

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 21 May 2024 at 7.30pm

Present: Councillors: L Brown (Chair), S Beckett, T Brown, J Cocks, M Keech, J Powell, A Sheppard

In attendance: Claire Waring (clerk)

24/001	To elect the Chairman for 2024/25. The appointment of Cllr L Brown was proposed by Cllr Cocks, seconded by Cllr Powel and agreed unanimously. Cllr L Brown signed the declaration of acceptance of office.
24/002	To elect the Vice Chairman for 2024/25. The appointment of Cllr Sheppard was proposed by Cllr T Brown, seconded by Cllr Keech and agreed unanimously.
24/003	To receive and approve apologies for absence (reasons to be advised). None.
24/004	Public participation session. None present.
24/005	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None.
24/006	To receive information requests in accordance with the Freedom of Information Act 2000. None.
24/007	To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted. Resolved.
24/008	To allocate Councillors' roles and responsibilities including representation on external bodies. The list of roles and responsibilities was reviewed and agreed.
24/009	To remind councillors of the requirement to complete their declarations. Councillors were reminded to check and complete their entry on the NNC Register of Members Interests,
24/010	To approve the Certificate of Exemption. To be signed by the RFO and the Chairman. This was checked and signed by the RFO and Cllr L Brown.
24/011	To receive and note the Annual Internal Audit Report 2023/24 and actions required. The report was received. The Clerk reported that the budget figures and precept level had been recorded for 2024/25. She had made the annual return for the Reading Room Fund. The other recommendations were noted and would be implemented as appropriate.
24/012	To approve the Annual Governance Statement (Section 1). To be signed by the Chairman and the Clerk at the meeting. This was approved and signed by Cllr L Brown.
24/013	To consider and approve the Accounting Statements 2023/24 (Section 2). To be signed by the Chairman. These were considered, approved and signed by Cllr L Brown.
24/014	To approve the end of year bank reconciliation and end of year cashbook. These were approved and signed by Cllr L Brown.

24/015	The RFO to set the commencement date for the exercise of public rights. This would be from 1 July to 9 August 2024.																																																																																			
24/016	To receive and approve for signature the minutes of the meeting held on Tuesday 16 April 2024. Approval was proposed by Cllr T Brown, seconded by Cllr Beckett, agreed and signed by the Chairman.																																																																																			
24/017	To receive the draft minutes of the Annual Parish Meeting held on Tuesday 14 May 2024. Received.																																																																																			
24/018	To note any matters arising from the minutes not included on this agenda, for report only. None.																																																																																			
24/019	To report on the Internal Control Councillor Checklist. Cllr T Brown confirmed that everything was in order.																																																																																			
24/020	To confirm dates and times of ordinary council meetings in 2024/25. Confirmed.																																																																																			
24/021	To receive and approve the balance of account/bank reconciliation for current and MM accounts. Proposed by Cllr Beckett, seconded by Cllr T Brown. Approved and signed by the Chairman. It was noted that the Council is required to hold an amount in reserves at least equal to the current year's precept. It was proposed by Cllr L Brown and seconded by Cllr Powell that surplus funds in the current account be moved to the Money Manager account. VAT claim remains in the current account. Agreed.																																																																																			
24/022	To examine and approve the Bank Statements. Proposed by Cllr Sheppard, seconded by Cllr Cocks. Approved and signed by the Chairman.																																																																																			
24/023	To undertake a check of expenditure against the budget. The report was noted.																																																																																			
24/024	To approve changes to the asset register. None.																																																																																			
24/025	To note the following receipts. <table><tr><td>Date</td><td>Payer</td><td>Description</td><td>Amount (inc VAT)</td></tr><tr><td>19/04/24</td><td>NNC</td><td>Precept</td><td>£16,095</td></tr><tr><td>09/05/24</td><td>HMRC</td><td>VAT claim</td><td>£893.83</td></tr></table>							Date	Payer	Description	Amount (inc VAT)	19/04/24	NNC	Precept	£16,095	09/05/24	HMRC	VAT claim	£893.83																																																																	
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24/026	To approve and authorise payments of the following invoices. <table><tr><td>Invoice Reference</td><td>Payment method.</td><td>Payee</td><td>Item</td><td>Total</td><td>Amount net of VAT</td><td>Power to Make Payment</td></tr><tr><td>02.24/25</td><td>VISA</td><td>Microsoft</td><td>email accounts</td><td>£12.36</td><td>£12.36</td><td>LGA 1972 S111*</td></tr><tr><td>03.24/25</td><td>DD</td><td>npower</td><td>Electricity</td><td>£459.10</td><td>£437.24</td><td>LGA 1972 S111*</td></tr><tr><td>05.24/25</td><td>BACS</td><td>St Mary's Church</td><td>Meeting room hire 2023</td><td>£250.00</td><td>£250.00</td><td>LGA 1972 S111</td></tr><tr><td>06.24/25</td><td>BACS</td><td>St Mary's Church</td><td>Contribution to the floodlights</td><td>£250.00</td><td>£250.00</td><td>LGA 1972 S111</td></tr><tr><td>07.24/25</td><td>BACS</td><td>Midland Conservation</td><td>War memorial</td><td>£2523.60</td><td>2103.00</td><td>LGA 1972 S111</td></tr><tr><td>08.24/25*</td><td>BACS</td><td>Miltons Wallpapers</td><td>Rocks</td><td>£144.00</td><td>£120.00</td><td>LGA 1972 S111</td></tr><tr><td>09.24/25</td><td>BACS</td><td>Cut Crew</td><td>Mowing (Mar)</td><td>£200.34</td><td>£166.95</td><td>LGA 1972 S111</td></tr><tr><td>10.24/25</td><td>BACS</td><td>Cut Crew</td><td>Mowing (Apr)</td><td>£200.34</td><td>£166.95</td><td>LGA 1972 S111</td></tr><tr><td>11.24/25</td><td>DD</td><td>npower (final)</td><td>Electricity</td><td>£123.94</td><td>£118.04</td><td>LGA 1972 S111*</td></tr><tr><td>12.24/25</td><td>BACS</td><td>IC Waring</td><td>Salary (Apr)</td><td>£212.60</td><td>212.60</td><td>LGA 1972 S112</td></tr></table>							Invoice Reference	Payment method.	Payee	Item	Total	Amount net of VAT	Power to Make Payment	02.24/25	VISA	Microsoft	email accounts	£12.36	£12.36	LGA 1972 S111*	03.24/25	DD	npower	Electricity	£459.10	£437.24	LGA 1972 S111*	05.24/25	BACS	St Mary's Church	Meeting room hire 2023	£250.00	£250.00	LGA 1972 S111	06.24/25	BACS	St Mary's Church	Contribution to the floodlights	£250.00	£250.00	LGA 1972 S111	07.24/25	BACS	Midland Conservation	War memorial	£2523.60	2103.00	LGA 1972 S111	08.24/25*	BACS	Miltons Wallpapers	Rocks	£144.00	£120.00	LGA 1972 S111	09.24/25	BACS	Cut Crew	Mowing (Mar)	£200.34	£166.95	LGA 1972 S111	10.24/25	BACS	Cut Crew	Mowing (Apr)	£200.34	£166.95	LGA 1972 S111	11.24/25	DD	npower (final)	Electricity	£123.94	£118.04	LGA 1972 S111*	12.24/25	BACS	IC Waring	Salary (Apr)	£212.60	212.60	LGA 1972 S112
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	13.24/25	BACS	HMRC	Tax (Apr)	£53.00	£53.00	LGA 1972 S112
	14.24/25	CHG	HSBC	Current account	£8.00	£8.00	LGA 1972 S111*
	15.24/25	VISA	Microsoft	email accounts	£53.52	£53.52	LGA 1972 S111*
	14.24/25	BACS	NNC	Dog poo bins	£62.90	£62.42	LGA 1972 S111
	<p>* Paid by direct debit or VISA debit.</p> <p>Acceptance was proposed by Cllr Keech, seconded by Cllr Beckett and approved.</p>						
24/027	<p>To report on the Clerk's review. The Clerk left the meeting. The outcome of the discussion was relayed to the Clerk by the Chairman outside of the meeting.</p>						
24/028	<p>To receive details of the Clerk's hours. Payment for the additional hours was proposed by Cllr T Brown, seconded by Cllr Beckett and approved. It was noted that an increase in the hours would be considered with the next budget.</p>						
24/029	<p>To consider allocating a budget to the Clerk or ad hoc training. A budget of £50 was proposed by Cllr Cocks, seconded by Cllr T Brown and agreed.</p>						
24/030	<p>To consider renewal of the Council insurance. No response had been received from Clear Councils Insurance. The policy had been automatically renewed by the present insurer which had provided the lowest quote. Acceptance was proposed by Cllr L Brown, seconded by Cllr Powell and agreed.</p>						
24/031	<p>To review the lease of the substation on Church Lane. The solicitor is checking whether the title deeds are lodged with Wilson Browne.</p>						
24/032	<p>To report on the electricity supplier for the village lighting. The electricity supply contract has been moved to Yu Energy. It had been notified of the Council's VAT status and the 5% VAT rate will be applied.</p>						
24/033	<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. a) <i>Kettering Energy Park</i> The Council agreed to be a signatory on the open letter to North Northants Council. b) <i>Felling of the cedar tree in Little Addington House</i> Comments will be sent to the Clerk.</p>						
24/034	<p>To note planning decisions made by NNC. None.</p>						
24/035	<p>To report on the situation with the chicanes on Irthlingborough Road. The request from Highways for the Council to adopt the solar lighting associated with the chicanes was discussed. It was agreed to do so in principle but Highways would be asked to clarify the situation regarding any accidental or deliberate damage to the installations.</p>						
24/036	<p>To report on the signage on Burrows Farm Lane It was noted that the signage had been removed.</p>						
24/037	<p>To report on the acquisition of VAR signs. Cllr L Brown will progress this.</p>						
24/038	<p>To note any changes to the electoral roll. None.</p>						
24/039	<p>To receive a report from the LAPC Environmental Team (LA Bloomers) and consider its status. Cllr Sheppard reported that the Spring Fair had been a great success. The wild flower meadow is springing into life, as is the planter on the green, which had been funded by The New Gap Charitable Trust. It is hoped that the charity would feel able to support further projects.</p>						

	It was agreed that LA Bloomers would sit outside the Council as a separate entity with its own committee and bank account. It would liaise closely with the Council.
24/040	To receive an update from Cllr Cocks on works to the war memorial. Cllr Cocks reported that the work had been completed and it was agreed that the memorial looked good. He was thanked for all his efforts. It was noted that some form of deterrent was required to stop birds sitting on the memorial. Cllr Cocks would follow recommendations regarding removing the algae and will check and clean on a quarterly basis as necessary. Cllr Keech reported that her husband would fill the gaps between the new flagstones and the monument. Cllr T Brown reported that a tarpaulin had been placed over vegetation behind the memorial to kill it in preparation for reseeding
24/041	To receive a report from Cllr Powell on the website and email accounts. Social media to be reviewed when the website is completed. Cllr Powell reported that if the email addresses were changed to .gov this would require the website to be moved to a different provider.
24/042	To consider changing the email accounts to .gov This was a strong recommendation from the internal auditor and as there had been problems with the new addresses and these had not been widely publicised, it was agreed to investigate this change. It was noted that some funding is available for the change.
24/043	To receive a report on provision of broadband in the village. A senior surveyor had visited the village to assess the situation. The conduits in the roads without full fibre do not necessarily go to each house. There is limited capacity available for the village and another main trunk would have to be installed. Open Reach will not produce a new rollout plan until 2026 and it is unlikely that full fibre would be available throughout the village before 2030.
24/044	To consider provision of training on the use of the defibrillator. This has been rescheduled for 12 October.
24/045	To receive an update on the electricity community supply on the Green. Cllr L Brown reported that she was still awaiting a response.
24/046	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. The rocks placed around the green appear to be effective. It was agreed that Cllr Powell would purchase additional rocks for Church Walk, Chapel Hill and by the post box from spending already approved.
24/047	To consider the provision of a plaque to mark the trees planted as part of the Queen's canopy. This has been received and Cllr T Brown will place it appropriately.
24/048	To receive a report from the Village Neighbourhood Plan group. Cllr Cocks reported that the application for designated neighbourhood status had been approved. A meeting with the consultant is being arranged.
24/049	To receive a report from the LA/GA villages liaison group. No meeting had been held.
24/050	To consider designating The Bell as an Asset of Community Value. This is in progress and will be submitted when it is complete.
24/051	To receive any updates from the Clerk. The Clerk had registered the Council's interest in being involved with the Community Governance Review. Cllr L Brown will follow this up. It was considered that the Shared Prosperity Funding could be used for provision of a new bus shelter and this will be investigated by Cllrs T Brown and Keech. Anyone willing to be involved in discussing the Kettering Energy Park on Radio 4 will contact Kevin Binley. It was agreed that support for a parliamentary bill on batteries for e-bikes was not within the Council's remit.

24/052	To report on the preparation of an information leaflet for new residents of the village. This is in hand
24/053	To receive an update from Cllr Maxwell on the business at NNC. None received.
24/054	To decide on items to be included in the next issue of Saints Alive (July). Councillors' roles and responsibilities. Rocks on the green. Defibrillator training in October. Situation with full fibre (Cllr Powell) Chicanes. Speeding through the village. Next PC meeting.
24/055	To identify any future additional agenda items for the meeting on 21 May. Building projects in the village. Safety in Church Walk. Transport for the village. Council complaints procedure. Council policies. Any further items to be notified to the Clerk by Thursday 30 May.
24/056	To close the meeting. The meeting closed at 22.19.

Signed:

Dated: