

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.50 P.M.  
ON MONDAY 11<sup>th</sup> JANUARY 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chairman),  
Mr Peter Johnson (PJ), Mr Richard Piner (RP), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), County Councillor Robin Brown, 4 Members of the public.

**001/01/16 Administration**

**a. To receive and approve apologies for absence**

Mr Steve Chandler – on holiday

Mr Mike Richards – on holiday

Mr Neville Snell – working

Mr Martin Walton - working.

**b. To receive declarations of interest in items on the agenda**

PC declared a personal and prejudicial interest in item 004/01/16b as recipient of cheque number 378.

AW declared a personal and prejudicial interest in item 006/01/16d as recipient of payments on behalf of the Neighbourhood Plan Group.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 14<sup>th</sup> December 2015**

The draft minutes had been circulated prior to the meeting.

Proposal: To sign the minutes as a true and accurate record of the meeting.

Proposed by PJ, seconded by KA. All in favour. Carried.

**e. To consider actions arising from Annual Parish Meeting**

Matters raised at the APM were Vodafone (which is now being dealt with by the landlord at The Windmill); Neighbourhood Plan (which is ongoing through the Neighbourhood Plan Group); and parking within the village (which will be an issue constantly).

**002/01/16 Matters arising from the minutes (for information only)**

None.

**003/01/16 Public Participation (1)**

a. County Councillor Brown addressed the meeting. He apologised for not being able to attend as many meetings recently as he would like which is due to other commitments within the County Council. He then went on to explain the reasoning behind providing the Empowering Councillors Funding as well as the current consultation on NCC's draft budget resulting from continuing cuts. PC thanked him for attending when he can and also for the grants which the Parish has received in recent years.

b. A member of the public noted that there has been no progress on the Pound Lane planning application since mid-November.

**004/01/16 Finance**

a. To note income received

£ 0.24 HSBC Interest (Dec)

£ 648.12 NCC s136 mowing grant – Invoice sent to NCC, funds not yet received

£ 50.00 Headstone fee – Jarvis

£ 59.00 Transparency Funding Grant

£ 30.00 Headstone fee – Smith

## b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits - Dec	416.79	0.00	450.78	S Foster	LGA 1972 s112	374
Clerk's expenses - Dec	33.99	0.00			LGA 1972 s112	
Newsletter printing	141.60	28.32	169.91	ImageIT	LGA 1972	375
Electricity 01.11.15-30.11.15	186.30	37.26	223.56	EON	PCA 1959	376
Noticeboard repairs	49.32	9.96	74.78	M Walton	LGA 1972	377
	12.00	3.00				
Post hammer	37.50	7.49	44.99	P Cooper	Open Spaces Act 1906 s10	378

Proposal: To approve above cheques for payment.

Proposed by KA, seconded by AW. 4 in favour. PC abstained. Carried.

## c. To note bank balances

As at 31 <sup>st</sup> December 2015	HSBC current a/c	£13,502.72	
	HSBC deposit a/c	£ 5,009.49	£18,512.21
	Uncashed cheques		<u>£ 3,216.08</u>
	Available funds		£15,296.37

## d. To confirm application for Transparency Grant Funding

Payment of the funding has now been received and the scanner purchased.

## e. To receive an update on the 4 year forecast

The forecast had been circulated and published with the recent newsletter. An error in it had now been corrected which improves the likely end of year balance and may lead to a reduction in the expected precept increases in future years. Thanks went to the member of public who had pointed out the error.

## f. To provide ¾ year budget update

The budget sheet had been circulated and was discussed. The Clerk and PC will report back as to the reasons behind overspend on Greens & Verges. A number of invoices are still awaited and these will be requested for payment.

**005/01/16 Planning**

## a. To consider applications received

Application No	Description	Location	Comment
DA/2015/1150	Variation of Condition 2 of planning permission DA/2014/0442 – Provision of living space to 2 <sup>nd</sup> floor	Land rear of Bridge House, Daventry Road, Badby	No comment
DA/2015/1106	LBC to remove 1 conservatory to the rear and replace	The Old House, Church Hill, Badby NN11 3AR	No comment
DA/2015/1063	Formation of base and hardstanding, associated access and track, irrigation pond, erection of polytunnels and potting shed (part retrospective)	The Bungalow, Staverton Road, Badby NN11 3DD	No objection; expectation that the land previously occupied by polytunnels will be reinstated in a timely way

## b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2015/1007	LBC for siting of defibrillator cabinet to external wall	Badby Village Hall, The Green, Badby NN11 3AF	Approved
DA/2015/1008	LBC for replacement of two windows and installation of roof vent	Chapel House, Chapel Lane, Badby NN11 3AQ	Approved

## c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

## d. To consider appeals received

It was reported that an appeal has now been lodged with regards to Badby Lodge Farm. Following some discussion, it was noted that an oral hearing and on-site visit would be preferable to a written submission to the Appeals Inspector.

- e. To receive update on planning issues at Tall Trees, Badby  
PC reported that, following further inspection by DDC, a Planning Contravention Notice has been issued.

**006/01/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
To include minor works to churchyard wall  
The Clerk was asked to find out when the work is due to start.  
A query was raised as to whether a gravestone safety check should be made in the churchyard or whether this is already carried out by the PCC.
- b. Provision of defibrillator  
Planning consent has now been received. A member of the public suggested obtaining sponsorship for the ongoing costs, e.g. batteries and defibrillator pads.
- c. Greens  
To receive report on registration of village green on Stoneway  
PC reported that registration is now progressing. A draft submission has been prepared by the solicitor.  
  
To consider proposed works on The Green in relation to Empowerment Grant Funding  
No progress to report due to the weather conditions.
- d. Neighbourhood Plan  
AW had submitted a report. A meeting of the Group will be held at The Windmill on 13.01.16 with a formal consultation to the village on 28.02.16 in the village hall. It was also noted that a number of cheques will be requested for payments to be made by 31.01.16. These payments will be in line with the procedure previously agreed and the appropriate paperwork being submitted to the Clerk.  
In response to a question from the public, it was agreed that continuing dialogue between all parties – the Parish Council, the Group, the parishioners of Badby and the planning authorities – was essential to achieve a satisfactory outcome beneficial to the parish.
- e. Newsletter  
The newsletter had been published at the end of December. Thanks were passed to the Clerk.
- f. Playing Field  
To include request to make reparations to the BMX track  
Nothing to report.  
A member of the public requested that consideration be given to having a litter pick this year.  
KA reported that the bin had been emptied when put out.
- g. Rights of Way  
An overhanging dead branch was reported on the footpath between the 2 stiles above the cemetery. This will be dealt with.
- h. Roads and safety  
To include damage to verge and posts on Bunkers Hill and Church Green.  
A working party will be arranged to make appropriate repairs.  
AW reported that he had requested clearing of the drain by Pinfold Green which had overflowed again during recent storms.  
The Clerk was asked to find out when the Daventry ring road is likely to open again and whether more appropriate diversion signage can be erected quickly to avoid heavy vehicles ending up in the village.
- i. Street Lighting  
To update with regards to incident of damage to lamp posts  
Nothing to report

To include update on inspection To include report on inspection and cleaning  
The inspection has taken place. The report should be available for the February meeting.

j. Training  
Nothing to report.

k. Trees  
To include consideration of monitoring of trees T5 and T6 on The Green  
The picus testing took place last week and so the report should be available for the February meeting.

To include report on discussion with parishioner re a memorial tree  
PC had met with Michael Venton to agree positioning for the tree. The Clerk will make contact with the parishioner to agree purchase of a sweet chestnut tree.

l. Village Hall  
A meeting will be held on 18.01.16.

m. Website  
Nothing to report.

n. Forthcoming events  
15.12.15 Planning Training  
NS had attended.  
  
17.12.15 Parish & Town Councils' Meeting  
PC and KA had attended. Minutes of the meeting had been circulated. It was noted that PCSO Mark Tooley has now moved to another area. However, PCSO Carl Barton has returned to covering Badby.

#### **007/01/16 Consultations**

- a. NCC – Draft Budget for 2016/2017 (ends 19.01.16)  
A comment regarding the Empowerment Funding will be made.
- b. DDC - Draft Housing Supplementary Planning Document Consultation  
PC and the Clerk to complete SurveyMonkey following a meeting last week to draft responses.
- c. Charwelton Neighbourhood Plan (ends 31.01.16)  
The Clerk was asked to congratulate Charwelton on progress made.
- d. NCC – Draft Northamptonshire Parking Standards (ends 08.02.16)  
PC will comment with regards to the need for guidelines on parking requirements in relation to new developments.

#### **008/01/16 Correspondence** (Folder in circulation around Parish Councillors)

- 🕒 NCALC Update (Also by email)
- 🕒 Clerks & Councils Direct – Nov 2015
- 🕒 LCR – Winter 2015

#### **009/01/16 Public Participation (2)**

Nothing to report.

#### **010/01/16 New matters requested for next month's agenda**

None.

#### **011/01/16 Date of next ordinary meeting - 8<sup>th</sup> February 2016**

The Chairman closed the meeting at 9.50pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.50 P.M.  
ON MONDAY 8<sup>th</sup> FEBRUARY 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Steve Chandler (SC), Mr Peter Johnson (PJ),  
Mr Richard Piner (RP), Mr Neville Snell (NS), Mr Martin Walton (MW),  
Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), District Councillor J Gilford, 6 Members of the public.

**001/02/16 Administration**

**a. To receive and approve apologies for absence**

Mrs Karen Alexander – on holiday  
Mr Mike Richards – on holiday

**b. To receive declarations of interest in items on the agenda**

PC declared a personal and prejudicial interest in item 004/02/16b as recipient of cheque number 383.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 11<sup>th</sup> January 2016**

The draft minutes had been circulated prior to the meeting.

Proposal: In item 001/01/16b, delete “and KA” and to sign the minutes as a true and accurate record of the meeting.

Proposed by RP, seconded by PJ. All in favour. Carried.

**e. To consider plans for 2016 Annual Parish Meeting**

The meeting will be held on Friday 15<sup>th</sup> April with much the same format as last year but with an open session for parishioners to raise matters with the Parish Council. The Clerk was asked to invite community organisations.

**002/02/16 Matters arising from the minutes (for information only)**

None.

**003/02/16 Public Participation (1)**

a. It was noted that a new PCSO has been appointed to Badby – Kevin Thompson – and that a number of cars had been damaged recently in The Green/Park Close area.

b. District Councillor Gilford addressed the meeting with regards to a new consultation due out on the frequency and format of waste and recycling collections under the next DDC contract in 2018. It was agreed that all members of the community should be encouraged to comment.

**004/02/16 Finance**

a. To note income received

£ 0.24 HSBC - Interest (Jan)

£ 648.12 NCC s136 mowing grant – Invoice sent to NCC, funds not yet received

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits - Jan	335.44	0.00	364.59	S Foster	LGA 1972 s112	382
Clerk's expenses - Jan	29.15	0.00			LGA 1972 s112	
Fence post for Church Green	5.70	1.14	6.84	P Cooper	Open Spaces Act ss9&10	383
Electricity	192.52	38.50	231.02	EON	PCA 1959	384

Proposal: To approve above cheques for payment.

Proposed by MW, seconded by SC. 6 in favour. PC abstained. Carried.

- c. To note bank balances  
As at 31<sup>st</sup> January 2016
- |                  |            |                   |
|------------------|------------|-------------------|
| HSBC current a/c | £ 9,929.46 |                   |
| HSBC deposit a/c | £ 5,009.97 | £14,939.43        |
| Uncashed cheques |            | <u>£ 1,190.81</u> |
| Available funds  |            | £13,748.62        |
- d. To report on  $\frac{3}{4}$  year budget queries  
PC presented figures relating to the overspend on Greens; the additional spends were justified and could be met from reserves if necessary.

#### 005/02/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0015	Variation of Condition 2 and removal of Conditions 6, 7, 8 and 10 of DA/2014/0442 relating to creation of separate access for new dwelling	Land rear of Bridge House, Daventry Road, Badby	To support if yellow lines placed between the access and A361 and the hedge is kept to a height of 0.6m, as part of an integrated plan to reduce risk at the junction. Proposed by MW, seconded by RP. 6 for. 1 against. Carried.

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2015/0912	Construction of two detached dwellings including associated access and landscaping	Former Garage Site, Pound Lane, Badby	Correspondence received from public
DA/2015/1093	Creation of 2 resident care bedrooms within existing courtyard	Badby Park Ltd, Badby Road West, Daventry NN11 4NH	Withdrawn
DA/2015/1094	Listed Building Consent for creation of 2 resident care bedrooms within existing courtyard	Badby Park Ltd, Badby Road West, Daventry NN11 4NH	Withdrawn
DA/2015/1150	Variation of DA/2014/0442 as Provision of living space to 2 <sup>nd</sup> floor	Land rear of Bridge House, Daventry Road, Badby	Approved

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC  
None.

- d. To consider appeals received

Application No	Description	Location	Comment
APP/Y2810/W/15/3141251 (DA/2015/0662)	Change of use from residential to mixed use	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	PC will draft a response to the planning inspector.

- e. To receive update on planning issues at Tall Trees, Badby  
Nothing to report.
- f. To receive dates for 2016 Badby Motocross events on Arbury Hill  
Meetings are planned to be held on 10<sup>th</sup> April, 22<sup>nd</sup> May, 26<sup>th</sup> June and 9<sup>th</sup> October. The Clerk was asked to add to the website calendar and also to send a post 2 weeks before each meeting.

#### 006/02/16 Ongoing business (To receive reports on the following items and any action to be taken)

- a. Burial grounds  
RP reported that he had completed a 6 month safety check: one gravestone needs urgent attention and another needs looking at. RP will arrange for the work to be done. Following some concern about items in the cemetery being removed, a notice has been put on the cemetery noticeboard.

To include minor works to churchyard wall

The Clerk has not been able to contact the contractor to find out when the work is due to be done.

b. Provision of defibrillator

The Clerk reported her findings on maintenance costs. An offer of sponsorship for 4 years was received which was gratefully accepted and will be followed up by the Clerk.

PC and MW will build a cabinet for the defibrillator to be mounted in.

c. Greens

To receive report on registration of village green on Stoneway

Registration is progressing.

To consider proposed works on The Green in relation to Empowerment Grant Funding

The area is currently flooded.

To consider Best Village Competition 2016 invitation

Discussion took place and it was agreed that no entry will be made this year.

d. Neighbourhood Plan

AW presented a report. Open Days will be taking place on 27<sup>th</sup> and 28<sup>th</sup> February.

e. Newsletter

Nothing to report.

f. Playing Field

To include request to make reparations to the BMX track

Nothing to report.

To include playing field inspection

The Clerk was asked to arrange the inspection.

g. Rights of Way

Nothing to report.

h. Roads and safety

To include damage to verge and posts on Bunkers Hill and Church Green

In view of the amount of damage recently caused, a working party will carry out repair work.

The Clerk was asked to report fly tipping in the layby at the top of the A361, various

potholes around the village and the end of the pathway from the village hall. The Clerk has already reported overgrowing bushes on Bunkers Hill following a report from a resident.

i. Street Lighting

To include update with regards to incident of damage to lamp post

Nothing to report.

To include update on inspection and cleaning

The inspection report had been received and circulated. The Clerk was asked to obtain quotes for getting the essential works carried out as well as costs for replacement bowls.

j. Training

Nothing to report.

k. Trees

To include monitoring of trees T5 and T6 on The Green

A report had been received recommending felling of T763 (formerly T6 on the corner of Main Street with Chapel Lane) as a matter of urgency. The Clerk and PC were authorised to notify DDC of the requirement for a 5 day notice and to appoint a contractor to do the

work. AW will put a post on the website once a date for the work is arranged.  
 Proposal: To authorise the Clerk and PC to arrange for felling of tree T763.  
 Proposed by MW, seconded by SC. All in favour. Carried.

To include report on discussion with parishioner re a memorial tree  
 The Clerk was tasked with ordering the larger of the trees available and arranging for delivery.

Concern was voiced with regards to the safety of trees at the top of Bunkers Hill. The trees were believed to be on Highways land and the Clerk was tasked with reporting them to Street Doctor.

- i. Village Hall  
A meeting had been held. Nothing to report.
- m. Website  
Nothing to report.
- n. Forthcoming events
  - 20.02.16 DDC Local Plan Event  
AW had attended.
  - 12.05.16 CPRE Spring Roadshow  
No Councillor is available to attend.
- o. Consideration of Queen's 90<sup>th</sup> birthday celebration  
 To include consideration of Clean for the Queen event 4<sup>th</sup>-6<sup>th</sup> March 2016  
 AW will look into what date might be convenient for a Clean for the Queen event.  
 Public opinion will be gathered with regards to holding a celebration event or collaborating it with the Badby Fayre which is taking place in September.

#### **007/02/16 Consultations**

- a. KierWSP – Parish Satisfaction Questionnaire  
The Clerk to complete.
- b. DDC – Part 2 Local Plan Issues and Options (Closes 11.03.16)  
A meeting to draw up comments will be held with PC, AW, RP and the Clerk.
- c. DDC – Ageing Well (Closes 04.03.16)  
Individual comments to be made.
- d. NCC – Care & Support at Home (Closes 11.03.16)  
PC to comment.
- e. NCC/NHS Mental Health Services in Northamptonshire  
No comment to be made.

#### **008/02/16 Correspondence** (Folder in circulation around Parish Councillors)

- 🕒 Clerks & Councils Direct – January 2016
- 🕒 British Heart Foundation NewsBeat – Spring 2016
- 🕒 The Clerk – January 2016

#### **009/02/16 Public Participation (2)**

Nothing to report.

#### **010/02/16 New matters requested for next month's agenda**

None.

#### **011/02/16 Date of next ordinary meeting - 14<sup>th</sup> March 2016**

The Chairman closed the meeting at 9.50pm.

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 29<sup>th</sup> FEBRUARY 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Steve Chandler (SC), Mr Peter Johnson (PJ),  
Mr Richard Piner (RP), Mr Neville Snell (NS), Mr Martin Walton (MW),  
Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), 1 Member of the public.

**001/02e/16a To receive and approve apologies for absence**  
Mrs Karen Alexander – on holiday  
Mr Mike Richards – on holiday

**001/02e/16b To receive declarations of interest in items on the agenda**  
None.

**001/02e/16c To consider any dispensation requests**  
None.

**002/02e/16 Public Participation**  
No comment made.

**003/02e/16 Planning**  
a. To consider applications received

Application No	Description	Location	Comment
DA/2015/0964	Conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	No comment to be made
DA/2015/0965	Listed Building Consent for conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	No comment to be made
DA/2016/0062	Work to trees subject of Tree Preservation Order DA4	17 The Glebe, Badby NN11 3AZ	No objection
DA/2016/0102	Remove tree within a conservation area	Trifidia, Church Hill, Badby NN11 3AR	No objection
DA/2016/0107	Remove tree within a conservation area	Land at corner of Main Street and Chapel Lane, Badby	No comment to be made*

\* Discussion took place with the member of public in attendance. A request was made to have the soil tested before any replacement is considered. A Councillor mentioned whether a sculpture or bench could possibly be made out of any good wood.

**004/02e/16 Date of next ordinary meeting - 14<sup>th</sup> March 2016**

The Chairman closed the meeting at 7.55pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 14<sup>th</sup> MARCH 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Peter Johnson (PJ), Mr Richard Piner (RP), Mr Neville Snell (NS), Mr Martin Walton (MW),

*Others:* Mrs Sharon Foster (Clerk), 4 Members of the public.

**001/03/16 Administration**

- a. To receive and approve apologies for absence**  
Mr Andy Witcomb – prior commitment  
Mr Mike Richards – on holiday
- b. To receive declarations of interest in items on the agenda**  
None.
- c. To consider any dispensation requests**  
None.
- d. To approve the minutes of the Ordinary meeting held on 8<sup>th</sup> February 2016**  
The draft minutes had been circulated prior to the meeting.  
Proposal: In item 005/02/16a, replace “All in favour” with “6 for. 1 against” and to sign the minutes as a true and accurate record of the meeting.  
Proposed by SC, seconded by RP. 6 for. 1 abstained. Carried.
- e. To approve the minutes of the Extraordinary meeting held on 29<sup>th</sup> February 2016**  
The draft minutes had been circulated prior to the meeting.  
Proposal: To sign the minutes as a true and accurate record of the meeting.  
Proposed by PJ, seconded by SC. All in favour. Carried.
- f. To consider plans for 2016 Annual Parish Meeting – Friday 15<sup>th</sup> April**  
Organisations have been invited. Councillors were asked to give thought to what particular issues might be highlighted for discussion.
- g. To arrange the Clerk's appraisal**  
PC and KA will arrange a suitable time for the appraisal with the Clerk.

**002/03/16 Matters arising from the minutes (for information only)**

None.

**003/03/16 Public Participation (1)**

No comment.

**004/03/16 Finance**

- a. To note income received
 

£ 0.24	HSBC	Interest (Jan)
£ 0.23	HSBC	Interest (Feb)
£ 648.12	NCC s136 mowing grant – Invoice sent to NCC, funds not yet received	
£ 59.38	Allotment Society – Rental	
£ 50.00	Headstone fee - Dyson	

## b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Refreshments - NHP Event	43.50	0.00	43.50	G Nelson	LGA 1972 s102(4)	385
Refreshments - NHP Event	23.87	0.00	23.87	J Cooper	LGA 1972 s102(4)	386
Village hall hire – NHP Event	360.00	0.00	360.00	Badby VHMC	LGA 1972 s102(4)	387
Clerk's salary/benefits - Feb	227.74	0.00	261.71	S Foster	LGA 1972 s112	388
Clerk's expenses - Feb	33.97	0.00			LGA 1972 s112	
Streetlighting inspection	933.75	186.75	1120.50	Aylesbury Mains	PCA 1959	389
Streetlighting electricity 01/01/16-31/01/16	192.52	38.50	447.14	EON	PCA 1959	390
01/02/16-29/02/16	180.10	36.02				
Labour for replacing fencing	785.00	0.00	785.00	P Groves	Open Spaces Act 1906 s9 and s10	391
Horse chestnut inspection	340.00	68.00	408.00	BHA Trees Ltd	Open Spaces Act 1906 s9 and s10	392
PAYE	65.60	0.00	65.60	HMRC	LGA 1972 s112	393

Proposal: To approve above cheques for payment. The increase on Cheque 391 from the quoted £450 was due to an extra two days' work having to be undertaken to replace the fencing.

Proposed by MW, seconded by P.J. All in favour. Carried.

## c. To note bank balances

As at 29 <sup>th</sup> February 2016	HSBC current a/c	£ 9,266.48	
	HSBC deposit a/c	£ 5,010.20	£14,276.68
	Uncashed cheques		<u>£ 1,488.27</u>
	Available funds		£12,788.41

## 005/03/16 Planning

## a. To consider applications received

Application No	Description	Location	Comment
Draft Highways Order EM/2200	Proposed stopping of highway at Junction of Pinfold Green and Daventry Road, Badby	Outside new house on corner of Daventry Road/Pinfold Green	No objection.

## b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2015/1063	Formation of base and hardstanding, associated access and track, irrigation pond, erection of polytunnels and potting shed (part retrospective)	The Bungalow, Staverton Road, Badby NN11 3DD	Approved
DA/2015/1105	Demolition of existing conservatories. Construction of single storey rear extensions	The Old House, Church Hill, Badby NN11 3AR	Approved
DA/2015/1106	LBC to remove and replace conservatory and various internal alterations	The Old House, Church Hill, Badby NN11 3AR	Approved
DA/2015/0912	Construction of two detached dwellings including associated access and landscaping works	Former Garage Site, Pound Lane, Badby	Approved

## c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

## d. To consider appeals received

Application No	Description	Location	Comment
APP/Y2810/W/15/3141251 (DA/2015/0662)	Change of use from residential to mixed use	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	A Hearing will now be held on 17 <sup>th</sup> or 24 <sup>th</sup> May.

- e. To receive update on planning issues at Tall Trees, Badby  
The Clerk was asked to obtain a report and update on the matter, noting that presence of people and lights into the evening were still occurring.

**006/03/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
RP reported that the contractor will not be able to continue mowing the cemetery this year. RP and the Clerk were tasked with obtaining quotes for consideration at the next meeting.

RP reported that Les Finn had kindly laid down a very old gravestone for no charge. He will repair another very old gravestone for which the Parish Council has no contact details for £30 at the Parish Council's cost. There is one other gravestone which is not dangerous but has some movement. The Clerk was asked to write to the family concerned quoting £20 to have the work done.

To include minor works to churchyard wall  
The works have now been completed.

To include correspondence re condition of access and request for bird boxes  
It was noted that the area of land outside the cemetery gate is not the property of the Parish Council but it was felt appropriate to purchase a bag of gravel to improve the condition of the ground. RP with liaise with the correspondent with regards to the purchase of bird boxes in the autumn.  
Proposal: To purchase a bag of gravel to be laid outside the entrance gate to the cemetery. Proposed by KA, seconded by PC. All in favour. Carried.

- b. Provision of defibrillator  
The box for housing the defibrillator is ready to paint and then will be erected.
- c. Greens  
To receive report on registration of village green on Stoneway  
Nothing to report.  
  
To consider proposed works on The Green in relation to Empowerment Grant Funding  
Nothing to report.
- d. Neighbourhood Plan  
In AW's absence, Ken Morris addressed the meeting. He reported that the recent open days had been a success and resulted in feedback being given on 5 policies which are now being updated. Further policies are also being written. Declaration of Interest forms are in the process of being signed. The next meeting of the Group will be on 6<sup>th</sup> April. PC thanked Mr Morris for the update.
- e. Newsletter  
Nothing to report.
- f. Playing Field  
To include request to make reparations to the BMX track  
Nothing to report.  
  
To include playing field inspection  
A cost of £62.50 ex VAT has been obtained for the inspection. The Clerk was asked to arrange for the inspection to take place.
- g. Rights of Way  
Nothing to report.
- h. Roads and safety  
To include damage to verge and posts on Bunkers Hill and Church Green  
PC will arrange a working party will carry out repair works.



Discussion took place regarding recent flooding. SC noted that the culvert on Brookside Lane needs clearing out. A member of the public also reported that the pipes over The Nene by Bridge House were actually carrying electric, telephone and probably gas lines. The pipes are damaged and so the Clerk was asked to contact the appropriate authority to get repairs carried out.

NCC has requested applications for Community Engagement Gangs. Councillors were asked to forward suggestions to NS and the Clerk to enable NS to submit an application.

i. Street Lighting

To include update with regards to incident of damage to lamp post  
Nothing to report.

To include update on inspection and cleaning

Aylesbury Mains have a stock of 13 replacement bowls which can be fitted at a cost of £508.10 + VAT. A decision will be made as to which bowls will be replaced as there are 20 needing replacement on the inspection report.

j. Training

Nothing to report.

k. Trees

To include quotes for removal of Horse Chestnut on The Green

Quotes had been received of £1,680 and £1,650. Discussion took place and the Clerk was tasked with enquiring as to the cost of grinding out the stump. It was noted that nothing would be done with the ground for the time being but this may be a question to be raised at the Annual Parish Meeting.

Proposal: To accept the quote of £1,680 on proviso that the cost of grinding out the stump is less than £315.

Proposed by NS, seconded by KA. All in favour. Carried.

To include report on discussion with parishioner re a memorial tree

The tree is ready for delivery. Discussion took place and it is hoped that planting can take place on Monday 21<sup>st</sup> March. The Clerk will arrange.

l. Village Hall

Nothing to report.

m. Website

It was noted that the Clerk had paid the website hosting fee and so the responsibility is now that of the Parish Council rather than a member of the public.

n. Forthcoming events

16.03.16 Neighbourhood Planning Workshop  
Clerk to check who may be attending.

12.05.16 CPRE Spring Roadshow  
No Councillor is available to attend at the moment.

o. Consideration of Queen's 90<sup>th</sup> birthday celebration

The Clerk was asked to contact local organisations to see whether a planning group can be put together to discuss options for a celebration.

To include consideration of Clean for the Queen event 4<sup>th</sup>-6<sup>th</sup> March 2016

AW has booked the equipment for the Clean for the Queen but it was agreed that Easter Sunday may not be a good day and so the Clerk was asked to try to re-arrange for another date.

To include consideration of purchase of commemorative medal

Discussion took place and it was agreed that the medal would not be purchased.

**007/03/16 Consultations**

- a. DDC – Part 2 Local Plan Issues and Options (Closes 11.03.16)  
Comments had been submitted.
- b. NCC – Care & Support at Home (Closes 11.03.16)  
No comment to be made.
- c. NCC – Northampton Northern Orbital Route (Closes 08.04.16)  
No comment to be made.
- d. DDC – Help Shape the Future of Your Bin Collections (Closes 31.03.16)  
Individuals to make comment.

**008/03/16 Correspondence** (Folder in circulation around Parish Councillors)

- 🕒 NCALC Update – January/February 2016
- 🕒 Clerks & Councils Direct – March 2016
- 🕒 The Clerk magazine – March 2016
- 🕒 CPRE Outlook – March 2016

**009/03/16 Public Participation (2)**

Nothing to report.

**010/03/16 New matters requested for next month's agenda**

None.

**011/03/16 Date of next ordinary meeting** - 11<sup>th</sup> April 2016

The Chairman closed the meeting at 9.05pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 11<sup>th</sup> APRIL 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Peter Johnson (PJ), Mr Richard Piner (RP), Mr Neville Snell (NS), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), County Councillor Robin Brown, 1 Member of the public.

**001/04/16 Administration**

**a. To receive and approve apologies for absence**

Mr Andy Witcomb – prior commitment  
Mr Mike Richards – on holiday

**b. To receive declarations of interest in items on the agenda**

None.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 14<sup>th</sup> March 2016**

The draft minutes had been circulated prior to the meeting.

Proposal: To sign the minutes as a true and accurate record of the meeting.

Proposed by KA, seconded by NS. All in favour. Carried.

**e. To consider arrangements for 2016 Annual Parish Meeting – Friday 15<sup>th</sup> April**

Arrangements for the evening were discussed. The Clerk will put up further notices as well as an A-board publicising the event.

**g. To report on Clerk's appraisal**

PC and KA had met with the Clerk and completed the appraisal. Thanks were passed on to the Clerk for the positive, professional service she continues to provide.

**002/04/16 Matters arising from the minutes (for information only)**

None.

**003/04/16 Public Participation (1)**

No comment.

**004/04/16 Finance**

**a. To note income received**

£ 0.24

£ 648.12

£ 116.67

HSBC

NCC s136 mowing grant

Donation towards memorial tree

Interest (Jan)

**b. To approve payments**

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – Mar	329.49	0.00	515.09	S Foster	LGA 1972 s112	394
Clerk's expenses – Mar	45.60	0.00			LGA 1972 s112	
Purchase of memorial tree	116.67	23.33			Open Spaces Act 1906	
Repairs to churchyard wall	759.00	151.80	910.80	M J Parratt	LGA 1972 s215	395
Rates – cemetery 2016/2017	0.00	0.00	0.00	DDC	LGA 1972 s214	N/A
Tree works within the village	1620.00	324.00	1944.00	Cutting Edge	Open Spaces Act 1906	396
LCR subscription	17.00	0.00	17.00	NALC	LGA 1972 s112	397

Electricity 01.03.16-31.03.16	192.52	38.50	231.02	EON	PCA 1959	398
Repayment of unused grant for Neighbourhood Plan	107.66	0.00	107.66	Groundwork UK	Open Spaces Act 1906	399

Proposal: To approve above cheques for payment.

Proposed by KA, seconded by PJ. All in favour. Carried.

- c. To note bank balances  
As at 31<sup>st</sup> March 2016
- |                  |            |            |
|------------------|------------|------------|
| HSBC current a/c | £ 5,495.05 |            |
| HSBC deposit a/c | £ 5,010.44 | £10,505.49 |
| Uncashed cheques |            | £ 0.00     |
| Available funds  |            | £10,505.49 |
- d. To consider request for funding from Citizens Advice Daventry and District  
A request for funding had been received. It was agreed that the Parish Council was not in a position to give the suggested £1,000 grant at this time.
- e. To present end of financial year 2015/2016 draft budget figures  
The Clerk provided unaudited figures. Audited figures will be presented to the next meeting.
- f. To complete Parts 1 and 2 of Annual Return for financial year 2015/2016  
Part 1 of the Annual Return was completed and duly signed by the Chairman and Clerk. The Clerk will present Part 2 at the next meeting.

MW arrived at 8.05pm.

County Councillor Brown arrived and addressed the meeting. He apologised that he is unable to attend the Annual Parish Meeting but provided a written report. He then updated Councillors on the First for Wellbeing initiative being set up by NCC and other organisations. Councillor Brown advised that Empowerment Grant funding of up to £1,000 is now open for applications. PC thanked Councillor Brown.

#### 005/04/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
None			

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0015	Variation of Condition 2 and removal of conditions 6, 7, 8 and 10 of DA/2014/0442 relating to creation of separate access for new dwelling	Land rear of Bridge House, Daventry Road, Badby	Approved
DA/2016/0062	Work to trees subject of Tree Preservation Order DA4	17 The Glebe, Badby NN11 3AZ	Approved
DA/2016/0102	Works to trees within a Conservation Area	Trifidia, Church Hill, Badby NN11 3AR	Approved
DA/2016/0107	Removal of a horse chestnut tree from within a Conservation Area	The Green, Badby NN11 3AF	Approved

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

- d. To consider appeals received

Application No	Description	Location	Comment
APP/Y2810/W/15/3141251 (DA/2015/0662)	Change of use from residential to mixed use	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	A Hearing will be held on 17 <sup>th</sup> May. The Clerk will advise the Inspector that PC and KA will attend and wish to speak.

- e. To receive update on planning issues at Tall Trees, Badby  
DDC had advised that, following service of a Planning Contravention Notice, a further inspection had taken place, but that, on the basis of changes made at the building and information received from the landowners, DDC did not feel able to take further action at this time. A draft response to DDC will be presented at the next meeting.

**006/04/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
To include correspondence re condition of access and request for bird boxes  
RP and MW had laid gravel at the entrance to the graveyard. RP is also dealing with the matter of providing bird boxes.
- To include consideration of quotes received for cemetery mowing and appoint contractor  
A number of possible contractors had been approached. The Clerk has forwarded the specification for mowing to one as others were unable to take on the contract.
- To include request for interment of ashes without a headstone  
There was no objection to the interment of ashes without a headstone. It was noted that a small rose bush could be planted and maintained by the family.
- To include notification of revaluation of rateable value  
The Clerk reported that revaluation will take place in April 2017.
- The Clerk also reported that a response had been received regarding repair of one of the headstones at a cost of £20. The family involved agreed that the repair could be made at their cost. The Clerk will make the appropriate arrangements.
- b. Provision of defibrillator  
To include plans for training of volunteers  
Three volunteers had previously come forward. A further call for volunteers would be made in The Link and at the Annual Parish Meeting.
- c. Greens  
To receive report on registration of village green on Stoneway  
PC to continue the process.
- To consider proposed works on The Green in relation to Empowerment Grant Funding  
Following discussion, PC will discuss options with DDC.
- To consider request to temporarily erect a marquee on The Green  
It was agreed that a marquee could be erected for the Badby Horticultural Society Annual Show on Sunday 4<sup>th</sup> September.
- The Clerk was asked to contact the mowing contractor with a request to cut the grass alongside the frontage of The Hollies and, if possible, to collect the cuttings from mowing already completed.
- d. Neighbourhood Plan  
K Morris had sent an update which was presented to the meeting.
- e. Newsletter  
It was noted that the mobile library had now stopped visiting the village because of low usage.
- f. Playing Field  
To include request to make reparations to the BMX track.
- Arrangements were made for a clean up day to take place on Sunday 22<sup>nd</sup> May, when works around the village, including repairs to the BMX track, would also be undertaken. It would be advertised to encourage parishioners to take part.

To include playing field inspection  
The inspection has been arranged.

To include request for use for parking during Bluebell Weekend (1<sup>st</sup> and 2<sup>nd</sup> May)  
It was agreed that the playing field could be used as extra parking for Bluebell Weekend.

The Clerk was asked to contact the mowing contractor to make a first cut of the playing field.

g. Rights of Way

RP reported that he and MW had removed overhanging branches on the footpath behind the cemetery. The Clerk was asked to request NCC to lay gravel in the area between the stones on this footpath as it was extremely wet.

h. Roads and safety

To include damage to verge and posts on Bunkers Hill and Church Green  
Repairs will be made on 22<sup>nd</sup> May.

To include damage to conduit pipes over River Nene adjacent to the A361  
Following investigation, it was noted that the wires are neither electricity or gas. The Clerk was asked to contact BT.

To include clearance of the brook and culvert under Chapel Lane  
This had been included in the application for the CEG.

To include request for work by Community Enhancement Gang  
The application had been submitted by NS.

i. Street Lighting

To include update with regards to incident of damage to lamp post  
Nothing to report.

To include update on inspection and cleaning  
PC and the Clerk will agree which bowls will be replaced.

PJ noted that the wire on the streetlight outside Manor Cottages needs some attention.

j. Training

The Clerk was given authorisation to attend the Cemetery Management & Operation course on 24<sup>th</sup> August.

k. Trees

To include report on removal of Horse Chestnut on The Green and consideration of replacement  
The tree had now been removed. The matter of whether it should be replaced, and with what, will be discussed at the Annual Parish Meeting.

To include report on planting of memorial tree  
The tree had now been planted and is growing well.

l. Village Hall

Bluebell Weekend will be held on 1<sup>st</sup> and 2<sup>nd</sup> May.

m. Website

Nothing to report.

n. Forthcoming events

12.05.16 CPRE Spring Roadshow  
No Councillor is available to attend.

10.05.16 Voluntary & Community Groups Funding Fair  
The Clerk to circulate to community groups.

- o. Consideration of Queen's 90<sup>th</sup> birthday celebration  
To include consideration of Clean for the Queen  
A group of volunteers (including KA and the Clerk) would be asked to plan for an event on Sunday 12<sup>th</sup> June. An offer was made of the use of a marquee and the Clean for the Queen will be organised for Sunday 22<sup>nd</sup> May.  
Proposal: To authorise the working party funding of up to £200 for arranging the above celebration.  
Proposed by PC, seconded by SC. All in favour. Carried.

**007/04/16 Consultations**

- a. DDC – Sustainability Appraisal for Daventry District Local Plan Part 2  
No comment.
- b. NCC – Children's Centre Services Consultation 2016 (Closes 28.04.16)  
KA to respond.
- c. DDC – Electric Vehicle Infrastructure Survey 2016 (Closes 26.04.16)  
No comment.
- d. NCALC – Parish Council Survey  
PC and the Clerk to respond.
- e. NCC – Amendments to Road Works Permit Scheme  
No comment.

**008/04/16 Correspondence** (Folder in circulation around Parish Councillors)

- Ⓟ LCR – Spring 2016  
Ⓟ PCC – Speeding Reduction Initiative

**009/04/16 Public Participation (2)**

No comment.

**010/04/16 New matters requested for next month's agenda**

None.

**Members of the public, press and the Clerk were excluded from the following confidential matter**

**012/04/16 To review the Clerk's salary**

See separate minute sheet.

**011/04/16 Date of next ordinary meeting - 9<sup>th</sup> May 2016**

The Chairman closed the meeting at 10.00pm.

**CONFIDENTIAL**

**Members of the public, press and the Clerk were excluded from the following confidential matter**

**012/04/16 To review the Clerk's salary**

Discussion took place.

Proposal: To increase the Clerk's salary to SPC24 (£11.19 per hour) effective 1<sup>st</sup> April 2016, reflecting her commitment and the quality of the support she provides to the Council.

Proposed by PC, seconded by KA. All in favour. Carried.

**MINUTES OF THE ANNUAL MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 9TH MAY 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Peter Johnson (PJ), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), 3 Member of the public.

**001/05/16 Administration**

**a. Election of Chairman and signature of Acceptance of Office**

Proposal: To appoint PC as Chairman.

Proposed by KA, seconded by MW. 7 in favour. 1 abstained. Carried.

PC duly signed the Acceptance of Office, witnessed by the Clerk.

**b. Election of Vice-Chairman**

Proposal: To appoint KA as Vice-Chairman.

Proposed by PC, seconded by MR. 7 in favour. 1 abstained. Carried.

**c. To receive and approve apologies for absence**

Mr Richard Piner (RP) – on holiday

**d. To receive declarations of interest in items on the agenda**

None.

**e. To consider any dispensation requests**

None.

**f. To update Register of Members' Interests**

It was noted that any amendment has to be advised to DDC within 28 days of the change occurring. All Parish Councillors were asked to check their Interests' forms and notify the Clerk of any changes.

**g. To appoint Councillors' Areas of Special Interest**

The following appointments were made:

Cemetery	Richard Piner	
Defibrillator		Steve Chandler
Greens	Peter Cooper	
Playing field		Karen Alexander
Rights of Way	Richard Piner, Andy Witcomb	
Roads & Safety	Peter Cooper, Peter Johnson, Martin Walton	
Street lighting	Mike Richards, Nev Snell	
Trees	Mike Richards, Nev Snell	
Village Hall	Karen Alexander, Richard Piner	
Website	Andy Witcomb	

**h. To appoint Responsible Finance Officer and separate Internal Finance Controller**

Proposal: To appoint the Clerk as Responsible Finance Officer.

Proposed by PC, seconded by KA. All in favour. Carried.

Proposal: To appoint PC as Internal Finance Controller.

Proposed by AW, seconded by KA. All in favour. Carried.

**i. To review Standing Orders and Financial Regulations**

Proposal: To accept the current Standing Orders without amendment at this time.

Proposed by PC, seconded by MR. All in favour. Carried.

As new model Financial Regulations have been published, these will be circulated and reviewed at the June meeting.

- j. To review Risk Assessment**  
PC, MR and the Clerk will review and present to the June meeting.
- k. To review Asset Register**  
The Clerk had circulated an updated version of the Asset Register. Further amendments were suggested and will be presented to the June meeting.
- l. To review policy documents**  
PC, MR, AW and the Clerk will review and present to the June meeting.
- m. To approve the minutes of the Ordinary meeting held on 11<sup>th</sup> April 2016**  
The draft minutes had been circulated prior to the meeting.  
Proposal: To sign the minutes as a true and accurate record of the meeting.  
Proposed by PC, seconded by KA. 6 in favour. 2 abstained. Carried.
- n. To report on 2016 Annual Parish Meeting**  
The event had been very well attended. Notes from Parish Councillors had been circulated. The Clerk was asked to add comments of other attendees.

**002/05/16 Matters arising from the minutes (for information only)**

None.

**003/05/16 Public Participation (1)**

A member of the public noted that the appeal hearing for Badby Lodge Farm is being held on Tuesday 17<sup>th</sup> May, not 14<sup>th</sup> as advised on the agenda. PC, KA and MR will be attending the appeal hearing.

**004/05/16 Finance**

- a. To note income received
- |         |  |                |
|---------|--|----------------|
| £ 0.29  | HSBC   | Interest (Apr) |
| £104.75 | Donations for wood following removal of horse chestnut |                |
| £708.15 | VAT Reclaim (2015-2016)                                |                |
| £150.00 | Interment – J Bannigan                                 |                |

- b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – April	353.90	0.00	426.55	S Foster	LGA 1972 s112	400
Clerk's expenses – April	53.87	0.00			LGA 1972 s112	
Website fee	18.78	0.00			LGA 1972 s112	
Gravel for cemetery entrance	41.54	8.31	49.85	R Piner	Open Spaces Act 1906 s9 and s10	401
NALC Subscription (2016/17)	313.26	0.00	475.26	Northants CALC	LGA 1972 s112	402
NALC Internal Audit Service (Year ending 31.03.17)	162.00	0.00			Acc & Audit Regs	
Removal of horse chestnut tree on The Green	1,850.00	370.00	2,220.00	Cutting Edge	Open Spaces Act 1906 s9 and s10	403

Proposal: To approve above cheques for payment.

Proposed by MR, seconded by MW. All in favour. Carried.

- c. To note bank balances
- |                                   |                  |            |            |
|-----------------------------------|------------------|------------|------------|
| As at 30 <sup>th</sup> April 2016 | HSBC current a/c | £11,340.04 |            |
|                                   | HSBC deposit a/c | £ 5,010.73 | £16,350.77 |
|                                   | Uncashed cheques |            | £ 107.66   |
|                                   | Available funds  |            | £16,243.11 |
- d. To present end of financial year 2015/2016 audited budget figures  
PC noted that unfortunately the figures had not been revised and amended figures would be circulated. Deferred to June meeting.

- e. To complete Part 2 of Annual Return for financial year 2015/2016  
Deferred to June meeting.
- f. To receive internal audit report for financial year 2015/2016  
Deferred to June meeting.
- g. To consider insurance cover for 2016/2017  
Proposal: To accept Came & Co insurance cover at a cost of £744.95.  
Proposed by MR, seconded by KA. All in favour. Carried.
- h. To note updated 4-year forecast  
Deferred to June meeting.
- i. To choose pension scheme in line with Pensions Regulator requirements  
Deferred to June meeting.
- j. To agree insurance provision for 2016/2017  
Covered at g. above.

#### 005/05/16 Consultations

- a. NCC Universal Public Health Services for 0-19 year olds  
No comment to be made.
- b. NCC Early Years Provider Satisfaction Survey 2016  
No comment to be made.

#### 006/05/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0342	Listed Building Consent to remove plaster on internal party wall and replace with lime-based render	The Cottage, Church Green, Badby NN11 3AS	No comment
DA/2016/0356	Remove tree within a Conservation Area	Windmill Inn, Main Street, Badby NN11 3AN	No objections

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0964	Conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	Refused
DA/2016/0965	Listed Building Consent for conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	Refused

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

- d. To consider appeals received

Application No	Description	Location	To be held
APP/Y2810/W/15/3141251 (DA/2015/0662)	Change of use from residential to mixed use	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	Tuesday 17 <sup>th</sup> May, PC, KA and MR to attend.

- e. To receive update on planning issues at Tall Trees, Badby  
PC circulated a draft response to DDC. Amendments were discussed and will be made before the email is sent.



**006/05/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
To include correspondence re condition of access and request for bird boxes  
Deferred.
- To include consideration of quotes received for cemetery mowing and appoint contractor  
Some contractors had been unwilling to tender. However, two further approaches are being made. It was agreed that the cemetery would be cut on Sunday during the Clean for the Queen event.  
Proposal: To authorise PC and RP to appoint a contractor as soon as possible and to report back to the June meeting.  
Proposed by MR, seconded by KA. 6 for. 2 abstained. Carried.
- b. Provision of defibrillator  
To include plans for training of volunteers  
SC is arranging training; further details will be included in the Newsletter.
- c. Greens  
To receive report on registration of village green on Stoneway  
PC reported that he has had no response from the resident concerned but will inform the resident that The Parish Council will begin the process of registering the agreed portion of land in the name of the Parish Council.
- To consider proposed works on The Green in relation to Empowerment Grant Funding  
PC reported that he has drafted an email to DDC with proposals.
- The Clerk had yet to contact the mowing contractor with a request to cut the grass alongside the frontage of The Hollies and in front of The Banks.
- A request for use of a bouncy castle on The Green near the village hall had been received. Following discussion, it was agreed that the Clerk should send a copy of the Policy on Use of the Greens and depending on the response received, PC and KA were authorised to agree such usage or refuse.
- d. Neighbourhood Plan  
K Morris reported that modifications are being made to policies. The next meeting of the Group will be taking place on 25.05.16 and a meeting with DDC will be taking place on 13.05.16. An Open Day is planned for August.
- e. Newsletter  
A draft will be presented to the June meeting. All Parish Councillors were asked to provide items for inclusion. Other items to be included are Annual Parish Meeting update, dog pooh, policy on use of village greens, Queen's birthday events update and the damaged pipes/wires by the bridge on the A361.
- f. Playing Field  
To include request to make reparations to the BMX track.  
To be dealt with during Clean for the Queen.
- To include playing field inspection  
The inspection has been arranged.
- The Clerk was asked to contact the mowing contractor to request an urgent cut of the playing field.
- g. Rights of Way  
Nothing to report.

- h. Roads and safety  
To include damage to conduit pipes over River Nene adjacent to the A361  
The Clerk reported that the pipes are not the responsibility of BT. However, they are not dangerous or they would have been dealt with by the Electricity Board. An article will be included in the upcoming Newsletter.
- To include notification of NCC Highway Permit Scheme for Road and Street Works  
Noted.
- i. Street Lighting  
To include update with regards to incident of damage to lamp post  
Aylesbury to be asked for a quotation for straightening the pole.
- To include update on inspection and cleaning  
PC and the Clerk will meet to identify globes to be replaced.
- j. Training  
To include consideration of Councillors' Training Session  
Following discussion at the Clerk's appraisal, the Clerk had looked into holding an overview training session for the Council with NCALC. The cost of such training would be @£390.  
Agreed to go ahead; the Clerk will look at arranging a suitable evening.
- k. Trees  
To include award of contract for reduction of hawthorn tree in churchyard  
DDC had advised that a hawthorn tree in the churchyard needs to be drastically reduced.  
The Clerk had obtained two quotes.  
Proposal: To accept the proposal from Wilbytree at a cost of £450 + VAT (including total remove all arisings from site) and to get the work done as soon as possible.  
Proposed by PC, seconded by MR. All in favour. Carried.
- To include report on removal of Horse Chestnut on The Green and consideration of replacement  
Following discussions at the Annual Parish Meeting, it was agreed that an item be published in the upcoming Newsletter outlining various options and asking for further comments.
- l. Village Hall  
Bluebell Weekend had been very successful in view of the inclement weather on Bank Holiday Monday and had raised ~£2,500.
- m. Website  
Nothing to report.
- n. Forthcoming events and reports from events attended  
Nothing to report.
- o. Consideration of Queen's 90<sup>th</sup> birthday celebration  
A group of volunteers (including KA and the Clerk) had been meeting and arrangements are under way for a Picnic for the Queen on Sunday 12<sup>th</sup> June. The event will include the Church bells being pealed, races, a large birthday cake, live music and films of the royal family being shown in the village hall. An invitation flyer had been delivered to all houses in the village.
- To include consideration of Clean for the Queen  
The Clean for the Queen has been organised for Sunday 22<sup>nd</sup> May and a group of Councillors will meet on Thursday 12 May to survey the village draw up a list of what works need carrying out. Again, details had been included in the flyer delivered to all houses in the village.

**008/05/16 Correspondence** (Folder in circulation around Parish Councillors)

- ⌚ Notification of change of name from Daventry District Housing to Futures Housing Group
- ⌚ NCC Local Offer documentation (circulated by email)

**009/05/16 Public Participation (2)**

No comment.

**010/05/16 New matters requested for next month's agenda**

None.

**011/05/16 Date of next ordinary meeting** - 13<sup>th</sup> June 2016

The Chairman closed the meeting at 9.50pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 13TH JUNE 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Richard Piner (RP), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), County Councillor Robin Brown, 3 Members of the public.

**001/06/16 Administration**

**a. To receive and approve apologies for absence**

Mr Steve Chandler (SC) – on holiday  
Mr Peter Johnson (PJ) - absent  
Mr Andy Witcomb (AW) – on holiday

**b. To receive declarations of interest in items on the agenda**

MW declared an interest as recipient of Cheque 406.

**c. To consider any dispensation requests**

None.

**d. To review Governance documents - Financial Regulations, Risk Assessment (including mowing and outside working), Asset Register and policy documents**

Following a meeting of PC, MR, PJ and the Clerk to draft the above, documents had been circulated.

*Proposal: To adopt Finance Regulations, Risk assessment (including mowing and outside working), Asset Register and policy documents as circulated.*

*Proposed by KA. Seconded by MW. All in favour. Carried.*

*Proposal: To appoint MR as internal controller, overriding the recent appointment of PC as Financial Regulations state that the internal controller should not be the Chairman.*

*Proposed by KA. Seconded by MW. All in favour. Carried.*

**e. To review effectiveness of internal control and to re-appoint internal controller**

Re-appointment of the internal controller was dealt with in d. above. It was agreed that the review of the effectiveness of internal control be deferred until the end of the first quarter of the financial year.

**f. To approve the minutes of the Annual meeting held on 9<sup>th</sup> May 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MW. Seconded by KA. All in favour. Carried.*

**g. To report on 2016 Annual Parish Meeting and consider actions arising**

The meeting had been well attended with positive comment made regarding the structure. Comments made during the evening included concern over traffic safety in the village and a possible benefits of school traffic operating its unofficial one-way system in the opposite direction, speed reduction signs on the A361 no longer being in place and what to do with the area where the horse chestnut had recently been removed.

Agreed that all matters were either ones that the Council had under review or were to be included in the next Newsletter.

**002/06/16 Matters arising from the minutes (for information only)**

None.

**003/06/16 Public Participation (1)**

Robin Brown reported that he now has the portfolio for finance. Last year's budget has come in on balance although reserves have been used due to a high demand on children's services. County Council elections will be held in 2017. Applications are now invited for the Empowering Councillors' Grant.

Nick King from Village Networks (<http://www.snyb.org.uk/villagenetworks.html>) addressed the meeting. He runs a free advice service within South Northants and is looking to bring his vehicle to Badby for 1 day per month during September, October and November 2016. The Clerk will work alongside Mr King to publicise the events.

**004/06/16 Finance**

a. To note income received

£ 0.29

HSBC

Interest (May)

£ 59.37

Allotment Society – ½ year rental

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Insurance cover - 2016-2017	744.95	0.00	744.95	Came & Co	LGA 1972 s111 & 140	404
Clerk's salary/benefits – May	374.70	0.00	428.27	S Foster	LGA 1972 s112	405
Clerk's expenses – May	53.57	0.00			LGA 1972 s112	
Timber posts	22.47	4.49	26.96	M Walton	Highways Act 1980	406
CPRE Membership	36.00	0.00	36.00	CPRE	LGA 1972 s112	407
Mowing			1,070.00	M Freeman	Highways Act 1980	408
08.04.16, 22.04.16	510.00	0.00				
06.05.16, 20.05.16, 25.05.16	560.00	0.00				
Electricity			454.75	EON	PCA 1957	409
01.04.16-30.04.16	186.37	37.27				
01.05.16-31.05.16	192.59	38.52				
SLCC Subscription	56.50	0.00	56.50	SLCC	LGA 1972 s112	410
Bin collection and one-off fee	132.48	0.00	132.48	Amey	Litter Act 1983	411
Replace lighting bowls	496.40	99.28	595.68	Aylesbury	PCA 1957	412

*Proposal: To approve above cheques for payment.*

*Proposed by MR, seconded by KA. 3 for. MW abstained. Carried.*

Discussion took place regarding the high cost of the bin collection at the playing field.

Agreed to give notice to stop the service at the end of June and to look into alternatives.

c. To note bank balances

As at 31<sup>st</sup> May 2016

HSBC current a/c £ 7,762.32

HSBC deposit a/c £ 5,011.03

Uncashed cheques

Available funds

£12,773.35

£ 1,279.65

£11,493.70

d. To present end of financial year 2015/2016 audited budget figures

PC reported that the audited figures had been circulated. Although there are still liabilities of some £2000 outstanding, it was noted that the Parish Council is rebuilding its reserves as planned. A query was raised as to whether the Parish Council might consider having a wish list for future projects and engage in fundraising through events for villagers which had proved popular recently.

*Proposal: To accept the audited accounts for financial year 2015/2016.*

*Proposed by MR. Seconded by MW. All in favour. Carried.*

e. To complete Part 2 of Annual Return for financial year 2015/2016

As a result of d. above, PC signed Part 2 of the Annual Return.

f. To receive internal audit report for financial year 2015/2016

The internal report had been received with no comment.

g. To note updated 4-year forecast

PC had circulated an updated version which will now be amended in view of liabilities identified above and the out-turn figures for some services in 2015/16. This will be

presented to the next meeting.

- h. To agree pension scheme in line with Pensions Regulator requirements  
PC presented some research which shows NEST to be a suitable scheme. However, it was noted that independent financial advice would need to be taken and so the matter was deferred to the next meeting.
- i. To be advised of increasing Deemed Contract rates for street lighting electricity  
EON had advised that the rate would be increasing from 12.40p per Kwh to 14.40p per Kwh. NS will research whether a cheaper option may be available.

#### 005/06/16 Consultations

- a. NCC – Minerals and Waste Local Plan Update (Closes 21.07.16)  
No comment to be made.
- b. NCC – Superfast Broadband for Northamptonshire (Closes 17.06.16)  
No comment to be made.

#### 006/06/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0440	Listed Building Consent for removal and replacement of roof covering to garage/outbuilding	Pennywick, Bunkers Hill, Badby NN11 3AW	No objection

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0342	LBC to remove and replace plaster	The Cottage, Church Hill, Badby	Approved
DA/2016/0356	Works to tree within a Conservation Area	The Windmill Inn, Main Street, Badby	Approved

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

- d. To consider appeals received

Application No	Description	Location	Decision
APP/Y2810/W/15/3141251 (DA/2015/0662)	Change of use from residential to mixed use	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	Appeal allowed with conditions laid down.

- e. To receive update on planning issues at Tall Trees, Badby  
PC had received a response from DDC stating that there had been no evidence of residency taking place and that a 'likely baseline' had been established with regards to a timeframe for non-residency. It was noted that post was now being addressed to a separate name (White Feathers) from the main site. Concerns remain regarding what rates are being paid on the property. PC will draft a response email to DDC.
- f. To receive correspondence regarding tin roof replacement within Badby  
Correspondence had been received regarding a recent planning application for a re-roofing in reed which had been withdrawn and replaced with an application for a tin roof which had been approved. Discussion took place and it was noted that the application was approved by the DDC Planning Committee on grounds of its planning policies and the North Northants Joint Core Strategy, and that the colour and type of the tin was to be agreed with DDC before the work commenced. It was not therefore the case that the new roof will be of a shiny, galvanised nature. The Clerk will respond to the resident.

**006/06/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
To include correspondence re condition of access and request for bird boxes  
Deferred.  
To include update on appointment of mowing contractor  
It was noted that Frank Garden had been appointed as mowing contractor. The Clerk and RP had been unable to meet with him as yet due to holiday commitments.
- The Clerk was asked to pass a copy of the newly adopted Risk Assessment documents to the PCC for their mowing contractor.
- A request had been received for a handrail along the lower half of the cemetery. MW was tasked with assessing the cost of erecting a new handrail the length of the cemetery, including replacing the current handrail, which was in need of repair, and that could be suitable for an Empowerment grant.
- b. Provision of defibrillator  
To include plans for training of volunteers  
Training is recommended in CPR. Options for training companies for this and for general first aid will be looked into by the Clerk.
- c. Greens  
To receive report on registration of village green on Stoneway  
No response received.
- To consider proposed works on The Green in relation to Empowerment Grant Funding  
No response received.
- To include request for use of The Green on 4<sup>th</sup> September 2016  
This was agreed as the PCC have agreed to the conditions laid down in the Use of Greens policy.
- To report on request for use of The Green on 9<sup>th</sup> July 2016  
This event will now be taking place on 10<sup>th</sup> July. The Clerk was asked to obtain written consent to the conditions laid down in the Use of Greens policy.
- It was noted that the Parish Council gave retrospective permission for use of the Green for the Picnic for the Queen event.
- d. Neighbourhood Plan  
KA reported that all policies are now in draft form.
- e. Newsletter  
The edition will be completed by PC and the Clerk together. The Clerk will look at options for a colour edition in view of the inclusion of photographs from the Picnic for the Queen event.
- f. Playing Field  
To include request to make reparations to the BMX track.  
Thanks went to MR and the Clean for the Queen volunteers for completing repairs.
- To include playing field inspection  
The Clerk to chase.
- To include consideration of The Centenary Fields programme  
Discussion took place and it was agreed that the Parish Council would not apply.
- It was noted that the football pitch has been mown twice but not the area around it. The Clerk was asked to find out whether the contract refers to just the pitch or the whole area as there may be a need to re-assess the contract.

- g. Rights of Way  
Nothing to report.
- h. Roads and safety  
To include damage to conduit pipes over River Nene adjacent to the A361  
An article will be included in the coming Newsletter.
- To include partial road closure of Chapel Lane - 13<sup>th</sup> June for up to 4 days  
Noted.
- To include partial road closure of Vicarage Hill - 11<sup>th</sup> July for up to 4 days  
Noted.
- The Clerk also reported the introduction of a DDC scheme for instant fines of £400 for fly-tipping. Details will be included in the newsletter.
- i. Street Lighting  
To include update with regards to incident of damage to lamp post  
The post had been straightened but it was noted that the light had since stopped working.  
The Clerk noted that there is also a light out on The Glebe.
- To include update on inspection and cleaning  
The exercise had been completed and the invoice received.
- To include re-numbering of street light posts  
It was agreed that spray painting of re-numbering will take place.
- It was noted that the ivy around BPC40 at the bottom of Bunkers Hill needs to be cut back so that it can be inspected and to give the appropriate light onto the roadway.
- j. Training  
To include consideration of Councillors' Training Session  
No progress as yet. Councillors are completing a Skills Audit in order to maximise the training session to be undertaken.
- k. Trees  
To include report on removal of Horse Chestnut on The Green and consideration of replacement  
An item will be in the coming newsletter.
- The Clerk reported that the agreed works to the hawthorn tree in the churchyard had been carried out and the invoice received earlier today. As this expenditure had been agreed, the Clerk asked for permission to make the payment.  
*Proposal: To make a payment to Wilbytree of £450 + VAT following receipt of their invoice number 12063.*  
*Proposed by PC. Seconded by MR. All in favour. Carried.*
- l. Village Hall  
Nothing to report.
- m. Website  
Nothing to report.
- n. Forthcoming events and reports from events attended  
Parish & Town Councils' Meeting – 16<sup>th</sup> June 2016  
PC will attend.
- CPRE 90<sup>th</sup> Anniversary - 6<sup>th</sup> July 2016  
No-one able to attend.

DDC Training – Houses in Multiple Occupancy – 29<sup>th</sup> July 2016  
No-one to attend.

- o. Consideration of Queen's 90<sup>th</sup> birthday celebration  
To report on recent Clean for the Queen  
PC thanked all those who attended the Clean for the Queen and noted that this should be made an annual event.
- To include consideration of Clean for the Queen  
PC noted the great turnout for this event and again thanked those involved.  
Discussion took place with regards to having more events to bring the community together.

**008/06/16 Correspondence** (Folder in circulation around Parish Councillors)

- Council Matters – Spring 2016
- NCALC Update – March-April 2016
- Countryside Voice – Spring 2016
- Clerks & Councils Direct – May 2016

**009/06/16 Public Participation (2)**

A member of the public asked whether there was any progress on the Daventry Settlements and Local Plan, whether the Parish Council would consider LED bulbs for street lights and whether the correct rates were now being paid on Badby Lodge Farm.

**010/06/16 New matters requested for next month's agenda**

Road closure request for The Green and use of the playing field for parking for Badby Fayre.

**Members of the public, press and the Clerk to be excluded from the following confidential matter**

**012/06/16 To consider revised national salary scales for 2016/2017 and 2017/2018**

See separate minute sheet.

**011/06/16 Date of next ordinary meeting - 11<sup>th</sup> July 2016**

The Chairman closed the meeting at 10.05pm.

**Members of the public, press and the Clerk to be excluded from the following confidential matter**

**012/06/16 To consider revised national salary scales for 2016/2017 and 2017/2018**

Discussion took place.

*Proposal: To agree the national salary scale increase from £11.19 to £11.302 per hour effective 1<sup>st</sup> April 2016.*

*Proposed by PC, seconded by KA. All in favour. Carried.*

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 27TH JUNE 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Peter Johnson, Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Andy Witcomb (AW), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), District Councillor Jo Gilford, 4 Members of the public.

**001/06/16e Administration**

**a. To receive and approve apologies for absence**

Mrs Karen Alexander (KA)  
Mr Richard Piner (RP)  
Mr Steve Chandler (SC) – on holiday

**b. To receive declarations of interest in items on the agenda**  
None.

**c. To consider any dispensation requests**  
None.

**002/06/16e Public Participation (1)**

**003/06/16e Planning**

**a. To consider applications received**

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2016/0564	Variation of 2 (no.) conditions of Inspector's decision reference: APP/Y2810/W/15/3141251 (Council's reference: DA/2015/0662). Condition 5 varied to read: 'No amplified music associated with the outdoor use of the premises as a residential training centre shall occur at any time, other than between the hours of 0930 and 1700 and for a maximum of 3 hours on any given day from Monday to Saturday inclusive. No such amplified music shall occur at any time on Sundays or Bank Holidays.' Condition 7 varied to read: 'The storage barn identified on plan A20100-02-4 shall not be used for the accommodation or treatment of clients, unless and until full details of a means of screening on the western boundary of the site, and adjacent to the top flight of steps leading to the upper entrance door of the said storage barn, have been submitted to and agreed in writing by the local planning authority, subsequently implemented strictly in accordance with the said details, as agreed, and thereafter retained in perpetuity.	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	To query the legality of the application and, without prejudice, to request that, should it continue to be considered, it be put before DDC Planning Committee. In such case, the Parish Council strongly objects to the application.

**004/06/16e Date of next ordinary meeting - 11<sup>th</sup> July 2016**

The Chairman closed the meeting at 7.55pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 11TH JULY 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Steve Chandler (SC), Mr Richard Piner (RP), Mr Mike Richards (MR), Mr Martin Walton (MW), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), No Members of the public.

**001/07/16 Administration**

**a. To receive and approve apologies for absence**

Mrs Karen Alexander (KA) (Vice Chair) – prior appointment  
Mr Peter Johnson (PJ) – holiday  
Mr Neville Snell (NS) - working

**b. To receive declarations of interest in items on the agenda**

SC declared interests in planning applications DA/2016/0626 and DA/2016/0627 as the owner of the property.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 13<sup>th</sup> June 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MR. Seconded by MW. 4 in favour. 2 abstained. Carried.*

**e. To approve the minutes of the Extraordinary meeting held on 27<sup>th</sup> June 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by AW. Seconded by MR. 4 in favour. 2 abstained. Carried.*

**002/07/16 Matters arising from the minutes (for information only)**

None.

**003/07/16 Public Participation (1)**

Nothing to report.

**004/07/16 Finance**

a. To note income received  
£ 0.29

HSBC

Interest (June)

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Removal of hawthorn tree in churchyard	450.00	90.00	540.00	Wilbytree Ltd	LGA 1972 s215	413
Clerk's salary/benefits – June	416.84	0.00	676.05	S Foster	LGA 1972 s112	414
Clerk's expenses – June	34.21	0.00			LGA 1972 s112	
Newsletter printing	187.50	37.50				
Cemetery mowing x 8	480.00	0.00	540.00	F Clark	LGA 1972 s214	415
Cemetery strim x 2	60.00	0.00				
Picnic for the Queen	88.00	0.00	88.00	K Alexander	S137	416
Decorations and prizes						
Picnic for the Queen	41.24	0.00	41.24	S Hartland-Swann	S137	417
Refreshments and printing						

*Proposal: To approve above cheques for payment.*

*Proposed by MW, seconded by MR. All in favour. Carried.*

- c. To note bank balances  
As at 30<sup>th</sup> June 2016
- |                  |            |                |
|------------------|------------|----------------|
| HSBC current a/c | £ 4,687.00 |                |
| HSBC deposit a/c | £ 5,011.32 | £ 9,698.32     |
| Uncashed cheques |            | <u>£ 92.50</u> |
| Available funds  |            | £ 9,605.82     |
- d. To agree pension scheme in line with Pensions Regulator requirements  
Following research carried out, it was agreed that the Government-approved NEST scheme fulfills all the requirements of the Parish Council.  
*Proposal: To approve and adopt the NEST pension scheme.*  
*Proposed by MW, seconded by AW. All in favour. Carried.*
- e. To present first ¼ budget update for financial year 2016/2017  
The figures had been circulated. It was noted that the Payments total should include the Neighbourhood Plan expenditure and that the £759 in Burial Grounds relates to Repairs. MR will carry out an audit process and will report back to the next meeting when PC will also present an updated 4-year forecast and recommendations on amendments to the budget.
- f. To agree application for Empowerment Grant funding  
Discussion took place.  
*Proposal: To apply for Empowerment Grant funding of £600 towards a new handrail in the cemetery.*  
*Proposed by AW, seconded by RP. All in favour. Carried.*

#### 005/07/16 Consultations

- a. DDC – Enterprise User Satisfaction Survey (Closes 29.07.16)  
Comments will be made relating to irregular emptying of the waste bins on The Green and the playing field bin as well as recent late collection of recycling boxes.
- b. NCC – Northamptonshire Local Flood Risk Management Strategy Update (Closes 28.07.16)  
PC will circulate the document with a view to making comments by the end of this week.

#### 006/07/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0626	Work to and removal of trees within a Conservation Area	7 The Glebe, Badby NN11 3AZ	Support
DA/2016/0627	Work to tree subject of Tree Preservation Order DA4	7 The Glebe Badby NN11 3AZ	Support

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
None			

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

PD/2016/0043 Extension 27 Neneside Close.

- d. To consider appeals received  
No appeals received. However, comment was made as to the recent letter sent to DDC on the subject of Planning Application DA/2016/0564 being well written.
- e. To receive update on planning issues at Tall Trees, Badby  
It was noted that part of the site is now named White Feathers. Following discussion, it was agreed that concerns be raised with DDC and criteria for certified sites be sought from the

Caravan Club. Councillor Patchett has requested an update which will be provided by PC and the Clerk by the drawing up of a record of the matter to date.

**006/07/16 Ongoing business (To receive reports on the following items and any action to be taken)**

- a. Burial grounds  
To include correspondence re condition of access and request for bird boxes  
There has been no further correspondence on this matter and so it will be removed from the agenda.  
RP reported that he had done a 6-month check and found no issues.  
Following a query at the last meeting, MR confirmed that the PCC are responsible for carrying out safety checks on headstones in the churchyard.
- b. Provision of defibrillator  
To include plans for training of volunteers  
Discussion took place and it was agreed that the Clerk would see whether general first aid training combined with CPR awareness could be undertaken alongside Preston Capes Parish Council.
- c. Greens  
To receive report on registration of village green on Stoneway  
PC reported that he had had two meetings with the resident concerned. Draft documents are currently with his solicitor and, once his opinion is received, the Parish Council can start the process of applying for registration as agreed.  
  
To consider proposed works on The Green in relation to Empowerment Grant Funding  
PC is arranging to meet with Rachel Booth of DDC to agree how to proceed.  
  
To receive request for use of The Green for possible jazz event on 3<sup>rd</sup> September 2016  
The Parish Council noted the request and asked that the conditions set out in its Use of Village Greens Policy be met.  
  
To receive request for use of The Green for Badby Fayre  
The request had already been considered and agreed.
- d. Neighbourhood Plan  
AW updated the meeting – see attach update. He confirmed that a second grant of £3,412 has been applied for and approved. PC was given the authority to sign the appropriate paperwork accepting the grant on behalf of the Parish Council.
- e. Newsletter  
The newsletter had been produced slightly later than usual and will be circulated by Parish Councillors.
- f. Playing Field  
To include request to make reparations to the BMX track.  
Repairs have now been made. This item can be removed from the agenda.  
  
To include playing field inspection  
The Clerk is to continue to chase for the inspection to take place.  
  
To include request for use as parking for Badby Fayre  
Use of the playing field for parking was agreed.
- g. Rights of Way  
Nothing to report.
- h. Roads and safety  
To include damage to conduit pipes over River Nene adjacent to the A361

An item has been included in the newsletter.

To include road closure for Badby Fayre  
Road closure arrangements have been confirmed by NCC.

It was noted that repairs need to be carried out to the Badby road sign and verge on the A361 following an accident last week. The Clerk will take up the matter with NCC. The Clerk will also report a number of other matters, including requesting a tree inspection at the top of Bunkers Hill and on Catesby Lane, the cutting back of vegetation on Bunkers Hill, whether the 40mph flashing sign is to be replaced on the A361 (n-bound), various potholes on Main Street and the broken water marker on The Green/Chapel Lane.

- i. **Street Lighting**  
To include re-numbering of street light posts  
PC will renumber the lamp posts.
- j. **Training**  
To include consideration of Councillors' Training Session  
The Clerk is awaiting dates for availability from NCALC.
- k. **Trees**  
To include report on removal of Horse Chestnut on The Green and consideration of replacement  
An item has been included in the newsletter.  
The Clerk reported that the mowing contractor is having difficulty cutting under the trees on Pinfold Green due to some low branches. She is currently trying to contact DDC to obtain consent to prune some of the lower branches.
- l. **Village Hall**  
The AGM will be held at 7:30pm on 18<sup>th</sup> July.
- m. **Website**  
Nothing to report.
- n. **Forthcoming events and reports from events attended**  
Parish & Town Councils' Meeting – 16<sup>th</sup> June 2016  
PC had been unable to attend. Nothing to report.  
  
CPRE 90<sup>th</sup> Anniversary - 6<sup>th</sup> July 2016  
Nothing to report.

**008/07/16 Correspondence** (Folder in circulation around Parish Councillors)

- 🕒 Clerks & Councils Direct – July 2016
- 🕒 LCR – Summer 2016
- 🕒 NCC -20 million steps (By email)

**009/07/16 Public Participation (2)**

Nothing to report.

**010/07/16 New matters requested for next month's agenda**

None at this time.

**011/07/16 Date of next ordinary meeting** - 8<sup>th</sup> August 2016

An extraordinary may need to be held on Monday 1<sup>st</sup> August in which case, the next ordinary meeting will be on 12<sup>th</sup> September.

The Chairman closed the meeting at 8.55pm.



**Badby Parish Neighbourhood Plan**  
**Monthly update for Badby Parish Council**  
**July 4th 2016**

Solid progress is being made by the main Steering, and the three Working Groups of BPNP, with the target of a first quarter 2017 referendum still realistic.

Another BPNP Open Day is planned for the Village Hall on Sunday 21<sup>st</sup> August, when the main Policies will be available for perusal and comment by parishioners.

A second tranche of grant money was requested from Locality on July 1, of a total of £3,412, much of it aimed at publicising the Open Day, and producing material to support it. The date that the funds are credited to BPC funds may yet mean that the Open Day moves into September.

A list of Basic Conditions - a distillation of current central & local government policies that largely govern what we can put into the Badby Plan - has also been finalised, a crucial element of all NPs.

The Steering Group meets next in The Windmill on Wednesday 10<sup>th</sup> August, starting at 19.30 and open to all parishioners.

**Andy Witcomb, Chair of Badby Parish Neighbourhood Plan**  
July 4th 2016

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 6.00 P.M.  
ON TUESDAY 2ND AUGUST 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Steve Chandler (SC), Mr Peter Johnson (PJ), Mr Richard Piner (RP), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), No Members of the public.

**001/08/16eAdministration**

- a. To receive and approve apologies for absence**  
Mrs Karen Alexander (KA) (Vice Chair) – prior appointment  
Mr Andy Witcomb (AW) – holiday
- b. To receive declarations of interest in items on the agenda**  
None.
- c. To consider any dispensation requests**  
None.

**002/08/16ePublic Participation (1)**

A query was raised regarding the height of the newly erected fence at the new house by Bridge House. The Clerk was asked to confirm.

**003/08/16ePlanning**

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2015/0930	Refurbishment of existing storage building and alterations and conversion of existing outbuilding to provide ancillary residential accommodation	The Manor House, The Green, Badby NN11 3AF	No objection. Proposed by PC. Seconded by MR. All in favour.
DA/2015/0931	Listed Building Consent for alteration and conversion of existing outbuilding to provide ancillary residential accommodation	The Manor House, The Green, Badby NN11 3AF	No objection. Proposed by PC. Seconded by MR. All in favour.
DA/2016/0685	Works to trees in a Conservation Area	Three Ways, Church Green, Badby NN11 3AS	No objection. Proposed by PC. Seconded by MR. All in favour.

**003/08/16eAppeals**

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2015/0964	Conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	No further comment to be made.
DA/2015/0965	Listed Building Consent for conversion of barn and infill single storey rear extension	Bridge House, Daventry Road, Badby NN11 3AB	No further comment to be made.

**005/08/16eDate of next ordinary meeting - 12<sup>th</sup> September 2016**

Another extraordinary meeting may need to be held on Wednesday 17<sup>th</sup> August in which case, the next ordinary meeting will be on 12<sup>th</sup> September.

The Chairman closed the meeting at 6.10pm.

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30P.M.  
ON WEDNESDAY 17TH AUGUST 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Steve Chandler (SC), Mr Peter Johnson (PJ), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), No Members of the public.

**001/08e/16Administration**

- a. To receive and approve apologies for absence**  
Mrs Karen Alexander (KA) (Vice Chair) – prior appointment  
Mr Richard Piner (RP) – holiday  
Mr Andy Witcomb (AW) – holiday
- b. To receive declarations of interest in items on the agenda**  
None.
- c. To consider any dispensation requests**  
None.

**002/08e/16Public Participation (1)**

None present.

**003/08e/16Planning**

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2016/0691	Remove trees from within a Conservation Area	Marriotts House, Stoneway, Badby NN11 3AT	Support. Proposed by MR, seconded by SC. All in favour. Carried.

**003/08e/16Date of next ordinary meeting - 12<sup>th</sup> September 2016**

The Chairman closed the meeting at 7.40pm.

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**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 12TH SEPTEMBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), 3 Members of the public.

**001/07/16 Administration****a. To receive and approve apologies for absence**

None.

**b. To receive declarations of interest in items on the agenda**

PC declared an interest in item 004/07/16b as recipient of cheque 418.

NS declared an interest in item 007/07/16g as the landowner concerned.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 11<sup>th</sup> July 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MR. Seconded by AW. 6 in favour. 3 abstained. Carried.*

**e. To approve the minutes of the Extraordinary meeting held on 2<sup>nd</sup> August 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MW. Seconded by MR. 7 in favour. 2 abstained. Carried.*

**f. To approve the minutes of the Extraordinary meeting held on 17<sup>th</sup> August 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MR. Seconded by NS. 6 in favour. 3 abstained. Carried.*

**002/07/16 Matters arising from the minutes (for information only)**

None.

**003/07/16 Public Participation (1)**

Nothing to report.

**004/07/16 Finance****a. To note income received**

£ 0.60	HSBC	Interest (July and August)
£ 5.00	SLCC Refund of overpayment of subscription	
£ 11.77	Western Power Wayleave Payment	
£3,412.00	Neighbourhood Plan Grant from Groundworks	
£ 115.00	Burial fee – I Robinson	
£ 60.00	Headstone fee – R Brooks	
£ 35.00	Headstone fee – M Brooks	
£1,245.08	VAT Reclaim	

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## b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Replacement for cancelled Cheque 415	480.00 60.00	0.00 0.00	540.00	F Clark	LGA 1972 s214	427
Fence post for Church Green	18.52	3.70	74.19	P Cooper	Highways Act 1980 s 43, 50	418
Latex gloves	12.90	2.58				
Self tappers for numbering	1.33	0.26				
Lamp post numbering	27.92	0.00				
Lamp post numbers	6.98	0.00				
Clerk's salary/benefits – July	385.05	0.00	822.93	S Foster	LGA 1972 s112	419
Clerk's expenses – July	26.11	0.00			LGA 1972 s112	
Clerk's salary/benefits – Aug	382.00	0.00			LGA 1972 s112	
Clerk's expenses – Aug	29.77	0.00			LGA 1972 s112	
Cemetery mowing			360.00	F Clark	LGA 1972 s214	420
04.07.16, 07.07.16, 16.07.16	180.00	0.00				
16.08.16, 22.08.16	120.00	0.00				
Cemetery strim						
16.07.16, 16.08.16	60.00	0.00				
Village mowing			1,950.00	M Freeman	LG(MP)A 1976 s19	421
06.06.16, 17.06.16, 30.06.16	880.00	0.00				
15.07.16, 29.07.16	560.00	0.00				
12.08.16, 26.08.16	510.00	0.00				
Electricity			454.75	EON	PCA 1959	422
01.06.16-30.06.16	186.37	37.27				
01.07.16-31.07.16	192.59	38.52				
Printing for Nh Plan Group	104.00	20.80	124.80	Orchard Print	Localism Act 2015	423
Playing field report	62.50	12.50	75.00	Play Insp Co	LG(MP)A 1976 s19	424
Village hall rent	351.00	0.00	351.00	Badby VHMC	LGA 1972 s112	425
01.01.15-31.12.15						
Cemetery training course	45.00	0.00	45.00	NCALC	LGA 1972 s112	426

*Proposal: To approve above cheques for payment.*

*Proposed by MR, seconded by KA. All in favour. Carried.*

## c. To note bank balances

As at 30 <sup>th</sup> August 2016	HSBC current a/c		£ 7,593.06
	HSBC deposit a/c	£ 5,011.92	£12,604.98
	Uncashed cheques		£ 0.00
Available funds			£12,604.98

MR reported that he had carried out an audit on the first quarter budget figures. The copy of the signed sheet will be circulated by the Clerk.

## d. To report on application for Empowerment Grant funding

The Clerk reported that an application has been made for a new handrail in the cemetery.

## e. To consider application to Transparency Fund for 1 hour of Clerk's time per month

The Clerk explained that funds are available for the above purpose.

Proposal: To make an application for 1 hour per month for one financial year, to be paid to the Clerk accordingly.

Proposed by MW, seconded by RP. All in favour. Carried.

**005/07/16 Consultations**

## a. DDC – 2016 Land Availability Assessment Methodology (Closes 16.09.16)

A small group including members of the Neighbourhood Plan Group had met. Comments had been circulated. Nothing further was added. The Clerk will pass comments to DDC.

## b. DDC – Housing Implementation Strategy (Closes 12.09.16)

A small group including members of the Neighbourhood Plan Group had met. Comments had been passed to DDC on the understanding that any further comments from this meeting be added. No further comment was made.

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- c. DDC – Settlement Hierarchy Methodology (Closes 16.09.16)  
A small group including members of the Neighbourhood Plan Group had met. Comments had been circulated. No further comment was made. The Clerk will pass comments to DDC.
- d. NCC – Superfast Broadband Survey (Closes 30.09.16)  
Individuals should complete this survey. It will also be posted on the Badby website.
- e. NCC – Adult Public Library User Survey 2016 (Closes 16.10.16).  
Individuals should complete this survey. It will also be posted on the Badby website.

PC added that a request for expressions of interest in taking part in DDC's Scrutiny & Improvement Task Panel on major planning applications. It was agreed that the Parish Council's interest be registered.

**006/07/16 Planning**

- a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0766	Single storey rear extension and first floor extension to front and side	18 The Glebe, Badby NN11 3AZ	No objection. KA and AW took no part in the discussion or decision as they are neighbours.
DA/2016/0794	Work to and removal of trees within a Conservation Area	Marriotts House, Stoneway, Badby NN11 3AT	No objection

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0440	LBC to remove and replace roof covering to garage/outbuilding	Pennywick, Bunkers Hill	Approved
DA/2016/0564	Variation of Cond 2 of inspectors decision on DA/2015/0662	Badby Lodge Farm, Badby	Refused*
DA/2016/0626	Works to trees in a Conservation Area	7 The Glebe, Badby	Approved
DA/2016/0627	Work to tree subject of TPO DA4	7 The Gelebe, Badby	Approved

\* PC noted that development at the second entrance to the property had been reported to DDC; the Parish Council would monitor.

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

- d. To consider appeals received  
No appeals received.
- e. To receive update on planning issues at Tall Trees, Badby  
PC noted that he has drawn up a chronology paper showing Parish Council concerns over the last few years. This will be circulated to all with comments requested. Once finalised, it will be forwarded to District Councillor Patchett as he requested. PC will now draft a without prejudice email to DDC with regards to concerns raised at recent meetings.. It was noted that the purpose is to ensure that legal certificate of residence is not obtained by default as had been the case previously.
- f. To consider request from DDC re investigating Rural Exception Scheme for affordable housing  
PC had passed the request on to the Neighbourhood Planning Group to discuss.

To accommodate members of the public present, the order of the meeting was amended at this point.

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**006/07/16 Ongoing business (To receive reports on the following items and any action to be taken)**

f. Playing field

To report on enquiry to use football pitch by Daventry Rangers

Mathew Edgar (Daventry Rangers Football Club) addressed the meeting having already met with AW on site. An initial enquiry has been made to use the football pitch, and possibly also part of the cricket pitch area under one model, as match pitches, ideally in time for the start of the 2017 season (September 2017). PC noted that the land is part of a long-standing transfer to the Parish Council from the Knightley/Gage family and, as part of that transfer, legal conditions are attached which will need to be adhered to. Questions were raised regarding the current condition of the pitch and what alterations might need to be made, as well as how funding of the project might work. Members of the Cricket Club present at the meeting noted that they would need to discuss the matter with their Committee who will be meeting on 13<sup>th</sup> September. They are already aware, however, that regulations prohibit the playing of any other sport over a cricket square. It was therefore agreed that a small group would meet to discuss the matter further once this meeting has taken place to discuss whether or not the enquiry could be taken further. AW, MW and NS would represent the Parish Council on the group.

a. Burial grounds

RP noted that Les Finn will be repairing a couple of headstones in the cemetery.

To note recording of memorial inscriptions

It was noted that one day's recording has already taken place and another is due to take place in the near future. The result will be a publication by the Northamptonshire History Society listing memorials in various churches and cemeteries within the county.

To consider request for donation of a bench in the newest part of the cemetery

It was agreed that a bench could be installed at the top of the footpath in the new part of the cemetery, close to the top fence. In addition, RP noted that some planting and scrub clearance might be in order along the top fence. This would be dealt with by the monthly working party. The Clerk will contact Mrs Hawkins and discuss a memorial bench.

b. Provision of defibrillator

To include plans for training of volunteers

The Clerk confirmed costs for training with Preston Capes PC. However, more economic training was available through Red Cross (£360 for max 15 people). The Clerk was asked to progress training with Red Cross.

It was suggested that information sessions regarding the defibrillator be available for members of the public ie during Tea & Meet, Film Society, NHP Open Day.

c. Greens

To receive report on registration of village green on Stoneway

PC reported that registration is now proceeding to the application phase. The application will be submitted along with an application by the resident for ownership of the access to the property. It was noted that this access will remain a registered village green and, as such, will hold all the legal protections of a village green.

To consider proposed works on The Green in relation to Empowerment Grant Funding

PC reported that Rachel Booth is currently waiting for a response from elsewhere. PC will chase.

To consider plans for regular working parties around the village

The next working party will take place from 10.00am till noon on Thursday 15<sup>th</sup> September. Following dates were agreed as Sunday 23<sup>rd</sup> October and Sunday 17<sup>th</sup> November from 10.00am till noon.

d. Neighbourhood Plan

AW reported that an Open Day will be taking place in the village hall on Sunday 25<sup>th</sup> September. This will be the last opportunity for collection of feedback. Draft policies have

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all been drawn up. DDC had advised that the Housing Needs Survey of 2011 is now out of the date as it needs to have been completed within 3 years of the NHP. Therefore, a new Housing Needs Survey will be carried out in the very near future. It is envisaged that a Referendum should take place in the first quarter of 2017.

- e. **Newsletter**  
To consider comments received on recent newsletter  
Following comments received, the Clerk was tasked with responding to the resident thanking him for being in contact.
- f. **Playing Field**  
To include playing field inspection report  
The report had been circulated to Councillors. It was noted that minor maintenance is required to the BMX track. This will be added to the monthly working party list.
- To confirm cancellation of playing field bin  
The Clerk confirmed that she had received written notification of the cancellation. The bin should be collected at some point in the future.
- g. **Rights of Way**  
To note complaint from parishioner  
NS left the room. PC reported that AW had received a complaint regarding footpath EB5. The complaint had been passed to N Wedgbrow at NCC and the complainant advised of such. NS returned to the meeting.
- h. **Roads and safety**  
To include damage to conduit pipes over River Nene adjacent to the A361  
No response had been received from the recent item in the newsletter. PC noted that the Clerk had requested a site visit with Ian Boyes of NCC with regards to a number of concerns in that area. IB had responded on some of the concerns but the Clerk was asked to request that a meeting still take place to address the various unresolved issues around the bridge.
- To include overnight closure of a portion of the A361 on 26<sup>th</sup> and 27<sup>th</sup> September  
It was noted that the A361 near the Daventry ring road will be closed during the above periods.
- To include confirmation of proposed parking restrictions at Pinfold Green/A361 junctions  
Discussion took place and it was agreed that the Clerk confirm the Parish Council's agreement to the above parking restrictions.
- Concern was again raised at the ingress of undergrowth into the road on Bunkers Hill.
- The Clerk was asked to find out what regulations apply to free-standing signs on roadside verges.
- i. **Street Lighting**  
To include re-numbering of street light posts  
PC is in the process of placing new numbering plaques on the streetlights.
- To include report of lights out within the village  
The Clerk reported that 3 lights are out. Councillors were requested to advise whether there are any more lighting issues before the Clerk requests attendance by the maintenance contractor.
- j. **Training**  
To include consideration of Councillors' Training Session  
The Clerk is chasing dates for availability from NCALC.
- The Clerk had attended Cemetery Management & Operation training and will be attending

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Pensions training next month.

- k. **Trees**  
To include report on removal of Horse Chestnut on The Green and consideration of replacement  
The few comments received from residents have indicated a desire for a replacement tree, ideally a horse chestnut. However, due to disease this will not be possible although a sweet chestnut could be considered. The Clerk was asked to research pricing for a large specimen; a call for donations towards the tree could be made. Consideration of a bench around the tree would be deferred until the tree was in place and finances available.
- l. **Village Hall**  
Plans are progressing for replacing the kitchen. New fire alarm instructions had been drawn up.
- m. **Website**  
Nothing to report.
- n. **Forthcoming events and reports from events attended**  
CPRE AGM – 12.09.16 (4.30pm) – No-one attended.  
NCALC AGM - 08.10.16 (10.00am-1.00pm) – The Clerk attending.  
CPRE Roadshow – 27.10.16 – No-one attending.  
Village Networks information bus – 28.09.16, 26.10.16 and 30.11.16

**008/07/16 Correspondence** (Folder in circulation around Parish Councillors)

- Ⓟ NCALC Update – by email and hard copy
- Ⓟ BHF Newsbeat – Autumn 2016
- Ⓟ The Clerk –July 2016
- Ⓟ CPRE Countryside Voice – Summer 2016

**009/07/16 Public Participation (2)**

Nothing to report.

**010/07/16 New matters requested for next month's agenda**

2017/2018 Budget Preparation Group  
Skills Audit

**011/07/16 Date of next ordinary meeting** - 10<sup>th</sup> October 2016

The Chairman closed the meeting at 9.50pm.

**DRAFT**

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 10TH OCTOBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Mike Richards (MR), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), 1 Members of the public.

In the absence of the Chairman, the Vice-Chair chaired the meeting.

**001/10/16 Administration****a. To receive and approve apologies for absence**

Mr Peter Cooper (PC) (Chairman) – holiday  
Mr Neville Snell (NS) - holiday  
Mr Andy Witcomb (AW) – holiday.

MR noted that he will be unable to attend the next 6 meetings.

*Proposal: To accept and approve MRs apologies for absence for the next 6 ordinary meetings.*

*Proposed by MW, seconded by RP. All in favour. Carried.*

**b. To receive declarations of interest in items on the agenda**

KA declared an interest as recipient of Cheque number 433 in item 004/10/16b and also an interest as a neighbour to the property referred to in item 006/10/16b (DA/2016/0766 (Amended)).

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 12<sup>th</sup> September 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To sign the minutes as a true and accurate record of the meeting.*

*Proposed by MR. Seconded by MW. All in favour. Carried.*

**e. To receive results from Skills Audit**

The Clerk had received some Audit results and circulated paper copies to other councillors.

**002/10/16 Matters arising from the minutes (for information only)**

None.

**003/10/16 Public Participation (1)**

Nothing to report.

**004/10/16 Finance****a. To note income received**

£ 0.27		HSBC	Interest (September)
£ 35.00	Headstone – M Brooks		
£ 60.00	Headstone – A Hyatt		
£ 300.00	NCC Empowerment Grant		
£8,500.00		DDC ½ year precept	

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## b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – September	375.25	0.00	414.71	S Foster	LGA 1972 s112	428
Clerk's expenses – September	39.46	0.00			LGA 1972 s112	
Refund of Memorial fee – Application should not have been made	35.00	0.00	35.00	White & Joyce Stonemasons	LGA 1972 s215	429
Data Protection Subscription 04.11.16-03.11.17	35.00	0.00	35.00	ICO	LGA 1972 s112	430
Street lighting maintenance	171.40	34.28	205.68	Aylesbury Mains Ltd	PCA 1959	431
Printing Neighbourhood Plan	124.80	0.00	124.80	Orchard Print	LGA 1972 s112	432
Catering for NHP Open Day Neighbourhood Plan	39.27	0.00	39.27	K Alexander	LGA 1972 s112	433
Cemetery mowing -15.09 and 26.09	60.00	0.00	90.00	F Clark	LGA 1972 s214	434
Cemetery strim 26.09	30.00					
Electricity	192.59	38.52	231.11	EON	PCA 1959	435
External audit Financial year 2015/2016	100.00	20.00	120.00	BDO LLP	Accs & Audit Regs	436

*Proposal: To approve above cheques for payment.*

*Proposed by MR, seconded by MW. All in favour. Carried.*

## c. To note bank balances

As at 30 <sup>th</sup> September 2016	HSBC current a/c		£12,401.39
	HSBC deposit a/c	£ 5,012.19	£17,413.58
	Uncashed cheques		£ 1,011.00
	Available funds		£16,402.58

## d. To report on application for Empowerment Grant funding

As reported above, the Empowerment Grant funding has been received. The Clerk was asked to write and thank County Councillor Brown.

e. To consider application to Transparency Fund for 1 hour of Clerk's time per month  
The Clerk has made the application.

## f. To receive and accept external audit report for financial year 2015/2016

The Clerk reported that whilst BDO had signed off the Annual Return with no matters arising, a report had been included noting 3 minor issues. The Clerk was tasked with clarifying why the report had been raised as 2 of the issues were incorrect.

*Proposal: To accept and approve the signed Annual Return and to raise queries regarding the Matters Arising Report produced.*

*Proposed by MR, seconded by SC. All in favour. Carried.*

## g. To receive half year budget update

MR confirmed that he had signed off the ½ year bank reconciliation.

The half year budget was presented and amendments made with regards to the placing of expenditure on the churchyard.

## h. To agree working group to produce first draft of 2017/2018 budget

A working party made up of PC, MR, NS and the Clerk will arrange to produce a draft.

**005/10/16 Consultations**

## a. DDC – Parish Housing Needs Survey (Closes 30.10.16)

Letters have been received by most households asking them to complete the online survey. It was noted though that a few addresses have been missed.

**DRAFT****006/10/16 Planning**

## a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0766 (Amended)	Single storey rear extension and first floor extension to side and front	18 The Glebe, Badby NN11 3AZ	No objection KA abstained
DA/2016/0803	Listed Building Consent for re-roofing – strip and re-slate with existing slate; replace 4 defective rooflights with 4 velux conservation rooflights	Old School House, The Green, Badby NN11 3AF	No objection
DA/2016/0837	Provision of air conditioning to office areas and laundry	Badby Park Ltd, Badby Road West, Daventry NN11 4NH	Support
DA/2016/0838	Listed building consent to provide air conditioning to office areas and laundry	Badby Park Ltd, Badby Road West, Daventry NN11 4NH	Support
DA/2016/0895	Single storey rear extension and single storey detached garage	Wayside, Main Street, Badby NN11 3AN	No objection
DA/2016/0896	Listed Building Consent for single storey rear extension	Wayside, Main Street, Badby NN11 3AN	No objection

## b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
None			

## c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

## d. To consider appeals received

Correspondence had been received regarding the recent Planning Inspectorate decision on Badby Lodge Farm and concern raised that conditions are not being adhered to. It was agreed that the Parish Council would request evidence and, when considered appropriate, would approach both DDC and the Planning Inspectorate with such.

## e. To receive update on planning issues at Tall Trees, Badby

PC had circulated a draft email to DDC. It was agreed that this be sent with copies being sent to K Thursfield, J Gilford, B Patchett at DDC and also Chris Heaton-Harris (MP) following previous correspondence on planning.

## f. To receive correspondence from Kilsby Parish Council re help required

It was noted that the Neighbourhood Plan for Kilsby had been disregarded by DDC in a recent planning decision. It was agreed that Badby Parish Council should write requesting that DDC take account of Neighbourhood Plans.

**006/10/16 Ongoing business (To receive reports on the following items and any action to be taken)**

## a. Burial grounds

To note recording of memorial inscriptions  
Recording has now taken place.

To consider request for donation of a bench in the newest part of the cemetery  
The Clerk and RP had met with the resident and the matter is being discussed. An appropriate position has been agreed in the newest part of the cemetery.

To confirm award of Woodland Trust trees  
The application for trees has been successful and the trees should be delivered in November.

## b. Provision of defibrillator

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To include plans for training of volunteers

An article will be included in the December newsletter asking for volunteers for training. It was noted that there is absolutely no obligation for those who do come forward to be responsible in any way for operating the defibrillator.

c. Greens

To receive report on registration of village green on Stoneway

The Clerk reported that the matter is now progressing with the solicitor at the point where she will send the applications from both parties to the Land Registry.

To consider proposed works on The Green in relation to Empowerment Grant Funding Deferred in view of the absence of PC.

To consider plans for regular working parties around the village

Working party sessions have been arranged for 10.00am till noon on Sunday 23<sup>rd</sup> October and Sunday 17<sup>th</sup> November from 10.00am till noon.

d. Neighbourhood Plan

A report from AW stated that a successful Open Day had been held and encouraged everyone to respond to DDC's online Housing Needs Survey which is open until 30<sup>th</sup> October.

e. Newsletter

Nothing to report.

f. Playing Field

To update on enquiry to use football pitch by Daventry Rangers

It was reported that there had been no progress. AW will be asked to chase for a meeting.

The Clerk reported that I Bromwich had kindly replaced the padlock to the playing field as the old one was no longer working. The Clerk was asked to thank him and offer reimbursement of the cost of the new padlock.

g. Rights of Way

NCC has confirmed that work to repair the handrail and steps on the path near the bottom of Bunkers Hill will commence soon.

h. Roads and safety

To include damage to conduit pipes over River Nene adjacent to the A361

The Clerk reported that she and PC will be meeting with I Boyes of NCC on 20<sup>th</sup> October on a number of matters, including this one.

Correspondence had been received from a resident voicing concern over parking issues on Pound Lane which will only be increased once new houses are built on the old garage site. A request had been made for a formal one way system to be put into place. It was agreed that a meeting should be requested with I Boyes, the school, residents and members of the Parish Council.

i. Street Lighting

It was noted that the streetlight on The Green at the end of Chapel Lane is still not working. The Clerk is already in contact with the contractor as this light was supposed to have been repaired recently.

The Clerk reported correspondence from a resident requesting that shrouding on the light at the bottom of Bunkers Hill be replaced as light is shining directly into his bedroom. It was noted that streetlights serve a purpose of safety and the recent replacement of the glass cover was done specifically to provide more light to what is considered an area which requires more light for safety of road users. Some Parish councillors also noted that streetlights shine into their own homes and asked whether the Parish Council would be able to finance shrouds for these lights too? The Clerk was asked to respond to the resident.

j. Training

**DRAFT**

To include consideration of Councillors' Training Session  
This could be arranged once the results of the Skills Audit are produced.

**DRAFT**

To include Clerk's attendance at Pensions Regulations Training

The Clerk had attended the above training and would carry out appropriate actions required to comply with the Parish Council's Staging Date.

- k. **Trees**  
To include report on removal of Horse Chestnut on The Green and consideration of replacement  
The Clerk reported that sweet chestnuts are currently suffering a blight and none are available for planting. KA also presented sweet chestnuts in their casing. These are very prickly. It was agreed that further consideration be given to possible alternative trees.
- l. **Village Hall**  
KA reported that two dehumidifiers have now been installed into the hall.
- m. **Website**  
Nothing to report.
- n. **Forthcoming events and reports from events attended**  
NCALC AGM - 08.10.16 (10.00am-1.00pm)  
The Clerk had attended.
- Northamptonshire Local Nature Partnership (12.10.16)  
No-one to attend.
- Badby Clean-Up Group (23.10.16)  
Noted.
- CPRE Roadshow (27.10.16)  
No-one to attend.
- Badby Clean-Up Group (17.11.16)  
Noted.

**008/10/16 Correspondence** (Folder in circulation around Parish Councillors)

- ⌚ Clerks & Councils Direct – September 2016
- ⌚ The Clerk – September 2016
- ⌚ LCR – Autumn 2016

**009/10/16 Public Participation (2)**

Nothing to report.

**010/10/16 New matters requested for next month's agenda**

Nothing at this time.

**011/10/16 Date of next ordinary meeting** - 14<sup>th</sup> November 2016

It was agreed that the December meeting be postponed from 12<sup>th</sup> December to 19<sup>th</sup> December.

The Chairman closed the meeting at 9.05pm.

**DRAFT**

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 31ST OCTOBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), Mr Steve Chandler (SC), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Martin Walton (MW), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), 0 Members of the public.

**001/10e/16Administration**

- a. To receive and approve apologies for absence**  
Mr Mike Richards (MR) – holiday  
Mr Neville Snell (NS) - working.
- b. To receive declarations of interest in items on the agenda**  
None.
- c. To consider any dispensation requests**  
None.

**002/10e/16Public Participation (1)**

Nothing to report.

**003/10e/16Planning**

- a. To consider applications received

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2016/0920	Work to and removal of trees within a Conservation Area	Brayfield House, Stoneway, Badby NN11 3AT	No objection to removal of ash tree. It was understood that the cherry tree had been removed from the application. The Clerk was to confirm. If the cherry tree is still included, an objection to the cherry tree removal would be lodged.
DA/2016/0935	Variation of Condition 2 of planning permission DA/2014/0442 (new dwelling) to replace approved boundary hedge with 1.8m high close-boarded fence and hedge (retrospective)	Land Rear of Bridge House, Daventry Road, Badby NN11 3AB	Objections on the grounds of previous objections and loss of visual amenity as laid down in the conditions of previous application approval.

**004/10e/16Date of next ordinary meeting**

14<sup>th</sup> November 2016

The Chairman closed the meeting at 6.20pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 14TH NOVEMBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Neville Snell (NS), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), District Councillor J Gilford, No Members of the public.

**001/11/16 Administration**

**a. To receive and approve apologies for absence**

Mrs Karen Alexander (KA) - ill  
Mr Steve Chandler (SC) – working  
Mr Mike Richards (MR) - holiday  
Mr Martin Walton (MW) – holiday.

**b. To receive declarations of interest in items on the agenda**

None.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 10<sup>th</sup> October 2016**

The draft minutes had been circulated prior to the meeting. However, approval was deferred as the meeting was not quorate with enough councillors who had attended the October meeting.

**e. To approve the minutes of the Extraordinary meeting held on 31<sup>st</sup> October 2016**

The draft minutes had been circulated prior to the meeting.  
*Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.  
Proposed by AW, seconded by PJ. All in favour. Carried.*

**f. To receive results from Skills Audit and implications for NCALC Training course**

The results of the Skills Audit had been circulated and were discussed. It was agreed that, overall, the skills and knowledge of the Council are good with a few areas where some attention could usefully be given. Agreed that the NCALC Training course should include Council governance, financial management and legislation. Planning policy training can be undertaken through DDC when it is available. Discussion took place regarding IT training. It was agreed that the Parish Council should contribute should anyone want to undertake any IT training. The Clerk will circulate PCs overview.

**g. To respond to DDC Rough Sleeper Estimate due on 10<sup>th</sup> November 2016**

A nil response will be made.

**002/11/16 Matters arising from the minutes (for information only)**

None.

**003/11/16 Public Participation (1)**

District Councillor Gilford addressed the meeting. She apologised for not attending recent meetings. There was nothing specific to report but she would welcome any requests for help from the Parish Council.

**004/11/16 Finance**

a. To note income received

£ 0.17		HSBC Interest (October)
£ 564.00	CIL Payment re Land at Bridge House development via DDC	
£ 135.60	Transparency Funding Grant	

Discussion took place with regards to use of the CIL payment. District Councillor Gilford will request DDC guidance on its permissible use and Parish Councillors will start putting together a menu of projects which can then be publicised within the village.

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – October	361.75	0.00	393.98	S Foster	LGA 1972 s112	437
Clerk's expenses – October	32.23	0.00			LGA 1972 s112	
New padlock for playing field	8.78	0.00	8.78	Ian Bromwich	LGA 1972 s112	438
Village mowing			990.00	M Freeman	LG(MP)A 1976 s19	439
09.09.16, 23.09.16 + cycle track	510.00	0.00				
07.10.16, 21.10.16	480.00	0.00				
Electricity			524.94	EON	PCA 1959	440
01.09.16-30.09.16	251.14	43.03				
01.10.16-30.10.16	222.31	44.46				
Clerks & Councils Direct Subscription 2017	12.00	0.00	12.00	CommuniCorp	LGA 1972 s112	441

*Proposal: To approve above cheques for payment.*

*Proposed by AW, seconded by PJ. All in favour. Carried.*

c. To note bank balances

As at 31 <sup>st</sup> October 2016	HSBC current a/c		£12,160.30
	HSBC deposit a/c	£ 5,012.36	£17,172.66
	Uncashed cheques		<u>£ 1,382.68</u>
	Available funds		
£15,789.98			

d. To report on receipt of Transparency Fund for 1 hour of Clerk's time per month

The grant has been received.

*Proposal: To increase the Clerk's hours by 1 hour per month to cover the additional website work resulting from the need for greater public transparency.*

*Proposed by PC, seconded by RP. All in favour. Carried.*

e. To present first draft of 2017/2018 budget and 4 year forecast

Following a meeting of a working group, a first draft had been circulated and was presented at the meeting. It was noted that a pence per household figure should be available to show any increase in precept demand.

f. To agree to obtain quotes for village mowing contract

Quotes will be obtained for the December meeting. The Clerk will circulate the specification to Councillors to make sure that all areas are covered.

g. To update re external audit queries raised in relation to 2015/2016 audit

The Clerk reported that she had received no response as yet from BDO.

**005/11/16 Consultations**

a. NCC – Consultation on NCC's Prioritisation Framework and Process (Closes 22.11.16)  
No comment to be made.

b. BT – Proposals to remove Telephone boxes (does not include Badby) (Closes 15.11.16)  
No comment to be made.

c. Police & Crime Commissioner – Police and Crime Plan Consultation (Closes end of November)  
No comment to be made.

d. DDC – Council Tax Reduction Scheme (Closes 10.11.16) (For individuals)  
Comments should be made by individuals.

**006/11/16 Planning**

a. To consider applications received

Application No	Description	Location	Comment
DA/2016/0997	First floor side extension	Windrush Cottage, 25 Pound Lane, Badby NN11 3AL	No comment. Proposed by NS, seconded by AW. All in favour. Carried.

b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0794	Works to trees within a conservation area	Marriots House, Stoneway, Badby NN11 3AT	Approved
DA/2016/0766	Single storey rear extension and first floor extension to side and front	18 The Glebe Badby NN11 3AZ	Approved
DA/2016/0930	Refurbishment of existing storage building and alterations and conversion of existing outbuilding to provide ancillary residential accommodation	The Manor House, The Green, Badby NN11 3AF	Approved

c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

d. To consider appeals received

None.

e. To receive update on planning issues at Tall Trees, Badby

A response had been received from DDC which Parish Councillors found to be unsatisfactory. A meeting will be requested with District Councillors Gilford, Patchett and Griffin, along with B Allen and his line manager.

f. To receive update on planning issues at Badby Lodge Farm

It was felt that the decisions of the planning inspector are being flaunted and DDC are taking no action. The Clerk was tasked with contacting the neighbour to see if any further issues have taken place.

g. To receive information from DDC on results of Call for Development Sites

Following a request earlier this year from DDC, two responses had been received by DDC: one at The Paddocks and a small site at the junction of the A361 with Bunkers Hill. The NHP Group had also received notification of a late response from Tall Trees. It should be noted that these responses are **not** planning applications nor that they would necessarily be deemed suitable by DDC for inclusion in its Local Plan. The Parish Council would have opportunities to comment if any of the responses were taken further.

**006/11/16 Ongoing business (To receive reports on the following items and any action to be taken)**

a. Burial grounds

To consider request for donation of a bench in the newest part of the cemetery  
The Clerk and RP had found a bench matching one already in situ. RP will make contact with the resident and, if possible, locating the bench can be added to the working party list for 27.11.16.

To obtain second quote for extension of and replacement handrail in the cemetery  
Two quotes had now been received: one for £765.43 inc VAT and one for £569.

*Proposal: To accept the quote for £569 and appoint M Walton to carry out the work.  
Proposed by PC, seconded by PJ. All in favour. Carried.*

b. Provision of defibrillator

To include plans for training of volunteers

The Clerk was asked to email all those who had already volunteered and let them know that

training will be taking place in the new year. The Clerk will contact the Red Cross to organise training for a weekend in January 2016. An item will also be included in the upcoming newsletter.

c. Greens

To receive report on registration of village green on Stoneway  
PC reported that registration is progressing.

To consider proposed works on The Green in relation to Empowerment Grant Funding  
PC circulated a plan showing proposed works to the area which he will discuss with DDC Planning Officer. It was agreed not to include fencing around the boggy area outside the village hall.

To update regarding regular working parties around the village  
PC will circulate a list of current jobs to do.

To consider request to replace waste bin on The Green  
The Clerk was tasked with ensuring that the bin is emptied weekly. This will be monitored before any decision is made to replace the bin, which would be costly. The Clerk was asked to update the resident in question.

d. Neighbourhood Plan

AW reported that a meeting will be taking place with DDC in December to obtain feedback before finalising the Plan in early January. The recent Housing Needs Survey results will be included in the Plan. The results of the survey from the recent Open day had been posted on the website. The Group was congratulated on the progress made and thanked for all their work.

e. Newsletter

Items are now requested for the December newsletter. A final version will be available at the December meeting.

f. Playing Field

To update on enquiry to use football pitch by Daventry Rangers  
A meeting will be taking place on 15.11.16 to discuss the matter further.

g. Rights of Way

AW had chased NCC with regards to repairing the handrail and steps on the path near the bottom of Bunkers Hill. He had been advised that work will take place within the next few weeks.

PC reported that J Warr had painted the kissing gate at the cemetery. The Council expressed its thanks to Mr Warr for doing this.

h. Roads and safety

To include damage to conduit pipes over River Nene adjacent to the A361  
PC and the Clerk had met with I Boyes of NCC to discuss a number of issues on the A361. He had since provided a plan showing all utilities in place. The Clerk was tasked with arranging for site visits of each of the utility companies. IB reported that an inspection of the bridge had taken place and no issues were found. The A-boards on Pinfold Green were also discussed.

Following the meeting, the Clerk had reported the state of the A361 junction with Pinfold Green to Street Doctor, which IB had agreed was in poor condition. However, Street Doctor had responded that the area did not meet NCC intervention levels but would be monitored.

IB had arranged for a replacement 40mph flashing sign to be installed on the north-bound carriageway. The previous sign had been missing for some time following an accident.

To include report following meeting with NCC re Pound Lane

A meeting had taken place with NCC representatives, Parish Council, Badby School and residents of Pound Lane to discuss options available. However, it was noted that a one-way system would affect all residents 365 days a year whereas the issue in hand occurs for approximately an hour or two a day during term time weekdays. IB had advised that there was a likelihood that speed would be increased and that contraventions would not be easy to police.

There was also a cost implication of between £12,000 and £15,000 which could not be met by NCC. It was agreed that Parish Council, the school and residents need to be pro-active in finding ways to alleviate the problems and raising awareness among all parties. A further meeting would be arranged between them to discuss further.

i. Street Lighting

To include correspondence with resident requesting shrouding for street light  
Clarification had been obtained that the shrouding was actually gaffer tape. It was agreed that tape would be installed during the next working party. The Clerk will contact the resident to let them know.

PC provided the Clerk with an update with regards to the state of streetlights at the current time.

j. Training

To include consideration of Councillors' Training Session  
Discussed under **001/11/16f above**. The Clerk will contact NCALC to progress the matter.

To include Clerk's attendance at Pensions Regulations Training  
The Clerk reported that the relevant letter regarding auto-enrolment had been sent and a response received. A copy will be provided to PC.

k. Trees

To include report on removal of Horse Chestnut on The Green and consideration of replacement  
The Clerk was tasked with asking M Venton of DDC what would be an appropriate replacement.

l. Village Hall

Nothing to report.

m. Website

Nothing to report.

n. Forthcoming events and reports from events attended  
Northamptonshire Local Nature Partnership (12.10.16)  
No-one had attended.

CPRE Roadshow (27.10.16)  
No-one had attended.

Badby Clean-Up Group (27.11.16)  
To be publicised.

Parish & Town Councils' Meeting (15.12.16)  
RP and AW to possibly attend.

**008/11/16 Correspondence** (Folder in circulation around Parish Councillors)

- ⌚ NRHA Annual Report 2015-2016 (By email)
- ⌚ Chris Heaton-Harris MP - October Report (By email)
- ⌚ DDC Media Release – Good Neighbour Scheme seeking funding support (Closes 28.11.16) (By email)
- ⌚ 2017 Best Village Competition (By email)

- ⌚ NCALC Big Friday RoundUp (By email)
- ⌚ Clerks and Councils Direct – November 2016
- ⌚ NCALC Update Sept/Oct 2016 (Also emailed)

**009/11/16 Public Participation (2)**

Nothing to report.

**010/11/16 New matters requested for next month's agenda**

Nothing at this time.

**011/11/16 Date of future meetings**

- a. To confirm dates for 2017 meetings  
The second Monday of each month was confirmed for meetings. The Annual Parish Meeting would take place on Friday 28<sup>th</sup> April.
- b. To confirm date for next ordinary meeting  
19<sup>th</sup> December 2016 – please note this meeting is postponed from 12<sup>th</sup> December.

The Chairman closed the meeting at 9.50pm.

**DRAFT**

**MINUTES OF THE EXTRAORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.00 P.M.  
ON MONDAY 28TH NOVEMBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Martin Walton (MW), Mr Andy Witcomb (AW).

*Others:* Mrs Sharon Foster (Clerk), No Members of the public.

**001/12e/16Administration**

- a. To receive and approve apologies for absence**  
Mrs Karen Alexander (KA) - holiday  
Mr Steve Chandler (SC) – working  
Mr Mike Richards (MR) - holiday  
Mr Neville Snell (NS) – working.
- b. To receive declarations of interest in items on the agenda**  
None.
- c. To consider any dispensation requests**  
None.

**002/12e/16Public Participation**

No members present.

**003/12e/16Planning**

<b>Application No</b>	<b>Description</b>	<b>Location</b>	<b>Comment</b>
DA/2016/1050	Listing Building Consent for external and internal alterations to bring dwelling back to habitable use	Jasmine Cottage, Courtyard Lane, Badby NN11 3AX	No objection. Proposed by AW, seconded by PJ. All in favour. Carried.

**004/12e/16Date of future meetings**

19<sup>th</sup> December 2016 – please note this meeting is postponed from 12<sup>th</sup> December.

The Chairman closed the meeting at 7.10pm.

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.  
ON MONDAY 19TH DECEMBER 2016**

**THE FOLLOWING WERE PRESENT:**

*Councillors:* Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA), Mr Richard Piner (RP), Mr Peter Johnson (PJ), Mr Mike Richards (MR), Mr Neville Snell (NS), Mr Martin Walton (MW).

*Others:* Mrs Sharon Foster (Clerk), County Councillor Robin Brown, 4 Members of the public.

**001/12/16 Administration**

**a. To receive and approve apologies for absence**

Mr Steve Chandler (SC) – unwell  
Mr Andy Witcomb (AW) – holiday.

**b. To receive declarations of interest in items on the agenda**

MW and PC declared interests as recipients of cheques at agenda item 004/12/16b.

**c. To consider any dispensation requests**

None.

**d. To approve the minutes of the Ordinary meeting held on 10<sup>th</sup> October 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.*

*Proposed by KA, seconded by MR. 5 for. 2 abstained. Carried.*

**e. To approve the minutes of the Ordinary meeting held on 14<sup>th</sup> November 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.*

*Proposed by RP, seconded by NS. 4 for. 3 abstained. Carried.*

**f. To approve the minutes of the Extraordinary meeting held on 28<sup>th</sup> November 2016**

The draft minutes had been circulated prior to the meeting.

*Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.*

*Proposed by P.J., seconded by MW. 4 for. 3 abstained. Carried.*

**002/12/16 Matters arising from the minutes (for information only)**

None.

**003/12/16 Public Participation (1)**

County Councillor Brown addressed the meeting with regards to increased Council Tax for 2017/2018.

A member of the public raised an issue with regards to Neighbourhood Plans and who pays for extra staff bought into DDC to deal with them.

**004/12/16 Finance**

**a. To note income received**

£ 0.16

HSBC

Interest (November)

**b. To approve payments**

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – November	402.40	0.00	431.69	S Foster	LGA 1972 s112	442
Clerk's expenses – November	29.29	0.00			LGA 1972 s112	
Churchyard mowing - 2016	526.60	0.00	526.60	Badby PCC	LGA 1972 s214	443
Cemetery hedging materials	20.00	0.00	20.00	P Cooper	LGA 1972 s214	444

NHP Printing	2663.93	498.07	3162.00	Orchard Print	Localism Act 2015	445
Cemetery bench materials	34.10	6.82	642.67	M Walton	LGA 1972 s214	446
Cemetery handrail materials	163.76	32.75			LGA 1972 s214	
Cemetery handrail labour charge	405.24	0.00			LGA 1972 s214	
Headstone repairs	50.00	10.00	60.00	L Finn	LGA 1972 s214	447
Playing field bin collection			46.65	Enterprise Managed Services Ltd	Litter Act 1983	448
Final settlement of account	46.65	0.00				
Electricity			258.17	EON	PCA 1959	449
01.11.16-30.11.16	215.14	43.03				

*Proposal: To approve above cheques for payment.*

*Proposed by MR, seconded by KA. 5 for. 2 abstained. Carried.*

RP reported that £20 for headstone repairs needs to be re-charged. He will advise who it needs sending to.

- c. To note bank balances  
As at 30<sup>th</sup> November 2016
- |                  |            |                   |
|------------------|------------|-------------------|
| HSBC current a/c |            | £11,032.40        |
| HSBC deposit a/c | £ 5,012.52 | £16,044.92        |
| Uncashed cheques |            | <u>£ 1,855.68</u> |
- Available funds  
£14,189.24

- d. To approve draft of 2017/2018 budget and 4 year forecast  
The draft budget had been circulated and was discussed. It was noted that there is a 4.7% increase in precept demand which was agreed is required to build up reserves.  
*Proposal: To approve budget as presented and to place a precept demand of £17,800 on Daventry District Council.*  
*Proposed by PC, seconded by MR. All in favour. Carried.*

- e. To consider possible uses for income from the Community Infrastructure Levy and other possible sources  
It was agreed that a working party made up of PC, KA, SC and NS would meet to draw up a list of potential projects and needs to present at the next meeting. A request for ideas will be put on the website. The forthcoming Neighbourhood Plan might also identify capital projects.

- f. To present quotes for village mowing contract  
The Clerk had received no quotations as yet. Deferred to January; the Clerk would also investigate companies used by other parishes.

- g. To update re external audit queries raised in relation to 2015/2016 audit  
The Clerk had received an update from BDO covering the 3 points raised. These were all clarified, with none requiring immediate action by the Council.

- h. To consider signing Urban Highway Grass Mowing 2017 Agreement  
The agreement had been received showing a payment of £648.12 – the same as last year.  
*Proposal: To sign the Urban Highway Grass Mowing 2017 Agreement.*  
*Proposed by PC, seconded by PJ. All in favour. Carried.*

- i. To update with regards to possible fundraising activity  
This matter will be discussed in line with 004/12/16e above at the January meeting.

#### **005/12/16 Consultations**

- a. NCC – Northamptonshire Fire and Rescue Service Draft Community Protection Plan 2017-2020  
(Closes 21.12.16)  
County Councillor Brown reported that unions have no issue with the above consultation. Therefore, no comment will be made.

- b. NCC – Consultation on School Admissions Arrangements for 09/2018 (Closes 13.01.17)  
No comment to be made although the Clerk was asked to pass the consultation on to Badby school.
- c. The Councillor Commission – Role and Work of the Councillor (See NCALC Update)  
Comments to be presented at the January meeting.

#### 006/12/16 Planning

- a. To consider applications received

Application No	Description	Location	Comment
None			

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2016/0803	LBC for re-roofing, replace 4 defective rooflights	Old School House, The Green, NN11 3AF	Approved
DA/2016/0895 and 0896	Single storey rear extension and single storey detached garage and LBC for such	Wayside, Main Street, Badby NN11 3AN	Approved
DA/2016/0920	Works to a tree with a conservation area	Brayfield House, Stoneway, Badby NN11 3AT	Approved
DA/2016/0997	First floor side extension	25 Pound Lane, Badby NN11 3AL	Approved

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC

None.

- d. To consider appeals received  
None.
- e. To receive update on planning issues at Tall Trees, Badby and meeting with elected Councillors  
A meeting will be held with District Councillors, representatives of the Planning Department and the Parish Council on Wednesday 1<sup>st</sup> February at 4.30pm. Representatives of the Parish Council will be PC, AW, KA, PJ, NS and the Clerk.
- f. To receive update on planning issues at Badby Lodge Farm  
An update was provided which show a lack of activity on the part of DDC to enforce conditions laid down in recent planning consents. It was noted that a DDC Officer has made a site visit and produced a written report following that visit. After some discussion, it was agreed that a letter be drafted to be sent to DDC after the January meeting seeking clarification why the enforcement process is not being fulfilled.
- g. To consider draft confidential Housing Needs Survey report  
Following some discussion, it was agreed that there are no comments on the facts presented. However, the Clerk was asked to point out that there had been a low return rate probably due in part to the fact that paper copies were available only on request if people were unable to complete the survey online. In previous years, paper copies were sent to all residents.

#### 006/12/16 Ongoing business (To receive reports on the following items and any action to be taken)

- a. Burial grounds  
To consider request for donation of a bench in the newest part of the cemetery  
The bench is now in situ and the new hand-rail has been installed. Thanks were given to County Councillor Brown for the grant from the empowerment fund which had paid in part

for the new handrail.

To consider marking reserved plots in cemetery

The Clerk requested permission to look into purchasing metal crosses to mark reserved plots in the cemetery. Following some discussion, it was agreed that she and RP will research costings and report back to the January meeting.

b. Provision of defibrillator

To include plans for first aid training for volunteers

The Clerk had been unable to find a suitable date in January or February and so is now looking at training in March 2017. An alternative venue to the village hall could also be a possibility.

c. Greens

To receive report on registration of village green on Stoneway

PC reported that registration is still progressing.

To consider proposed works on The Green in relation to Empowerment Grant Funding

PC reported that this matter will be progressed in the New Year.

To update regarding regular working parties around the village

The next session will be Sunday 22<sup>nd</sup> January. PC requested that if anyone has any works to add to the list, they let him know.

To consider request to replace waste bin on The Green

It was noted that the next working party will look at modifying the bin.

To consider informing the new residents of The Old School House re registered village greens

PC had drafted a letter. Comments were requested before the end of the week when the Clerk will hand-deliver it.

To report on works carried out on The Green by Western Power

It was noted that works had been carried out following under a permit supplied by NCC Highways. The area had been re-instated and re-seeded afterwards.

d. Neighbourhood Plan

AW had provided a report about the Open Day held in September. The latest schedule is for a 6 week local consultation period by mid-2017 with a referendum in early 2018.

e. Newsletter

To confirm the December issue

The newsletter had been circulated and is now at the printers and will be circulated later this week.

f. Playing Field

To update on enquiry to use football pitch by Daventry Rangers

A meeting which had been due to take place had been postponed due to a football accident. It has been re-scheduled.

It was noted that foundations have been dug by the Cricket Club. The Clerk and PC will look at the lease to see whether permission needed to be sought from the Parish Council.

g. Rights of Way

Nothing to report.

h. Roads and safety

To include damage to conduit pipes over River Nene adjacent to the A361

The Clerk had been unable to yet contact the specific people required for site visits.

To include update on meeting with school and residents re Pound Lane  
The Clerk is in the process of setting up a meeting.

To include update on closure of A361 between Daventry ring road and Badby  
It was noted that the closure will take place in early February overnight for 3 nights.

It was noted that there is an increase in fly-tipping in the lay-by at the top of the hill on the A361.

PC reported that objections had been received to the placing of yellow lines in some places around Pinfold Green. However, concern was raised that the consultation had been misunderstood. It was agreed that the Clerk would write to all residents on Pinfold Green explained the exact position of the lines, including a map. The letter will be copied to County Councillor Brown and NCC.

i. Street Lighting

It had been reported earlier in the meeting that tape had been placed on the light at the bottom of Bunkers Hill following a recent complaint. Councillors had been thanked.

The streetlight on The Green at the end of Chapel Lane is still not repaired.

j. Training

To include consideration of Councillors' Training Session

The training will take place on Thursday 2<sup>nd</sup> February. It was agreed to invite Danny Moody to the January meeting of the Parish Council.

k. Trees

To include report on removal of Horse Chestnut on The Green and consideration of replacement

The Clerk was asked to chase M Venton of DDC as to what would be an appropriate replacement.

l. Village Hall

The defibrillator sign had been repaired by MW and quotes are now been sought for the new kitchen.

m. Website

Nothing to report.

n. Forthcoming events and reports from events attended

Parish & Town Councils' Meeting (15.12.16)

RP had attended and gave a short report.

**008/12/16 Correspondence** (Folder in circulation around Parish Councillors)



W Archer letter re location of searchlights during WWII



Letter re maternity service at Horton General Hospital, Banbury



Clerks & Councils Direct – November 2016



The Clerk – November 2016



CPRE Outlook – November 2016 and Countryside Design Guide



Countryside Voice – Winter 2016 and Countryside Design Guide



LCR – Winter 2016



NCALC Update (Nov-Dec 2016)

**009/12/16 Public Participation (2)**

It was reported that a burglary had recently taken place at a house in the outskirts of the village.

**010/12/16 New matters requested for next month's agenda**  
Nothing at this time.

**011/12/16 Date of future meetings**  
9<sup>th</sup> January 2017  
The Chairman closed the meeting at 9.30pm.