

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 11 April 2023 at 7.30pm

Present: Councillors: L Brown, J Cocks, J Powell

Clerk: Claire Waring

In attendance: Tom Brown, Angela Shepherd and Maureen Keech as prospective councillors.

	Cllr Brown welcomed Tom Brown, Angela Shepherd and Maureen Keech to the meeting,
23/063	To receive and approve apologies for absence. Apologies received from Cllrs M Drinkall and D Maxwell.
23/064	Public open time. No members present.
23/065	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. No interests declared.
23/066	To receive and approve for signature the minutes of the meeting held on Tuesday 23 February 2023. Resolved: Minutes approved and signed by Cllr Brown.
23/067	To note any matters arising from the minutes not included on this agenda for report only. No matters arising.
23/068	To receive and approve the balance of accounts/bank reconciliation. Resolved: Bank reconciliation received and approved.
23/069	To receive and approve the bank statements. Resolved: Bank statements received and approved. Signed by Cllr Brown.

23/070	To approve and authorise payments of the following invoices. Resolved: Payment proposed by Cllr Cocks, seconded by Cllr Powell and approved.						
	Payment date	Chq No. Payment Ref	Payee	Item	Total Amount	Amount net of VAT	Power to Make Payment
	26.03.23	BACS	IC Waring	Salary (Feb & Mar)	£392.00	£392.00	LGA 1972 S112
	26.03.23	BACS	HMRC	Tax (Feb & Mar)	£98.00	£98.00	LGA 1972 S112
	04.03.23	DD	HSBC	Bank account	£8.00	£8.00	LGA 1972 S111
	12.04.23	BACS	Woodland Trust	Queen’s Jubilee payment	£1267.36	£1267.36	LGA 1972 S111
	12.04.23	BACS	Little Addington Parish Church	Queen’s Jubilee payment	£190.60	£190.60	LGA 1972 S111
	12.04.23	BACS	Great Addington Parish Church	Queen’s Jubilee payment	£190.60	£190.60	LGA 1972 S111
	12.04.23	BACS	Little Addington Parish Church	Room rental 2021-22	£250.00	£250.00	LGA 1972 S111
	12.04.23	BACS	Npower	Lighting	£99.08	£88.57	LGA 1972 S111
	12.04.23	BACS	Events On	Coronation fliers (Jubilee fund)	£90.00	75.00	LGA 1972 S111
	12.04.23	BACS	Turneys	March cut	321.74	53.62	LGA 1972 S111
	02.06.23	BACS	NCALC	Membership 2023/24	520.33	41.40	LGA 1972 S111
	04.06.23	BACS	NCALC	Year-end training (x3)	£108.00	£18.00	LGA 1972 S111
	25.04.23	BACS	IC Waring	Salary (Apr)	£204.17	£204.17	LGA 1972 S112
	25.04.23	BACS	HMRC	Tax (Apr)	£40.83	£40.83	LGA 1972 S112
	Payment of the npower invoice 06692443 for £194.52 due on 15 April was also approved.						
23/071	To undertake end-of-year internal finance checks. A pre-meeting councillor’s checklist will be introduced. To be completed before each meeting by the Clerk and a councillor who does not have authority for the bank account.						
23/072	To review the budget for 2023-2024. Cllr Brown went through the budget which was approved. A quarterly check of expenditure against budget will be introduced in June. Anticipated spending against the budget to be prepared.						
23/073	To consider setting up a direct debit with npower for the lighting payments. Proposed by Cllr Powell, seconded by Cllr Cocks and approved. Energy costs since the change to LED lights will be tracked to determine that the Council is paying the right proportion of the group costs.						
23/074	To consider the purchase of <i>Arnold Baker on Local Council Administration</i>. Proposed by Cllr Brown, seconded by Cllr Cocks and agreed.						
23/075	To consider purchase of a new printer for the Clerk. The current printer no longer works properly. Cllr Powell was asked to recommend a suitable replacement. Proposed by Cllr Powell, seconded by Cllr Cocks and agreed.						
23/076	To consider outsourcing the payroll on a temporary basis. Resolved to outsource this to Helen Hoir. To be reviewed in six months. Estimated cost £15-20 per month. Proposed by Cllr Brown, seconded by Cllr Powell and agreed.						
23/077	To review the location of the meetings and book for the next 12 months. Cllr Brown stated that the Council was not allowed to meet in a venue that served alcohol nor in a private residence unless there was nowhere else available in the village. It was agreed to continue meeting in St Mary’s Church. The Clerk will ask the Church Treasurer for a quotation.						

23/078	To change the bank signatories and access to the accounts. The Clerk and Cllrs Brown and Cocks are now listed as bank signatories.
23/079	To consider a contribution to the cost of the floodlights at St Mary's parish church. Although the church had been informed that the Council had agreed to make a donation, this had not been recorded in the minutes nor actioned. Since there was no provision in the budget it was resolved that the financial situation would be reviewed in six months and a donation made then if funds allowed. The Clerk will inform the Church Treasurer of the situation.
23/080	To review the asset register. Item 1a was amended to read: Replacement LED heads x24 Item 21 was amended to read: 1 grit bin Additional item 22: Replacement LED head on 31.07.22 at a cost of £192.52. List to be amended and signed by Cllr Brown. The question as to whether the Council could acquire the land outside Sunhaven was raised by Cllr Cocks.
23/081	Reading Room funds/file allocation. £4000 had been allocated for provision of the village gates. The Clerk to look for the paperwork.
23/082	To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting to which it pertains. No applications made.
23/083	To note planning decisions made by NNC. The application to Highways regarding extension of the 30mph limit had been denied. The Clerk will enquire when the chicanes will be installed. Cllr Powell reported that the extension at Sunhaven and the tree work at the sewage works had been permitted.
23/084	To consider the installation of village gates and resolve what action, if any, is to be taken. Deferred until the chicanes on Irthlingborough Road are in place.
23/085	To consider a response to the NCC questionnaire on dog fouling. No action to be taken.
23/086	To progress works to the war memorial and resolve what action, if any, is to be taken. Cllr Cocks will bring a proposal to the next meeting.
23/087	To consider a plaque to mark the trees to be planted as part of the Queen's green canopy. Cllr Brown reported that she had received 15 saplings: 5 crab apples, 5 rowans and 5 hazel. Cllrs Brown and Cocks had identified locations for these to be planted. These were proposed by Cllr Cocks, seconded by Cllr Powell and agreed. Cllr Brown will obtain a quote for a suitable plaque.
23/088	To receive an update from Cllr Powell on the options for website design and to resolve what actions, if any, are to be taken. Cllr Powell will provide detailed costs. The Clerk will supply copies of the documents required on the website as part of the internal audit.

23/089	<p>To consider identity cards for Councillors and decide what action is to be taken, if any.</p> <p>NCALC had indicated that there was no official format for identity cards but had suggested suitable wording. It was agreed not to pursue this.</p>
23/090	<p>To review the car parking situation around the village, noting areas such as the village green and Amen Place and look at options to make safer and to resolve what actions, if any, are to be taken.</p> <p>In spite of repeated requests in Saints Alive, this was still a problem. Cllr Brown to investigate acquisition of large rocks to be placed around the green to prevent parking on the grass.</p>
23/091	<p>To review the works to highways adjacent to the new housing development and resolve what actions, if any, are to be taken.</p> <p>It was noted that a drop kerb had not yet been installed on the side of the road opposite to the new development. This would be brought to the attention of Highways.</p>
23/092	<p>To review the damage left by the contractors completing building works around Amen Place and to resolve what actions, if any, are to be taken.</p> <p>The work has been completed.</p>
23/093	<p>To receive an update from Cllr Maxwell regarding the village advertisement signage and resolve what actions, if any, are to be taken.</p> <p>Cllr Maxwell has reported that she will get the signs removed.</p>
23/094	<p>To receive an update on the defibrillator from Cllr Powell.</p> <p>Cllr Powell reported that it appeared no service work had been carried out on the defibrillator since its installation. It is likely to require new batteries and pads. A service contract was available at a cost of around £200 with additional charges for any parts required. The possibility of training courses from the British Heart Foundation would be investigated by the Clerk.</p>
23/095	<p>To consider the electricity community supply on the Green.</p> <p>Cllr Brown reported that she had logged the request with Western Power and was waiting for a response. The supply would be brought into a secure box on the Green.</p>
23/096	<p>To consider the village Neighbourhood Plan and consider a questionnaire to residents requesting issues that they wish the Parish Council to address.</p> <p>Cllr Brown reported that Dawn Cummins, who was involved with the Great Addington Neighbourhood Plan would join the working group. The Plan will be launched at the Coffee Morning on 22 April.</p>
23/097	<p>To receive a report from the Coronation working group.</p> <p>Cllr Brown reported that fliers had been delivered to all the houses in Little and Great Addington. Tea and historical photographs would be in the Memorial Hall. A marquee for competitions and games would be erected at the Hare and Hounds where there would also be food stalls, a bouncy castle and a raffle. A risk assessment had been carried out by the working group. The Clerk noted that events could be recorded on the NCC website (https://www.northantscalc.com/coronation) as a historical record.</p>
23/098	<p>To receive any updates from the Clerk.</p> <p>A copy of the mowing map was available. Cllr Powell noted some inaccuracies. Cllr Drinkall to contact Turneys. The Clerk reported that LAPC had been selected as part of the 5% of Parish Councils to be subject to intermediate review at the audit. Helen Hoir had been very helpful regarding the internal audit and was to conduct a trial audit with the Clerk and Cllr Brown. The Clerk asked councillors to complete forms missing from the records. She has asked E.On to clarify whether a credit note in the files is still valid.</p>

23/099	To receive an update from Cllr Maxwell on the business at North Northamptonshire Council. Not Applicable: Cllr Maxwell was not in attendance.
23/100	To note the Councillor vacancies and to resolve to advertise vacancies around the village and in Saints Alive. With the current interest by Tom Brown, Angela Shepherd and Maureen Keech, no further action is required at present.
23/101	To decide on items to be included in the next issue of Saints Alive. To include the litter pick on 3 June, the locations of the Queen's green canopy trees on the Council verges on the Green, High Street and Top End, and the problems caused to emergency vehicles by inconsiderate parking in the village.
23/102	To identify any future agenda items. The Annual Parish meeting to be held at the May meeting. The AGAR and internal audit to be signed off. It was agreed to change the date of the June meeting to 13 June. Any further items to be notified to the Clerk by Thursday 1 June.
23/103	To confirm the date and time of the Annual Parish meeting. To be held on Tuesday 16 May 2023 at 7.00 pm.
23/104	To confirm the date and time of the next Parish Council meeting. The date for the next meeting will be 16 May 2023 at 19.30.
23/105	To close the meeting. The meeting closed at 21.44.

Signed:

Dated: