

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.30 P.M.
ON MONDAY 11TH SEPTEMBER 2017**

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 N Snell (NS), Mr Martin Walton (MW).

Others: 4 Members of the public.

001/09/17 Administration

a. To receive and approve apologies for absence

Mrs Karen Alexander (Vice Chair) – 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 14th August 2017

The draft minutes had been circulated prior to the meeting. The following amendments were made:

Item 001/08/17a – Replace “??” with “Celebrations”.

Item 001/08/17b – Add “RP re DA/2017/0665. RP did not take part in the discussion”.

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

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

e. To fill vacancy on Parish Council by co-option

A resident had put themselves forward for co-option.

Proposal: To co-opt Naaman Ostah (NO) as a Parish Councillor.

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

NO signed the Acceptance of Office and was introduced to other Parish Councillors. He then joined Councillors at the table with the proviso that he had no authority to vote at this meeting.

f. To review Councillors' Areas of Responsibility

Responsibility for Highways, Lighting and Road Safety was passed from PJ to NO. The matter was then deferred until next month for further discussion.

g. To discuss formation of an appropriate Committee to deal with the planning application process

PC explained his concerns that the lateness of responding to planning applications was significantly reducing their effectiveness and had also led during 2016/2017 to an extra 8 meetings to deal with over 40% of applications received, adding to costs and use of members' time. He wished to see if a speedier mechanism could be used, without compromising the need for full public participation and transparency. The Clerk had sought advice from other clerks. The matter should be discussed further once the Clerk has information as to the timings currently provided by DDC for responding.

Action: Clerk

002/09/17 Matters arising from the minutes (for information only)

PC thanked MW for cleaning the bench outside Manor Cottages. Receipts for materials had been passed to the Clerk.

The Clerk had circulated draft notes from the Annual Parish Meeting. If Parish Councillors have no comments to make, the draft can be published.

Action: Clerk

003/09/17 Public Participation (1)

Nothing to report.

004/09/17 Planning (KA, PC)

a. To consider applications received

Application No	Description	Location	Comment
None			

b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2017/0604	Listed building consent for replacement of flat roof on side and rear elevation, repair and rebuilding of central chimney, repointing works to all elevations and garden wall, replacement of two exterior doors and insertion of water tank	Home Farm House, School Lane, Badby NN11 3AJ	Approved
DA/2017/0648	Single storey rear extension to form orangery style conservatory	White House, Badby Lodge Farm, Staverton Road, Badby NN11 3DD	Approved
DA/2017/0656	Listed building consent for formation of shower room in study space over garage	Park House, The Green, Badby NN11 3AF	Approved
DA/2017/0665	Installation of 3 new chimney pots on existing chimneys and associated works	The Windmill Inn, Main Street, Badby NN11 3AN	Approved

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

Application No	Description	Location	Approved
None			

d. To consider appeals received

None.

e. To confirm nominations for Local Green Space following Part 2 Settlements and Countryside Local Plan workshop (Closed mid-July)
It was confirmed that the green spaces put forward in the draft Neighbourhood Plan (ie Pinfold Green and the area between Neneside and the A361) had been nominated.

f. To consider request from DDC for a meeting following the results of the Housing Needs Survey
Following a request from DDC, it was agreed that the Clerk should respond noting that, as the Neighbourhood Plan is currently being drafted, a meeting would be considered inappropriate at this time, and also querying the number of potential residences listed. **Action: Clerk**

005/09/17 Consultations

a. NCC/NCALC – Emergency Plan Survey (Complete by 15.09.17)
Following discussion, it was agreed that the Clerk would respond to the survey and that research should be made into putting an Emergency Plan into place. **Action: Clerk and NS**

b. Results of PCC survey re changes to governance of Northamptonshire Fire and Rescue Service
Following completion of the survey, the Police & Crime Commissioner is making a bid to run the Northamptonshire Fire and Rescue Service alongside the Police.

006/09/17 Ongoing business (To receive reports on the following items and any action to be taken)

a. Burial grounds (RP, MR)
To consider and approve possible increase in cemetery fees
The Clerk has done some research on cemetery fees which she will forward to RP for further discussion. **Action: Clerk**

Following RP's 6-monthly safety inspection, one headstone had been found to be in need of repair. The Clerk was tasked with contacting the family concerned. **Action: Clerk**
RP is progressing the removal of the holly tree.

b. Greens, trees and verges (PC, MW)
To consider proposed works on The Green in relation to Empowerment Grant Funding
RP reported that two bird boxes have been put up with a further two to go up. It was noted that a donation from a resident of £50 had been offered and accepted. The Clerk was asked to send a letter of thanks once the donation is received. **Action: Clerk**

Discussion took place as to further finance required to complete the task of erecting the bird boxes.
Proposal: To authorise a maximum of £100 to Richard Piner for expenditure on purchasing and erecting additional bird boxes.

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

To update on meeting with PCSO following damage to trees on Pound Lane and other incidents
 The Clerk has yet to progress this matter. **Action: Clerk**

To update on request to NCC for works to trees on Chapel Lane
 The Clerk has yet to progress this matter. **Action: Clerk**

To update on village-wide tree survey
 The written report had been received and circulated. It was noted that only a small amount of Priority 2 works need to be carried out. The Clerk was tasked with obtaining relevant quotes.
Action: Clerk

To advise on reporting of hornets
 PC advised that, following a report of hornets in the trees on the corner of Park Close and Chapel Lane, an expert had been called out. It is unclear as to whether an invoice will be received. The hornets are not nesting in the tree but discussion took place as to where they may be nesting.

To report on works done to trees on The Glebe
 PC advised that, following works done to some residents' trees on The Glebe a few years ago, invoices had been forwarded. However, due to the length of time in getting the works done and invoicing for the work, some residents had had the works done privately. It was agreed that the matter be discussed further between the Clerk, MR and NS as well as residents.
Action: Clerk , MR and NS

- c. Highways, lighting and road safety (PJ, NS)
 To update on parking in the vicinity of the church and Parish Council actions
 Actions are being progressed by PC and the Clerk. **Action: Clerk and PC**

To update regarding request from resident for streetlights to be switched off from approx 1am
 It was agreed that the cost for adding time switches to lights was outside available budget levels at this time. Research had been carried out with regards to shielding. However, it was noted that the addition of such shrouding must not be detrimental to the safety and security of any public areas or footpaths. It was unanimously agreed that this has to be the policy of the Parish Council on safety grounds and that, as such, the Parish Council would be unable to sanction the resident's request.
 The Clerk was tasked with responding to the resident in question. **Action: Clerk**

To update on request for yellow lines on Pinfold Green
 No yellow lines have yet been painted despite being scheduled for late summer. The Clerk was tasked with chasing for a date for the works to be carried out. **Action: Clerk**

To consider time limit to reporting street lights to maintenance contractor
 Two lights remained not working – BPC33 and BPC43. Following discussion, it was agreed that streetlight issues would be reported at the end of each month between October and March and then every two months from April to September, replacing the previous policy of reporting only when 3 lights were not working.

Proposal: To adopt reporting of streetlight issues at the end of each month between October and March and every two months between April and September.

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

- d. Neighbourhood Plan (KA)
 To approve the Draft BPNP Plan and approve the timetable for consultation
 PC thanked the BPNP Group for preparing the draft which had been circulated to Parish Councillors.
Proposal: To accept and adopt the draft for presentation to DDC and for consultation as presented.
Proposed by PC, seconded by NS. All in favour. Carried.

The following timetable was proposed:

26.10.17-06.12.17	Parish Council and BPNP Consultation
28.10.17	Open day in Village hall
03.11.17, 12.11.17, 21.11.17, 02.12.17	Drop in meetings run by BPNP

It was noted that questionnaires would be delivered to every household and hard copies of the draft Plan will be available at the pubs, church and village hall. Parish Councillors were asked for their assistance in delivering the questionnaires.

Proposal: To agree the above timetable.

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

To update on information paper on the village confines

Following the removal of Neneside and Bunkers Hill from the proposed confines, PC had amended the paper. This had now been circulated to Councillors and would be used as a consultation paper.

e. Newsletter

To confirm volunteers to distribute forthcoming newsletters

It was reported that Alan Roddis is very appreciative of help offered.

f. Leisure, Sport and Recreation (SC)

To update on request for playground or park from residents

It was agreed that SC, NS and KA would meet to discuss what sort of play areas are required and for whom and where they might be sited, noting that the Clerk had identified possible sources of grants.

Action: SC, KA, NS

To receive playing field inspection report

The inspection report had been received and circulated. There are no high risk areas. The clean up group would deal with the low risk items on the report.

Action: Clean up group

To receive report on overgrown footpath at back of Park Close

PC advised the landowners who were present at the meeting. They would deal with the matter or advise the Clerk if necessary.

g. Projects and Fundraising (SC)

To update on events being planned (Soapbox Derby and Golf Day)

SC reported that there are viewing issues with Chapel Lane. Alternative venues are being looked at. SC will update at the next meeting.

Action: SC

There has been no progress on the Golf Day. NS will report at the next meeting.

Action: NS

h. Public works (PJ, MW)

To update and review regular working parties around the village

The next event is due to take place on 24th September. A reminder of what needs to be done will be sent out. Discussion took place as to how to engage with more members of the community.

This will be discussed further with the volunteers.

Action: Clerk, PC

To update on requests to NCC for works to be carried out

PC had drawn up a list of works which had been requested either through CEG Works or Street Doctor. He and PJ would meet to go through them.

Action: PC, PJ

It was noted that issues with weeds growing in gutters should be reported to Street Doctor.

i. Publicity and Website (SC)

Discussion took place as to how to engage village societies further.

It was noted that a photograph of each Parish Councillor alongside a short precis of them should be added. Each Parish Council was asked to provide a paragraph to the Clerk as soon as possible.

Action: All Parish Councillors

Members of the Photographic Society would be asked to take the photographs.

Action: Clerk

- j. Training
To include report on remaining matters arising from Councillors' Training Session
It was noted that the Training Session was allowing the Parish Council to become more effective.

To include update on EMAS training

The event has been booked for Tuesday 17th October in the village hall between 7.00pm and 9.00pm. This is free of charge and open to all – it was important to make this widely known. The Clerk has circulated the invitation to community societies. Notices have been put on the website and noticeboards and will also be put up in the pubs and church. PC will ensure that mention is made in The Link. **Action: SC, PC**

- k. Village Hall (KA, RP)
RP reported that the VHMC had agreed to waive hall hire charges to the Parish Council for the next 12 months. Thanks went to the VHMC and to NS and RP for the suggestion.
RP advised that a new Treasurer has taken up post – Malcolm Judd - and that, following much discussion, a decision had been made not to remove the kitchen/committee room wall.
- l. Forthcoming events and reports from events attended
None.

004/09/17 Finance

- a. To note income received
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|----------|--|
| £ 0.17 | HSBC - Interest |
| £ 30.0 | Tree works |
| £ 300.00 | NCC – Empowerment Funding for Waste Bins |

- b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Clerk's salary/benefits – August	373.97	0.00	403.74	Yes	S Foster	LGA 1972 s112	510
Clerk's expenses – August	29.77	0.00				LGA 1972 s112	
Electricity 01.08.17-30.08.17	186.49	36.06	222.55	Yes	SSE SWALEC	PCA 1957	By Direct Debit
Cemetery mowing 13.08.17, 28.08.17	150.00	0.00	150.00	Yes	F Clark	Open Spaces Act	511

Proposal: To approve the above cheques for payment.

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

Action: Clerk to distribute cheques

- c. To note bank balances
- | | | | |
|--------------------------------------|------------------|------------|-----------------|
| As at 1 st September 2017 | HSBC current a/c | £ 7,529.69 | |
| | HSBC deposit a/c | £ 5,014.01 | £12,543.70 |
| | Uncashed cheques | | <u>£ 153.50</u> |
| | Available funds | | £12,390.20 |

- d. To agree use of CIL Funding to purchase waste bins
It was noted that the cost of waste bins, including installation materials, exceeds the £300 funding received. Following discussion it was noted that CIL funding could be used.
Proposal: To fund the difference in cost of waste bins up to £100 from the CIL funding received.
Proposed by PC, seconded by MR. All in favour. Carried.

- f. To receive the external audit report for financial year 2016/2017
The Clerk reported that one query had been raised by the external auditor with regards to the Clerk's increased salary. This query had been responded to. However, due to an error on the Clerk's part in writing in the numbers, a difference of £600 appeared on the Annual Return. This could be dealt with by returning the Annual Return and incurring a £30 charge or accepting a qualified audit at no cost.
Proposal: To accept a qualified audit from the external audit.
Proposed by PJ, second by MR. All in favour. Carried.

008/09/17 Correspondence (Folder in circulation around Parish Councillors)

- 🕒 NewsBeat – Autumn 2017
- 🕒 CPRE Field Work – Summer 2017

 Countryside Voice – Summer 2017

009/09/17 Public Participation (2)

No comment.

010/09/17 New matters requested for next month's agenda

Police representative. Clerk to send documentation to NHW for comments.

Action: Clerk

Replacement tree on The Green. The Clerk noted that, as this item is being requested within 6 months of having been removed from the agenda, a request will need to be made by two councillors for its re-introduction onto the agenda.

Action: Clerk, KA

011/09/17 Date of future Ordinary meetings

9th October, 13th November, 11th December

The Chairman closed the meeting at 9.45pm.