

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 19 September 2023 at 7.30pm

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

In attendance: Claire Waring (clerk)

23/241	To receive and approve apologies for absence (reasons to be advised). Apologies were received from Cllr Drinkall but no reason given. Not approved.												
23/242	Public participation session. None present.												
23/243	To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda. None received.												
23/244	To receive and approve for signature minutes of the meeting held on Tuesday 18 July 2023. Proposed by Cllr T Brown, seconded by Cllr Shepherd. Approved and signed by the Chairman.												
23/245	To note any matters arising from the minutes not included on this agenda, for report only. None.												
23/246	To receive and approve the balance of account/bank reconciliation for current and MM accounts. Proposed by Cllr Shepherd, seconded by Cllr T Brown and approved.												
23/247	To examine and approve the Bank Statements. Proposed by Cllr Cocks, seconded by Cllr Keech. Approved and signed by the Chairman.												
23/248	To undertake a check of expenditure against the budget. It was noted that there was overspend on the defibrillator and the training budget is also going to be exceeded. Both these items were considered essential expenditure.												
23/249	To approve changes to the asset register. None.												
23/250	<p>To note the following receipts.</p> <table><tr><th>Date</th><th>Payer</th><th>Description</th><th>Amount</th></tr><tr><td>31.08.23</td><td>HMRC</td><td>VAT refund (1/4/22-31/3/23)</td><td>£868.08</td></tr><tr><td>11.09.23</td><td>HMRC</td><td>VAT refund (30/9/19-31/12/19)</td><td>£456.23</td></tr></table> <p>The clerk had been able to claim VAT from a previous period as well as the previous financial year.</p>	Date	Payer	Description	Amount	31.08.23	HMRC	VAT refund (1/4/22-31/3/23)	£868.08	11.09.23	HMRC	VAT refund (30/9/19-31/12/19)	£456.23
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23/211	To approve and authorise payments of the following invoices.						
	Invoice reference	Payment method.	Payee	Item	Total Amount	Amount net of VAT	Power to Make Payment
	36.23/24	BACS	Clerk	Salary (July)	£98.00	£98.00	LGA 1972 S112
	37.23/24	BACS	HMRC	Tax (July)	£49.00	£49.00	LGA 1972 S112
	38.23/24	CHG	HSBC	Current Account (Aug)	£8.00	£8.00	LGA 1972 S111
	39.23/24	BACS	Turneys	Mowing (25 July)	£321.74	£268.12	LGA 1972 S111
	40.23/24	BACS	HSBC	Current Account (Sep)	£8.00	£8.00	LGA 1972 S111
	42.23/24	BACS	Chairman	Gift for Helen Hoier	£28.00	£144.00	LGA 1972 S111
	43.23/24	BACS	Chairman	Gift for Helen Hoier	£20.00	£144.00	LGA 1972 S111
	44.23/24	BACS	Turneys	Mowing (31 Aug)	£321.74	£268.12	LGA 1972 S111
	45.23/24	BACS	Clerk	Salary (Aug)	£98.00	£98.00	LGA 1972 S112
	46.23/24	BACS	HMRC	Tax (Aug)	£49.00	£49.00	LGA 1972 S112
	Subject to the correction of the net value for payments 42.23/24 and 43.23/24 to £28.00 and £20.00 respectively, acceptance was proposed by Cllr Keech, seconded by Cllr Powell and approved.						
23/252	To review the internal audit report and decide what actions if any need to be taken. It was noted that a negative report had been given on sections D, L, M and N. These points were noted and either have been or will be rectified as appropriate before the next audit.						
23/253	To report on the change of bank signatories and application for a Business Debit card. The Clerk had submitted the completed form but had not yet received a reply from hSBC..						
23/254	To report on the transfer of monies relating to joint villages events to a separate bank account. The revival of the dormant bank account for joint village activities is still being investigated. Cllr L Brown will chase. Banks are very unwilling to set up a new account for local councils.						
23/255	To consider data back-up and its storage off site. The 1TB external drive had not been located. With the proposed changes to the Microsoft Office program, data would be stored off-site in the cloud.						
23/256	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. (a) <i>Kettering Energy Park</i> The open letter had been sent to the two local MPs. It is understood the developer is awaiting additional information. Information had been received from Cllr Maxwell that the subject had been deferred until October.						
23/257	To consider the council's response to the reply from NNC: (a) <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.						
23/258	To report on the situation with the chicanes on Irthlingborough Road. The Clerk was awaiting an update from Highways. The outline design of speed restriction signs to go on the chicanes was considered. It was agreed that this would be approved						

	but it would be noted that the speed restriction coming into the village from Irthlingborough was a considerable distance from the position of the chicane. This would be pointed out to the Community Liaison Officer. The Officer would also be reminded that the planning approval for the chicanes stated that they would be in place before the new houses were occupied. There are now new residents in several of these. The installation of village gates would be considered after the chicanes are completed.
23/259	To note planning decisions made by NNC. (a) Dovecote Drive (b) Manor Farm Barn The approval of both applications was noted.
23/260	To decide on action, if any, regarding the trimming of trees at Little Addington House. It was noted that the trees had been trimmed right to the top rather than to a certain height to allow an overhang. No action to be taken.
23/261	To decide on action, if any, regarding construction over one of the grass verges. Cllrs T Brown and Cocks will discuss the situation with those involved. He will prepare a general document covering the actions required in a similar situation.
23/262	To note any changes to the electoral roll. Six additions, one deletion and one amendment were noted.
23/263	To consider the production of a welcome pack for new residents. Cllr L Brown agreed to produce a draft document.
23/264	To receive an update from Cllr Cocks on works to the war memorial and resolve what action is to be taken. Cllr Cocks recommended that the quote from Midland Conservation Ltd to clean the memorial be accepted. The work should take one day and could be done in 3-4 weeks. If this revealed that further restoration work was required, then a diocesan faculty would be required. If Midland Conservation were unable to undertake the work in time for Remembrance Sunday, Cllr Cocks would approach Lang Conservation Ltd. The Environmental Team would ensure that the grass round the memorial was cut before work started. Proposed by Cllr L: Brown, seconded by Cllr Keech and approved.
23/265	To receive a report from the LAPC Environmental Team. The report circulated previously was received. There had been a meeting of those involved. The Team has adopted the name 'The LA Bloomers'. A display at the coffee morning will allow villagers to indicate where they would like the trees for the Queen's canopy to be planted. A barrow/drive/garage sale is planned for 14 October. Other activities will be highlighted. There will be a fund-raising activity. Any monies raised will be deposited in the LAPC bank account and ringfenced for environmental activities.
23/266	To receive a report from the Village Neighbourhood Plan group. A response was awaited regarding funding applications.
23/267	To receive a report on the proposed LA/GA villages liaison group. A favourable response had been received from GAPC with three councillors willing to be involved. Cllrs L Brown, Cocks and Shepherd agreed to represent LAPC.
23/268	To consider renovation of the phone/defibrillator box. Because LAPC had purchased the defibrillator from the British Heart Foundation it was not eligible for a donation of paint for the phone box from the British Coatings Federation nor for new labelling from the Community Heart Trust. New labelling would cost around £75 but replacing the existing labels may not be feasible. The Environmental Team to investigate refurbishing the phone box.

23/269	<p>To consider the hire of the LA marquee to other organisations and what arrangements are to be made.</p> <p>It was considered that hiring the marquee was not practicable. However, loans to neighbouring councils would be considered on the basis that any damage was rectified or paid for.</p>
23/270	<p>To receive a report from Cllr Powell on the website. Social media to be reviewed when the website is completed.</p> <p>It was proving impossible to get the domain name transferred from Wordpress and Cllr Powell recommended that a new domain is established as 'littleaddingtonparishcouncil.co.uk'. This can be tied in with establishing council email addresses for the clerk and councillors. The old address can be set to direct to the new one and information can be removed with a redirection notice on the home page.</p>
23/271	<p>To receive a report from Cllr Powell on provision of broadband in the village.</p> <p>The matter was raised with Tom Pursglove, MP, when he visited the village. He has advised that the council should write to him and this would support letters received from individuals. Cllr Powell to draft.</p>
23/272	<p>To receive an update on the electricity community supply on the Green.</p> <p>Cllr L Brown reported that she was still waiting for a response.</p>
23/273	<p>To consider designating the Addingtons Playing Field as an Asset of Community Value.</p> <p>A proposal had been received from GAPC to place the playing fields on the register of Assets of Community Value. There was discussion as to whether it is used sufficiently frequently to be justified being kept or whether they should be made available for housing development. Cllr T Brown proposed and Cllr Cocks seconded support for designating the playing fields. Carried with 5 in favour, 1 against, 0 abstentions. Whether The Bell should also be registered will be discussed at the next meeting.</p>
23/274	<p>To consider arrangements for the coffee morning on 7 October.</p> <p>Cllr Keech reported that The Bell was booked for 1030–12.00. Coffee, tea and biscuits will be served. Anyone attending will be given a free raffle ticket with prizes that had been donated.</p>
23/275	<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>Cllr Powell had received a quote of around £260 for the stones. Cllr T Brown will contact Turneys to check whether they will affect the mowing.</p>
23/276	<p>To receive a report on removal of signage on Burrows Farm Lane.</p> <p>NNC Legal Department would be asked to clarify the position. It was noted that the delay in dealing with this had been outside of LPAC's control.</p>
23/277	<p>To receive a report from Cllr Cocks on the Community mini-bus questionnaire.</p> <p>Cllr Cocks had completed and submitted the questionnaire but received no response. He will pursue the matter.</p>
23/278	<p>To receive any updates from the Clerk.</p> <p>The Clerk reported that she had attended the NCALC New Clerk online training course on 9 and 16 September and it had proved very useful.</p>
23/279	<p>To consider arrangements for the 2024-25 Annual Parish Meeting to involve more of the villagers.</p> <p>A leaflet for all villagers reporting on LAPC activities during the year was considered.</p>
23/280	<p>To consider celebrations for the 80th anniversary of D-Day.</p> <p>To be held on Thursday 6 June 2024. If we wish, a beacon can be lit at 8.30 pm. John Bilson has agreed to the use of his field for any activities. The day is to be designated 'National Fish and Chip Day' and suggestions around this were discussed. Those</p>

	attending the coffee morning would be asked for suggestions. It was suggested that the war memorial could be rededicated. A talk about D-Day was also suggested.
23/281	To receive an update from Cllr Maxwell on the business at NNC. Cllr Maxwell's report was received. It was noted that the planning permission for the new houses did not include provision of lighting.
23/282	To decide on items to be included in the next issue of Saints Alive (October). Coffee morning (7 October). Outline of what a Neighbourhood Plan involves. Environmental Team Barrow sale. Little pick (4 November). D-day ideas.
23/283	To bring forward the date of the meeting in November to Tuesday 14 November. Agreed.
23/284	To identify any future agenda items, meeting on 19 September. Registering The Bell as an Asset of Community Value. Possible amendment of Financial Regulations. Any further items to be notified to the Clerk by Friday 6 October.
23/285	To close the meeting. The meeting closed at 22.07.

Signed:

Dated: