

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.30 P.M.
ON MONDAY 8TH JANUARY 2018**

THE FOLLOWING WERE PRESENT:

Councillors: Mrs Karen Alexander (Vice Chair), Mr Steve Chandler (SC), Mr Peter Cooper (PC) (Chairman), Mr Peter Johnson (PJ), Mr Naaman Ostah (NO), Mr N Snell (NS), Mr Martin Walton (MW).

Others: Mrs Sharon Foster (Clerk), District Councillor Jo Gilford, 7 Members of the public.

001/01/18 Administration

- a. To receive and approve apologies for absence
Mr Mike Richards (MR) – holiday
Mr Richard Piner (RP) - away.
- b. To receive declarations of interest in items on the agenda
PC declared an interest as recipient of cheque number 532.
KA and PJ declared interests in planning application DA/2017/0977 (Amended).
- c. To consider any dispensation requests
None.
- d. To approve the minutes of the Ordinary meeting held on 11th December 2017
The draft minutes had been circulated prior to the meeting. An amendment was made to the comment on Planning Application DA/2017/0977. The proposal will now read: "To respond to DDC to support in principle but unable to support the application due to concerns over the height, design and positioning of the building as well as inaccuracy of drawings and lack of further information. To offer to write letter of support for school in grant application."
Proposal: To make the above amendment and then accept the minutes as circulated as a true and accurate record of the meeting.
Proposed by KA, seconded by PJ. All in favour. Carried.
- e. To update on draft Emergency Plan
A meeting with neighbouring Parish Councils is being planned.

Action: Clerk to arrange

002/01/18 Matters arising from the minutes (for information only)

PC updated the meeting as to actions which had been completed or would arise later on the agenda. He and the Clerk were to meet the contractor to clarify mowing of the playing field.

003/01/18 Public Participation (1)

Nothing to report. Members of the public will be invited to speak during specific agenda items.

004/01/18 Planning (KA, PC)

- a. To consider applications received

Application No	Description	Location	Comment
DA/2017/0997 (Amended)	Demolition of 3 existing temporary classrooms/storage structures and construction of new permanent classroom block/extension	Badby Primary School, School Lane, Badby NN11 3AJ	It is understood that another revised application will be submitted but the Parish Council, as a statutory consultee, had an obligation to respond to the application as received. <i>Proposal: concerns remain regarding the height, positioning and design as well as additional concerns of the visual impact on the adjacent conservation area.</i> <i>Proposed by PC, seconded by SC. 5 for. 2 abstained. Carried.</i>

DA/2017/1128	Change of use from dwelling to office (Class B1) including internal and external alterations and new parking spaces to accommodate use	The Lodge, Badby Road West, Daventry NN11 4NH	<i>Proposal: No objection. Proposed by KA, seconded by MW. All in favour. Carried.</i>
DA/2017/1179	Construction of detached dwelling	Land at Brookside Lane (Adj 27 The Glebe), Badby NN11 3AZ	Discussion took place. <i>Proposal: To object on grounds of access, scale, concern regarding brook and no material change from DA/1987/0950 which was refused. Proposed by SC, seconded by MW. All in favour. Carried.</i>
DA/2017/1216	Work to trees within a conservation area	St Mary's Church, Church Hill, Badby	<i>No comment</i>

Action: Clerk to respond

- b. To consider decisions received and related correspondence
None
- c. To note non-Material Amendment/Permitted Development applications lodged with DDC
None.
- d. To consider appeals received
None.

005/01/18 Consultations

- a. DDC – Settlements and Countryside Local Plan Part 2 (Closes 26.01.18)
The working party had met and drafted comments which PC summarised. In particular these included: the relationship between the Local Plan and Badby Neighbourhood Plan, the definition of Badby as a Secondary Service Village in the village hierarchy, the confines of the village, Daventry SW Development, an additional 'Green Wedge' between Badby and Daventry, the needs for affordable housing and downsizing, rural housing, and the introduction of cycle ways and electric vehicles. He and the Clerk will complete a response.
Action: PC and the Clerk to complete
- b. NCC – Part 2 2018/19 Budget consultation (Closes 30.01.18)
PC, NS and the Clerk to respond.
Action: PC, NS and the Clerk to respond
- c. NCC – Draft Pharmaceutical Needs Assessment (Closes 11.02.18)
No response to be made.

006/01/18 Ongoing business (To receive reports on the following items and any action to be taken)

- a. Burial grounds (RP, MR)
To consider possible works required to churchyard wall
A working party would clear the undergrowth to enable further inspection of the wall.
Action: RP to arrange working party to clear undergrowth

PC noted the recent case of a Badby resident having been mistakenly buried in an already reserved plot in Daventry cemetery. Following legal intervention by the Church of England, an exhumation will have to take place. It was noted that this is extremely unfortunate and unsatisfactory for all parties involved.

- b. Greens, trees and verges (PC, MW)
To consider proposed works on The Green in relation to Empowerment Grant Funding
PC and MW had laid down edgings for the footpath and Ben Allee is kindly going to supply bark chippings which can be spread during the Clean-up Group on 28th January.

To update on meeting with PCSO following damage to trees on Pound Lane and other events
Following discussion at the last Town & Parish Councils' Meeting, PC will endeavour to arrange a meeting with Sgt Sam Dobbs, PCSO and Neighbourhood Watch.

Action: PC to arrange meeting

To update re village tree works

The contractor will wait until permission is received for the churchyard works to be carried out.

To report on works done to trees on The Glebe

The Clerk has yet to visit the Records Office.

Action: Clerk to progress

To report on purchase of tree for The Green

J Burton will be providing a sweet chestnut tree at the wholesale price under £100 (inc. carriage), he hoped in time for the 28th January Clean-up group to plant it.

To confirm an application for works to trees in Badby churchyard

The application from DDC has been received.

To update on registration of village green at Stoneway

PC updated the meeting that the solicitor who had been dealing with the matter at Rollasons has left. The matter has been picked up by another member of the practice who had met with PC and the Clerk following a query from Land Registry.

Other matters which were reported were that the stump on the corner of Brookside Lane and Chapel Lane had now been cut down and made safe. The remaining small stump will be left to disintegrate naturally and provide a habitat for wildlife. Also reported was a broken branch high in a chestnut tree on Church Green. This will be dealt with when other tree works around the village are done.

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

To update on parking in the vicinity of the church and Parish Council actions
Deferred.

Action: Clerk to progress

It was noted that all the streetlights in the village are working and that there will be an overnight closure of an area of the A361 between Badby and Daventry on 22nd January.

d. NCC and other works (PJ, MW)

To update and review regular working parties around the village

The next working party will take place on Sunday 28th January 2018. This will include laying of the bark chippings, repair work to various verges, planting of T5 (if available) and a litter pick.

Discussion took place as to how to protect the village greens from vehicular damage, possibly using removeable posts. Further discussion was needed with NCC and DDC.

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

PC went through the list of requests lodged with NCC. Some outstanding requests were being followed up. The recently laid yellow lines by Pinfold Green are lifting and so the Clerk will report these need repair.

To update on replacement of litter bins

The bins for The Green have been received. The bins for Pinfold Green are to be collected when available.

e. Neighbourhood Plan

To receive update

K Morris updated the meeting that the working party is now working on the recent responses to the Consultation – 9 statutory consultees and 19 parishioners had responded. It will also be making a response to the DDC Local Plan Part 2 consultation. The next meeting of the group will be 24th January 2018.

f. Newsletter

The newsletter had been circulated. There were no comments.

g. Leisure, Sport and Recreation (SC, PJ)

To update on request for playground or park from residents

This had been mentioned in the recent newsletter. No comments have been received to date.

To update on discussions with Badby Cricket Club

A Marketing/PR plan had been provided to BCC.

To report break-in at the Cricket Club

There had been a break in at the cricket ground before Christmas. The roller had been moved down to the BMX track area. To be included in the meeting with Sam Dobbs and the PCSO.

h. Projects & Fundraising (SC)

To update on events being planned (Soapbox Derby, Golf day and Boundary Walk)

SC reported that a meeting of the soap box derby group will be taking place in February to confirm details. Publicity will be provided at The Maltsters pub in the form of a kart.

The golf day is postponed until Spring 2018.

The Clerk has yet to contact landowners.

Action: Clerk and SC to progress

i. Publicity and Website (SC)

To update on inclusion of Councillors' details and photo

All but three of the photographs had been taken earlier this evening.

Action: Clerk to action

j. Training

To include report on remaining matters arising from Councillors' Training Session

Nothing to report.

k. Village Hall (KA, RP)

It was noted that some smoking of suspicious substances had been taking place around the outside of the village hall. This will be monitored.

l. Forthcoming events and reports from events attended

Good Neighbours Scheme on 21.11.17

NS and RP will report further in February.

Parish & Town Councils' Meeting at DDC on 14.12.17

PC and RP had attended. The question of prior notification of planning applications had been raised but M Taylor of DDC (who had chaired the meeting) had declined to make any amendment to the way applications are notified to Parish Councils. NCC advised that, due to cost cutting measures, only priority 1 routes were being gritted with priority 2 routes being attended to only as time and resources permitted. The Police had reported changes to the delivery model of policing.

004/01/18 Finance**a. To note income received**

£ 0.29 HSBC Interest

£648.12 Northants CC – Mowing grant 2017/18

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Bird box installation	42.00	0.00	42.00	Yes	Ben Allee	LGA 1972 s14	530
Clerk's salary/benefits – Dec	441.92	0.00	467.33	Yes	S Foster	LGA 1972 s112	531
Clerk's expenses – Dec	25.41	0.00				LGA 1972 s112	
Materials for area behind village hall	102.27	20.45	122.72	Yes	P Cooper	LGA 1972 s14	532

Printing Newsletter winter edition	88.00	17.60	105.60	Yes	ImageIT	LGA 1972 s112	533
Waste bins for The Green	138.00	27.60	165.60	No	Broxap	Litter Act 1983 ss 5,6	534
Electricity			229.66				By Direct Debit

Proposal: To approve cheques for payment.

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

Action: Clerk to distribute cheques

c. To note bank balances

As at 1st January 2018	HSBC current a/c	£11,241.71	
	HSBC deposit a/c	£ 5,014.79	£16,256.50
	Uncashed cheques		<u>£ 397.00</u>
	Available funds		£15,859.50

d. To receive third quarter budget update

The Clerk and MR will carry out the internal finance check on 18th January. PC raised a number of queries to respond to at the February meeting.

Action: MR and the Clerk

e. To review outstanding liabilities and income and invoices awaited for current year

As above at 004/01/18d.

f. To confirm arrangements for future external audit

It was noted that there will be no external audit in future provided income and expenditure are both below £25,000 at year end.

g. To confirm submission of 2018/2019 precept demand on Daventry District Council

The Clerk confirmed that the submission had been received by DDC.

008/01/18 Correspondence (Folder in circulation around Parish Councillors)

- 🕒 Daventry & District Forum AGM Chair's Report 2017
- 🕒 LCR – Winter 2017
- 🕒 NCALC Update – Nov-Dec 2017

009/01/18 Public Participation (2)

Nothing to report.

010/01/18 New matters requested for next month's agenda

Fundraising calendar for 2018.

011/01/18 Date of future Ordinary meetings

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

Following discussion of a confidential item, the Chairman closed the meeting at 10.10pm.

Confidential – Members of the public and press to be excluded from the following agenda item:

001/01/18 Administration

- f. To report on the job evaluation exercise of the Clerk's post
PC had sent members the report of the Job Evaluation Group comprising MR, SC and himself. He reminded members that the aim was to review the job description (not the incumbent) and to assess the levels of knowledge, skills, complexity and training required. The group had concluded that a revised Job Description was required, and that some, but not all, of the role fell into the LC2 scale (as defined by SLCC documentation). The Group recommended a salary range relating to that revised job description spanning the LC1 and LC2 scales, covering points 19–31 of the SLCC/NALC pay spine, compared with 15–25 for the LC1 scale.

It was requested that NCALC's advice be sought on the revisions proposed. It was noted that a change of contract would need to be negotiated with the Clerk, if she wished to accept it, which would include also the expectations of the Council, the annual appraisal, the hours necessary to fulfil the role and progression on the scale.

Proposed: to amend the Job Description and adopt the associated salary scale, subject to NCALC's response

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

The Chairman closed the meeting at 10.10pm.