

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 13 June 2023 at 7.30pm

Present: Councillors: L Brown, T Brown, J Cocks, M Drinkall, M Keech, J Powell,
A Sheppard

Clerk: Claire Waring

In attendance: Alan Tattersall (part)

23/151	To receive and approve apologies for absence (reasons to be advised). Apologies were received from Cllr Cocks and Cllr Maxwell (attending another meeting).
23/152	Public participation session. Cllr L Brown welcomed Mr Tattersall to the meeting and brought forward item LAPC23/178 for discussion. Cllrs L and T Brown declared an interest and took no part in the discussion. The Clerk informed Mr Tattersall of the NNC response to the LAPC objection to the development at 5 Dovecote Drive. Mr Tattersall outlined his objections. He noted that extensions to other garages in the road had been vertical (rooms over the garage), not extending forwards. Cllr Keech pointed out that developments that break covenants can be challenged successfully. Mr Tattersall pointed out that the style of the planned terrace is not in sympathy with those on other houses in the road and does not match that of adjoining properties. The acute angle referred to in the NNC reply depended on which way you were looking and the tree referred to could easily be cut down at a later stage. As the motorhome had been moved elsewhere, it was agreed that the parking was adequate. The question was raised as to who would enforce the covenant should the motorhome be parked at the property in future.
	Mr Tattersall left the meeting at 7.45.
23/153	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllrs L & T Brown had declared an interest in item 152
23/154	To receive information requests in accordance with the Freedom of Information Act 2000. None received.
23/155	To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted. Proposed by Cllr Drinkall, seconded by Cllr T Brown and resolved.
23/156	To receive and approve for signature minutes of the meeting held on Tuesday 16 May 2023. Proposed by Cllr Drinkall, seconded by Cllr T Brown. Approved and signed by the Chairman.
23/157	To note any matters arising from the minutes not included on this agenda, for report only. None.
23/158	To approve the Certificate of Exemption. To be signed by the RFO and the Chairman. Proposed by Cllr Powell, seconded by Cllr T Brown. Approved and signed by the RFO and Chairman.

23/159	<p>To receive and note the Annual Internal Audit Report 2022/23 and actions required.</p> <p>The negative aspects of the report were noted and it was understood that these would be addressed and rectified in the current financial year. Acceptance of the report was proposed by Cllr L Brown, seconded by Cllr Keech and agreed.</p>
23/160	<p>To approve the Annual Governance Statement 2022/23 (Section 1). To be signed by the Chairman and Clerk of the meeting.</p> <p>Proposed by Cllr T Brown, seconded by Cllr Sheppard and approved. Signed by the Charman and the Clerk.</p>
23/161	<p>To approve the Accounting Statements 2022/23 (Section 2). To be signed by the Chairman</p> <p>Proposed by Cllr Keech, seconded by Cllr Sheppard and approved. Signed by the Charman</p>
23/162	<p>To approve the end of year bank reconciliation and end of year cashbook.</p> <p>Proposed by Cllr Keech, seconded by Cllr Sheppard and approved.</p>
23/163	<p>The RFO to set the commencement date for the exercise of public rights.</p> <p>The period for the exercise of public rights will be between 3 July and 11 August.</p>
23/164	<p>To receive and approve the balance of account/bank reconciliation for current and MM accounts.</p> <p>Proposed by Cllr Drinkall, seconded by Cllr Sheppard and approved.</p>
23/165	<p>To examine and approve the Bank Statements.</p> <p>Proposed by Cllr Powell, seconded by Cllr Keech. Approved and signed by the Chairman.</p>
23/166	<p>To undertake a check of expenditure against the budget.</p> <p>The Clerk reported that expenditure was in line with the budget although there were limited funds in the training budget as the three new councillors were attending the 'Flying Start' course</p>
23/167	<p>To approve changes to the asset register.</p> <p>None.</p>
23/168	<p>To report on the insurance cover for 1 June 2023 to 31 May 2024.</p> <p>The Clerk reported that the mower had been removed from the insurance schedule giving a slight reduction in the premium. Office equipment up to £5000 is covered by the policy. The insurance cover had been renewed and AJG Community Schemes had been advised that the council wished to accept the three-year offer from Hiscox.</p>
23/169	<p>To approve the Wordpress payment by the Clerk personally and its reimbursement.</p> <p>It had transpired that the Wordpress Direct Debit (item LAPC23/129) was on the previous clerk's personal account. As there is no debit card on the LAPC current account, the Clerk had transferred this to her personal card. The original notification did not include the VAT so the final payment was £19.20 rather than £16.00. It was proposed by Cllr L Brown and seconded by Cllr Sheppard that the Clerk be reimbursed for £19.20 as part of her expenses, listed in item LAPC23/171. Agreed.</p>
23/170	<p>To consider a gift to Helen Hoier in appreciation of her work helping the Clerk to prepare for the internal audit.</p> <p>Cllr L Brown and the Clerk reiterated their appreciation of the tremendous amount of help received from Helen Hoier in preparation for the internal audit. It was proposed by Cllr L Brown and seconded by Cllr Sheppard that a gift be given to Helen. Cllr Drinkall will make enquiries regarding a suitable item.</p>
23/171	<p>To approve and authorise payments of the following invoices.</p>

	Payment date	Chq No.	Payee	Item	Total	Amount net of VAT	Power to Make Payment
	20.23/24	CHG	HSBC	Current Account (June)	£8.00	£8.00	LGA 1972 S111
	22.23/24	BACS	Turneys	April cut (inv 22251)	£321.74	£268.12	LGA 1972 S111
	23.23/24	BACS	IC Waring	Salary (May)	£245.00	£245.00	LGA 1972 S112
	24.23/24	BACS	HMRC	Tax (May)	£49.60	£49.60	LGA 1972 S112
	25.23/24	BACS	IC Waring	Clerk's expenses	£20.99	£20.99	LGA 1972 S111
	<p>Subject to the amendment to the Clerk's expenses, approval was proposed by Cllr T Brown, seconded by Cllr Drinkall and agreed.</p> <p>The Clerk reported that an invoice (22295) had been received from Turney's for a cut on 2 May. Invoice 22251 was for a cut on 26 April. The grass was cut on 2 June. The Clerk would query the invoice.</p>						
23/172	<p>To report on the change of bank signatories and application for a Business Debit card. This is in hand.</p>						
23/173	<p>To consider the transfer of monies relating to joint villages events to a separate bank account. Cllrs L Brown, Drinkall and Keech had attended the wash-up meeting after the Coronation events. There is a dormant bank account for joint village activities which is to be reactivated and new signatories added. When this is completed, monies relating to village activities will be deposited in this account and will not go through the LAPC account as these events are outside of the Parish Council.</p>						
23/174	<p>To report on the purchase of a new laptop for the Clerk. Cllr Powell has provided a laptop for the Clerk and will assist her in setting it up. Cllr L Brown has provided a printer. Both are at no charge.</p>						
23/175	<p>To arrange for data back-up and its storage off site. Data is backed up on the cloud but it was felt that a physical back-up stored outside of the Clerk's house would also be expedient. Cllr Powell will investigate a suitable system.</p>						
23/176	<p>To consider the purchase of a password manager to secure the Council's data. Cllr Powell will investigate a suitable system.</p>						
23/177	<p>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. <i>(a) Healthwatch</i> Cllr L Brown had completed the survey. There were no other comments. <i>(b) Marsh Industries</i> It was noted that this was a retrospective application for the volume of chemicals being used. No objections. <i>(c) Ward boundaries</i> As the changes would not affect Little Addington, there was no comment. <i>(d) Caravan site access</i> It was noted that the caravan site does not require planning permission. Caravans can obtain permission to cross the public highway (the verge). It is understood that the gate is temporary and will be moved further into the site in due course, allowing vehicles to pull off the road safely. The proximity of the current gate to the chicane was noted. No comment will be made.</p>						

	<p><i>(e) Unauthorised developments/alterations to properties in the village</i></p> <p>Cllr Powell raised concerns about developments in the village that appeared to be proceeding without planning permission. One development in question was covered by Building Control but it was agreed to contact Planning concerning renewable energy installations that appear to have been installed elsewhere without planning permission.</p>																		
23/178	<p>To consider the council's response to the reply from NNC to its objections to planning application NE/23/00424/FUL</p> <p>See item 23/152.</p>																		
23/179	<p>To report on the situation with the chicanes on Irthlingborough Road and the works to highways at the new housing development.</p> <p>The Clerk had received plans for the chicanes and drop kerb. Subject to road space availability, work was scheduled to begin in week commencing 19 June.</p>																		
23/180	<p>To note planning decisions made by NNC.</p> <p>None.</p>																		
23/181	<p>To allocate additional Councillors' roles and responsibilities. To consider the formation of an Events Group.</p> <p>Additional Councillor responsibilities</p> <table> <tr> <td>Coffee mornings</td><td>Cllr Keech</td></tr> <tr> <td>Highways</td><td>Cllr L Brown, Cllr T Brown, Cllr Keech</td></tr> <tr> <td>Trees/verges</td><td>Environmental Team</td></tr> <tr> <td>Litter pick equipment</td><td>Environmental Team</td></tr> <tr> <td>Bench review</td><td>Environmental Team</td></tr> <tr> <td>Mowing</td><td>Environmental Team</td></tr> <tr> <td>Noticeboard</td><td>Cllr Keech</td></tr> <tr> <td>Social media</td><td>Cllr Drinkall (addition)</td></tr> <tr> <td>Neighbourhood Plan</td><td>Cllr L Brown (addition)</td></tr> </table> <p>The Environmental Team currently comprises Cllrs T Brown, Keech and Sheppard.</p>	Coffee mornings	Cllr Keech	Highways	Cllr L Brown, Cllr T Brown, Cllr Keech	Trees/verges	Environmental Team	Litter pick equipment	Environmental Team	Bench review	Environmental Team	Mowing	Environmental Team	Noticeboard	Cllr Keech	Social media	Cllr Drinkall (addition)	Neighbourhood Plan	Cllr L Brown (addition)
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23/182	<p>To receive a report from the LAPC Environmental Team.</p> <p>Cllr T Brown distributed a report. There is already interest in this group from several villagers willing to give advice and time. The Team is seen as a way of involving villagers and increasing community. The Team would be involved in basic upkeep of street furniture and in suggesting improvements to the village. With the help of Ken Evans (Plants to Gardens), a small area of verge is to be planted with meadow plants and bulbs as an experiment to enhance the area.</p>																		
23/183	<p>To receive a report on the proposed LA/GA villages liaison group.</p> <p>Cllr L Brown reported that she will discuss this with Cllr Scott at Great Addington.</p>																		
23/184	<p>To note any changes to the electoral roll.</p> <p>Two additions and four deletions were noted.</p>																		
23/185	<p>To receive a report from the village Neighbourhood Plan group.</p> <p>Carried forward.</p>																		
23/186	<p>To progress works to the war memorial and to resolve what actions, if any, are to be taken.</p> <p>In the absence of Cllr Cocks, this was carried forward.</p>																		
23/187	<p>To receive an update from Cllr Powell on the website. Social media to be reviewed when the website is completed.</p> <p>Cllr Powell will activate the new website in time for the notice of the exercise of public rights to be posted together with the other audit papers. The Clerk will provide pdf copies. Cllr Powell requested photos from Cllrs T Brown, Keech and Sheppard.</p>																		

23/188	To receive an update on the defibrillator from Cllr Powell. Cllr Powell reported that there was a software fault in the equipment which indicated the battery was fully charged when it was in fact flat. He has arranged for the equipment to be serviced and it will be collected on 15 June, to be returned within two days. He will be notified if the battery needs replacing. The pads need replacing. Expenditure of up to £300 was proposed by Cllr L Brown, seconded by Cllr Keech and agreed. It was noted that the cabinet for the defibrillator should be heated to maintain the equipment in good order.
23/189	To receive an update on the electricity community supply on the Green. Cllr L Brown reported that all the necessary forms had been submitted and she was waiting for a response.
23/190	To report on the certificate of disposal for the dog waste bin. Cllr L Brown reported she had raised this with NNC in Thrapston and was awaiting a response.
23/191	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. It was agreed that Cllr Powell would purchase some large stones to be placed around the green.
23/192	To receive a report on removal of signage on Burrows Farm Lane. In the absence of Cllr Maxwell this was carried forward.
23/193	To receive any updates from the Clerk. None.
23/194	To consider arrangements for the 2024-25 Annual Parish Meeting to involve more of the villagers. Ideas should be forwarded to the Clerk.
23/195	To receive an update from Cllr Maxwell on the business at NNC. None in the absence of Cllr Maxwell.
23/196	To decide on items to be included in the next issue of Saints Alive (July). Thanks to everyone who joined in the litter pick. Invitation from the Environmental Team for villagers to become involved.
23/197	To identify any future agenda items. Coffee morning/litter pick dates. Broadband update. Any further items to be notified to the Clerk by Thursday 6 July.
23/198	To consider Cllr Maxwell's request to change meeting dates to the last Tuesday of the month. To confirm the date and time of the next Parish Council meeting. As the meeting dates for 2023/24 had already been published the Council did not feel it could change them to comply with Cllr Maxwell's request. The next meeting will be on Tuesday 18 July at 7.30 pm.
23/199	To close the meeting. The meeting closed at 21.49.

Signed:

Dated: