



DRAFT MINUTES

ANNUAL PARISH COUNCIL MEETING

On Thursday 1st May 2024 at 07:00pm
Held at The Methodist Chapel, Gynwell, Naseby, Northamptonshire

Present:

Chairman: Cllr Reedman
 Councillors: Cllr Hall, Cllr Davies, Cllr Rodi and Cllr Brodala
 Public: None

DRAFT MINUTES**ANNUAL MEETING****24/240 | ELECTION OF CHAIRMAN**

Council RESOLVED to elect a Cllr Paul Reedman as Chairman for the 2024-25 year.
 The Acceptance of Office form was duly signed.

24/241 | ELECTION OF VICE CHAIRMAN

Council RESOLVED to elect Cllr Stephen Davies as Vice Chairman for the 2024-25 year.
 The Acceptance of Office form was duly signed.

24/242 | APOLOGIES

Council RESOLVED to receive and accept the apologies and reason for absence from the following:

- Cllr Antonia Collins
- Cllr Margaret Anderson – resignation received.

24/243 | DECLARATION OF INTERESTS

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

24/244 | MINUTES

Council RESOLVED to Cllr Reedman approving the Ordinary Meeting Minutes of the 4th of April 2024, as a true and accurate record.

24/245 | APPOINTMENT OF INTERNAL CONTROLLER

Council RESOLVED to re-appoint Cllr David Brodala as Internal Control Councillor for the 2024-25 year.

24/246 | APPOINTMENT OF REPRESENTATIVES

Council RESOLVED to re-appointment council members to the following roles:

- Footpath and Tree Warden – Cllr Collins
- Village Hall Committee Representative – Cllr Collins
- Mowing Warden – Cllr Hall
- Highways and Road Safety Officer – Clerk

- Street Lighting Warden – Clerk
- Neighbourhood Watch & Police Liaison Representative – Cllr Brodala
- Speed Display Sign Co-ordinator – Cllr Davies
- CCTV Data Controllers – Clerk and Cllr Collins
- Welcome Pack Co-ordinator – Margaret Anderson (volunteer)
- Grants Officer – Cllr Reedman
- Information Officer – The Clerk
- Play Area Inspection Officers – Cllr Reedman, Cllr Collins, Cllr Hall, Cllr Brodala, Cllr Rodi, Cllr Davies.

24/247 APPOINTMENTS TO WORKING GROUPS

Council RESOLVED to approve the members of the Finance Working Group as:

- Cllr Reedman
- Cllr Davies
- Cllr Brodala
- Parish Clerk – Josie Flavell

24/248 BANK SIGNATORIES/MANDATE

Council RESOLVED to the following to be on the bank mandate:

- Josie Flavell - Parish Clerk
- Paul Reedman – Councillor and Chairman
- Stephen Davies – Councillor and Vice Chairman

The Clerk agreed to send the bank mandate through to Cllr Davies to complete online.

24/249 REVIEW OF MEMBERS INTERESTS

- Cllr Margaret Anderson is to be removed from the interests register, due to her resignation from office on the 28th of April.
- The Clerk agreed to circulate the current register to members for review and amendment if needed.

24/250 APPROVE COUNCIL GOVERNANCE

- a) Council RESOLVED to re-adopt the Standing Orders.
- b) Council RESOLVED to adopt the Financial Regulations and NOTED new Financial Regulations are due to be issued by NALC/NCALC imminently.

24/251 APPROVE COUNCIL POLICIES

- a) Council RESOLVED to re-adopt the Asset Register.
- b) Council RESOLVED to re-adopt all current policies and procedures.
- c) Council RESOLVED to re-adopt all Risk Assessments as follows:
 - General and Management RA - Covid RA
 - Financial RA

ORDINARY MEETING

24/252 PUBLIC PARTICIPATION (OPEN MEETING)

Council received members of the public's views as follows:

- War Memorial - Matt Ellis, a Naseby resident and who is ex-forces, reported that the plinth on the war memorial has deteriorated and delaminated, and the Second World War names are starting to disappear. Mr Ellis explained that the War Memorials Trust charity provides advice and guidance and even grant funding to help make repairs to the memorial and asked Council to investigate the repairs, so it does not deteriorate any further. Mr Ellis also reported he was happy to help with the process. Cllr Reedman explained that the last set of repairs were undertaken in 2014 by an organisation called the Skillington Workshop based in Lincoln, and a grant was applied for and used to cover the grant for

the full cost of the repairs. Cllr Rodi agreed to take this project on. Cllr Davies and the Clerk offered their support.

GENERAL MATTERS

24/253	<p><u>Internal Audit Report</u></p> <p>a) Council received and NOTED the Internal Audit report for year-ending 31st March 2024, which</p> <p>b) There were no actions to note due to there being no matters outstanding.</p>	-
24/253	<p><u>SECTION 01 – Annual Governance and Accountability Return 31st March 2024</u></p> <p>Council RESOLVED to the Chairman and Clerk/RFO authorising Section 01 Governance Statement of the AGAR for year ending 31st March 2024, as circulated to council prior to the meeting. The form was duly signed by the Clerk and Chairman.</p>	JF
24/254	<p><u>SECTION 02 – Annual Governance and Accountability Return 31st March 2024</u></p> <p>Council RESOLVED to the Chairman authorising Section 02 Accounting Statement of the AGAR for year ending 31st March 2024, as circulated to council prior to the meeting. The form was duly signed by the Chairman.</p>	JF
24/255	<p><u>Annual Insurance Policy Renewal</u></p> <p>Council considered and RESOLVED to approve the quote from Clear Councils on the 3 year deal at a cost of £838.52 (as circulated prior to the meeting) and as recommended by the Clerk.</p>	JF
24/256	<p><u>NSA Grant Application</u></p> <p>The grant application has yet to be received, all agreed for this item to be deferred to the next meeting and for the Clerk to gently remind the applicant to submit the documents required.</p>	JF
24/257	<p><u>West Northants Local Plan Consultation</u></p> <p>Council NOTED the deadline for consultation responses is 2nd of June 2024.</p>	-
24/258	<p><u>Neighbourhood Development Plan</u></p> <p>Council NOTED the village walk-round meeting with AECOM took place on the 23rd of April, as a part of the Design Code work.</p>	-
24/259	<p><u>Outdoor Gym</u></p> <p>Cllr Brodala reported that a meeting was held with Northampton Dance and draft finances have been formulated.</p> <p>There are several people interested in taking on and managing the gym on behalf of council and are currently looking into the viability of such. Cllr Rodi knows of an individual who runs a gym in The Langtons who has agreed to provide some background information about operating a gym. Cllr Hall agreed to research further funding opportunities.</p> <p>As this project is still in its infancy, it will come back to council again before any further decisions can be made.</p>	DB AR DH
24/260	<p><u>Play Area Maintenance</u></p> <p>Council NOTED the outcome of the site meeting of the 12th of April and agreed the actions list.</p>	-
24/261	<p><u>Knight's Hill Damaged Streetlight</u></p> <p>Council considered and RESOLVED to approve the revised draft letter to residents concerning the installation of one new streetlight at the High Street junction, to replace the 2 heritage style streetlights, including the de-adoption of the streetlight at the end of</p>	JF/PR

	the Knight's Hill cul-de-sac. The Clerk will add the draft letter onto council letterhead and submit the final version to the Chairman for issuing to residents.	
24/262	<u>Market/Whipping Cross</u> Council considered and approved the draft press release concerning the failure of the recently laid stone and lack of response to letters to the stone supplier. The Chairman will make the final changes and submit to the Clerk for issuing.	JF/PR
24/263	<u>Annual Parish Meeting Report</u> Council received and considered the comments raised by residents at the Annual Parish meeting. One major issue reported was the Church wall due to the section that was damaged some time ago now having fallen and is in need of urgent repair. The Church are looking to the Council for support. It was therefore agreed that the Clerk would request the Quinquennial Report from the Church Warden, would write to the diocese to seek financial help, research grant funding, and add an article into the next issue of Naseby News.	JF
24/264	<u>D-Day – 80 Years On!</u> Council considered and RESOLVED to purchase 10 streetlight signs to commemorate the occasion on the 4 th of June, at a cost of £49.90 inc. delivery.	JF
24/265	<u>Employment Law Changes and Clerk's Contract</u> a) Council NOTED the changes to several employment laws as per the information circulated prior to the meeting and the effect to the Clerk's employment terms and conditions. b) Council RESOLVED to the Clerk requesting to have her holiday pay added to her monthly salary at a rate of 12.07% in accordance with new legislation and the salary information circulated. The Clerk's contract is to be amended to reflect this change.	JF
24/266	<u>War Memorial Damage</u> This item was reported under minute reference 24/252.	-
24/267	<u>Local Plan Regulation 18 – Rail Link</u> Council considered the information received from BRTA Voluntary Transport and agreed to support them with their plight to get the rail links re-opened between Northampton and Bedford, including Market Harborough, via the Local Plan consultation. The Clerk is to write to the leader and to confirm Council's support.	JF
PLANNING		
24/268	<u>WND/2024/1572/FULL Planning Application – Land off Thornby Road, Naseby</u> Council RESOLVED to ratify the objection letter submitted to WNC between meetings.	-
24/269	<u>WND/2024/1764/FULL Planning Application –The Old Post House, 56 School Lane</u> Council considered the proposal to change the converted garage unit from holiday let use to full residential use including parking and agreed to object on the grounds of parking issues. Photographs to be issued with the objection letter.	JF
PLANNING		
24/270	<u>WND/2023/7137/FULL Planning Application – Fitzgerald Arms, Church Street</u> Council reconsidered the proposal to convert the public house to a single residential unit and agreed to no objection in principal to converting the pub into a residential dwelling but need to see the plans, which were not on the planning portal and agreed that a condition needs to be attached concerning retaining an element of public parking at the front.	JF

	The Clerk is to write to the Planning Officer with these comments and to request a copy of the revised plans.	
24/271	<p><u>WND/2023/8008/FULL Planning Application – Land Adjacent to Royal Oak, Church Street</u> Demolition of stable building and erection of a single dwelling.</p> <p>Council NOTED the following:</p> <p>a) Policy Note dated 26th March states development would be against the Daventry Local Plan Policy.</p> <p>b) Landscape Noted dated 24th April states development will be very visible and queries claims of biodiversity net gain and hedgerow net gain.</p> <p>c) Appeal – this was submitted for non-determination of the application on the 1st of April, one day after the WNC target date for determination.</p>	-

24/272 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.

Ref.	Payee	Description	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE			
S/O	Josie Flavell	Clerk's May Salary and home working allowance (Salary £560.53 – Allowance £37.50)	£598.03
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone May)	£25.00
BACS	HMRC	May Tax 2024	£140.00
BACS	On Demand (Ominprint)	Production of Annual Parish Meeting documents. Inv. 25876	£18.00
BACS	Naseby Methodist Church	Hall hire fees – Council meeting May	£18.00
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting Inv. 37	£18.00
BACS	All Saints Church	Hall hire fee - Annual Parish Meeting	£45.00
BACS	Thompson Ground Care	Grass cutting fee March – Inv. 0717	£587.28
BACS	Northants CALC	Annual Membership and Internal Audit Fees – Inv. 3694	£761.58
BACS	Paul Reedman	Annual Parish meeting expenses (refreshments)	£27.81
BACS	DCK Payroll Solutions	Initial set up fee for new payroll, sorting out the HMRC issues from 2019 and monthly payroll fees for April and May.	£144.00
BACS	David Hall	Cllr expenses: reimbursement for purchase of paint for play area equipment.	£24.00
BACS	Clear Insurance Management Ltd	Annual Insurance Premium (3-year deal) – Inv. LCO01868	£838.52
Direct Debit Payments			
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 75251606 (Mar-April)	£86.08
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 75158266 (Feb-Mar)	£89.82

24/273	INCOME Council NOTED all income.			
	Date	Account	Income Received	Amount
	28/03/24	Business Reserve A/C	Bank Interest - March	£45.44
	26/04/24		West Northants Council 1 st Half Precept 2024/25	£16,462.50
24/274	Balance of Accounts Council NOTED all balances. Balance as at 25th April 2024 a). Current Account £54,467.43 b). Business Reserve Account £0.00		Earmarked Reserves: Council NOTED all reserves. General reserve £47,217.00 Whipping Cross £3,750 Play Area £1,000 Add. Street Lighting £800.00 2025 Elections £700.00 Gym Equipment £1,000 TOTAL £54,467.00	
COUNCILLORS AREAS OF INTEREST				
24/275	HIGHWAYS - there were no new reports to receive.			-
24/276	STREET LIGHTING – this item was already discussed under minute reference 24/261. However, the Clerk did report that several companies are no longer offering unmetered supply to micro-organisations, including Council’s current supplier Opus, so it is proving harder to gain quotes. As per a previous resolution to give delegated authority, this and any quotes received, will be discussed, and approved with the Chairman between meetings due to the timescales now involved and ratified at the June meeting.			JF/PR
24/277	POLICE & FIRE LIASON – Cllr Brodala reported that a new Police and Fire Commissioner will be voted in on the 2 nd of May. The Neighbourhood Watch scheme has gained two new members off the back of the advert placed in Naseby News. Council agreed to invite the Rural Team Police Officer to a future council meeting.			DB
24/278	VILLAGE HALL COMMITTEE – there were no new reports to receive.			-
24/279	CCTV – there were no new reports to receive.			-
24/280	PLAY AREA – this item was discussed under minute reference 24/260.			-
24/281	MOWING WARDEN – Cllr Hall reported that the next cut if Friday next week and is due to meet with the contractor regarding Biodiversity plan.			-
24/282	TREES AND FOOTPATHS – letters were issued to 2 properties on Newlands requesting they cut back their boundary hedges and it was reported that work has been undertaken.			-
24/283	DEFIBRILLATOR – the pads were changed on the Village Hall defib recently.			-
24/284	WELCOME BOOKLET – Margaret Anderson, although resigned as a councillor, has agreed to continue delivering the welcome booklets on behalf of Council.			-
24/285	WIND FARM COMMUNITY FUND – a village has been supported where they suffered fuel poverty. Cllr Reedman reported that a grant application will be made for a new footpath between the VH and play area.			-
CIRCULATIONS TO NOTE				
24/286	Council NOTED all circulations			
24/287	ITEMS FOR THE NEXT AGENDA			
	<ul style="list-style-type: none"> ▪ Resignation of Cllr Margaret Anderson and Casual Vacancy 			

NB: the Clerk agreed to check the Vodafone contract for price increase and report to council between meetings.

In the absence of further business, the meeting was closed at 21:12pm

Signed:

Paul Reedman - Chairman

Date: 6th June 2024

DRAFT