

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FULL COUNCIL MEETING		West Haddon Parish Council
Date: 3rd September 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 Cllr A Dawson Cllr A Stephens Cllr S Leadbeater	Apologies:	The Clerk 1 Member of the Public
Item No.	<u>OPENING PROCEDURES</u>	
	<i>Cllr Kerr was late arriving – Cllr Norman chaired the meeting</i>	
19/149	REPORTS FROM POLICE, DDC & NCC – There were no reports to receive. Apologies had been received from Cllr Millar (DDC).	
19/150	PUBLIC SESSION – There were no reports from the public to receive.	
19/151	APOLOGIES – There were no apologies to receive.	
19/152	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012 – There were no declarations of interest.	
19/153	REQUESTS FOR DISPENSATIONS – There were no requests for dispensation.	
19/154	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING – 6 th August 2019 – approved.	
19/155	MATTERS ARISING – There were no matters arising to report.	
	<i>Cllr Kerr arrived and Chaired the meeting.</i>	
19/156	CHAIRS REPORT – Cllr Kerr commented that the response to articles in the newsletter had been excellent.	
19/157	CLERKS REPORT – The Clerk reported that the EMO position was up and running and working well.	
Item No.	<u>GOVERNANCE MATTERS</u>	
19/158	CO-OPTION – Motion Agreed:- It was resolved that Mr James Heaton be co-opted to the position of Councillor.	
19/159	CO-OPTION – Motion Agreed:- It was resolved that Mr Dave Spencer be co-opted to the position of Councillor.	
19/160	FINANCE & GENERAL PURPOSES COMMITTEE – Motion Agreed:- It was resolved that the revised terms of Reference for the Finance & General Purposes Committee be approved. Further, it was agreed that the Financial Regulations be amended, if required, with the new model regulations and forwarded to Council for approval as required. The Terms of Reference and internal control procedures would be added as appendices to the Financial Regulations.	
19/161	COMMITTEE VERSUS WORKING PARTY REPORT:- To consider the disbandment of working parties in favour of committees – Motion Agreed:- It was resolved that the working parties be disbanded and that committees would be created in their place as well as the committee structure revised and re-named to ensure all elements of Council business was accommodated. Motion Agreed:- It was resolved that members be appointed to the following committees as a result of the re-structure agreed above:-	

	<ul style="list-style-type: none"> Finance & Human Resources Committee (formally known as the Finance & General Purposes Committee) – Cllrs Kerr; Norman; Baldwin; Tringham; Stephens; & Robertson. Planning, Neighbourhood Development and Highways Committee (formally known as the Planning & Development Committee) – Cllrs Stephens; Tringham; Baldwin; Robertson; Dawson; Leadbeater; Kerr; & Norman. Asset and facility management committee (formally known as the Playing Field Committee) – Cllrs Tringham; Kerr; Norman; Stephens; Leadbeater; & Baldwin. Communications and Events Committee – Cllrs Kerr; Leadbeater; Tringham; Baldwin; & Norman.
19/162	LOCAL CODE OF CONDUCT FOR MEMBERS – Members received the report from the Monitoring Officer and were reminded of the Code of Conduct and Members responsibilities and requirements.
Item No.	PLANNING & HIGHWAYS – Plans can be viewed on the website - www.daventrydc.gov.uk/vds
19/163	WEST HADDON TRAFFIC MANAGEMENT – Motion Agreed:- It was resolved that Cllr Norman and the Clerk would complete the Section 50 permission and verify the locations for the signs.
19/164	ROAD COVERINGS – Motion Agreed:- It was resolved that the use of loose stones as a topping for roads was standard practice and had been the case for years – the matter was a highways issue and the Parish Council could do nothing further with regard the concerns raised by a resident over and above what they had already done which was to refer the matter to the Highways Authority. Further, the Carnival Committee would be asked to remove the smiley face notices and painting on the roundabouts in the village.
19/165	PARKING – Motion Agreed:- It was resolved that the ongoing concerns raised by a resident about parking on pavements be referred to the Police and PCSO who were the enforcement agency.
19/166	WALKING / CYCLEWAY WEST HADDON TO GUILSBOROUGH – Motion Agreed:- It was resolved that, following a request from a resident for the Parish Council to consider the provision of a cyclepath / footway between West Haddon and Guilsborough, the Council would not be supporting such a project as the provision and existence of such a path would remove the free school transport available to pupils attending Guilsborough School. Further, there were inadequate lights along the roads in this particular area and it was deemed too dangerous to support such a scheme.
19/167	LIGHTING – Motion Agreed:- It was resolved that the Council would not adopt the newly installed street lights along Northampton Road until certificates had been forwarded and all ground works completed satisfactorily.
19/168	DA/2019/0111 – WEST HADDON PLAYING FIELDS – Motion Agreed:- It was resolved that the Council, having considered the planning Officers comments and suggestions, had a strong preference for the original design which they knew met the sporting affiliation requirements in terms of size and number and had also been considered by the architect engaged when designing the development. The Council supported the non removal of trees and parking would be accommodated elsewhere on the playing field. The Council would request clarification as to whether the comments were the planning officers preferences or planning regulation and would respectfully ask that the application was considered at planning committee level rather than an officer decision.
19/169	PLANNING APPLICATIONS RECEIVED FOR CONSIDERATION – Motion Agreed:- It was resolved that the following observations be made with regard:- <ul style="list-style-type: none"> DA/2019/0119 The Sheaf Inn, 7 West End, West Haddon – There were no observations to forward and the application was supported. DA/2018/0278 Three Farthings, 40 Guilsborough Road, West Haddon (retrospective) – There were no observations to forward and the application was supported. DA/2019/0601 Mallard Cottage Foxhill Road, West Haddon – There were no observations to forward and the application was supported.
19/170	NOTIFICATION OF PLANNING APPLICATIONS GRANTED:- The following was noted. <ul style="list-style-type: none"> DA/2019/0564 44A Elizabeth Road, West Haddon.
Item No.	FINANCE, HUMAN RESOURCES & PROJECT MANAGEMENT
19/171	BANK RECONCILIATION & FINANCE REVIEW – Motion Agreed:- It was resolved that members received the latest bank reconciliation and finance review and these were duly approved and signed by the Chair of the Council. Members noted the receipt of the latest VAT return claim and grant monies.

01/08/2019	Current
Current A/C	£90,749.03
Reserve A/C	£8,374.26
Unity A/C	£33,236.40
Still to be banked	£0.00
Unpresented Cheques	-£39,803.47
01/08/2019	£92,556.22
19/172	INVOICES FOR PAYMENT – Motion Agreed:- It was resolved that the invoices for payment be approved.
19/173	MINUTES FROM THE FINANCE & GENERAL PURPOSES COMMITTEE – Motion Agreed:- It was resolved that the draft minutes from the Finance & General Purposes Committee be received and the actions approved.
19/174	INTERNAL CONTROL- Motion Agreed:- It was resolved that Members be notified that the internal control checks had taken place. Further, that BACS payments, previously approved, to Viking Direct which had been returned due to an error on the bank account detail would be listed and presented for payment authorisation again.
19/175	BANKING REQUIREMENTS – Members were notified that 2 rather than 3 signatories were now required to authorise payments on the Unity Trust Bank Account.
19/176	INSURANCE – Motion Agreed:- It was resolved that the Clerk would be asked to verify with Zurich the exact schedule of coverage with a complete breakdown per item, as supplied by Came & Company. Delegated authority was given to the Clerk to approve the policy felt to match the requirement of the Council with the appropriate level of detail in the schedule. The Clerk was also instructed to ask Came and Company if they could price match the Zurich proposal. Given the timelines involved the Clerk was instructed to approve the insurer and raise the payment prior to the next meeting of Council.
19/177	MAJOR PROJECTS REPORT AND CONSIDERATIONS – Motion Agreed:- It was resolved that the Clerk and Cllr Baldwin work together with regard the installation of the bus shelters and pursue financial assistance from Dirft towards the cost of the shelters. Moreover, the installation of outdoor gym equipment be referred to the Asset and Facility Management Committee 16 th September 2019.
19/178	EVENTS – Beer Festival 2019 – Cllr Baldwin reported that she had attended the Beer Festival and was pleased to report that it had concluded on time and there was nothing adverse to report. Cllr Kerr and the Council thanked Cllr Baldwin for her attendance and monitoring of the event. Moreover, the Council were asked to justify the charge to the Cricket Club for £400 for the event. The Council concluded that they did not need to justify the charge – this was the charge deemed appropriate for use of the facility for the 3 day event. Motion Agreed:- It was resolved that the Risk Assessment for the Bonfire Event be approved. The list of duties was considered and the Clerk was asked to verify roles and obtain the information required. The football club would be asked to cancel matches on the afternoon of the event to allow for setting up for the event. The Bonfire would be located in its usual position and the Clerk would enquire of the insurance companies the requirement with regard distance from properties for the bonfire.
19/179	GRANT APPLICATIONS – Motion Agreed:- It was resolved that the Council approved the grant application from the Wassail Committee and the Table Tennis Club respectively – upon proof of payment and compliance with the terms and conditions of the Councils grant policy.
19/180	NEWSLETTER – Motion Agreed:- It was resolved that Members of the Communication & Events Committee would interview the 2 applicants for the position of Newsletter Editor 9 th September 2019, if the Clerk could confirm the availability of the chapel hall.
19/181	ENVIRONMENTAL MAINTENANCE OPERATIVE – The Clerk updated Members on the positive impact of the EMO in the Parish and was given permission to give notice to the Litter Picker contractors. The Council requested that the EMO carry out urgent works on the cemetery in order to tidy it up.
Item No.	<u>SPECIFIC AGENDA ITEMS FOR DISCUSSION AND CONSIDERATION</u>
19/182	GEOCACHING PERMISSION REQUEST – Motion Agreed:- It was resolved that the request to place a geocaching point in the village be approved.
19/183	AIR AMBULANCE SERVICE – Motion Agreed:- It was resolved that the Council could not support the positioning of a recycling clothing bin in the parish at this time as it was deemed there was no suitable location and concern was raised regarding damp and mould on clothing deposited within.

19/184	CONSULTATIONS – Motion Agreed:- It was resolved that the Council had no observations to forward.
Item No.	<u>CLOSING PROCEDURES</u>
19/185	CORRESPONDENCE / EVENTS NOT LISTED ABOVE – There was nothing to report.
19/186	ITEMS FOR THE NEXT FULL COUNCIL MEETING & ITEMS FOR THE NEWSLETTER:- <ul style="list-style-type: none"> • Council – Bonfire Night; Bins and recycling. • Newsletter – Bonfire Night; Carnival report.
18/187	DATE OF NEXT MEETINGS:- <ul style="list-style-type: none"> • Informal meeting to discuss WH&GCC licence – 16th September – NB No decisions can be made at this meeting. • Asset and Facility Management Committee – 16th September 2019 • Finance & Human Resources Committee - 30th September 2019 • Full Council – 1st October 2019