

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M.ON MONDAY 12TH FEBRUARY 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 Richard Piner (RP), Mr Naaman Ostah (NO), Mr N Snell (NS), Mr Martin Walton (MW).

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

**001/02/18 Administration**

- a. To receive and approve apologies for absence  
Mr Mike Richards (MR) – holiday.
- b. To receive declarations of interest in items on the agenda  
KA, PJ and RP 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 8<sup>th</sup> January 2018  
The draft minutes had been circulated prior to the meeting. In item 004/01/18a “0997” was amended to read “0977” and in item 010/01/18 “2018” was amended to read “2019”.  
*Proposal: To accept the minutes with the above amendments as a true and accurate record of the meeting.*  
*Proposed by SC, seconded by NO. All in favour. Carried.*
- e. To approve the minutes of the Extraordinary meeting held on 29<sup>th</sup> January 2018  
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 MW, seconded by SC. All in favour. Carried.*
- f. To update on draft Emergency Plan  
A meeting with neighbouring Parish Councils is being arranged for 21<sup>st</sup> February.  
**Action: Clerk to arrange**
- g. Annual Parish Meeting  
The Clerk was asked to put in place arrangements for the APM on 20th April similar to those used in 2017.  
**Action: Clerk to arrange**

**002/02/18 Matters arising from the minutes (for information only)**

Apart from the meeting with PC, the Clerk and Mike Freeman, all other matters had been actioned or are covered on the agenda.

**003/02/18 Public Participation (1)**

A member of the Neighbourhood Watch reported that a number of car scratching incidents had occurred within the village. A meeting is due to take place with the PCSO towards the end of February.

Concern was voiced about possible drugs activity within the village.

A meeting is due to be held on Monday 26<sup>th</sup> February to try to rejuvenate the Neighbourhood Watch Scheme.

**006/02/18 Ongoing business (To receive reports on the following items and any action to be taken)**

- b. Greens, trees and verges (PC, MW)  
To update on meeting with PCSO following damage to trees on Pound Lane and other events  
P Cooper is endeavouring to arrange a meeting with Sam Dobbs and will continue to do so although he has not yet received a response.

**Action: PC to arrange meeting**

**004/02/18 Planning (KA, PC)**

## a. To consider applications received

Application No	Description	Location	Comment
DA/2017/0977 (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	Not yet received. The school had recently held an information evening regarding the plans. The Clerk was asked to feed back the Parish Council's thanks to the school.
DA/2017/1266	Removal of Condition 2 of planning permission DA/2002/0870 relating to use of building for agricultural purposes only	Barn Staverton Road Newnham	As this development is not in the Badby Parish, it was agreed that no comment be made.
DA/2018/0054	Ground and first floor extensions to dwelling incorporating conversion of existing garage and elevational changes, construction of detached double garage	The Paddocks Newnham Road Badby NN11 3AA	<i>Proposal: To support the application. Proposed by SC, seconded by KA. All in favour. Carried.</i>

**Action: Clerk to respond to planning**  
**Action: Clerk to feed back to school**

## b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2017/0162	Listed Building Consent for infill single storey rear extension, re-roofing existing barn and insert roof lights	Bridge House, Daventry Road, Badby NN11 3AB	Granted
DA/2017/1129	Listed Building Consent for change of use from residential house to office including internal and external alterations	The Lodge, Badby Road West, Daventry NN11 4NH	Granted
DA/2017/1216	Works to trees within a conservation area	St Mary's Church, Church Hill, Badby	Granted

c. To note non-Material Amendment/Permitted Development applications lodged with DDC  
None.d. To consider appeals received  
None.**005/02/18 Consultations**a. DDC – Settlements and Countryside Local Plan Part 2 (Closes 26.01.18)  
A response had been sent.b. NCC – Part 2 2018/19 Budget consultation (Closes 30.01.18)  
A response had been sent. It was noted that since the response, serious financial issues within NCC have been publicised.**006/02/18 Ongoing business (To receive reports on the following items and any action to be taken)**

## a. Burial grounds (RP, MR)

RP reported that he has carried out his 6-monthly check with no issues found.

There will be a burial and an interment of ashes over the next month. Following an issue with spoil being spread on a grave, the Clerk was asked to make sure gravediggers are aware not to do so.

**Action: Clerk to progress**

To consider possible works required to churchyard wall

The recent working party and a neighbouring resident had spent some time removing undergrowth from the area of the wall at the back of the churchyard. PC has been in contact with M Venton at DDC to request permission to remove a number of self-seeded trees from the area.

## b. Greens, trees and verges (PC, MW)

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

The recent Working Party has laid down bark chippings to form paths at the back of the village hall. The next step is to complete the path onto The Green. Following discussion, it was agreed that the best way to do this would be a raised boardwalk over the very wet area using recycled plastic beams which look like wood. PC noted that the financing of this would come from Empowerment

Grant funding received in 2013/2014 and 2014/2015.

*Proposal: To authorise P Cooper to spend a maximum of £225 (excluding VAT) on recycled plastic beams and materials for the boardwalk.*

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

**Action: PC to progress**

To update re village and churchyard tree works

All permissions have now been received and the contractor notified. A price will need to be sought for the removal of a detached hanging branch in tree 772 on Church Green.

PC also reported a number of issues with trees around the village. Permission had been granted by DDC for the removal of a cypress tree at Home Farm House without seeking planning permission. A resident had reported concerns about a large branch stretching across Brookside Lane. However, M Venton of DDC had inspected the tree and has no concerns at this time. The tree which had come down on Pinfold Green had been reported to Street Doctor but as it is not blocking any pathway or highway, it will not be classed as top priority.

To report on works done to trees on The Glebe

The Clerk reported that she had been to the Records Office. The relevant invoice shows that no charge was made by the contractor for works to trees on The Glebe which was not carried out. The Clerk will visit the residents concerned to apologise for her error.

**Action: Clerk to progress**

To report on purchase of tree for The Green

James Burton had been asked to provide a tree in time for the next Working Party.

To update on registration of village green at Stoneway

The matter is still with Land Registry.

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

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

The signs should be ready for collection in time for the next Working Party.

**Action: Clerk to chase**

To update on insurance claim on BPC38

PC reported that a court order had been received. However, the Clerk had forwarded it to the insurance broker who agreed that it should not have been sent to BPC and will be dealt with through the insurance companies.

**d. NCC and other works (PJ, MW)**

To update and review regular working parties around the village

The date of the next working group was 25<sup>th</sup> February. It was agreed that the achievements of the working parties should be included in publicity in order to attract as many people as possible to join in. PC had received a request for litter picking along the A361 but he did not feel this to be appropriate due to the safety implications for volunteers. The Clerk was asked to request it be covered by DDC.

**Action: Clerk to make request to DDC**

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

The Clerk has chased all outstanding items and will contact S Gilder re the tree on Pinfold Green.

**Action: Clerk to chase**

To update on replacement of litter bins

SC will be collecting the bins over the next week or so in order that they are available for the next Working Party to install.

**Action: SC to collect for working party**

To consider Great British Clean up

It was agreed that the Parish Council will take up this offer of equipment to assist with a litter pick. PC reported that a further request from DDC had been received asking Parish Councils if they want

to adopt responsibility for litter picking throughout their parishes. However, the funding for Badby for one year would only be £207. It was agreed that no action be taken.

**e. Neighbourhood Plan**

To receive update

The revised Plan is almost ready to go to DDC once the Consultation Statement is prepared.

**f. Newsletter**

Nothing to report.

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

To update on request for playground or park from residents

Despite requests for comments, none had been forthcoming. KA agreed to make contact with a few companies for site visits and to obtain indicative quotes for works.

**Action: KA to contact companies**

To update on discussions with Badby Cricket Club

The Cricket Club had recently held its AGM. However, the situation has not improved. It was reported that there had been discussion about winding up the club.

**h. Projects & Fundraising (SC)**

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

The Soapbox Derby is progressing with sponsors now on board and a meeting planned for 12<sup>th</sup> February.

The Golf Day is on hold for the moment.

The Clerk and SC will arrange to meet with Peter Wakeford to identify landowners along the boundary.

**Action: Clerk and SC to progress**

To discuss the possibility of village calendar for 2019

NO reported that there are possibly 15 community groups who might want to be involved. He and SC will report back to the March meeting.

**Action: SC and NO to progress**

**i. Publicity and Website (SC)**

To update on inclusion of Councillors' details and photo

The Clerk will be meeting with Anne Skinner during March to start the process. All photographs have now been received. Biographies should be with the Clerk over the next week or so. PC asked that a page also be added to inform parishioners how to inform NCC, DDC, BPC, etc. when they needed to report incidents or work needing to be done.

**Action: Clerk to action**

**j. Training**

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

It was agreed that the Councillors' Training Session item can be removed from the agenda.

**k. Village Hall (KA, RP)**

RP reported that quotes for the kitchen upgrade have now been received and a meeting will be held on 19<sup>th</sup> February. After this, the process of looking for grants will start.

A quiz is being held on 9<sup>th</sup> March.

The VHMC is looking at improving the current heating system.

**l. Forthcoming events and reports from events attended**

Good Neighbours Scheme on 21.11.17

PC believes that something on these lines would be valuable in Badby and asked NO and RP to look into the Scheme further.

Parish & Town Councils' Meeting at DDC on 14.12.17

The minutes have been circulated.

a. **To note income received**

£ 0.30	HSBC Interest
£160.00	Burial fee – E Payne

b. **To approve payments**

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Clerk's salary/benefits – Jan	467.34	0.00	506.37	Yes	S Foster	LGA 1972 s112	465
Clerk's expenses – Jan	39.03	0.00				LGA 1972 s112	
Subscription to Clerks & Councils Direct	12.00	0.00	12.00	Yes	CommuniCorp	LGA 1972 s112	466
Post-mounted waste bins for Pinfold Green	297.90	59.58	357.48	Yes CIL	Broxap Ltd	Litter Act 1983 ss 5,6	467
Streetlighting maintenance BPC18 and 24 (07.02.17)	100.00	20.00	230.76	No	Aylesbury Mains	PCA 1957	468*
BPC16, 24 and 30 (14.07.17)	92.30	18.46					
Electricity 01.01.18-31.01.18	180.86	34.94	215.70	Yes	SSE SWALEC	PCA 1957	By Direct Debit

Proposal: To approve cheques for payment except for Cheque 468 where queries were raised for the Clerk to follow up with Aylesbury Mains.

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

**Action: Clerk to distribute cheques**

**Action: Clerk to raise matters with Aylesbury Mains**

c. **To note bank balances**

As at 1st February 2018	HSBC current a/c	£ 8,933.11	
	HSBC deposit a/c	£ 5,015.09	£13,948.20
	Uncashed cheques		£ 0.00
	Available funds		£13,948.20

d. **To receive third quarter budget update**

The figures had been circulated and queries raised by PC had been answered by the Clerk and amendments made to the previously-circulated quarterly accounts. PC raised concerns over the large overspend against budget on street lighting maintenance and requested copies of all Aylesbury Mains invoices for the last 2 financial year to try to see where overspend had occurred. KA requested confirmation that Orchard Print cheque had been raised and cashed on behalf of NHP spend.

**Action: Clerk to provide copies**

**Action: Clerk to confirm Orchard Print payment**

NS asked whether the quarterly accounts could also show expected outturn figures (i.e. including anticipated spend before the year end). PC said that he would look into this but that it might prove difficult at this stage.

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

The Clerk was asked to chase for outstanding invoices and to ensure that all remaining income and expenditure in the current financial year is on the agenda for authorisation at the March meeting.

**Action: Clerk to chase**

f. **To confirm CIL Report for 2016/2017**

The CIL report had been circulated and was confirmed as correct. It will now be submitted.

**Action: Clerk to submit report**

**008/02/18 Correspondence (Folder in circulation around Parish Councillors)**

- Westminster Report from Chris Heaton-Harris (By email)
- Minutes of Parish & Town Councils Meeting (By email)
- Brain Tumour Research (By email)
- User log-in for National Association of Local Councils (By email)
- Best Village Competition (By email)
- Confirmation of Motocross dates for meetings in 2018
- The Clerk – January 2018
- Clerks & Councils Direct – January 2018

**009/02/18 Public Participation (2)**  
Nothing to report.

**010/02/18 New matters requested for next month's agenda**  
None at this time.

**011/02/18 Date of future Ordinary meetings**  
12th March, 9th April, 14th May, 11th June, 9th July, 13th August (if required), 10th September, 8th October, 12th November, 10th December.  
KA and the Clerk provided their apologies for the next meeting.

When the meeting had closed, PC and KA said that they plan to step down from the Council after April. Members agreed to make known the impending vacancies to encourage parishioners to put themselves forward when the time came, to ensure a healthy turnover and a continued full complement of Councillors.

Following discussion of a confidential item, the Chairman closed the meeting at 9.35pm.

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

**011/02/18 Administration**

- g. To agree changes to the Clerk's contract following job evaluation  
PC reported that he and KA had met with the Clerk to discuss the proposed changes to her Contract of Employment and the implications of those changes following the Job Evaluation exercise. The next step was to present the new contract formally to the Clerk, noting that she has the legal right to object to a change in her contract.  
Proposal: To present the changes in the Job Description and salary scale to the Clerk.  
Proposed by PC, seconded by KA. All in favour. Carried.

**Action: PC to write to the Clerk**

The Chairman closed the meeting at 9.40pm.