

# LITTLE ADDINGTON PARISH COUNCIL

## Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 18 July 2023 at 7.30pm

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

**Clerk:** Claire Waring

<b>23/200</b>	<b>To receive and approve apologies for absence (reasons to be advised).</b> Apologies were received from Cllr Cocks (prior engagement), Cllr Keech (prior engagement) and Cllr Maxwell (no reason given).
<b>23/201</b>	<b>Public participation session.</b> None
<b>23/202</b>	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> Cllrs L & T Brown declared an interest in item 218(a).
<b>23/203</b>	<b>To receive information requests in accordance with the Freedom of Information Act 2000.</b> None received.
<b>23/204</b>	<b>To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.</b> No members of the public present.
<b>23/205</b>	<b>To receive and approve for signature minutes of the meeting held on Tuesday 16 May 2023.</b> Proposed by Cllr T Brown, seconded by Cllr Drinkall. Approved and signed by the Chairman.
<b>23/206</b>	<b>To note any matters arising from the minutes not included on this agenda, for report only.</b> Cllr Sheppard reported on a meeting about the proposed Kettering Energy Park attended by herself, Cllr Cocks and Cllr T Brown. Cllr Sheppard has volunteered to joint a working party to be formed to oppose the development. It was stated that there had been very little consultation regarding the proposal and no planning application had yet been made. Planning permission has already been granted for the solar farm and this needs to be separated from the proposed warehouse development. Cllr Drinkall was concerned that during the work on the roundabout at Finedon there would be significant additional traffic coming through the village. Cllr Maxwell is arranging a meeting on 4 September, 7–9 pm, to discuss the proposal. Tom Pursglove, MP, and Cllr Jason Smithers will be attending and others have been invited. She will send details in due course.
<b>23/207</b>	<b>To receive and approve the balance of account/bank reconciliation for current and MM accounts.</b> Proposed by Cllr T Brown, seconded by Cllr Powell and approved.
<b>23/208</b>	<b>To examine and approve the Bank Statements.</b> Proposed by Cllr Drinkall, seconded by Cllr Sheppard. Approved and signed by the Chairman.
<b>23/209</b>	<b>To undertake a check of expenditure against the budget.</b> The Clerk reported an overspend of £104 on the defibrillator but it was noted that there had been no expenditure on this in previous years. Regarding Entertainment, the £1702.56 overspend was a technical figure as the donations to the Woodland Trust

	and Great and Little Addington churches had been made from donations to the Jubilee celebrations. These had been included in the Council accounts but were not Council funds.						
23/210	<b>To approve changes to the asset register.</b> The Canon printer had been deleted. The Epson printer and Acer computer had been added. The changes were proposed by Cllr Drinkall, seconded by Cllr Sheppard and approved.						
23/211	<b>To approve and authorise payments of the following invoices.</b>						
	Payment date	Chq No.	Payee	Item	Total	Amount net of VAT	Power to Make Payment
	26.23/24	CHG	HSBC	Current Account (July)	£8.00	£8.00	LGA 1972 S111
	27.23/24	BACS	IC Waring	Salary (June – adjusted)	£98.00	£98.00	LGA 1972 S112
	28.23/24	BACS	HMRC	Tax (June)	£49.00	£49.00	LGA 1972 S112
	29.23/24	BACS	WEL Medical	Defibrillator battery	£204.00	£170.00	LGA 1972 S111*
	30.23/24	BACS	NNC	Emptying dog poo bin	£25.80	£21.50	LGA 1972 S111
	31.23/24	BACS	NCALC	Off to a Flying Start (x3)	£172.80	£144.00	LGA 1972 S111
	32.23/24	BACS	Turneys	Mowing (2 June)	£321.74	£268.12	LGA 1972 S111
	33.23/24	DD	Npower	Electricity supply	£251.02	£239.07	LGA 1972 S111
	<p>The Clerk's salary had been adjusted for unintentional overpayment in April and May. Turneys had confirmed Invoice 22295 referred to the cut on 2 June, not 2 May. WEL Medical had been paid in accordance with approval at minute 23/188. Npower direct debit of £200.19 had been taken on 17 July. This had been adjusted for the E.On credit of £50.83 dated 5 July 2022.</p> <p>Payment of above invoices was proposed by Cllr T Brown, seconded by Cllr Powell and approved.</p> <p>The Clerk presented invoice 22349 from Turneys for £321.74 for the cut on 27 June and asked for approval to pay this as the Council is not meeting in August. This was proposed by Cllr Sheppard, seconded by Cllr Drinkall and agreed.</p> <p>Cllr Brown presented a letter from nPower detailing a price increase from 1 September. Cllr Powell will investigate the position regarding the Council's contract with nPower.</p>						
23/212	<b>To report on a gift to Helen Hoier.</b> It was agreed that Cllr L Brown would purchase the agreed gift.						
23/213	<b>To report on the change of bank signatories and application for a Business Debit card.</b> The Clerk had ascertained that the Council is categorised by the bank as a Local Authority. The bank will send a change of signature form. When the mandate has been updated, the Clerk will register for telephone banking and apply for a debit card. It was proposed by Cllr Sheppard, seconded by Cllr T Brown and agreed that signatories on the account should be Cllr L Brown, Cllr J Cocks and the Clerk.						
23/214	<b>To report on the transfer of monies relating to joint villages events to a separate bank account.</b> The revival of the dormant bank account for joint village activities is being investigated. Cllr L Brown is asking that other signatories be added to include representatives from both villages.						

<b>23/215</b>	<b>To arrange for data back-up and its storage off site.</b> A 1TB external drive had been purchased on 4 September 2021 at a cost of £56.99. As the drive did not appear to have been received, Cllr L Brown had contacted the previous Clerk. She had included it in the items handed to Cllr Cocks and he would be asked to check for it.
<b>23/216</b>	<b>To consider the purchase of a password manager to secure the Council's data.</b> Cllr Powell recommended downloading the free KEEPASS.
<b>23/217</b>	<b>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.</b> (a) <i>NE/23/00707/FUL: Manor Farm Barn greenhouse</i> There were no objections. (b) <i>Trimming of trees at Little Addington House</i> There were no objections although irregularities in the application were noted.
<b>23/218</b>	<b>To consider the council's response to the reply from NNC:</b> (a) <i>To its objections to planning application NE/23/00424/FUL – Dovecote Drive</i> This would be taken to the Planning Committee on 19 July. No action. (b) <i>To its enquiry EN/23/00157/PP regarding possible unauthorised developments/alterations to properties in the village.</i> It was noted that this had been passed to George Russell but a response may take some time.
<b>23/219</b>	<b>To report on the situation with the chicanes on Irthlingborough Road and the works to highways at the new housing development.</b> The Clerk was awaiting an update from Highways.
<b>23/220</b>	<b>To note planning decisions made by NNC.</b> None.
<b>23/221</b>	<b>To receive a report from the LAPC Environmental Team.</b> A report had been circulated. A leaflet had been distributed round the village outlining the purpose of the group and asking for volunteers who wished to be involved. There had been several expressions of interest. A meeting would be held to discuss future activities. Ken Evans had agreed to give technical advice including a planting plan for the wildflower area.
<b>23/222</b>	<b>To note any changes to the electoral roll.</b> One deletions was noted.
<b>23/223</b>	<b>To consider a response to communication received regarding cockerels in the village.</b> It was agreed that this was not a Council matter but was between those involved. The Clerk had received information from the NNC legal team that there were no restrictions on keeping poultry in the village. The matter could be referred to Environmental Health.
<b>23/224</b>	<b>To consider Cllr Cocks' report on works to the war memorial and resolve what action is to be taken.</b> Cllr Cocks had circulated a report giving details of quotations from three companies. He would be asked to obtain references from two of them and also confirm that they had the necessary insurance in place and ascertain when they would be able to start the work.
<b>23/225</b>	<b>To receive an update from Cllr Powell on the website. Social media to be reviewed when the website is completed.</b> Cllr Powell reported problems transferring the website from Wordpress. The Clerk reported that she had managed to access the existing website and been able to update the documentation, particularly that required by the audit.

<b>23/226</b>	<b>To receive a report from Cllr Powell on provision of broadband in the village.</b> Cllr Powell was continuing to investigate the rollout of full-fibre broadband throughout the village. Currently it was only partial. He had obtained a map of the BT network in the village which will enable him to request upgrades where necessary.
<b>23/227</b>	<b>To receive an update on the defibrillator from Cllr Powell.</b> Cllr Powell reported that the defibrillator had been serviced and the firmware updated. A new battery had been installed.
<b>23/228</b>	<b>To receive an update on the electricity community supply on the Green.</b> Cllr L Brown reported that she was still waiting for a response.
<b>23/229</b>	<b>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.</b> Cllr Powell is awaiting a definitive quote for the stones.
<b>23/230</b>	<b>To receive a report on removal of signage on Burrows Farm Lane.</b> No update has been received from Cllr Maxwell. Cllr L Brown had spoken to Sarah Barnwell, NNC Liaison Officer, who would undertake a site inspection. The Clerk would enquire whether, as the sign had been erected on Council land without permission, the Council could remove it.
<b>23/231</b>	<b>To set the dates for the next coffee morning and litter pick.</b> The next coffee morning would be held on Saturday 7 October. The litter pick would be on Saturday 4 November prior to Remembrance Day.
<b>23/232</b>	<b>To receive a report from the Village Neighbourhood Plan group.</b> Dawn Cummins from Great Addington had provided a list of necessary actions. These will be circulated. A meeting will be held on Tuesday 25 July to discuss these and allocate responsibilities.
<b>23/233</b>	<b>To receive a report on the proposed LA/GA villages liaison group.</b> Cllr L Brown will contact Cllr Scott in Great Addington to discuss this.
<b>23/234</b>	<b>To receive any updates from the Clerk.</b> The Clerk reported a proposed minibus service, CommMiniBus. Cllr Cocks would be asked to follow this up and complete the questionnaire. A poster had been placed in the bus shelter. Details of NNC school holiday activities had been posted in the bus shelter. The Clerk reported that she had received a request for the annual return of the Reading Room charity but the online system was not yet available. NCALC has launched its new website. NCALC New Clerk online training was scheduled for 9 and 16 September. The Clerk will attend. The Clerk reported that the latest details available for a VAT reclaim were for 2029-2020 although there was an entry for VAT reclaim on the cashbook on 21 December 2022. Access to details of the latest claim was through the Government Gateway which uses the HMRC login details.
<b>23/235</b>	<b>To consider arrangements for the 2024-25 Annual Parish Meeting to involve more of the villagers.</b> Deferred to the next meeting.
<b>23/236</b>	<b>To consider celebrations for the 80<sup>th</sup> anniversary of D-Day.</b> Deferred to the next meeting.
<b>23/237</b>	<b>To receive an update from Cllr Maxwell on the business at NNC.</b> None in the absence of Cllr Maxwell. Cllr Maxwell had enquired whether the lights had been installed at the new development. Negative.

<b>23/238</b>	<b>To decide on items to be included in the next issue of Saints Alive (July).</b> Invitation from the Environmental Team for villagers to become involved and details of the next steps. Coffee morning. Little pick.
<b>23/239</b>	<b>To identify any future agenda items, meeting on 19 September.</b> Annual Parish Meeting 2024. D-Day celebrations. Review of the Internal Audit report. Kettering Energy Park  Any further items to be notified to the Clerk by <b>Thursday 7 September.</b>
<b>23/240</b>	<b>To close the meeting.</b> The meeting closed at 21.19.

**Signed:**

**Dated:**