

# WEST HADDON PARISH COUNCIL

EXECUTIVE OFFICER: Mrs Gill Wells

Email: [executiveofficer@westhaddonparishcouncil.gov.uk](mailto:executiveofficer@westhaddonparishcouncil.gov.uk)

Website:- [westhaddonparishcouncil.gov.uk](http://westhaddonparishcouncil.gov.uk)

<b>Full Council</b>	<b>Tuesday 4<sup>th</sup> February 2020</b> <b>West Haddon Baptist Chapel Meeting Room</b>
<b>Present:-</b> Cllrs Kerr (Chair) Cllr P Norman (Vice Chair) Cllr P Baldwin Cllr J Heaton 2 Members of the Public G Wells – Executive Officer	<b>Apologies Received:-</b> Cllr S Leadbeater Cllr A Dawson Cllr D Spencer
<b>Item No.</b>	<b>OPENING PROCEDURES</b>
19/366	REPORTS FROM POLICE, DDC & NCC REPRESENTATIVES – There were no representatives present.
19/367	PUBLIC SESSION – A member of the public advised they had had trouble locating the agenda on the new website; it was reported that the cross trainer in the new outdoor gym area was damaged; the notices on the gym equipment were too small to read; the outdoor gym equipment was reported to be very good; it was requested that the outdoor gym area be publicised in the next newsletter. A request was received for the Parish Council to consider the provision of electric car charging points in the village.
19/368	APOLOGIES – Motion Agreed:- It was resolved that apologies and reasons for absence received from Cllrs Leadbeater, Dawson and Spencer be approved.
19/369	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012. There were no declarations of interest.
19/370	REQUESTS FOR DISPENSATIONS – There were no requests for dispensations.
19/371	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE ORDINARY COUNCIL MEETING – 7 <sup>th</sup> January 2020. Motion Agreed:- It was resolved that the minutes of the meeting 7 <sup>th</sup> January 2020 be approved.
19/372	MATTERS ARISING – Members were apprised that an enquiry raised by the Executive Officer regarding land between the Mower Shop site and the Francis Jackson Homes development had resulted in a response from a land agent advising that a housing developer had first refusal on the land and they were currently consulting with regard the badger set on the land.
<b>Item No.</b>	<b>GOVERNANCE MATTERS</b>
19/373	SCHEME OF DELEGATION – Motion Agreed:- It was resolved that the scheme of delegation be approved.
19/374	WEST HADDON EMERGENCY PLAN – Motion Agreed:- It was resolved that Cllr Norman call a meeting of the Resilience Group to consider requirements in terms of the emergency plan and next steps.
19/375	WEST HADDON PARISH COUNCIL BUSINESS PLAN / VISION STATEMENT – Motion Agreed:- It was resolved that Councillors would consider items for inclusion in a business plan / vision statement and that this item would be discussed at the next meeting of Council.
19/376	CLUSTER MEETING – Members were apprised that the Pytchley Hotel had offered a meeting room for free for the next meeting and the agenda had been circulated.
19/377	PARISH COUNCIL SURGERY – Members received a verbal report regarding the recent Parish Council surgery and attendance levels. The Good Neighbour Scheme was progressing as a result and a survey had been circulated in WHNews, on the website and via an online survey. Unfortunately the post box ordered had not been delivered and so in the next edition of WHNews an apology would be published.
<b>Item No.</b>	<b>PLANNING, NEIGHBOURHOOD DEVELOPMENT &amp; HIGHWAYS</b> – Plans can be viewed on the website - <a href="http://www.daventrydc.gov.uk/vds">www.daventrydc.gov.uk/vds</a>
19/378	DA/2019/1022 – 3 Nursery Close – Notification was received that the planning application has been approved.
19/379	DA/2019/1096 – The Mower Shop, Northampton Road – Motion Agreed:- The application was supported and there were no observations to forward.
19/380	PLANNING POLICY – SETTLEMENTS AND COUNTRYSIDE LOCAL PLAN (PART 2) DAVENTRY DISTRICT 2011-2029 – INSPECTORS REPORT RECEIVED. There were no observations to forward.
19/381	SECONDARY SCHOOLS ALLOCATION – HOULTON. Motion Agreed:- It was resolved that the Council did not wish to support the initiative for West Haddon pupils to be within the catchment area for the proposed school at Houlton.
<b>Item No.</b>	<b>FINANCE &amp; HUMAN RESOURCES</b>
19/382	MOTION AGREED:- DUE TO THE NATURE OF THE FOLLOWING ITEMS 19/383 & 19/384, IT WAS RESOLVED THAT THE PUBLIC AND PRESS BE REMOVED FROM THE MEETING (Public Admission to Meetings Act 1960). There were no Members of the Public present at this stage in the meeting. The Executive Officer left the room whilst item 19/383 was discussed.

19/383	TO RECEIVE A REPORT FROM MEMBERS OF THE FINANCE & HUMAN RESOURCES COMMITTEE IN RELATION TO THE EXECUTIVE OFFICERS APPRAISAL AND REVIEW. Motion Agreed:- It was resolved that the Executive Officers appraisal be received and approved that the next appraisal would be held August / September 2020. The Executive Officer was invited to rejoin the meeting upon the conclusion of the discussion.
19/384	NEWSLETTER DELIVERY – Motion Agreed:- It was resolved that 1. The delivery fee be increased from £70.00 to £100 with immediate effect. 2. That the previous incumbent be asked if they would reconsider continuing delivery with the increase in fee being offered. 3. That if the previous incumbent was not interested in recommencing the role then 2 potential candidates would be invited to meet with the Executive Officer and Cllrs Tringham and Baldwin. Depending upon their response the delivery may be split between them with the fee split accordingly.
19/385	BANK RECONCILIATION & FINANCE REVIEW:- <ul style="list-style-type: none"> <li>Members received the bank reconciliation &amp; finance report and there were no issues to report.</li> </ul>
<b>31/12/2019</b>	<b>Current</b>
Current A/C	£83,261.47
Reserve A/C	£8,374.26
Unity A/C	£16,411.34
Still to be banked	£0.00
Unpresented Cheques	-£688.40
<b>31/12/2019</b>	<b>£107,358.67</b>
19/386	INVOICES FOR PAYMENT – Motion Agreed:- It was resolved that the list of invoices for payment be approved apart from the sum of £112.40 listed under payee Karen Rendall (Wassail) which would be determined for payment under resolution of item 19/387.
19/387	S137 - WASSAIL GRANT – Motion Agreed:- It was resolved that upon a request from the Wassail Committee to increase the grant applied for from 50% of the invoices hitherto received to £500 to include additional invoices now forwarded, the Council would approve the payment up to £500 i.e. the Council would pay an additional £112.40. Nevertheless, the Wassail Committee would be asked to forward information regarding how much the event cost and made and where surplus monies were donated. Moreover, the Parish Council would remind receivers of grants of the terms and conditions of that grant and that is to also acknowledge the financial support provided by the Parish Council.
19/388	S137 - JUNIOR FOOTBALL GRANT – Motion Agreed:- It was resolved that, following a response to queries raised regarding the grant application received, the grant be approved subject to the terms and conditions being complied with.
19/389	S137 - TENNIS CLUB GRANT – Motion Agreed:- It was resolved that the Council did not support a container type storage unit being positioned on the playing fields but that the Executive Officer would enquire if the tennis club could store their items in the Cricket Club storage unit already on site.
19/390	GRASS CUTTING TENDERS – Motion Agreed:- It was resolved that the tenders received from R & G for village grass cutting and playing fields be accepted but that the contractor be asked if a discount would apply if the Council agreed to a 3 year term (subject to annual reviews) before the contract was signed. The Executive Officer would inform the sporting clubs of the grass cutting contract renewal for the playing fields.
19/391	VILLAGE CLOCK MAINTENANCE CONTRACT – Members received notification that a 3 year contract had been approved for the servicing of the Church and Alms House clock with Smith of Derby.
19/392	NOTICEBOARD – OUTDOOR GYM EQUIPMENT – Motion Agreed:- It was resolved that a double sided noticeboard be purchased and positioned on the playing fields, adjacent to the outdoor gym equipment.
19/393	LITTER PICKING OUTSIDE VILLAGE CONFINES – Motion Agreed:- It was resolved that, following confirmation from the Councils insurance company that volunteer litter pickers outside the 30mph zone of the village would be covered by insurance, subject to certain requirements being met, the Council would endeavour to support the activity.
19/394	PROJECT / TASK MANAGER REPORT – circulated.
<b>Item No.</b>	<b>COMMUNICATION &amp; EVENTS</b>
19/395	REPORT FROM COMMUNICATIONS & EVENTS COMMITTEE 21 <sup>ST</sup> JANUARY 2020. The Minutes of the most recent meeting had been circulated to all Members.
19/396	VE DAY COMMEMORATION EVENT MAY 2020. Motion Agreed:- It was resolved that an urgent day time meeting would be called to ascertain requirements and approve next actions.
<b>Item No.</b>	<b>FACILITIES &amp; ASSET MANAGEMENT</b>
19/397	TO RECEIVE A VERBAL REPORT FROM THE FACILITIES & ASSET MANAGEMENT COMMITTEE. The next meeting of the Committee would be 11 <sup>th</sup> February 2020.
19/398	PAVILION DEVELOPMENT. All Councillors were apprised of the pre-meeting with the architect who had discussed next steps with regard the development. The architect would prepare the detailed drawings for building regulations and commence the consequent tender process. The architect would arrange building insurance certificates and would submit a fixed price quote for project managing the development including site visits and contractor management, for the Council

	to consider. The contract, once approved would be a fixed price contract with everything included e.g. painting / windowsills. The Executive Officer explained that the application for a grant from Sport England would require copies of contracts and details of the complete costs and match funding details. The community would also need to be consulted.
19/399	SPORTS CLUB LICENCES – Motion Agreed:- It was resolved that the Executive Officer would run the proposed licence principles past a legal advisor on behalf of the Council to ensure it was robust and fair for all parties and that Cllr Leadbeater be requested to continue the good work in bringing the document to fruition.
19/400	SPORT CLUBS FUND RAISING EVENTS – Motion Agreed:- It was resolved that the Council, whilst in principle supportive of the Beer festival taking place in August 2020 in the pavilion and on the surrounding playing fields (subject to terms and conditions set by the Council yet to be agreed), until the sum of £400, as yet not received from the club for the festival 2019 was received, the Council would not consider the details of the 2020 event. Moreover, the Council felt the fee of £400 was in keeping with requirements as per the Terms and Conditions, given the event ran over a number of days.
19/401	JUNIOR FOOTBALL CLUB – Motion Agreed:- It was resolved that the Council approve the documents received from the contractors engaged by the junior football club to construct the new toilet block but that works would commence until the Council was satisfied and had confirmed that the land was dry enough to allow works to commence.
<b>Item No.</b>	<b><u>SPECIFIC AGENDA ITEMS / CONSULTATIONS / TRAINING FOR DISCUSSION AND CONSIDERATION</u></b>
19/402	VILLAGE TIME CAPSULE. Motion Agreed:- It was resolved that the Executive Officer would seek more information regarding the capsule and its location.
19/403	NCC CONSULTATION WITH CARERS. Motion Agreed:- It was resolved that Councillors respond to the consultation as individuals.
<b>Item No.</b>	<b><u>CLOSING PROCEDURES</u></b>
19/404	EVENTS:- <ul style="list-style-type: none"> <li>• SLCC CONFERENCE – 26<sup>TH</sup> &amp; 27<sup>TH</sup> FEBRUARY 2020 - EXECUTIVE OFFICER ATTENDING;</li> <li>• PC NETWORKING EVENT – NACRE – 25<sup>TH</sup> FEBRUARY 2020 – EXECUTIVE OFFICER ATTENDING;</li> <li>• FUNDING AWARENESS &amp; BID WRITING TRAINING – 12<sup>TH</sup> MARCH 2020 – EXECUTIVE OFFICER ATTENDING.</li> </ul>
19/405	NEWSLETTER – Apology regarding lack of post box for survey results; Time Capsule information request; Council grant recipients 2019-2020. Outdoor Gym Equipment.
19/406	ITEMS FOR THE NEXT FULL COUNCIL MEETING – Members were asked to notify the Clerk of items they wished to be included on the next agenda. Christmas Lights donation approval. Electric car charging points. VE Day.
18/407	DATES OF NEXT MEETINGS:- N.B. Dates will be confirmed once agendas are issued and are dependent on meeting venue hire. <ul style="list-style-type: none"> <li>• Assets &amp; Facilities Management Committee – 11<sup>th</sup> February 2020;</li> <li>• Cluster Meeting – provisional date 18<sup>th</sup> February 2020.</li> <li>• Parish Council Surgery – 19<sup>th</sup> February 2020.</li> <li>• Finance &amp; Human Resources Committee – 25<sup>th</sup> February 2020</li> </ul>