



MINUTES

ORDINARY PARISH COUNCIL MEETING

Thursday 5th September 2024 at 07:00pm
Held at The Methodist Chapel, Gynwell, Naseby, Northamptonshire

Present:

Chairman: Cllr Reedman
Councillors: Cllr Collins, Cllr Aldo Rodi and Cllr Davies
Clerk: Josie Flavell
Public: 1

MINUTES

WELCOME/OPENING PROCEDURES

Chairman Reedman welcomed all present and opened the meeting.

24/357 APOLOGIES

The following apologies were approved and reasons for absence accepted:

- Cllr David Brodala (holiday)
- Cllr David Hall (prior engagement)

24/358 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.

24/359 MINUTES

Council RESOLVED to approve the Ordinary Council Meeting Minutes of the 3rd of July 2024, as a true and accurate record.

24/360 PUBLIC PARTICIPATION (OPEN MEETING)

- a) There was no report to receive due to PCSO Carl Barton not being in attendance.
- b) WNC Cllr Jonathan Harris reported that at the half year stage of the financial year there are the same pressures, i.e. child, adult and temporary accommodation budgets, which are reasonably substantial. Latest numbers will be discussed at Cabinet in a week's time.
- c) The WNC annual budget process has commenced. This is due to go to Cabinet in December and Full Council in February.
- d) Public consultations are ongoing, such as climate and local transport.
- e) The Local Plan needs to revisit Regulation 18; therefore, another public consultation will need to take place around May/June 2025. This is due to the new Government having released new housing numbers at a 21% increase for West Northants. The Plan will include additional sites over and above the ones already reported, with the numbers increasing from 2,100 to 2,500 per annum to the year 2041.
The Plan was supposed to have been completed summer 2025 but is more likely, to now be made in 2026. Buckinghamshire has seen an increase of 40%. There is also a re-consultation on the National

Framework Planning (NFFP) which is accessible on the WNC website. Amendments will be made to this with lots being removed also.

Council will put forward its formal consultation in due course with more sites needed to cover the increase.

The village hierarchy's have yet to be determined. Naseby NHP will be only affected due to any WNC policies being changed.

- f) 59 and 60 Bus Contract – Cold Ashby is now back on the 59/60 route. Stagecoach have promised they will give them hard copies of the timetables. The no. 17 bus service from Brixworth to Northampton is a new service and a temporary solution running every half an hour.

BUSINESS TO BE TRANSACTED

24/361	<p>Play Area Lease</p> <p>a) Council NOTED that the Lease from the Village Hall Committee (21 year lease) was signed at the end of July and Pathfinder Legal (council's solicitor) has been instructed to register it with HM Land Registry.</p> <p>b) Council RESOLVED to approve the retrospective decision made between meetings concerning the installation of a short footpath extension from the village hall emergency door to the corner of the basketball court by Naseby Construction, at a cost of £290 (exc. VAT). There were extra costs in relation to turf and top soil.</p>	-
24/362	<p>Neighbourhood Development Plan</p> <p>a) Council NOTED the approval of the £8,000 grant application from Groundworks. The Clerk reported that the funds had been received and ring fenced.</p> <p>b) Council NOTED the final version reports of the Naseby Design Guidance and Codes and of the Housing Needs Assessment, have been received from AECOM.</p> <p>c) Council NOTED WNC have confirmed that 6 properties in the vicinity of the listed Manor Farm House are not individually listed but fall within the heritage curtilage of this property.</p> <p>d) Council NOTED the 'call for sites' letter for small scale development sites has been issued to landowners adjacent to the village core (closure date 6th September) together with a similar letter to all residents informing them of the position. Analysis of the sites will be undertaken by AECOM through technical support free of charge.</p>	-
24/363	<p>Street Lighting</p> <p>a) Council NOTED that following Council's decision to recognise Knight's Hill as a private Road, 3 street lights on the road have been disconnected – 2 columns left in place and 1 removed).</p> <p>b) Council NOTED that a new Parish Council owned 18-watt LED street lighting has been installed on the High Street / Knight's Hill junction.</p> <p>c) Council RESOLVED to approve the retrospective decision made between meetings to install a part night photocell control/shield at an additional cost of £45.00 each (exc. VAT).</p> <p>d) Council NOTED a revised unmetered supply certificate has been requested to reflect the lighting changes.</p> <p>e) Council NOTED that the two additional street lights at Catton Close will not be adopted by the Parish Council until May 2025 at the earliest.</p>	-
24/364	<p>Unmetered Supply Contract</p> <p>a) The Clerk reported that the original broker had let council down, so a new broker has taken over and will have the prices ready for review in a week's time. A decision is to be made in the next 2 weeks as per a previous resolution made to give the Clerk delegated authority to decide between meetings.</p>	JF

	b) The Clerk reported that Opus Energy have sold their unmetered supply portfolio to EDF Energy. Should council not have entered into a new supply contract before the 1 st of October, the account will be moved to EDF.	
24/365	<p>Government Revised Housing Targets</p> <p>Council NOTED that NCalc have advised that as a result of revised Government Policy, housing numbers for the West Northants Local Plan (2024-2041) will rise from 2,124 to 2,584 houses, per year (+21%), which will put additional pressure on identifying sites across West Northants. It is not yet known what effect this will have on Naseby.</p>	-
24/366	<p>War Memorial Repairs</p> <p>Cllr Rodi reported that the Conservation Officer, Rachel Booth, confirmed that as it's just a repair no permissions are required but she will need to review the work schedule/method statements before works commence.</p> <p>Three companies have been approached. War memorial Restoration Cardiff quoted £6,954.00, Matthew Beesley of Gem Conservation (last one to work on the memorial) undertook a site visit and quoted £2,000, Skillingtons will not quote without making a chargeable site visit.</p> <p>Council RESOLVED to Cllr Rodi to request Skillington's to make a site visit.</p> <p>Council also RESOLVED to research grant funding and Cllr Davies agreed to investigate if a Kelmash Windfarm grant application could be submitted for this project.</p> <p>The Clerk is to email Mr Ellis, who originally alerted council to the memorial condition, with an update.</p>	AR SD/JF
24/367	<p>Market/Whipping Cross Repairs</p> <p>Cllr Davies reported that he has a draft tender document which he will circulate to council for review prior to being issued. David Sleight agreed to recommend some stonemasons, the Clerk is to ask for these.</p>	SD
24/368	<p>Village Hall Committee and Trustees</p> <p>Cllr Collins reported that Village Hall Committee met on the 28th of August whilst Chris Bignell was still acting as Chair. The new Secretary, Paul Knight, promised to send the committee minutes to Cllr Collins but these have yet to be received.</p> <p>Paul Knight and Sarah Hyde have agreed to chair the committee meetings whilst recruiting a new chair. One person is currently interested.</p> <p>It will not affect any events, hire agreements and the pantomime still going ahead.</p> <p>Richard Smith is still Treasurer. They are struggling with maintenance.</p>	-
24/369	<p>Naseby News – Autumn Edition</p> <p>Council RESOLVED to agree the following articles be produced for the Autumn edition of the newsletter, as follows:</p> <ul style="list-style-type: none"> ▪ Christmas Tree Lighting Event (JF) ▪ Neighbourhood Plan Update (Advisory Group Chairman, Mark Clements) ▪ WI (AC) ▪ Village Hall and its future – Cllr Collins will email the Secretary and Treasurer to ask them to create an article to issue to the Clerk by the deadline. ▪ Parish Councillor Recruitment (JF) ▪ New Vicar All Saints Church (PR/JF) ▪ Welcome Booklet new parishioners (JF) 	JF
24/370	<p>Village Hall CCTV Service</p> <p>Council RESOLVED to consider the need for the system to be serviced at a cost of £100 (exc. VAT). Cllr Collins agreed to book the service engineer.</p>	AC

24/371	<p>Christmas Tree Order and Lighting Event</p> <p>a) Council NOTED that the Christmas tree for this year has been ordered with Welford Tree Farm at a cost of £279.16 (inc. delivery but exc. VAT).</p> <p>b) Council RESOLVED to approve a budget of £100 for refreshments for the tree lighting event.</p> <p>c) Chairman Reedman reported that the event is still going ahead on the 1st of December. Valery Latham is organising the event with the help of Margaret Anderson.</p>	PR/JF
24/372	<p>Remembrance Day 2024</p> <p>Council RESOLVED to approve the annual donation of £60 for the wreath. Chairman Reedman will place the order with RBL and ask for an invoice to be raised.</p>	PR/JF
24/373	<p>Welcome Booklet and Distribution</p> <p>a) Council considered Cllr Brodala's offer to revamp the Welcome Booklet and agreed to this course of action. The Clerk is to send the original files to Cllr Brodala.</p> <p>b) Council considered and agreed to Cllr Brodala to take over the delivery to new residents as and when required.</p> <p>c) Council considered and agreed a print run of 50 copies of the booklet once Cllr Brodala has reviewed the current welcome booklet.</p>	JF/DB
24/374	<p>WNC Draft Local Transport Plan Consultation</p> <p>Council RESOLVED to defer this item to the October meeting.</p>	JF
24/375	<p>Annual Tree and Hedge Maintenance</p> <p>Council considered and agreed the list of greens maintenance jobs compiled by Cllr Collins. It was also agreed to add the tree in the churchyard by the boundary that needs cutting back, as per the photograph issued by Cllr Reedman.</p>	AC
24/376	<p>Councillor Recruitment</p> <p>Council considered ways which to recruit new councillors and agreed that another advert should be added to Naseby News.</p> <p>Cllr Collins reported the two residents she had been liaising with aren't available to consider the role until November and January respectively.</p>	-
24/377	<p>Q1 Internal Control Review</p> <p>Due to Cllr Brodala's absence and request, this item is to be deferred to the next meeting.</p>	JF
24/378	<p>Annual Play Area Inspection</p> <p>a) Council NOTED that the repeat order has been placed with The Play Inspection Co. at a cost of £205.00 (exc. VAT) for this year's inspection.</p> <p>b) To NOTE that the inspection will take place in early November – date TBC.</p> <p>NB: Cllr Reedman reported that he has asked a company to quote to take the zip wire apart repair at a cost of £650.00, any parts required are charged extra. Costs and agreed to try and obtain one more quote.</p>	JF PR
24/379	<p>External Audit – 31st March 2024</p> <p>a) The Clerk reported that the external auditors have concluded this year's audit and have confirmed that Council will receive an 'except for matter' due to the auditor claiming all payroll and staff expenses have been added into the staff costs on the AGAR (Section 2). Having investigated, the Clerk can confirm this is not correct and only a small amount of the payroll fees was accidentally added to the staff costs. This, including evidence, was reported to the external auditors but they would not change their Conclusion of Audit report to show this. Therefore, the Clerk has added everything to the website in accordance with statute but wanted this recorded in the minutes for the next round of audits.</p>	JF

	b) Council NOTED that the Clerk/RFO has reinstated the AGAR as requested by the External Auditor PKF Littlejohn and has also separated staff costs and payroll fees within the cashbook to remedy the issue.	
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PLANNING

24/380	<p>Planning Application 2024/7137/FULL – Fitzgerald Arms, Naseby (Change of Use) <i>Erection of a single dwelling and garage and alterations to existing access.</i> <u>Subject to the confidential nature of the letter received, Council RESOLVED to close the meeting to the public for this agenda item.</u> <u>Members of the public were asked to leave the room at 20:15pm</u></p> <p>a) Council NOTED that WNC Planning issued a lengthy response letter to Council’s formal complaint concerning procedure. The letter concludes that the failure to make revised plans available to the council and the public for further comment, did not have a significant effect on the decision to approve this application.</p> <p>b) Council NOTED that Council objected to the Stopping-up of the public highway (front car park).</p> <p>c) Council considered the letter received from Buckles Law in relation to Council’s objection to the draft order and agreed a course of action.</p>	PR
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Members of public were invited back into the meeting room at 20:27pm

24/381	<p>Planning Application 2024/8008/FULL – Land South of Royal Oak, Naseby Council NOTED that this application has been appealed due to non-determination.</p>	-
24/382	<p>Planning Application 2024/2760/FULL – Windward Ho, Welford Road, Naseby <i>First floor extension, single storey rear and side extension with balcony over the new garage and demolition of existing garage - APPROVED</i> Council NOTED that this application has been approved.</p>	-
24/383	<p>Planning Application 2024/1764/FULL – The Old Post house, School Lane, Naseby <i>Change of Use from holiday let to dwelling house – APPROVED.</i> Council NOTED that this application has been approved.</p>	-

24/384 ACCOUNTS

Accounts for Payment – Current Account

- a) Council RESOLVED to approve and ratify all payments made between meetings during July and August, as highlighted in green below.
- b) Council RESOLVED to approve all payments being made via BACS, Standing Order, and Direct Debit, as set out in the table below for the current accounting period.

Ref.	Payee	Description	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE			
S/O	Josie Flavell	Clerk’s August Salary and home working allowance (Salary £620.92 – Allowance £37.50)	£658.42
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone August)	£25.98
BACS	HMRC	August 2024 Tax and NI	£157.70
BACS	Thompson Ground Care	Grass cutting fees July – Inv. 0776	£1,174.56
BACS	Maximow	Grass cutting fees (sports field) July – Inv. 357	£389.76
BACS	E.on Energy Solutions	Replumbing of street light on Clipston Road	£162.00
BACS	Rugby Pest Control	Quarterly pest control fee – Inv. 12250	£82.80

BACS	Josie Flavell	Reimbursement: Domain name fees (£38.15) and NHP call for sites letter postage (36.25) and owed mileage claim £12.65)	£87.05														
BACS	DCK Payroll Solutions	AUGUST Payroll Service Fee – Inv. 24513	£18.00														
BACS	DCK Payroll Solutions	SEPTEMBER Payroll Service Fee – Inv. 24599	£18.00														
BACS	Naseby Construction	Installation of footpath extension at Village Hall – Inv. 22/08/24	£392.40														
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting July Inv. 43	£18.00														
BACS	Naseby Methodist Church	Hall hire fees – Council Meeting July Inv. 42	£18.00														
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting September Inv. 44	£18.00														
BACS	Thompson Ground Care	Grass cutting fees August – Inv. 0793	£1,174.56														
BACS	Maximow	Grass cutting fees (sports field) August – Inv. TBC	£389.76														
BACS	AimCon Surveys	Creation of Land Registry plan for Play Area Lease. Inv. 1018	£273.60														
BACS	YourLocale	Neighbourhood Plan consultancy fees – Inv.YL/NP/004	£3,000.00														
S/O	Josie Flavell	Clerk's September Salary and home working allowance (Salary £620.92 – Allowance £37.50)	£658.42														
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone September)	£25.98														
BACS	HMRC	September 2024 Tax and NI	£157.70														
BACS	On Demand Print Ltd	Printing of 350 A4 Neighbourhood Plan 'Call for Sites' Letters. Inv. 26512	£54.00														
Direct Debit Payments																	
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 75600237 (July to Aug)	£29.09														
24/385	INCOME Council NOTED all income.																
	<table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/07/24</td> <td rowspan="3">Business Reserve A/C</td> <td>HMRC VAT Claim Q1</td> <td>£1,946.38</td> </tr> <tr> <td>22/07/24</td> <td>NHP Grant (Groundworks)</td> <td>£8,000.00</td> </tr> <tr> <td>31/07/24</td> <td>Bank Interest - July</td> <td>£56.03</td> </tr> </tbody> </table>			Date	Account	Income Received	Amount	11/07/24	Business Reserve A/C	HMRC VAT Claim Q1	£1,946.38	22/07/24	NHP Grant (Groundworks)	£8,000.00	31/07/24	Bank Interest - July	£56.03
Date	Account	Income Received	Amount														
11/07/24	Business Reserve A/C	HMRC VAT Claim Q1	£1,946.38														
22/07/24		NHP Grant (Groundworks)	£8,000.00														
31/07/24		Bank Interest - July	£56.03														
24/386	Balance of Accounts Council NOTED all balances.		Earmarked Reserves: Council NOTED all reserves.														
	Balance as at 30th of August 2024																
	a). Current Account	£44,944.40	General reserve £29,694.00														
	b). Business Reserve Account	£0.00	Whipping Cross £3,750.00														
			Play Area £1,000.00														
			Add. Street Lighting £800.00														
			2025 Elections £700.00														
			Gym Equipment £1,000														
			Neighbourhood Plan £8,000.00														
			TOTAL £44,944.00														

COUNCILLORS AREAS OF INTEREST		
24/387	HIGHWAYS – there were no new reports to receive.	-
24/388	STREET LIGHTING – this item was reported under minute ref. 24/363	-
24/389	POLICE & FIRE LIASON – there were no new reports to receive.	-
24/390	VILLAGE HALL COMMITTEE – this item was reported under minute ref. 24/368	-
24/391	CCTV – this item was reported under minute ref. 24/370.	-
24/392	PLAY AREA – this item was reported under minute ref. 24/361. However, it was also agreed for council members to meet to undertake the annual clean of the play area on Sunday 29 th September at 10am.	-
24/393	MOWING WARDEN – Cllr Hall is to gain a quote from the council contractor to cut the grass footpath in the allotments.	DH
24/394	TREES AND FOOTPATHS – this item was reported under minute ref. 24/375.	-
24/395	DEFIBRILLATOR – there were no new reports to receive.	-
24/396	WELCOME BOOKLET – this item was reported under minute ref. 24/373.	-
24/397	WIND FARM COMMUNITY FUND – there were no new reports to receive.	-
CIRCULATIONS TO NOTE		
24/398	Council NOTED all circulations as follows: <ul style="list-style-type: none"> ▪ NCalc Emails ▪ West Northants Council communications ▪ E.on Energy quotes ▪ Opus – unmetered supply contract details ▪ Parish Online – update to APGB agreement 	
24/399 ITEMS FOR THE NEXT AGENDA		
	<ul style="list-style-type: none"> ▪ Payment to All Saints Church for NHP Meeting Hall Hire ▪ Parking Restrictions Progress report – Knight’s Hill / High Street Junction. 	

In the absence of further business, the meeting closed at 20:35pm

Signed:
Paul Reedman - Chairman

Date: 3rd October 2024