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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 10TH APRIL 2017**

THE FOLLOWING WERE PRESENT:

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

Others: Mrs Sharon Foster (Clerk), 7 Members of the public.

001/04/17 Administration

- a. To receive and approve apologies for absence**
Mrs Karen Alexander (Vice Chair) – Family emergency
Mr Peter Johnson – Family emergency.
- 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 13th March 2017**
The draft minutes had been circulated prior to the meeting. Some minor amendments were made.
Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.
Proposed by MW, seconded by SC. All in favour. Carried.
- e. To approve the minutes of the Extraordinary meeting held on 27th March 2017**
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. All in favour. Carried.
- f. To prepare for the Annual Parish Meeting**
The Annual Parish Meeting will be held on 12th May 2017. AW was asked to co-ordinate publicity in PC's absence, including use of the A-board. The Clerk will invite Danny Moody of NCALC to attend.
Action: AW to co-ordinate publicity
Action: Clerk to invite Danny Moody
- g. To report on Clerk's appraisal**
PC and KA had carried out the Clerk's appraisal. A more detailed report will be given during the confidential section of this meeting.
- h. To review Councillors' Responsibilities**
Deferred to the next meeting when Councillors' responsibilities for 2017–18 will be agreed. PC will circulate some initial ideas.
Action: PC to circulate some preparatory ideas
- i. To arrange review of governance documents**
PC, MR and the Clerk will meet to review and report back.
Action: PC, MR and the Clerk to meet

002/04/17 Matters arising from the minutes (for information only)

PC went through a list of actions from the last meeting; all had been done or would be reported further later in the meeting. Actions will be included within the body of the text of the minutes in future.

003/04/17 Public Participation (1)

A member of the public voiced concerns over the origins of the map that the Neighbourhood Plan Group had used to define the confines of the village within the Neighbourhood Plan. Another member of the public (also a member of the NHP Group) agreed that the wording of one of the NHP

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Group policies should be amended to ensure consistency and he would request the amendment at the NHP Group.

PC noted that a meeting between the Parish Council and the NHP Group will be taking place on Thursday 13th April at 7.30pm in the back room of The Windmill pub. This is a meeting open to the public at which the BPC and BPNP could look at the policies being proposed; PC hoped that all Councillors who could do so would attend

Action: All members to attend

004/04/17 Finance

- a. To note income received
- | | |
|---------|---|
| £ 0.17 | HSBC interest |
| £150.00 | Northants CC – Incorrect payment to BPC for village hall rental |
| £230.00 | Burial fees – Robinson |
| £ 59.38 | Allotment Society rental |
| £517.10 | HMRC VAT |

- b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
PAYE not due to HMRC	74.20	0.00	74.20	S Foster	LGA 1972 s112	465
Clerk's salary/benefits – Feb	363.65	0.00	394.34	S Foster	LGA 1972 s112	466
Clerk's expenses – Feb	30.59	0.00			LGA 1972 s112	
Rent for village hall use incorrectly received	150.00	0.00	150.00	NCC	LGA 1972 s112	467
Cemetery Rates 01.04.17-31.03.18	0.00	0.00	0.00	DDC		-

Proposal: To approve above cheques for payment.

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

Action: Clerk to send out cheques

- c. To note bank balances
- As at 31st March 2017
- | | | |
|------------------|------------|-----------|
| HSBC current a/c | £ 2,562.54 | |
| HSBC deposit a/c | £ 5,013.18 | £7,575.72 |
| Uncashed cheques | | £ 283.72 |
| Available funds | | £7,292.00 |

- d. To receive an update from the working party looking at Parish projects and fundraising
- The purchase of a circular bench is in abeyance for the moment, until a tree has been planted.
- The matter of a sponsored golf event was deferred until next month.
- KA was not present and so there was no update regarding a Music on The Green event.
- SC reported that he is meeting with a member of the organising group from the Welton Soapbox event later this week and will report next month.
- NS will put together a co-ordinated list of events for various community organisations within the village for presentation at the next meeting.

Action: SC, NS and KA to report to May meeting

Action: NS to put together a list of events

- e. To receive end of financial year 2016/2017 accounts
- Deferred to next meeting

Action: MR and the Clerk to finalise accounts

- f. To complete Parts 1 and 2 of the 2016/2017 Annual Return
- Most of the questions from Part 1 were answered yes. The last question cannot be answered until presentation of the accounts. Deferred until next meeting.

Action: Clerk to complete Annual Return

005/04/17 Consultations

- a. NCC – Library Online Use Survey 2017 (Closes 09.04.17)
- Closed.

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- b. NCC – Northampton Northern Orbital Route and North West Relief Road (Closes 30.06.17)
No comment to be made.

006/04/17 Planning

- a. To consider applications received

Application No	Description	Location	Comment
DA/2017/0297	Variation of Condition 2 of planning permission DA/2014/0442 (new dwelling) to replace approved boundary hedge with 1m high fence and planting	Land Rear of Bridge House, Daventry Road, Badby NN11 3AB	Proposal: To support. As the work has already taken place, the Parish Council is able to see the significant improvement of the development. Proposed by MR, seconded by RP. All in favour. Carried.

- b. To consider decisions received and related correspondence

Application No	Description	Location	DDC Action
DA/2017/0013	Works to trees within a Conservation Area	The Lilacs, Main Street, Badby NN11 3AN	Approved
DA/2017/0039	Works to trees within a Conservation Area	Beech Tree Cottage, The Green, Badby	Approved
DA/2017/0101	Works to trees within a Conservation Area	Wayside Bungalow, Main Street, Badby	Approved
DA/2017/0109	Works to trees within a Conservation Area	The Windmill, Main Street, Badby	Approved
DA/2017/0135	Single storey rear extension and first floor extension (revised scheme)	18 The Glebe, Badby NN11 3AZ	Approved

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

- d. To consider appeals received
None.

007/04/17 Ongoing business (To receive reports on the following items and any action to be taken)

- a. Burial grounds

To update on marking reserved plots in cemetery

RP reported that he has received the markers. He and the Clerk will organise where to lay them.

Action: RP and the Clerk to arrange

A request has been received to trim back a holly tree which is obstructing a grave. RP has already carried out some work to the tree but will contact the gentleman making the request.

Action: RP to follow up

A request had been received from the mowing contractor to increase the number of cuts from 14 to 16 and strims from 4 to 6. It was agreed that no amendment would be made to the number stated in the contract but that the Parish Council would consider further cuts if required at the end of the season. Also discussed was the need to fill depressions on some graves. RP will organise this during the next working party.

Action: Clerk to respond to mowing contractor

Action: RP to arrange filling of depressions at next working party

- b. Provision of defibrillator

To include plans for first aid training for volunteers

Two evening sessions will be held – either on 15th and 22nd May or 19th and 26th June. The Clerk will confirm.

Action: Clerk to confirm and publicise

It was noted that the defibrillator sign needs some repair.

Action: MW will repair the sign

The Clerk will forward an invoice for the cost of batteries to SC.

Action: Clerk to forward invoice

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- c. Greens
 To consider proposed works on The Green in relation to Empowerment Grant Funding
 PC reported that a meeting has been held with DDC. Ivy had been removed from some of the trees during the last working party. Further works will be started in the near future. Discussion took place with regards to the purchase of bird boxes. RP had sourced some at £14.99 each. It was agreed that RP was authorised to spend up to £100 of the funding received to purchase boxes.
Action: RP to purchase bird boxes
- To update regarding regular working parties around the village
 The next date is Sunday 23rd April. MR will co-ordinate actions in the absence of PC. Councillors were asked to let the Clerk know any names of people who may be interested in taking part and she will augment the list of those regularly notified of the working party dates.
Action: MR to co-ordinate event
Action: All to let Clerk know names
Action: Clerk to email list
- d. Neighbourhood Plan
 To receive update from NHP Group
 AW reported that views for potential protection within the Plan has been circulated to NHP Members for comment. The next meeting will take place on Wednesday 12th April followed on Thursday 13th by a meeting with members of the Parish Council to communicate any issues and seek feedback. A further grant from Locality of around £3,500 is being submitted to cover costs of consultants and final communications. The latest schedule of a 6 week local consultation period be end of June 2017 with a referendum in early 2018 remains unchanged.
- To include consideration of registration of assets of community value
 Following responses from both public houses in the village, some discussion took place. It was noted that registering assets of community value exists as a protection for unforeseen circumstances. At present, the risks are low and both public houses in the process of establishing firm and long-standing businesses. Following discussion, the Parish Council felt that registering is not appropriate at the moment.
- e. Newsletter
 Nothing to report. Members to consider items for inclusion for discussion at the next meeting.
Action: All to consider items for inclusion
- f. Playing Field
 To update on enquiry to use football pitch by Daventry Rangers
 AW reported that a meeting had taken place with Daventry Rangers FC, the cricket club and two Parish Councillors. Discussion had taken place as to where a full-sized pitch and two children's pitches could be laid out. The removal of the lower boundary fence would be required and the cricket club are amenable to this. Funding options are currently being investigated by DRFC following advice from AW.
 NS reported that, following concerns over re-instatement of the land should there be changes in the future, a TDLPS bond could be put into place which would be sufficient to make such re-instatement.
- To update re playing field inspection
 The inspection is not required until August.
- To consider purchase of new padlock
 Following issues with the current lock, it was agreed that the Parish Council would purchase a new one.
Action: Clerk to purchase a new padlock
- To consider use of the playing field for Bluebell Teas on 30th April and 1st May 2017
 Following a request, it was agreed that the field could be used for parking on Bluebell Weekend.
- g. Rights of Way
 To receive report from AW
 Nothing to report.

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To consider correspondence from NCC re Improvement Plan including questionnaire
The Clerk had forwarded a correspondence to AW. AW will draft responses to the included questionnaire and circulate to parish councillors for comment. The Clerk will then submit the responses.

Action: AW and the Clerk to progress

h. Roads and safety

To include update on meeting with school and residents re Pound Lane
A meeting will be taking place in the village hall at 5.00pm on Tuesday 18th April.

To update on parking in the vicinity of the church

PC and KA had met with members of the PCC and a letter had been circulated to nearby residents seeking comments of the parking issues and solutions. Some responses had been received giving various views about the issue. The closing date for response is later this week. Deferred until the next meeting.

i. Street Lighting

To receive report on incident involving BPC38 on Bunkers Hill, BPC24 on The Glebe and BPC16 at junction of Chapel Lane and The Green

BPC38 has been replaced and the light had been replaced on BPC16. AW was asked to confirm whether BPC24 is working. It was noted that the contractor should report when works have been completed so that a check can be made that lights are working.

Action: AW to confirm

Action: Clerk to request completion report from contractor

To receive information re increase in deemed contract rates from EON

NS had requested pricing. It was agreed that the next meeting should consider delegation of this matter to a group due to the short lead time on the need to sign up.

Action: Clerk to add to agenda

j. Training

To include report on any other matters arising from Councillors' Training Session

PC listed three issues which should be addressed over the coming year: Delegation of Responsibilities; Being representative of and accountable to the parish as a whole; and Putting together an Annual/Forward plan.

Action: Clerk to investigate delegation

It was agreed that the Clerk should attend Finance training at NCALC on 28th June.

k. Trees

To include a request to revisit the decision on replacement of Horse Chestnut

Following a request from two Parish Councillors to revisit the recent decision, discussion took place, noting the processes that had taken place leading to that decision. However, it was agreed that the recent decision to purchase a field maple would stand.

Action: Clerk to purchase field maple

To report on incidents following Storm Doris

PC reported that the footpath on Chapel Lane is still not open. It was also noted that a recent request for inspection of the trees along Chapel Lane be carried out by NCC had been declined and that only trees with a specific concern would be inspected. A member of the public noted that, following an expert inspection of trees on his own land, some trees had been marked. It was agreed that the Clerk would specifically request NCC to inspect those trees.

Action: Clerk to progress

To consider quotes received for annual tree survey

The Clerk has requested quotes. Deferred to next meeting.

l. Village Hall

The village hall sign has been damaged – probably in the recent storms – and will be repaired.

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- m. Website
Nothing to report.
- n. Forthcoming events and reports from events attended
Police & Crime Commissioners Mtg – 18.04.17
CPRE Spring Road Show – 27.04.17 at 6pm at Great Houghton Village Hall

008/04/17 Correspondence (Folder in circulation around Parish Councillors)

- 🕒 NCC – March news (By email)
- 🕒 CPRE Outlook – March 2017
- 🕒 LCR – Spring 2017
- 🕒 NCALC e-Update – March 2017 (By email)
- 🕒 The Clerk – March 2017

009/04/17 Public Participation (2)

A member of the public offered a donation of £100 towards bird boxes for the area at the back of the village hall (Minute **007/04/17(c) above**). Mention was also made of the possibility of people sponsoring a bird box.

It was reported that the Neighbourhood Watch Group is looking for a new Chairman.

A member of the public asked whether the Parish Council uses social media to engage with younger members of the community. The Parish Council currently uses Facebook through the BadbyVillage website.

010/04/17 New matters requested for next month's agenda

None at this time.

011/04/17 Date of future Ordinary meetings

8th May, 12th June, 10th July, 14th August (if required), 11th September, 9th October, 13th November, 11th December.

An extraordinary meeting will be called for Monday 24th April 2017.

The Chairman closed this part of the meeting at 9.40pm. After consideration of a confidential matter, the meeting was closed at 9.55pm.

DRAFT**Members of the public, press and the Clerk to be excluded from the following confidential matter****012/04/17** To review Clerk's salary

PC summarized the outcomes of the Clerk's appraisal and the targets set for the coming year.

Proposal: To increase the Clerk's salary to SPC25 (£11.777 per hour, inclusive of annual revision to national scales) effective 1st April 2017, reflecting her performance and professionalism in supporting the Council.

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

PC noted that this put the Clerk at the top of her contractual pay scale. Agreed to undertake a job evaluation according to SLCC guidelines to assess the correct level for the post; PC, MR and SC to undertake the evaluation.

Action: PC to write to the Clerk***Action: PC, MR and SC to undertake a job evaluation in consultation with the Clerk***

The Chairman closed the meeting at 9.55pm after consideration of a confidential matter.