had attended the event and that the bar had closed at 10.20pm with the premises locked and vacated at 10.50pm. The organisers had cleared up after themselves and the whole event had been professionally run. There were no negative issues to report. The Council thanked Pat for attending. To consider the upcoming Beer Festival and Council requirements – The Clerk advised that the Cricket Club had apologised for the error on the time indicated on the flyers advertising the Beer Festival which was contrary to the times instructed by the Council. Corrections had been posted on social media. Documents had been received by the Clerk although a copy of the TENS licence was awaited. Motion Agreed:- It was resolved that the Council unanimously agreed to accept the apologies from the Cricket Club for the error on the flyers. To consider and approve the charge for the Beer festival event 2019 – Motion Agreed:- It was resolved that the Cricket Club would be charged £400 for the use of the pavilion for the purposes of holding the Beer Festival. This sum would cover the costs of consumables, additional cleaning, and additional utility costs. It was also confirmed that the event would close at 10.30pm with the pavilion vacated by 11pm on the Friday and Saturday evenings and 10.00pm on the Sunday evening respectively.
19/140	<p>PENSIONS:-</p> <ul style="list-style-type: none"> To consider the consultation on disbanding the LGPS pool and the possible impact on the Council as members of that scheme. Motion Agreed:- It was resolved that the Council supported option B of the consultation.
19/141	<p>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 19/141 & 19/142. There were no Members of the Public present at this point in the meeting.</p>
19/142	<p>STAFFING MATTERS:-</p> <ul style="list-style-type: none"> To approve the contract of employment for Mr D Davis – Environmental Maintenance Operative. Motion Agreed:- It was resolved that the employment contract for Mr David Davis, circulated to all Cllrs, be approved.
19/143	<p>NEWSLETTER EDITOR VACANCY:-</p> <ul style="list-style-type: none"> To approve a job description – Motion Agreed:- It was resolved that the job description circulated be approved; To approve payment and terms and conditions for the West Haddon News Editor – Motion Agreed:- It was resolved that the Council would retain the payment of £1000 per annum to the newsletter Editor if they required payment and did not wish to carry out the role as a volunteer; To approve printing costs and requirements i.e. colour v. black and white – Motion Agreed:- It was resolved that the newsletter working party, with the new Editor, be delegated to consider this and report back to Council for consideration and approval; To approve a pricing structure for advertising in the publication – Motion Agreed – It was resolved that this would be referred to the Finance & General Purposes Committee for consideration and delegated authority was given to approve; To approve the remit of the newsletter working party in terms of contents – Motion Agreed:- It was resolved that the contents of the newsletter and layout be deferred to the newsletter working party in conjunction with the newsletter Editor when appointed. Further, that Cllr Kerr

	would pull the newsletter together for the September edition prior to his being on annual leave and that the Clerk would then forward to the printers.
Item No.	<u>SPECIFIC AGENDA ITEMS FOR DISCUSSION AND CONSIDERATION</u>
19/144	TREES - Motion Agreed:- It was resolved that areas for the planting of trees by local Young Farmers would be identified and forwarded to the Clerk; further that Cllr Tringham would forward information regarding requirements to cemetery trees to the Clerk; &, that the Clerk would ask that Mr Venton the tree officer at DDC take a look at the Jubilee Oak and advise on requirements give a fungus had been observed growing on it – the tree has a preservation order on it.
Item No.	<u>REPORTS FROM COMMITTEES / WORKING PARTIES</u>
19/145	<ul style="list-style-type: none"> • NEWSLETTER WORKING PARTY – A report from Cllr Leadbeater had been circulated to all Cllrs. It was agreed that the contents of the report be referred to the working party and new Editor, when appointed, for consideration & action. • INFRASTRUCTURE & FACILITIES WORKING PARTY – A date for a meeting would be set in September 2019. • PLAYING FIELD COMMITTEE - Meeting 16th September. • FINANCE & GENERAL PURPOSES COMMITTEE - Meeting 13th August 2019. • PLANNING & DEVELOPMENT COMMITTEE - As required.
Item No.	<u>CLOSING PROCEDURES</u>
19/146	CORRESPONDENCE / EVENTS NOT LISTED ABOVE – Members were apprised of the NCALC AGM, 5 th October 2019.
19/147	ITEMS FOR THE NEXT FULL COUNCIL MEETING & ITEMS FOR THE NEWSLETTER – Bonfire Night; Newsletter; Cluster meeting; Bus Shelters and Dirft.
18/148	DATE OF NEXT MEETINGS:- <ul style="list-style-type: none"> • Finance & General Purposes Committee – 13th August 2019 • Full Council - 3rd September 2019 • Playing Field Committee – 16th September 2019