

# GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB  
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*2018 Northamptonshire Council of the Year*

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## **Minutes of an Ordinary Parish Council Meeting held at the Village Hall, Main Street on Thursday 15 November 2018 at 7.30 pm**

Present: Cllr. Malcolm Moss (Chairman); Cllr. Nick Knowles; Cllr. Tim Hunt; Cllr. Roy Kerr; Cllr. Alan Barnish and Cllr. Liz Wilkinson.

In attendance: Alan Tresadern (Clerk); and 5 members of the public.

1. Apologies:  
Councillor Mike Newton was unable to attend due to another commitment and his apology was accepted.  
County Councillor Heather Smith (Oundle Ward) and District Councillor Annabel de Capell Brooke (Prebendal Ward) were unable to attend due to other commitments.
2. Declaration of interest:  
Cllr. Wilkinson declared an interest in Item 9. Cllrs. Barnish and Knowles declared an interest in items 15 and 16 as officers of the Village Hall Committee. Both were given a dispensation to speak without a vote.
3. Report from County Councillor:  
Nothing to report.
4. Report from District Councillor:  
Nothing to report.
5. Public forum:
  1. Liz Barnish, as coordinator of the ACRE Northants best village competition group, expressed her thanks both to the regular group members and also to all those volunteers who have given so generously in bringing the initiatives that the group identified in April to fruition.  
Liz said, virtually all the activities that we hoped to establish are now up and running and proving popular.  
Many residents contributed by supporting the initiatives both with their time and financially; the latter most notably in fundraising for the Spring Bulb planting project. and she thanked them all particularly Roger and Shindo Bettley and Patrick and Tiffany McGuire.  
The Parish Council Chairman thanked the whole group, on behalf of the Council.
  2. Stephen Brookes voiced a strong objection to the Planning Application detailed under item 6.2 below and asked the Parish Council to consider his comments.  
Also, referring to item 6.4 below, Stephen Brookes asked the council to consider the latest variation to the planning application, namely the installation of two screens at the top of the external staircase, as a suitable solution.
  3. Sally Nowlan said she had taken the views of near neighbours to the Spire Homes land, (which is under consideration by the Council for recreational use), and reported that the local residents would not be happy to see a children's play area on the site. The

neighbours she had consulted also asked the council to ensure, if it takes responsibility for the site, that the grounds are secured with a suitable gate.

4. Paul Hamalainen commented on a revision recently made to the planning application for his neighbours' property, Hope Cottage, (Item 6.3 below) saying it is now satisfactory.

6. Planning matters:

The following Planning Applications, were considered:

New:

- 6.1. 18/01934/FUL - Demolition of existing rear single storey extension and construct new single storey rear extension at Corner Cottage 2 Main Street Glapthorn.

The members considered the application. It was resolved to authorise the Clerk to submit the following response:

*'The Parish Council welcome the proposal and fully support the application.'*

- 6.2. 18/02045/VAR - Variation of condition 5 (approved plans) to allow the retention of balcony and patio doors pursuant to planning application 15/01800/FUL: Two storey domestic extension with provision for a disabled person with attached single storey pitched roof single garage, car turntable and new reduced level access dated 15.12.2015 at The Cottage Benefield Road Glapthorn.

The members considered the application. It was resolved to authorise the Clerk to submit the following response:

*'The Parish Council notes the application, whilst being aware that an immediate neighbour has raised concerns about loss of privacy at his property due to this unapproved construction. The Parish Council has chosen just to note the application and not to support or object as from our past experience your Council as the enforcement authority will weigh up the materiality of the non-compliance. My Council has noted that when they brought to the attention of the Enforcement Officer another case of non-compliance with an approved application the officer chose to disregard the unapproved work as not material enough to justify enforcement action. A similar judgement is required here from the enforcement authority.'*

- 6.3. 18/02060/FUL - New first floor extension to side and rear of house and new single storey extension to rear (replacing existing conservatory). New pitched roofs to existing flat roof dormers. at Hope Cottage Main Street Glapthorn  
The members considered the application. It was resolved to authorise the Clerk to submit the following response:

*'The Parish Council support the application but are concerned about the small parking space at the front. A parked vehicle in that area will most likely intrude onto the grass frontage and this will not be acceptable to the Parish Council.'*

- 6.4. 18/01672/VAR - Variation of condition 2 (approved drawings) to allow amendments to detached garage/car port pursuant to planning application 17/00929/FUL - Erection of new retirement dormer bungalow within applicant's garden for applicant dated 18.09.2017 at Highbury House Main Street Glapthorn

The members considered the application. It was resolved to authorise the Clerk to submit the following response:

*'The Parish Council welcomes the mitigating measures taken by the applicant but remind planning officers that there is an approved outline planning application for an adjoining piece of land. Therefore, both screens should be erected now and not wait until a neighbouring property is built'.*

Decisions:

None.

7. Minutes of the previous meeting:

It was RESOLVED that the minutes of the Extra-Ordinary Parish Council Meeting, held on the 18 October 2018 be approved and signed by the Chairman as a correct record.

Matters arising: None

8. ENC draft Local Plan Part 2:

The members considered the recently published ENC draft Local Plan Part 2, now available for consultation. The Clerk, having discussed the matter with the Chairman, has requested further information on one significant issue for Glapthorn (Policy EN 26 - allocation of the site on Cotterstock Road).

A one-month extension to the consultation period has been agreed to enable ENC to supply the additional information and for the Parish Council to consider its response.

It was RESOLVED to submit a holding response with any non-site selection related comments and respond to Policy EN 26 at a later date.

**The Chairman deferred Item 9 until after item 21.**

9. Glapthorn Playing Field Association (GPFA):

The report from the GPFA was received. See Appendix A to these minutes for a short summary. Key points of the report are:

- The application for a grant from the ENC CFF fund has passed Stage 1.
- An application to Stage 2 will require Planning Permission.
- Obtaining Planning Permission will trigger expenditure.
- Authority to proceed is dependent on having at least five nominated foundation trustees to serve on the Playing Field Association.

It was RESOLVED to proceed with the application for the Community Facilities Fund - Stage 2.

It was RESOLVED to approve up to £2,000 of funding to support the submission of a Planning Application for the change of use of the proposed land as a Playing Field, and to cover the costs of the necessary surveys e.g. flood risk assessment, tree survey and traffic survey et al.

It was noted the Foundation Trustees for the Playing Field association are:

- Malcolm Moss
- Nick Knowles
- Sue Bradley
- Nigel Smith
- Naomi Hunt

It was noted that any planning application submitted for the development of the Playing Field must take note of the relevant Neighbourhood Plan Policy 11, in particular the 'traffic hot-spot' on Benefield Road entrance to the village, near the school.

It was RESOLVED to acknowledge receipt of £600 from GPFA Trustees fund raising and to approve the cost of a Topographical Survey at a cost of £595.00 plus VAT.

10. Spire Homes land by the Brook and Brookside:  
The Clerk reported Spire Homes are arranging a final draft of the licence for agreement and signing.  
It was RESOLVED that the Clerk will work with the leader of the ACRE Best Village Competition group to formulate a detailed plan of what is desired, what is practical and what can be afforded. It was noted that vacant possession must be a condition of the licence as there is presently some goods, belonging to a resident, parked on the site.
11. ACRE Best Village Competition:  
The report from the ACRE Best Village Competition Committee was received.
12. Maintenance of Finger Post/Road direction sign:  
It was RESOLVED to approve the sum not more than £125 from the general maintenance fund for repainting the direction signpost at the Southwick road/Cotterstock road junction.
13. NEW Grit Bin:  
It was RESOLVED to approve the sum of £188.17\* from the unallocated reserve for the purchase of a NEW grit bin for installation by Glaphorn School as previously authorised by minute 12, page 15/18, dated 19 July 2018. \*Glasdon Nester 400
14. Framing the 2018 Best Council award:  
It was RESOLVED to approve a sum of up to £50 from the unallocated reserve for the framing and mounting of the 2018 Northamptonshire Council of the Year award.
15. Annual donation to the Village Hall Committee:  
It was RESOLVED to approve the sum of £500 to be donated to the Glaphorn Village Hall (in lieu of rent for use of Village Hall) as per Parish Council Minute 9 of 17th August 2017 and the 2018/19 Budget report notes 8 and 23.
16. To consider and approve the cost of gifting items to the Village Hall Committee:  
It was RESOLVED to approve the sum of up to £250 for the purchase of the items listed below (or similar), to be gifted to the Glaphorn Village Hall, as per Parish Council Minute 9 of 17th August 2017 and the 2018/19 Budget report note 23.
- Step Ladders £100
  - Cable protector £40
  - Mains extension lead £15
  - Mains extension reel 4-skt 25m £25
  - Radiator, demountable for kitchen area £70
17. To review the procedure for maintaining the Parish Council's Grit Bins:  
A proposal by the Clerk, to adopt a formal procedure for maintaining the Parish Council's owned Grit bins was considered. A suggestion to outsource the refilling for 4 bins at a cost of £100 a time was rejected.  
It was RESOLVED to form a Grit Bin Replenishment Team with Cllrs. Nick Knowles, Roy Kerr, Tim Hunt and Malcolm Moss taking part.
- It was RESOLVED to approve a sum of up to £40 to purchase road salt/grit from GAGA for the direct filling of the new grit bin (see item 13 above). Cllr. Nick Knowles to organise.
18. Clerk's report:  
The Clerk's report, which had previously been circulated, was noted.
19. Correspondence:  
The Clerk reported that since the date of the last meeting all items of correspondence that

required the attention of Councillors had been forwarded by email and further action had not been requested by any of the Councillors.

20. Finance:

20.1 The first draft of the budget for 2019-20, along with a revised 5-year plan, were considered.

It was RESOLVED to add a stepped increase to the Precept, proposed by Cllr Barnish, of £1,500, to cover for the PWLB loan repayments of £60,000, assuming the loan will be taken sometime during the next financial year.

It was agreed to add a provision for any costs associated with finding a replacement Clerk during next year (the incumbent has made known his intentions to retire in July 2019).

A second draft of the budget will be considered for approval at an extra-ordinary meeting to be held in December.

20.2 To receive a report on the financial position as at 31st October 2018:

Opening balance as at 1st Sept	£ 9,849.47
Receipts during period	£ 4,850.00
Payments during period	<u>£ 2,058.03</u>
Balance as per Cash Book	<b>£ 12,641.44</b>

20.3 Bank reconciliation as at 31st October 2018:

Balance per bank statement	£ 12,641.44
Less un-presented cheques	<u>£ 0.00</u>
Net balance	<b>£ 12,641.44</b>

20.4 Performance against budget

Receipts and payments are on budget with a forecast year-end balance of £7,975 comprising:

- Allocated Reserve (Contingency = 51% Payments)	£4,466.08
- Projects, unidentified	£2,841.75
- Maintenance Fund remaining	£ 667.17

20.5 The following receipts & payments were approved:

Receipts:

Date	Payer	Details	Amount £
01-Sept	ENC	Precept 50%	4850.00
11-Oct	GPFA	Fund raising	600.00

Payments:

Date	Payee	Details	Amount £
11-Oct	Groundwork UK	Neighbourhood Plan Grant repayment	664.22
28-Oct	Gigaclear	Home 50 unlimited broadband in	41.30
01-Nov	County Life Ltd	NVN delivery	23.84
11-Nov	David Crosby	Topographical Survey (inc. VAT)	714.00

21. Matters for future consideration. (AOB):  
Cllr. Liz Wilkinson reported on the number of empty bottles found on the side of Southwick Road, often thrown from passing motor vehicles. She also reported the number of dog-litter bags discarded or just forgotten, on village footpaths and in verges. The Clerk will draft a note about the latter for the next Parish Newsletter and publish a notice on the website.

22. Dates for forthcoming meetings:  
The next meeting will be an Extra-Ordinary meeting to be held on Thursday 13<sup>th</sup> December in the Village Hall at **6.30pm**.

**Please Note: earlier time of 6.30pm subject to agreement**

23. Closure:  
There being no further business the Chairman closed the Meeting at 9.25 pm.

Signed..... (Chairman) Date.....

**NB: Copies of full reports are available on the village website, [www.glaphorn.org.uk](http://www.glaphorn.org.uk), or from the Clerk, by arrangement.**

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## Appendix A

### PLAYING FIELD ASSOCIATION REPORT (summary)

#### Community Facility Fund - CFF

Our application to East Northamptonshire Council for Stage 1 of the "Community Facility Fund" for £50,000 has been successful with a point score of 29 out of a maximum 30.

We now need to agree to submit a Stage 2 application. The decision will be made in early February 2019.

This Stage 2 Application requires Planning Permission. Obtaining Planning Permission, will trigger expenditure. The following is a list of requirements and costs (some estimated): -

	£
1. Topographical survey (also needed for quotes)	600
2. Flood Risk Assessment	675
3. Tree survey	300
4. Transport Assessment and Statement (inc. speed survey in the vicinity of the school)	1,000 *
5. Biodiversity Survey and Report	500 *
6. Noise Assessment (possible)	250 *
7. Lighting Assessment (possible)	250 *
8. ENC Application Fee	230
Plus, Architects Fees for plans and managing the application	900
*estimates	

TOTAL COSTS 4,705\*

How are we going to pay for this expenditure?

	£
Total expenditure *	4,705
Less Contribution from PFA	- 1,300
Less Possible contribution from ENRMF	- 1,500
<b>Balance to be funded *</b>	<b>1,905</b>

#### Public Works Loan Board

The application to the Public Works Loan Board to take a loan (up to an agreed figure) can be submitted at any time and, if granted, need not be taken up for 12 months from the date permission was given.

It is recommended that the council considers a loan of £60,000.

#### Other sources of Grant funding

- i) An application has been made to Sport England for £150,000. They have acknowledged and asked some supplementary questions which seems like a promising sign.
- ii) Applications to other bodies are being processed/considered.