

**MINUTES OF THE ORDINARY MEETING OF BADBY PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.30 P.M. ON MONDAY 9th JULY 2018**

THE FOLLOWING WERE PRESENT:

Councillors: Mr Steve Chandler (SC), 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 R Frost, 1 Member of the public.

001/07/18 Administration

a. To appoint Chairman and to sign Acceptance of Office

Proposal: To elect RP as Chairman.

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

RP duly signed the Acceptance of Office form.

Action: Clerk to notify DDC

b. To appoint Vice-Chairman and to sign Acceptance of Office

Proposal: To elect NS as Vice-Chairman.

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

NS duly signed the Acceptance of Office form.

c. To receive and approve apologies for absence

Mr Naaman Ostah (NO) – holiday.

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

MW declared an interest as recipient of Cheque 549.

e. To consider any dispensation requests

None.

f. To consider future working process

RP explained that, following the loss of a vast amount of experience with the resignations of K Alexander, P Cooper and A Witcomb, as well as the upcoming resignation of M Richards, the Parish Council will need to take stock, re-focus and look at it's core and statutory responsibilities. A team-building session will be held.

Action: Clerk to arrange session

The agenda will be amended to take in one public participation item with all other discussion kept to Parish Councillors only. The length of the agenda will be reduced where appropriate.

Action: Clerk to amend agenda

g. To confirm Councillors' Areas of Special Interest and areas of responsibility and appoint members to include Village Hall Management Committee, BNP Group and Police Liaison Rep

RP had circulated a list of possibilities which will be published for the time being.

Action: Clerk to publish Areas of Special Interest

h. To receive updated Asset Register

RP and MR had carried out a check in the village. A number of amendments will be made before the final document is published.

Action: Clerk to amend and publish

i. To report on GDPR requirements and generic email addresses

The Clerk will circulate details of generic email addresses set up for all Parish Councillors. These should be used for Council business going forward.

Action: Clerk to action

- j. To receive and adopt draft Data Protection Policy, Data Breach & Information Security Policy, Records Retention Policy and Subject Access Request Procedure
Draft policies had been circulated.
Proposal: To adopt the above draft policies as circulated.
Proposed by NS, seconded by MR. All in favour. Carried.
Action: Clerk to finalise and publish
- k. To approve the minutes of the ordinary meeting held on 11th June 2018
The draft minutes had been circulated prior to the meeting.
Proposal: To replace "Annual" with "Ordinary" in the title of the document and to accept the minutes as circulated as a true and accurate record of the meeting.
Proposed by EJ, seconded by MR. All in favour. Carried.
- l. To update Skills Audit 2018 report
The last Audit paper was handed to the Clerk who will now complete the Audit.
Action: Clerk to finalise
- m. To update on Emergency Plan
NS had circulated the documents and received no comments. The document is ready to complete and will be adopted at the next ordinary meeting. NS will speak to both public houses to ensure that they are happy to be sanctuary areas.
Action: NS to complete

002/07/18 Matters arising from the minutes (for information only)

Nothing to report.

003/07/18 Public Participation

District Councillor Frost updated the meeting as to the current situation with NCC and the upcoming plan for DDC to request applications for Community Grants.

A member of the public requested an update with regards to the removal of trees in the churchyard as well as repair works to the rear wall in the churchyard. He was advised that the Parish Council are awaiting details of dry stonemasons from DDC.

004/07/18 Planning (MR)

- a. To consider applications received

Application No	Description	Location	Comment
DA/2018/0425	Replacement of hardwood double glazed windows and stable door to UPVC (part retrospective)	Honey Lane Cottage, Church Hill, Badby NN11 3AR	<i>Proposal: No comment.</i> <i>Proposed by MR, seconded by MW. All in favour. Carried.</i>

Action: Clerk to respond to planning

- b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2017/0977	Demolition of 3 existing temporary classrooms/storage structures and construction of new permanent classroom block/extension	Badby Primary School, School Lane, Badby NN11 3AJ	Approved
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	Approved
DA/2018/0148	Listed building consent for internal alterations to reconfigure the entrance area of the north wing, to provide new reception and office together with additional facilities to serve the healthcare and rehabilitation centre	Badby Park Rehabilitation Centre, Badby Road West, Daventry NN11 4NH	Approved
DA/2018/0169	Demolition of existing garage and construction garage, potting shed and machine store with home office above	The Old Barn, Church Hill, Badby NN11 3AR	Approved

DA/2018/0179	First floor extension and proposed front porch	Rosedale Cottage, 6 Pound Lane, Badby NN11 3AL	Approved
DA/2018/0372	Listed Building Consent for restoration (repair and stabilisation) of garden wall associated with proposal to construct new 17 bedroom complex and continuing care facility	Badby Park Rehabilitation Centre, Badby Road West, Daventry NN11 4NH	Approved

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

005/07/18 Consultations

DDC – Public Spaces Protection Order Consultation – Enhanced Dog Control Powers (Closes 24.07.18)
The Clerk will complete.

DDC – Future Northants (Closes 22.07.18)
The Clerk, RP and EJ will complete.

Groundwork – Community Awards (Closes 22.07.18)
No comment.

006/07/18 Ongoing business (To receive reports on the following items and consider any action to be taken)

- a. Burial grounds (RP)
RP reported that he had carried out a headstone check. No repairs are necessary.
The sticker is now on the green bin and it is being emptied. The recycling bin will be relocated to the village hall.
To update on meeting re works to churchyard boundary wall
The Clerk will research stonemasons through Paul Johnson and Frances Williams and obtain quotes for works.
Action: Clerk to obtain quotes
- b. Greens, trees and verges (SC)
SC has walked many of the footpaths which he found to be overgrown. These will be reported by him to Street Doctor. The Clerk will supply SC with a map of all footpaths.
Action: SC to report overgrown footpaths

To update on the creation of a leisure/nature area below the Village Hall
MW will purchase required materials ready for the next working party.
Action: MW to purchase materials

To receive and discuss offer from Badby WI to donate a bench
Following the kind offer of donation of a bench, it was agreed that it be sited near the junction of Main Street and Chapel Lane close to the new trees which have replaced the removed chestnut tree.
Proposal: To accept the offer and site the bench as above.
Proposed by PJ, seconded by SC. All in favour. Carried.
- c. 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.

To report Pound Lane road closure starting 31st July for one week
This was duly reported.

RP noted that NCC proposed to remove grit bins in Badby. EJ and MR will review these sites and report back to the next meeting.

d. Leisure, Sport and Recreation

To update on request for play area from residents

RP reported that K Alexander will be meeting suppliers who will provide expert opinion as to sites etc. MW will accompany her.

To update on planned events (Golf Day and Boundary Walk)

The Golf Day will no longer be arranged.

The Clerk has spoken to a number of landowners who voiced concern as to how to pass from one piece of land to another. SC will make contact with them to request a walk around. KG offered to accompany him.

Action: SC and KG to do walk around
Action: Clerk to provide contact information

To update on 2019 calendar

NO to report at next meeting.

e. Neighbourhood Plan

RP had attended a meeting with DDC to select an examiner. It is hoped that a report will be available by the end of September after which a referendum will be held.

f. Newsletter, Publicity and Website

To update on inclusion on website of Councillors' photos and details, and a "Who to contact" page

The Clerk has now met with Anne Skinner and will update the website.

Action: Clerk to update website

g. Parish works

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

Any works which need doing should be reported to PJ for action.

To update on regular Community Clean-up Group

Discussion took place as to whether to hold the next event on Saturday or Sunday. This will be decided and publicised.

h. Trees

Following an email, the Clerk was asked to contact Michael Venton to request permission for the removal of a dead tree outside 3 Park Close.

Action: Clerk to request removal

i. Village Hall (RP)

Preparation for updating the kitchen are ongoing.

j. Forthcoming events and reports from events attended

Parish & Town Councils' Meeting on 14.06.18

RP had attended. There had been a lot of discussion regarding future unitary authorities.

007/07/18 Finance (MR, NS)

a. To note income received

£ 0.29 HSBC – Interest

£ 160.00 Funeral fees – Baxter

£ 10.00 SLCC Credit

b. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Electricity 01.06.18-30.06.18	186.70	36.10	222.80	Yes	SSE	PCA 1957	Direct Debit
Cemetery mowing (replaces cancelled cheque 477)	120.00	0.00	120.00	Yes	F Clark	Open Spaces Act 1906 s 9 & 10	545

Salary - 01.06.18-30.06.18	403.32	0.00	433.54	Yes	S Foster	LGA 1972 s 112	546
Expenses – 01.0.18-30.06.18	30.22	0.00					
Cemetery Mowing 01.05.18, 15.05.18, 21.05.18 06.06.18, 24.06.18	210.00 150.00	0.00 0.00	360.00	Yes	F Clark	Open Spaces Act 1906 s 9 & 10	547
Village mowing June 2018	540.00	0.00	540.00	Yes	M Freeman	Open Spaces Act 1906 s 9 & 10	548
Materials for behind village hall area	TBA	TBA	TBA	Yes	M Walton	Open Spaces Act 1906 s 9 & 10	549

Proposal: To approve cheques for payment.

Proposed by PJ, seconded by MR. 7 for. 1 abstained. Carried.

Action: Clerk to distribute cheques

c. To note bank balances

As at 1 st July 2018	HSBC current a/c	£18,383.30	
	HSBC deposit a/c	£ 5,016.54	£23,399.84
	Uncashed cheques		<u>£ 1,567.68</u>
	Available funds		£21,832.16

d. To agree amendments to HSBC bank accounts

Proposal: To remove K Alexander and P Cooper and add KG and EJ to the bank mandate.

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

Action: Clerk to action

e. To present Quarter 1 budget update

The figures had been circulated. It was noted that the figure of £648.12 was in the wrong budget column. This was moved. No other queries were raised.

008/07/18 Correspondence (Folder in circulation)

Dates for Arbury Hill motocross events

DDC – Local Government Reform in Northamptonshire – Town & Parish Bulletin 2

NCC – Hellidon Road Railway Bridge

NCALC Friday Update (By email)

009/07/18 New matters requested for next month's meeting

Possible removal of grit bins

Reports from District and County Councillors

Possible community grant application

010/07/18 Date of future Ordinary meetings

13th August (if required), 10th September, 8th October, 12th November, 10th December.

An extraordinary meeting will be called for Tuesday 17th July at 6.00pm.

The meeting then closed at 9.25pm.