

**MINUTES OF THE ANNUAL MEETING OF BADBY PARISH COUNCIL  
HELD IN THE VILLAGE HALL AT 7.30 P.M. ON MONDAY 11TH JUNE 2018**

THE FOLLOWING WERE PRESENT:

Councillors: Mrs K Griffiths (KG), Mr Peter Johnson (PJ), Mr E Judd (EJ), Mr Richard Piner (RP), Mr Mike Richards (MR) (Chairman), Mr N Snell (NS), Mr Martin Walton (MW).

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

**001/06/18 Administration**

- a. To receive and approve apologies for absence  
Mr Steve Chandler (SC) - working  
Mr Naaman Ostah (NO) - away
- b. To receive declarations of interest in items on the agenda  
PJ and RP declared interest in planning application DA/2017/0977 (Amended).
- c. To consider any dispensation requests  
None.
- d. To fill two vacancies for Parish Councillors by co-option  
Two applications had been received. Mrs Katie Griffiths and Mr Edward Judd were duly co-opted.  
*Proposal: To accept applications for co-option from Mrs Katie Griffiths and Mr Edward Judd.  
Proposed by RP, seconded by MW. All in favour. Carried.*
- e. To review Councillors' Areas of Special Interest and areas of responsibility and appoint members to include Village Hall Management Committee, BNP Group and Police Liaison Rep  
In view of the two new councillors, this will be discussed during the month and agreed at the July meeting.
- f. To report on GDPR requirements and generic email addresses  
The Clerk had put together a Policy which had been amended earlier in the day by NCALC. This will be presented to the July meeting. Generic emails have been produced for councillors. A discussion will be needed as to who should deal with the email set up in the future. This is currently dealt with by ex-Councillor P Cooper.
- g. To receive report from working party and approve review Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Policy documents  
A working party had met and draft documents had been circulated. These were agreed in their entirety and will be finalised.  
MR and RP will carry out an Assets Review.  
*Proposal: To accept draft Standing Orders, Financial Regulations, Risk Assessment and policy documents as presented.  
Proposed by RP, seconded by PJ. 4 in favour. 2 abstained. Carried.*
- h. To receive report on Clerk's appraisal  
The appraisal had been carried out and the report circulated.
- i. To approve the minutes of the Annual meeting held on 14<sup>th</sup> May 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 PJ. 4 in favour. 2 abstained. Carried.*
- j. To update Skills Audit 2018 report  
Skills Audits will be carried out for KG and EJ and a report presented to the July meeting.
- k. To consider DDC Community Governance Review  
The Review had been circulated. It was agreed that the Parish Council has nothing to add.

**002/06/18 Matters arising from the minutes (for information only)**

The Clerk will follow up with Fawsley Estate re the digging up of bluebells.

**003/06/18 Public Participation (1)**

District Councillor Gilford updated the meeting as to the situation with NCC. She advised that one unitary authority will be created by combining Daventry District Council, South Northants Council and Northampton Borough Council in 2 years' time with a consultation starting later this month. It is envisaged that the number of councillors will reduce from over 150 to about 40 and that, financially, significant cuts will need to be implemented. District Councillor advised that DDC currently has reserves which it agrees need to be spent locally before the integration takes place.

**004/06/18 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	<i>Proposal: The comment from last month will stand. Proposed by MR, seconded by NS. 3 for, 4 abstained. Carried.</i>
DA/2018/0371	Construction of new building for the provision of a 17 bedroom complex and continuing care facility, with associated works, including the restoration (repair and maintenance) of the garden wall (revised scheme)	Badby Park Rehabilitation Centre, Badby Road West, Daventry, NN11 4NH	<i>Proposal: To support the application. Proposed by MR, seconded by MW. 5 for, 2 abstained. Carried.</i>
DA/2018/0372	Listed building consent for restoration (repair and stabilisation) of garden wall associated with proposal to construct a new 17 bedroom complex and continuing care facility	Badby Park Rehabilitation Centre, Badby Road West, Daventry, NN11 4NH	<i>Proposal: To support the application. Proposed by MR, seconded by MW. 5 for, 2 abstained. Carried.</i>

**Action: Clerk to respond to planning**

b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2017/1247	Reserved matters application for replacement dwelling (access, appearance, landscaping, layout and scale)	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	Approved
DA/2018/0103	Construction of front porch and conservatory to side, extension to garage and utility	Old Forge, Church Hill, Badby NN11 3AR	Approved

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

Application No	Description	Location	Decision
PD/2018/0015	Prior approval for change of use of agricultural buildings to single dwelling (Class Q (a and b))	Barn, Staverton Road, Newnham	Granted
PD/2018/0024	Prior approval for change of use of agricultural buildings to single dwelling with associated amenity, parking and turning area (Class Q (a and b))	Buildings at Catesby Road, Badby	Not yet decided

d. To consider appeals received

None.

**005/06/18 Consultations**

NCC - Universal children's centre services consultation (Closes 15.06.18)

No comment to be made.

DDC – Electric Vehicles Online consultation (Closes 22.06.18)

Individuals to make comment.

**006/06/18 Ongoing business (To receive reports on the following items and consider any action to be taken)**

- a. Burial grounds (RP, MR)  
To update on meeting re works to churchyard boundary wall  
The Clerk was awaiting information from DDC as to stonemasons. Parish Councillors were concerned that there is going to be a proportionally high cost for only a small benefit to the community when works are also likely to be necessary to the main wall of the churchyard.
- Following discussion, it was agreed that NS would draw up a Wish List for circulation before the next meeting.
- To report on bin collection  
The Clerk report that she had spoken to DDC and had purchased a sticker for the bin to allow collections. However, the sticker had not yet arrived.
- b. Emergency Plan (NS)  
To update on preparation of Emergency Plan  
NS to action.
- c. Greens, trees and verges (PC, MW)  
To update on the creation of a leisure/nature area below the Village Hall  
MW reported that he had been working on the area but needed to purchase more wood.  
*Proposal: To authorise MW to purchase timber to a maximum cost of £60.*  
*Proposed by MR, seconded by PJ. 5 in favour. 2 abstained. Carried.*
- To update re village and churchyard tree works  
The works which are left to be carried out will take place in September.
- It was noted that holes have appeared again on The Green. The next Clean-Up Group will investigate.
- To update on damage to Pinfold Green by buses and meeting with Northants Highways  
No response has been received from Futures Housing re installing dropped kerbs. I Boyes of NCC had advised that the painting of a bus box is possible. However, Parish Councillors agreed that this would not resolve the issue.
- d. Highways, lighting and road safety (PJ, NS)  
To update on BPC24 and costs for replacement of BPC44  
The Clerk has yet to obtain quotes.
- To update on works to street lighting identified during Assets review  
The Clerk has yet to contact the contractor.
- e. NCC and other works (PJ, MW)  
To update on requests to NCC and DDC for works to be carried out  
Potholes have been repaired on Chapel Close.
- To update on regular Community Clean-up Group  
The next Group will meet on Saturday 23<sup>rd</sup> June. Following discussion, it was agreed that an event be made of the September Clean-up Group which would include bacon sandwiches and increased publicity.
- To update on ability of DDC to open the new litter bins for emptying  
The Clerk has spoken to DDC who confirmed that bin lorries should have the appropriate keys for opening the bins. PJ confirmed that the bin on Pinfold Green has been emptied.
- f. Neighbourhood Plan  
The current programme shows an examiner being appointed in September. It was agreed by the Parish Council that the decision on the appointment of an examiner would be taken by the NHP Group.

The NHP Group noted that, due to the resignations of Mr Witcomb and Mrs Alexander, there was currently no representation from Parish Council. It was noted that NO and KG would take up the positions. The Clerk would advise the Group.

- g. Newsletter  
Reports were requested by the Clerk. A draft will be circulated to Parish Councillors before publication at the end of the month.
- h. Leisure, Sport and Recreation (SC, PJ)  
To update on request for play area from residents  
This project will be added to the Wish List.  
  
To update on playing field inspection  
An inspection is awaited.
- i. Projects & Fundraising (SC)  
To update on planned events (Golf Day and Boundary Walk)  
Deferred in SC's absence.  
  
To update on 2019 calendar  
Deferred in SC and NO's absences.
- j. Publicity and Website (SC, NO)  
The Clerk will meet with Ann Skinner in the coming weeks.
- k. Training  
The Clerk will find out when the next Off To A Flying Start training is taking place and book the two new councillors onto it.
- l. Village Hall (KA, RP)  
Nothing to report.
- m. Forthcoming events and reports from events attended  
Parish & Town Councils' Meeting on 14.06.18  
RP will attend.

#### 007/06/18 Finance (MR, NS)

- a. To note income received  
£ 0.30 HSBC – Interest  
£ 160.00 Funeral fees - Baxter
- b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Electricity 01.05.18-30.05.18	178.54	35.70	214.24	Yes	SSE	PCA 1957	Direct Debit
Salary - 01.05.18-30.05.18	413.83	0.00	442.48	Yes	S Foster	LGA 1972 s 112	540
Expenses – 01.05.18-30.05.18	28.65	0.00					
Data Protection Training Course (50/50 with PCPC)	24.50	0.00	24.50	Yes	Northants CALC	LGA 1972 s 112	541
Village mowing April 2018	370.00	0.00	1035.00	Yes	M Freeman	Open Spaces Act 1906 s 9 & 10	542
Village mowing May 2018	665.00	0.00					
SLCC Membership 2018-2019 (50% with PCPC)	75.00	0.00	75.00	Yes	SLCC	LGA 1972 s 112	543
Cemetery bin collection June 2018-May 2019	35.00	0.00	35.00	Yes	S Foster (paid by card to Norse)	Open Spaces Act 1906 s 9 & 10	544

Proposal: To approve cheques for payment.

Proposed by MW, seconded by PJ. 2 abstained. 5 for. Carried.

**Action: Clerk to distribute cheques**

c.	To note bank balances			
	As at 1 <sup>st</sup> June 2018	HSBC current a/c	£21,807.39	
		HSBC deposit a/c	£ 5,016.25	£26,823.64
		Uncashed cheques		<u>£ 3,963.37</u>
		Available funds		£22,860.27

- d. To review situation with Aylesbury Mains  
The Clerk has yet to contact Aylesbury Mains.

**008/06/18 Correspondence**

The Clerk – May 2018  
LCR – Spring 2018  
Clerks & Councils Direct – May 2018  
Request to recognise Merchant Navy Day on 3<sup>rd</sup> September 2018

**009/06/18 Public Participation (2)**

Nothing to report.

**010/06/18 New matters requested for next month's meeting**

None at this time.

**011/06/18 Date of future Ordinary meetings**

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 9.25pm.

**Confidential: The press and members of the public to be dismissed**

**012/06/18** To discuss and agree pay rise for the Clerk following completion of appraisal  
Discussion took place.

*Proposal: To increase the Clerk's salary from SCP25 to SCP26 (£12.012 per hour).*

*Proposed by MW, seconded by PJ. 5 for. 2 abstained. Carried.*

The meeting then closed at 9.25pm.