



MINUTES

ORDINARY PARISH COUNCIL MEETING

On Thursday 07 September 2023 at 07:00pm
Held at The Methodist Chapel, Gynwell, Naseby, Northamptonshire

Present:

Chairman: Cllr Reedman

Councillors: Cllr Hall, Cllr Brodala, Cllr Collins, Cllr Anderson, and Cllr Davies

Clerk: Josie Flavell

Public: 3

MINUTES

23/975 APOLOGIES

Apologies were received and accepted from the following:

- Cllr Steve Howat

23/976 DECLARATION OF INTERESTS

- a) There were no declarations of any Disclosable Pecuniary or other interests reported.
- b) There were no dispensations or written requests for dispensation of DPI to consider.

23/977 MINUTES

Council RESOLVED to Chairman Reedman approving the Ordinary Parish Council Meeting Minutes of the 6th of July 2023, as a true and accurate record.

23/978 PUBLIC PARTICIPATION (OPEN MEETING)

Council received the following statements from members of the public:

- a) West Northants Council Cllr Jonathan Harris reported as follows:
 - Health and wellbeing strategy – this was reported under the Local Area Partnership agenda item.
 - WNC Councillors have commenced creating the new travel plan looking at all modes of transport and provision within the Local plan to ensure they work in tandem. This should be in place by the end of December 2024. There will be a public consultation during the process.
 - The A5 at Maidwell will be closed tomorrow for more remedial work between 8am to 6pm.

GENERAL MATTERS

23/979 Co-option of Councillor

Council RESOLVED to co-opt Melissa Shaw as the new Councillor for the current vacant seat. The Clerk will arrange for the Declaration of Acceptance of Office form to be signed and for all other necessary forms to be completed and issued to West Northants Council forthwith.

JF

23/997 PLANNING

Planning Application 2023/6580/FULL – Windward Ho, Welford Road, Naseby

Proposed extensions/alterations and conversion to form Annex.

Council unanimously agreed to move this motion to be discussed earlier in the meeting.

Chairman Reedman explained the details of this application. There were no objections from council concerning the application, however, Council unanimously agreed the following conditions should be added if the application gains approval:

- a) The applicant be required to submit parking details including arrangements for vehicles to turn on site and exit in a forward direction
- b) The applicant be required to clarify the answers to the 'Trees and Hedges' question on the application form which appear to be incorrect.
- c) If minded to approve the application, conditions are applied as follows:
 - i) Working hours are to be restricted and limited to Monday to Friday and Saturday mornings, in order to protect the amenity of existing residents.
 - ii) Vehicle parking, building materials, constructional plant and equipment is to be kept clear of the Hall Close junction, in order to protect the free movement of refuse vehicles, bulk LPG tankers and other vehicles.
 - iii) Contractors' vehicles are not to park within Hall Close, to protect access for refuse vehicles, bulk LPG tankers and other vehicles.

The Clerk is to send in the aforementioned planning conditions and also request details of new parking from the Planning Officer.

23/980	<u>Neighbourhood Development Plan</u> <ol style="list-style-type: none">a) Council RESOLVED to approve the fee proposal and contract with Your Locale – local planning consultant. Council agreed to Chairman Reedman approving the contract.b) Council RESOLVED to approve the preparation and submission of grant funding applications between council meetings.c) Council unanimously agreed the final arrangements for the public open meeting being held on Tuesday 19th of September 2023 as follows:<ul style="list-style-type: none">- Tables and chairs- Clerk to contact the Consultant to ask what is needed.d) Council RESOLVED to create a steering working group and for the Clerk to create Terms of Reference for approval between meetings.	JF
23/981	<u>Play Area Matters</u> <ol style="list-style-type: none">a) Council NOTED the anti-pinch devices were missing from the junior basket swing. Parts have been received and fitted.b) Council NOTED the WNC Public Spaces Protection Order signs have been installed, relating to dog control and prohibition of smoking in specific public places.	-
23/982	<u>Local Area Partnerships (LAP's)</u> <p>Cllr Collins attended the meeting and reported that as a local authority it is our responsibility to ensure our residents have everything that they need such as, toddler groups, Good Neighbour group, play areas, health and wellbeing, community buildings, allotments, warm and welcoming spaces, Neighbourhood Planning, etc. of which Planning, etc. which are already provided within Naseby</p>	-

	<p>The next steps would be to map out community assets and services and look to work with other local parishes financially to enable all areas to benefit from the aforementioned. Partnership with other villages to ensure all services are available also. The LAP is basically a change in the way local health is managed, with the idea behind it to ensure the needs of residents are met locally.</p> <p>Local decisions are made at local level first instead of from the principal authority down. However, there is no extra money for these initiatives, so it is all down to best practices and working together.</p> <p>There are 9 Local Area Partnerships to work with and a cluster of 50 thousand residents within the ward, made up different representatives, councillors, care, doctors, voluntary sector, Police etc.</p> <p>A review of the area from a data led point of view is required to identify issues of inequality.</p> <ul style="list-style-type: none"> - Naseby sits in the most rural area of West Northants and there are challenges with connectivity and access to services - It has the largest aging populations within West Northants with more unpaid carers too. Care packages are also difficult to obtain due to it being such a rural area. 	
23/983	<p><u>WNC Planning Consultation Register</u></p> <p>Council NOTED the change to the WNC Planning Consultation process and weekly register.</p> <p>Chairman Reedman agreed to create a draft note to confirm what types of planning applications the Parish Council we wish to see.</p>	PR
23/984	<p><u>Mowing Contract Variations Ref. grass verges</u></p> <p>Cllr Hall reported that several residents have contacted council to state that their strip of grass or verge has not been mown. When reviewed, most of these are not shown on the mowing plans. Therefore, it was agreed that these will be added at the end of the year when the contract is due for review and can be adjusted at that time.</p> <p>Cllr Hall is to keep note of all areas and liaise with the contractor directly.</p>	DH
23/985	<p><u>Village Hall Committee Grants</u></p> <p>Council NOTED the matter raised by a former Chairman of the Parish Council regarding grant funding, whereby the Village Hall Committee in December 2017, requested a grant for running costs of £3,250.00. This was paid in April 2018. However, the current Treasurer recently asked about this matter and requested this grant be resurrected. The Village Hall Committee have been written to explaining the reasons why this grant cannot be paid.</p>	-
23/986	<p><u>Market Cross</u></p> <p>It was agreed that new photos be taken and for the WNC Heritage Officer Rhiannon Morgan be contacted and the draft letter be sent to the stone supplier.</p>	SD/JF
23/987	<p><u>Outdoor Gym Update</u></p> <p>Cllr Hall reported that the Building Society have acknowledged the submitted bid of £4,700. The Wind Farm Trust application has been submitted for the full amount and an answer is awaited. The Big Lottery bid is still to be submitted.</p> <p>Northampton Dance have agreed to form the Outdoor Gym group.</p>	DH
23/988	<p><u>Speed Display Sign</u></p> <p>Chairman Reedman reported that a new volunteer has been found to manage the SID, therefore, council do not need to consider retiring this piece of apparatus.</p> <p>A handover from the current volunteer to the new volunteer has yet to take place.</p>	-

23/989	<p><u>2023 Christmas Tree and Lighting Event</u></p> <p>a) Council RESOLVED to approve the cost of the Christmas tree at a cost of £254.16 (exc. VAT), purchased from Welford Tree Farm, which includes delivery and installation.</p> <p>b) Council RESOLVED to approve a budget of £70.00 for the tree lighting event refreshments. Cllr Anderson is to ensure the receipts are submitted to the Clerk.</p>	-
23/990	<p><u>Pensions Regulator</u></p> <p>Council NOTED that the re-enrolment for the pension scheme is due, and that Chairman Reedman will complete this online prior to the deadline date of 1st October 2023.</p> <p>The Clerk reported that she is currently seeking professional advice about joining the pension scheme with Naseby Parish Council and will report back in due course.</p>	PR JF
23/991	<p><u>Kelmarsh Wind Community Benefit CIO Replacement Trustee</u></p> <p>Council considered and agreed a replacement Trustee is required due to Richard Nicholson stepping down due to moving house.</p> <p>Chairman Reedman has contacted a few residents to ask if they are interested and is currently awaiting a response.</p>	PR
23/992	<p><u>Community Governance Review</u></p> <p>a) Council NOTED the registration to this WNC consultation between meetings.</p> <p>b) Council considered proposing changes to the parish boundary (plans were circulated at the meeting) and agreed to submit this proposal to WNC as follows: The triangle piece of land at Clipston south of the A14, does not make sense for it to be in Clipston, it should be within the Naseby boundary.</p>	PR
23/993	<p><u>WNC Consultation – The Way Social Housing is Allocated</u></p> <p>Council RESOLVED to not comment on this consultation.</p>	-
23/994	<p><u>WNC Consultation – PSPO Emporium Way Northampton</u></p> <p>Council RESOLVED to not comment on this consultation concerning changes to the Public Spaces Protection Order for Emporium Way, Northampton.</p>	-
23/995	<p><u>External Audit 2022-23 Update</u></p> <p>The Clerk reported that the External Auditor PKF Littlejohn have concluded their audit review of the annual accounts and council's governance/processes for year ending 31st March 2023, and have declared there were <u>no</u> except for matters raised.</p> <p>Section 03 of the Annual Governance and Accountability Return has been approved and submitted to the Clerk, and subsequently added to the Parish Council website.</p> <p>Council commended the Clerk for again achieving a satisfactory audit outcome.</p>	-
23/996	<p><u>Website Domain Name Renewal</u></p> <p>Council RESOLVED to renew the website domain name www.naseby.org for another 3 years with Crazy Domains at a cost of £55.78 and to reimburse the Clerk the same.</p>	-

23/997 PLANNING

Planning Application 2023/6580/FULL – Windward Ho, Welford Road, Naseby

Proposed extensions/alterations and conversion to form Annex.

Please refer to page 1 of these minutes due to this motion being moved to earlier in the meeting.

23/998 ACCOUNTS

Accounts for Payment – Current Account

Council RESOLVED to approve all payments being made via BACS, Standing Order and Direct Debit, as set out in the table below, including all payments made between meetings in August, as highlighted in green.

Ref.	Payee	Description	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE			
S/O	Josie Flavell	Clerk's August Salary and home working allowance (Salary £440.13 – Allowance £37.50)	£507.53
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone August)	£25.00
BACS	HMRC	August Tax	£117.40
BACS	Maximow	Grass cutting fees (playing field) – Inv. 228	£240.60
BACS	Autela Payroll services	Q1 Payroll service fee – Inv. 11629	£54.58
BACS	Rugby Pest Control	Quarterly pest control service fee – Inv. 10459	£78.00
BACS	Thompson Groundcare	Grass cutting fees for July – Inv. 0586	£1,174.56
BACS	Thompson Groundcare	Grass cutting fees for June – Inv. 0578	£1,174.56
S/O	Josie Flavell	Clerk's September Salary and home working allowance (Salary £440.13 – Allowance £37.50)	£507.53
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone September)	£25.00
BACS	Josie Flavell	Reimbursement: council website domain name renewal for 3 years with Crazy Domains.	£55.78
BACS	HMRC	September Tax	£117.60
BACS	On Demand Digital Print	Production of A5 Neighbourhood Plan leaflet – Inv. 24411	48.00
BACS	Maximow	Grass cutting fees (playing field) – Inv. 235	£240.60
BACS	Kompan	Junior basket Swing parts – Inv. 248403	£48.12
BACS	Naseby Methodist Church	Hall hire fees – Council meeting July Inv. 24	£15.00
BACS	Thompson Groundcare	Grass cutting fees for August – Inv. 0605	£1,174.56
BACS	Welford Christmas Tree Farm	Christmas tree delivery and installation – Inv. TBC	£305.00
BACS	Parish Magazine Printing	Production of Naseby Newsletter – Inv. 10593	£341.15
BACS	PKF Littlejohn LLP	External Audit 31 st March 2023 fee – Inv. SB20231231	£252.00
Direct Debit Payments			
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. TBC (Jul-Aug)	£3.45
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. TBC (Jul-Aug)	£73.54
23/999	Balance of Accounts Council NOTED all balances. Balance as at 1st September 2023 a). Current Account £33,296.60 b). Business Reserve Account £0.00		Earmarked Reserves: Council NOTED all reserves. General reserve £30,876.00 Play Area £1,000 Information Board £1,000 Street Lighting £420.00 TOTAL £33,296.00

23/001	Quarter 1 Internal Control Review Council NOTED the completion of the quarter 1 accounts internal control review by Cllr Howat and that all bank reconciliations for this period have been duly signed.	
COUNCILLORS AREAS OF INTEREST		
23/002	HIGHWAYS – there were no new reports to consider.	-
23/003	STREET LIGHTING – one streetlight has been reported to E.on as not working on the junction of Nutcote and Church Street.	-
23/004	POLICE & FIRE LIASON – Cllr Brodala will be attending the October meeting.	-
23/005	VILLAGE HALL COMMITTEE – the committee have recruited a new member and agreed to the Christmas Trail on the 17 th of December. It was agreed that a donation would go to the Church as they had initially organised this event. Any volunteers doing so representing another charity would also get a proportion of any profit made.	-
23/006	NASEBY BATTLEFIELD PROJECT – there were no new reports to consider.	-
23/007	MOWING WARDEN – already reported under minute reference 23/984.	-
23/008	TREES AND FOOTPATHS – allotment footpath has been cleared.	-
23/009	DEFIBRILLATOR – all parts have now been received and installed to be both defibs, including the new torch and battery for the defib at the Methodist Chapel. New signs have also been put up at the village shop and factory at the south end of High Street.	-
23/010	WELCOME BOOKLET – a booklet is required for Lavendar Cottage on the High Street.	MA
23/011	WIND FARM COMMUNITY FUND – already reported under minute reference 23/991.	-
CIRCULATIONS TO NOTE		
23/012	Council NOTED all circulations as follows: <ul style="list-style-type: none"> ▪ NCalc Emails and West Northants Council communications ▪ Pensions Regulator Letter – auto re-enrolment 	
23/013	ITEMS FOR THE NEXT AGENDA	
	<ul style="list-style-type: none"> ▪ Remembrance Sunday Wreath £50 Donation 	

In the absence of further business, the meeting closed at 20:00pm

Signed:

Paul Reedman - Chairman

Date: 5th October 2023