



DRAFT MINUTES

ORDINARY PARISH COUNCIL MEETING

Thursday 7th November 2024 at 07:00pm
Held at The Methodist Chapel, Gynwell, Naseby, Northamptonshire

Present:

Chairman: Cllr Reedman

Councillors: Cllr Collins, Cllr Aldo Rodi, Cllr Davies, Cllr Hall and Cllr Brodala

Public: There were no members of public

DRAFT MINUTES

WELCOME/OPENING PROCEDURES

Chairman Reedman welcomed all and opened the meeting.

24/439 APOLOGIES

There were no apologies received.

24/440 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.

24/441 MINUTES

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

24/442 PUBLIC PARTICIPATION (OPEN MEETING)

There were no members of public present.

BUSINESS TO BE TRANSACTED

24/443	Play Area Lease a) Council NOTED that it has been confirmed in writing to Council's solicitors that Clause 25 was included in the lease in error and that the Village Hall Committee's response is awaited. The Village Hall have received a reminder, as without this issue being sorted out, the Council cannot roll over the lease for another 21 years. b) Council RESOLVED to approve the overrun in legal costs of £150.00, on the original cost estimate of £1,600 dated March 2019.	PR/JF
24/444	Play Area – Zip Wire Maintenance Council NOTED that KOMPAN were attending site to conduct the inspection of the zip wire on the 20 th of November but have now brought this forward to the 13 th .	-
24/445	Parking Restrictions – Knight's Hill/High Street Junction	JF

	<p>a) Council considered the response from WNC Highways and agreed that the Clerk needs to gain further clarification from the Highways Officer concerning the following:</p> <ul style="list-style-type: none"> ▪ Where should the double yellow lines start and end. ▪ Why is the TRO cost being shown as needing to be paid by the Council when it was originally applied for, Council was told that WNC Highways would cover the cost within their contract. ▪ If Highways are to paint the lines on both the highways and unadopted road, how will the cost to the residents be invoiced. ▪ What will the cost to the residents be as this has not been outlined. <p>b) Cllr Hall reported that a resident of Knight's Hill has agreed to cover the cost of the line painting up to the junction for the unadopted area.</p>	
24/446	<p>Street Lighting Unmetered Supply Contract</p> <p>a) The Clerk reported that the new unmetered supply contract for a 3 year period has commenced with Tomato Energy at an annual charge of £1,234, and with no standing charges.</p> <p>b) Council RESOLVED to ratify the decision made by the Proper Officer between meetings.</p>	-
24/447	<p>War Memorial Repairs</p> <p>Cllr Rodi circulated a report prior to the meeting and the Council considered all three quotes received and approved the quote from Mathew Beesley at a cost of £1,545.00 (exc. VAT). The Clerk is to issue a purchase order.</p> <p>A grant has been applied for to cover the costs, but Cllr Davies reported that there is a possibility of gaining grant funding from the Kelmarsh Wind Farm fund. Cllr Davies to send Cllr Rodi the application form.</p> <p>The Clerk suggested that should grant applications be unsuccessful, Council will need to look to use general reserves for the cost of the works.</p>	JF SD/AR
24/448	<p>Neighbourhood Development Plan</p> <p>a) Cllr Brodala reported that there were 13 responses to the Call for Sites exercise. A questionnaire was then issued and only 9 responses were received. All information is to submitted to AECOM for a screening and assessment of all sites to commence. An online meeting with AECOM is also due to take place soon.</p> <p>There are 3 groups with the NHP working group: community assets, housing and environmental. All groups are progressing their various items which includes creating policies for the Plan. The Parish Council will need to review and approve all policies when complete, with the assets policy soon to be ready for consideration at the December meeting.</p> <p>b) Cllr Reedman reported that the recent grant application for technical support in relation to the evaluation of sites by AECOM, has been submitted but no update as to if Council have been successful or not. The Clerk agreed to chase this matter with Groundworks the grants provider.</p>	JF
24/449	<p>Market/Whipping Cross Repairs</p> <p>a) Cllr Davies reported that 3 tenders were received out of the 7 stonemasons contacted and have been reviewed ahead of the meeting. Due to the fact that there is missing documentation, which does not allow for a decision to be made fairly, Council RESOLVED to the Clerk requesting the missing documentation from all three stonemasons and for this to be brought back to the December meeting for consideration.</p> <p>b) This agenda item is null and void due to the aforementioned.</p>	JF

24/450	<p>Streetlighting Updates</p> <p>a) Revised UMS Certificate – Council NOTED that the revised UMS Certificate, which reflects the changes at Knight’s Hill, is now in place and is dated from the 10th of August 2024. That it also reflects the new number of lights from 34no. to 32 and has lowered annual electricity consumption from 5,199kWh to 4,104kWh, a saving of 1,095kWh. Cllr Reedman explained that out of the 32 lights owned, 14 were mini florescent at 44w each. Due to the fact that these are relatively cheap to run and maintain, it was pointless having them changed to LED. The extensive costs involved in changing these lights to LED would outweigh the benefits of doing so.</p> <p>b) Council NOTED that streetlight number 9 outside of 20 Newlands, has been reported to E.on (maintenance contractor) for investigative repairs. The Clerk is to chase E.on for an update.</p>	-
24/451	<p>WNC Draft Local Transport Plan Consultation</p> <p>a) Cllr Reedman reported that having considered the draft Plan, there are no comments to be made.</p> <p>b) This agenda item is null and void due to the aforementioned.</p>	-
24/452	<p>Naseby News 2025 Dates</p> <p>Council considered and RESOLVED to set the following timescales for the production of the 2025 issues of Naseby News. The Clerk is to notify all contributors.</p> <ul style="list-style-type: none"> ▪ March ▪ August ▪ November 	JF
24/453	<p>Police Road Safety Fund – Speed Indicator Application</p> <p>Cllr Brodala reported that the following documents are required to apply to this fund, the Clerk agreed to forward these to Cllr Brodala.</p> <ul style="list-style-type: none"> ▪ Recent bank statement. ▪ Recent set of accounts. ▪ Constitution document – Standing Orders. <p>Council RESOLVED to approve the submission of an application to this fund for 3 x fixed solar powered speed indicator devices at the following locations:</p> <ul style="list-style-type: none"> ▪ Cottesbroke Road – utilising the current pole, which will require an extension. ▪ Cold Ashby Road at the Nutcote junction – utilising the Police ANPR pole. Cllr Brodala to ask the Police if this would be allowed. ▪ Clipston Road – new pole will be required at a cost of £600 to be added to the grant application total. It can be installed onto Council’s existing street lighting column, but the Clerk is still to investigation if a Street Works Licence is required from Highways, and if there is any cost involved should this not be the case. 	JF DB JF
24/454	<p>Employment Law Changes - Sexual Harassment</p> <p>a) Council NOTED that from the 26th of October new legislation (s40A Equality Act 2010) came into force creating additional legal requirements, stating the pro-active steps employers need to take to prevent Sexual Harassment at Work.</p> <p>b) Council NOTED that all staff and council members have undertaken their training for this.</p> <p>c) Council NOTED that the Clerk is currently drafting a policy, risk assessments, and other legally required documentation to ensure council remains compliant.</p>	-

24/455	Proposed Employment Law Changes 2025 Council NOTED the proposed changes to employment law as detailed in the meeting paper circulated prior to the meeting and these may not be in place until the summer of 2025 but more likely, summer 2026.	-
24/456	2024 National Salary Award Council NOTED that the Unions have agreed the 2024 national salary award, as detailed in the information circulated prior to the meeting, which is to be backdated from the 1 st of April 2024 . However, the Clerk reported that the payroll company had made a mistake and for several months had accidentally calculated double holiday pay, which the Clerk is receiving in her salary. Due to this, the Clerk has agreed for the backpay owed be utilised to reverse this including reducing the November and December salaries to cover any additional owed.	-
24/457	2025/26 Council Meeting Dates Council considered and RESOLVED to approve the list of meeting dates as created by the Clerk and circulated to council prior to the meeting. The Clerk is to update the council website accordingly.	JF
PLANNING		
24/458	PUBLIC INQUIRY Fitzgerald Arms for Stopping Up of Highway associated with Planning Application 2024/7137/FULL – Fitzgerald Arms, Naseby (Change of Use to Single Dwelling) <ul style="list-style-type: none"> ▪ Council NOTED that Council’s objection has been withdrawn and the Order has since been made. 	-
24/459	Planning Application 2023/8008/FULL – Land adjacent to Royal Oak, Church Street, Naseby Council NOTED the Planning Inspectorate’s refusal decision following an appeal for non-determining of the application by the target decision date.	-
24/460	Planning Application No. 2024/4313/PA – New House Farm, Kelmarsh Road, Naseby Conversion of barn to single dwelling. Council NOTED that construction work has commenced.	-
24/461	Planning Application 2024/1572/FULL – New country house, Thornby Road, Naseby under NPPF Para84e (amended scheme DA/2019/1014) <ul style="list-style-type: none"> ▪ Council NOTED the WNC Design officer report: ‘the proposed design is neither exceptional in quality nor in terms of its overall design.’ 	-
24/462	Planning Application 2024/2433/FULL – New House off Cottesbroke Road, Naseby, under NPPF Para84e Council NOTED the WNC Design Officer report: ‘the current scheme is successful overall but does not quite meet the threshold of exceptional. With a few changes to better reflect the core concept and reconsider elements that weaken the design, it has the potential to reach that level.’	-
-	Planning Application 2024/4984/FULL - 15 Newlands, Naseby - Two Storey Rear Extension Council was in support of this application and agreed to ratify the decision made at the December meeting.	JF

24/463 FINANCE & 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 for the current accounting period.

Ref.	Payee	Description	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE			
BACS	DCK Payroll Solutions	NOVEMBER Payroll Service Fee – Inv. TBC	£18.00
BACS	E.on Energy Solutions	Install light shield Inv. 125487	£54.00
BACS	Naseby Methodist Church	Hall hire fees – PC Meeting October – Inv. 48	£18.00
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting October – Inv. 49	£18.00
BACS	Naseby Methodist Church	Annual defib electric fee – Inv. 02.10.24	£45.00
BACS	On Demand	Printing services fee – A4 Welcome Booklets. Inv. 26844	£93.00
BACS	Treeworx	Annual tree surgery and vegetation maintenance. Inv. 877	£1596.00
BACS	Thompson Ground Care	Grass cutting fees September – Inv. 0823	£587.28
S/O	Josie Flavell	Clerk’s November Salary (inc. 2024 annual salary increase backpay) and home working allowance (Salary £589.62 – Allowance £37.50).	£627.12
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone November)	£25.98
BACS	HMRC	November 2024 Tax and NI	£147.60
BACS	Brixworth Parish Council	2024/25 Bus Services Subsidy (59/60 routes) Inv. 44	£1603.68
BACS	Naseby Village Hall	Hall Hire 11 th October 2024 (School PTA Event)	£81.00
BACS	Alpha CCTV	Annual CCTV service fee – Inv. 7672	£100.00
Direct Debit Payments			
BACS	Opus	Streetlighting unmetered supply fees (Sept to Oct) Inv. 75717365	£193.44

24/464 RECEIPTS

Council NOTED all income.

Date	Account	Income Received	Amount
29/09/24	Business Reserve A/C	Final Precept Payment from WNC	£16,642.50
30/09/24		Bank Interest - September	£55.17

24/465 BALANCE OF ACCOUNTS & EARMARKED RESERVES

a). Council NOTED all balances.

Balance as at 27th October 2024

a). Current Account	£48,131.01
b). Business Reserve Account	£0.00

b). Council NOTED all reserves.

General reserve	£39,861.00		
Whipping Cross	£3,750.00		
Play Area	£1,000.00		
Add. Street Lighting	£320.00	NHP Grant	£1,500.00
2025 Elections	£700.00	Gym Equipment	£1,000
TOTAL			£48,131.00

24/466 FINANCE REPORTS & INTERNAL CONTROL		
a) Council NOTED the approval of both the Q1 and Q2 accounts and internal control reviews as undertaken by Cllr Brodala.		
b) Council received and NOTED the contents of the Q2 Finance report.		
COUNCILLORS AREAS OF INTEREST		
24/467	HIGHWAYS – there were no new reports to receive.	-
24/468	STREET LIGHTING – please refer to minute references 24/446 and 24/450.	-
24/469	POLICE & FIRE LIASON – new Police Commissioner will be holding her first meeting online on the 3 rd of December and Cllr Brodala will be attending.	-
24/470	VILLAGE HALL COMMITTEE – Cllr Collins reported a meeting was held on the 30 th of October but has yet to receive the minutes. There is still no Chair person. The Secretary is continuing to manage the committee, but they currently have healthy bookings.	-
24/471	CCTV – there were no new reports to receive.	-
24/472	PLAY AREA – please refer to minute reference 24/443 and 24/444.	-
24/473	MOWING WARDEN – there were no new reports to receive.	-
24/474	TREES AND FOOTPATHS – there were no new reports to receive.	-
24/475	DEFIBRILLATOR – there were no new reports to receive.	-
24/476	WELCOME BOOKLET – the new booklet has been printed and delivered to the residents that have come forward to request one.	-
24/477	WIND FARM COMMUNITY FUND – there were no new reports to receive.	-
24/478 ITEMS FOR THE NEXT AGENDA		
There were no items reported for inclusion on the December agenda.		

Non-Agenda items discussed (to be ratified where required):

- **Grant Applications** - Council discussed applying for grants for various items around the village (replacement benches, church wall repairs and war memorial repairs) through the Kelmarsh Wind Farm Fund as follows. Further information is to be reported at a future council meeting and ratified at that time if necessary.
- **Annual Play Inspection** – Clerk to chase for a date when this is due to take place.
- **Planning List Emails** – the Clerk is to ascertain why the weekly planning lists received have two different formats.
- **Bench Repairs** - the Clerk agreed to liaise with the local handyman to seek a quote for repairing the two benches at the top of High Street/Nutcote junction and the circular bench around the tree near to the Fitzgerald Arms.
- **Employers National Insurance Increase** – it was noted that the increase in employers NI contributions from 13.8% to 15% will affect the Clerk’s employment costs as well as the two mowing contractors costs.

In the absence of further business, the meeting closed at 20:31pm

Signed:
Paul Reedman - Chairman

Date: 5th December 2024