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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 JUNE 2017**

THE FOLLOWING WERE PRESENT:

Councillors: Mr Peter Cooper (PC) (Chairman), Mrs Karen Alexander (KA) (Vice Chair), 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), 4 Members of the public.

001/06/17 Administration**a. To receive and approve apologies for absence**

Mr Steve Chandler (SC) - Working

Mr Andy Witcomb (AW) - Holiday.

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

None. Councillors were asked to review and update their existing Register of Interest forms.

c. To consider any dispensation requests

None.

d. To receive report regarding review of Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Policy documents and to adopt accordingly

PC, MR and the Clerk had met and draft documents circulated. No comments were received.

Proposal: To accept Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Policy documents as circulated.

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

Action: Clerk to circulate final copies and put them on the website

e. To arrange inspection of assets

PC and MR will arrange to meet and carry out the inspection and report back to the next meeting.

Action: PC and MR to carry out inspection

f. To approve the minutes of the Annual meeting held on 8th May 2017

The draft minutes had been circulated prior to the meeting. An amendment was made at item 001/05/17g, as SC will now be the second representative for Leisure, Sport and Recreation.

Proposal: To make the above amendment and to accept the minutes as circulated as a true and accurate record of the meeting.

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

g. To report on the Annual Parish Meeting held on 12th May 2017

The evening had been another success in the new format with approximately 50 people attending.

The Clerk is in the process of putting together notes from the organisations in attendance plus issues raised by or with Councillors, and these will be circulated when available.

Action: Clerk to produce notes

002/06/17 Matters arising from the minutes (for information only)

To include actions arising from previous meetings

A tree is yet to be purchased for The Green. PC requested that the purchase of a circular bench be put on hold for the moment pending review of the finances. The Clerk will add Projects & Fundraising to future agendas. All other actions were complete, were in hand or would be raised under later agenda items.

003/06/17 Public Participation (1)

A letter from residents on Neneside regarding village confines was passed to PC. Several parishioners expressed concerns over village confines which have been proposed in the current draft Neighbourhood Plan document.

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PC welcomed Danny Moody, Chief Executive of NCALC, who addressed the meeting re the increased challenges facing Parish Councils and the need for communities to work with and support Parish Councils.

004/06/17 Planning (KA, PC)

a. To consider applications received

Application No	Description	Location	Comment
DA/2017/0516	Remove tree within a conservation area	Bankside, Church Hill, NN11 3AR	Proposal: Support Proposed by KA, seconded by PJ. All in favour. Carried.

Action: Clerk to respond

b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2016/1033	Works to trees within a conservation area	Greensleaves, The Green, NN11 3AF	Approved
DA/2017/0297	Variation of Con 2 of DA/2014/0442 to replace hedge with 1m high fence and planting	Land rear of Bridge House, Daventry Road, NN11 3AB	Approved
DA/2017/0326	Works to trees within a conservation area	The Maltsters, The Green, NN11 3AF	Approved

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

Application No	Description	Location	Approved
NMA/2017/0039	NMA to the application DA/2015/1105 – Revised fenestration to kitchen extension	The Old House, Church Hill, Badby NN11 3AR	03/05/17

d. To consider appeals received
None.

e. To consider nominations for Local Green Space following Part 2 Settlements and Countryside Local Plan workshop (Closes mid-July)

It was noted that although the draft Badby Neighbourhood Plan includes Local Green Spaces, it would be prudent to consider their inclusion in the Annex of the Local Plan in order to ensure their protection. The views of the NHP Group will be sought for consideration at the July meeting.

Action: Clerk to contact NHP Group for views

005/06/17 Consultations

a. To receive DDC adopted Biodiversity Supplementary Planning Document
Noted.

b. DDC – Housing Allocation Scheme (Closes 29.06.17)
No comment to be made as this applies to the Northampton Regional Development Area.

c. DDC – Housing Supplementary Planning Document (Closes 29.06.17)
No comment to be made as this applies to the Northampton Regional Development Area.

006/06/17 Ongoing business (To receive reports on the following items and any action to be taken)

a. Burial grounds (RP)
RP and the Clerk have laid down some grave markers.

RP has discussed removal of the holly tree close to J Peel's grave. This will be actioned after the summer.

Action: RP to action at end of summer

b. Greens, trees and verges (PC, MW)
PC reported that a plant looking like Japanese Knotweed had been found below the village hall. The contractor who removed the infestation in 2014 has been contacted. He had agreed that any required works are covered under a 5 year guarantee.

Action: Clerk to ensure inspection and action as necessary

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To consider proposed works on The Green in relation to Empowerment Grant Funding
In view of the issue above, no works that disturb the ground should take place until that matter has been dealt with.

To consider replacing and adding rubbish bins and dog waste bins around the village
It was agreed that the two rubbish bins at Pinfold Green need replacing with pole-mounted ones. The Clerk will research costs. Examples of bins to replace the two on The Green were presented. A further discussion and decision will take place at the July meeting.

Action: Clerk to provide costings

To consider damage caused to young trees on Pound Lane
The Clerk noted that police no longer provide the report number system. The Clerk was asked to arrange a meeting with the PCSO instead, involving also the Neighbourhood Watch group.

Action: Clerk to arrange meeting with PCSO

To update on request to NCC for works to trees on Chapel Lane
The Clerk is in contact with Ian Smith on the matter.

To request quotes for tree survey

The Clerk was requested to obtain quotes for the July meeting (noting from later in the agenda that only trees owned by the Parish Council should be surveyed).

Action: Clerk to obtain quotes

c. Highways, lighting and road safety (PJ, NS)

To update on parking in the vicinity of the church

A meeting had taken place with members of the PCC. Following consultation with neighbours, comments had been received which showed that none wants enforced action and general agreement that thoughtful parking is required. Suggestions on better notices and signage had been made and offers of the use of driveways. A note back to residents will be sent by PC and the Clerk will look into costs for notices to be placed on the walls of the churchyard. NCC will also be asked for Unsuitable for HGV signage for the bottom of Church Hill.

Action: PC to contact residents

Action: Clerk to research costings for notices

Action: Clerk to contact NCC re Unsuitable for HGV signs

To receive update on incident involving BPC38 on Bunkers Hill

The Clerk had been in contact with the streetlighting contractor who is, in turn, chasing Western Power to connect the new streetlight. Mention was made of Service Level Agreements of both contractors and what the time limits are. The Clerk will find out. Aylesbury should be asked to notify the Clerk when jobs were completed so that a check can be made.

Action: Clerk to find out SLA timings and ask Aylesbury to give completion reports

BPC24 (The Glebe) has been reported (again) to the contractor who will be attending as soon as possible at no charge.

The Clerk has yet to report BPC18 (Chapel Lane).

Action: Clerk to report

To receive request from resident for streetlights to be switched off from approximately 1am

Following a request, discussion took place. NS had done research on installing time switches and the costs involved of at least £150 per light for a timer. There are additional costs for installation and annual maintenance fees. At the current time, the Parish Council does not have the necessary funds available. Further options and costs will be looked into for the July meeting.

Action: Clerk and NS to follow

The Clerk was asked when yellow-lines are due to be laid down at Pinfold Green.

Action: Clerk to follow up

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- d. Neighbourhood Plan (AW)
 To receive update from NHP Group
 AW had provided an update. A “health check” is being carried out and results of that will be available for the NHP Group meeting on 28th June. Amendments will then be made in readiness for a local consultation.
- To include report from meeting with the NHP Group held on 12th April 2017
 Notes had been written up and circulated.
- To include report on correspondence relating to the village confines
 PC noted that the work of consulting widely and putting together a draft NHP had been delegated to the NHP Group. To this end, he felt that it would be inappropriate at this time to dictate to the Group on the matter of confines when further public consultations will be taking place and representations on the matter of confines have been made direct to the Group. Following much discussion, it was agreed that a document would be drawn up explaining in as objective terms as possible what the confines are, what they mean and what the effect of amending them might or might not be in order to enable an informed debate. Discussion also took place with regards to involvement and it was agreed that it is positive that residents are engaged in the debate and making representations.
Action: PC to draw up initial draft of explanatory paper on confines
- e. Newsletter
 To receive draft newsletter
 A draft had been circulated. Additions are to be made by Friday this week.
- f. Leisure, Sport and Recreation (AW, NS)
 To update on enquiry to use football pitch by Daventry Rangers
 AW had provided a report that no feedback had been received from Daventry Rangers. It was therefore assumed that their interest is ended and the matter will be removed from the agenda.
- To receive request for playground or park from residents
 Two young residents had made a request for a playground which, during discussion, was noted to have been requested in the past. In view of the Parish Council's current low finances, fundraising and grant funding will have to be undertaken. Further input will also be required from young residents in the village as to what facilities might be provided, recognising the needs for different ages. It was agreed that KA, AW and SC should consider further and advise how this issue is taken forward. The Clerk will report back to the youngsters.
Action: SC and AW to consider, including possible funding sources
Action: Clerk to respond to youngsters
- NS reported that plans for a Golf Day at the end of September were progressing. Consideration is also being given to starting a Comedy Club in the Village Hall.
- g. Public works (PJ, MW)
 To update regarding regular working parties around the village
 The next working party will be on Sunday 25th June. Any items for attention need to be reported to PJ or MW.
- The Clerk was asked to report the overgrown footpath alongside the cemetery.
Action: Clerk to report to Street Doctor
- A query was raised as to when CEG works might be starting.
Action: Clerk to follow up
- h. Publicity and Website (SC, AW)
 Nothing to report.
- i. Training
 To report on first aid training held on 15th and 22nd May 2017
 The training had taken place.

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To include report on any other matters arising from Councillors' Training Session
PC noted that matters still to be considered are delegation; increasing representation and accountability to the Parish; and putting together a Parish Plan.

To determine a date for an EMAS training course on defibrillator and CPR use
PC noted that he had registered the defibrillator with EMAS who offer a 2 hour course on basic life support and AED use free of charge for as many parishioners who wish to take part. An evening will be arranged.

Action: Clerk and PC to follow up

The Clerk will be attending Finance Training on 28th June.

- j. Village Hall (KA, RP)
KA and RP had been unable to attend the last meeting.

To consider replacement of defibrillator swing sign at a cost of £20
A quote of £20 had been received. MW offered to install the sign free of charge.
Proposal: To purchase a new defibrillator swing sign at a cost of £20 with MW installing said sign. Proposed by KA, seconded by MW. All in favour. Carried.

- k. Forthcoming events and reports from events attended
DDC Part 2 Settlements and Countryside Local Plan workshop – 23.05.17 at Working Men's Club
PC had attended.

Police & Crime Commissioners Meeting – 12.07.17 at 7pm at Wooton Hall
No-one is currently available to attend.

Town & Parish Councils' Meeting – 15.06.17 at 6.30pm at DDC Lodge Road
PC to attend.

007/06/17 Finance

- a. To note income received
- | | |
|-----------|-------------------------------|
| £ 0.17 | HSBC Interest |
| £3,381.00 | Groundworks – Badby NHP Grant |
| £ 60.00 | L Finn re Headstone for Warr |
| £ 20.00 | Grave markers x 2 |
| £ 10.00 | Grave marker x 1 |

Action: The Clerk to request copy of Groundworks grant application

- b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary/benefits – May	408.71	0.00	477.66	S Foster	LGA 1972 s112	490
Clerk's expenses – May	68.95	0.00			LGA 1972 s112	
First aid training 15.05.17 and 22.05.17	300.00	60.00	360.00	Red Cross	Section 137	491
Notices for APM Invoice BP0003	21.00	4.20	25.20	ImageIT	LGA 1972 s112	492
Electricity 01.04.17-30.04.17	234.68	46.94	281.62	EON	PCA 1959	493
Mowing – Greens, track and pitch 04.05.17, 22.05.17	575.00	0.00	575.00	M Freeman	Highways Act 1980	494
Mowing – Cemetery 02.05.17, 15.05.17	120.00	0.00	120.00	F Clark	Open Spaces Act 1906 ss 9 & 10	495
Membership subscription 2017-2018	46.50	0.00	46.50	SLCC	LGA 1972 s112	496
VAT missed off cheque 100484	20.00	0.00	20.00	LP Finn	LGA 1972 s215(6)	497

Proposal: To approve above cheques for payment.

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

Action: Clerk to distribute cheques

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- c. To note bank balances
- | | | | |
|---------------------------------|------------------|------------|-----------------|
| As at 1 st June 2017 | HSBC current a/c | £11,786.81 | |
| | HSBC deposit a/c | £ 5,013.51 | £16,800.32 |
| | Uncashed cheques | | <u>£ 845.31</u> |
| | Available funds | | £15,955.01 |
- d. To consider and approve insurance provision for 2017/2018
The Clerk had received a number of quotes. Discussion took place.
Proposal: To agree insurance provision with Inspire (through Came & Co) for a three year long-term agreement at a cost of £494.
Proposed by KA, seconded by MW. All in favour. Carried.
- Action: Clerk to follow up**
- e. To consider application to Transparency Fund
Following discussion, it was agreed that an application be made for one hour of the Clerk's time per month to assist in meeting the requirements of the Transparency Act.
- Action: Clerk to make application**
- f. To consider application to Empowerment Fund
Nothing to report.
- g. To receive report from Audit & Assets (MR, NS)
MR and the Clerk had met with AW to discuss the second NHP grant. It was noted that a refund to Groundworks of £748 was made in error. However, three invoices had been re-issued which will now allow the Parish Council to reclaim approximately £450 VAT. Groundworks had also been advised that three other invoices had been missed and a request made that they might now be reimbursed. This covers approximately £250. Further information will be provided at the July meeting. It was agreed that the NHP finances should be managed direct by the Parish Council.
- PC had circulated a paper showing the poor state of the Parish Council finances at the moment, caused by a combination of commitments carried over from 2015/16, unexpected major expenditure, poor budgeting and income not received. A number of actions need to be considered: revise cemetery fees; revise mowing contracts for 2018; make a request for hall rental fees to be waived or decreased for a time; and mobilize more people to help at Working Party Clean-Up days, in order to try to build up the Parish Council funds. The Clerk will also chase payments due – tree works on The Glebe; NCC mowing grant; and Cricket Club rental. Looking forward, the Parish Council needs to improve its financial procedures in the following ways:
- (i) Revise 2017/18 budgets to correct known anomalies, and ensure future budgeting is more accurate;
 - (ii) Assess all requests for expenditure against the available budget and seek alternative sources of funding wherever possible before committing;
 - (iii) Monitor actual expenditure carefully and allow expenditure beyond the budgets only after full consideration; and
 - (iv) Revise future precept increases with the aim of achieving a reserves level of 50% of annual expenditure .
- Action: Clerk to obtain payments due**
Action: Clerk to take instruction in January to chase all outstanding invoices/payments
Action: Clerk to alert Parish Council to any cheque taking it over budget
- h. To receive the internal audit report for financial year 2016/2017
The internal report had been received. A number of measures have been put into place to deal with the auditor's comments.

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- i. To consider and approve revisions to the current mowing contract
 PC and the Clerk had met with the mowing contractor. It was proposed to amend the current contract to show 14 village mows, 5 BMX track mows and 4 football pitch mows.
Proposal: To amend the mowing contract to 14 village cuts (£245 each), 5 BMX track cuts (£30 each) and 4 football pitch cuts (£50 each).
Proposed by PC, seconded by KA. All in favour. Carried.

Action: Clerk to confirm with mowing contractor

008/06/17 Correspondence (Folder in circulation around Parish Councillors)

- ⌚ The Clerk – May 2017
- ⌚ Clerks and Councils Direct – May 2017
- ⌚ Northants e-Update (By email)
- ⌚ CPRE Membership for 2017-2018

009/06/17 Public Participation (2)

Information regarding village confines was handed to PC.

010/06/17 New matters requested for next month's agenda

None at this time.

011/06/17 Date of future Ordinary meetings

10th July, 14th August (if required), 11th September, 9th October, 13th November, 11th December

The Chairman closed the meeting at 10.05pm.