

GLAPTHORN PARISH COUNCIL

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

Minutes of an Ordinary Parish Council Meeting held at the Village Hall, Main Street on Thursday 17 January 2019 at 7.30 pm

Present: Cllr. Malcolm Moss (Chairman); Cllr. Nick Knowles; Cllr. Roy Kerr; Cllr. Alan Barnish and Cllr. Mike Newton.

In attendance: Alan Tresadern (Clerk); David Chapple and Nerissa Buchanan (Councillors elect); and 1 member of the public.

1. Apologies:
Following the resignation of Cllr. Liz Wilkinson, all members were present. Cllr. Moss said he had written to Liz Wilkinson, on behalf of the council, thanking her for her service. District Councillor Annabel de Capell Brooke (Prebendal Ward) was unable to attend due to other commitments.

2. Declaration of interest:
None.

3. Report from County Councillor:
Position vacant.

4. Report from District Councillor:
Nothing to report.

5. Public forum:
Ian Davidson made reference to his recent planning application, 18/02297/FUL, not on this agenda, stating that the County Highways department has concerns for the entrance to the new development – being approx. 5m outside the existing 30 mph zone and on a busy road liable to speeding; and therefore, affecting the visibility splay.

The Highways Department is asking for a traffic speed survey and Ian Davison asked the council if a survey has been undertaken or commissioned for that stretch of road and if so, could he use it to support his case?

The Chairman advised that no such speed survey has been undertaken, nor is one planned, for that area.

Cllr. Barnish reminded the meeting that the Parish Council supported the application but with conditions, one of which included the site access to be located within the 30-mph speed limit; and to fulfil that condition an extension of the 30-mph speed restriction and movement of the village entrance point would be required.

The Clerk was asked to contact the Highways Department and remind them of the council's position.

6. Co-option of Parish Councillors

There were two nominations for the vacant posts. There being no questions to the candidates, it was resolved to co-opt David Chapple and Nerissa Buchanan as Parish Councillors.

The Clerk received a Declaration of Acceptance of Office from both new members and the Chairman welcomed David and Nerissa to the meeting.

In reference to David Chapple's dual position as Oundle Town Councillor and now Glapthorn Parish Councillor, the Clerk confirmed that it is legal for one person to serve on more than one council at the same time

7. Planning matters:
There were no NEW Planning Applications to consider.
- The following 'decisions' were noted:
- 7.1. 18/02060/FUL- Hope Cottage Main Street 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. **Permission Granted**
- 7.2. 18/01672/VAR - Highbury House. Variation of condition 2 (approved drawings) to allow amendments to detached garage/car port pursuant to planning application 17/00929/FUL – Erection. **Permission Granted**
8. ENC draft Local Plan Part 2:
The members noted the second-response by Glapthorn Parish Council to the recently published ENC draft Local Plan Part 2, had been submitted to ENC. The Chairman thanked Cllr. Barnish on behalf of the council for his input on this matter.
9. Minutes of the previous meeting:
It was RESOLVED that the minutes of the Extra-Ordinary Parish Council Meeting, held on the 13 December 2018 be approved and signed by the Chairman as a correct record.
Matters arising: None
10. Code of Conduct
It was RESOLVED to adopt the Code of Conduct, as previously circulated to all councillors prior to the meeting, without change.
11. Social Media Policy
It was RESOLVED to adopt the Social Media Policy, as previously circulated to all councillors prior to the meeting, without change.
12. Communications Policy
It was RESOLVED to adopt the Communications Policy, as previously circulated to all councillors prior to the meeting, without change.
13. Home Working Policy
It was RESOLVED to adopt the Home Working Policy, as previously circulated to all councillors prior to the meeting, without change.
14. Freedom of Information Policy
It was RESOLVED to adopt the Freedom of Information Policy, as previously circulated to all councillors prior to the meeting, without change.
15. Procedures of Financial Control
It was RESOLVED to adopt the Procedures for Financial Control and Internal Audit, as previously circulated to all councillors prior to the meeting, without change.
It was noted the role of Internal Controls Councillor, previously held by Liz Wilkinson, is to be filled at the earliest opportunity.
16. Terms of Reference for the Glapthorn Playing Field Association
It was RESOLVED to adopt the revised Terms of Reference for the Glapthorn Playing Field Association, as previously circulated to all councillors prior to the meeting, without further change.
17. Formation of a recruitment committee - replacement Parish Clerk
It was RESOLVED to form committee charged with the recruitment of a replacement Parish Clerk and Responsible Financial Officer. Cllrs. Barnish, Newton and Moss nominated to serve. The Clerk will draw up draft terms of reference for the committee.
18. Spire Homes land by the Brook and Brookside:
It is anticipated the final draft of the tenancy agreement will be submitted to members for approval at the Parish Council meeting to be held during February 2019.

19. Glaphorn Playing Field Association (GPFA):
Cllr. Moss presented a report from the Glaphorn Playing Field Association. See Appendix A.
Cllr. Barnish reminded the members that, as the purchase of the land gets closer, plans should now be made for the transition from the Parish Council as the procurement body, to the Glaphorn Playing Field Association, as the owners/users.
20. ACRE Best Village Competition Report
Members received a report on the ACRE Best Village Competition. See Appendix A.
21. Entry fee approval for ACRE Best Village Competition 2019
It was RESOLVED to support an entry into the ACRE Best Village Competition 2019, as determined by the Best Village Competition Group, and to approve the payment of the application fee up to £50.
22. Revised pay scale for Parish Clerk
It was RESOLVED to accept a national agreement recommendation and approve a new salary scale for the Parish Clerk for 2019-20 to be implemented from 1 April 2019.
23. Increase in the cost of Street Lighting Energy
The Clerk reported E.on has announced an increase of 19% in the charge for unmetered supply with effect 21 January.2019. Despite a survey of alternate electricity suppliers this is still a favourable rate, therefore, it was RESOLVED to continue to use E.on as the energy supplier until further notice.
24. Clerk's Report
The Clerk's report, which had previously been circulated, was noted.
25. 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.
26. Application for a Bank Card
It was RESOLVED that the Clerk, who as an Authorised Signatory to the Glaphorn Parish Council bank account, be authorised to request and be issued with a Debit card for use in relation to the operation of the bank account.

Furthermore:

- the Signing Rules contained in the mandate provided to operate the bank account be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended.
 - the Council agrees to be bound by the Debit Card Terms contained in the Application Form and any amendments made to them from time to time. These terms apply in addition to the terms and conditions for the bank account, which shall not be prejudiced or affected by the Debit card Terms.
 - the Customer agrees that all transactions authorised by a duly authorised Debit card should be debited to the bank account named above and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions and that Cardholders may use their Debit card to order cheque books and statements and to obtain details of the balance on an account.
 - the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank.
27. Finance report:
- 27.1. It was RESOLVED to approve the budget for 2019-20, following an arithmetical correction by the Clerk, along with a revised 5-year plan.
It was further RESOLVED to set the Precept Demand for 2019-20 at £12,300.

27.2. Report on the financial position as at 31st December 2018:

Opening balance (as at 1 st Nov)	£ 12,641.44
Receipts during period	£ 6,100.00
Payments during period	£ 3,051.18
Balance as per Cash Book	£ 15,690.26

27.3. Bank reconciliation as at 31st December 2018:

Balance per bank statement	£ 15,690.26
Less un-presented cheques	£ 0.00
Net balance	£ 15,690.26

27.4. Performance against budget:

The Clerk/RFO reported the budget for 2018-19 payments is set at £8,503.08; the actual to date plus forecast to year end amount to £8,500.51. Receipts are equal at £12,445.51.

27.5. It was RESOLVED to approve the following receipts & payments:

Receipts:

Date	Payer	Details	Amount £
29-Nov	GPFA	Fund raising	1,000.00
18-Dec	NCC	ENMRF grant	1,500.00
20-Dec	NCC	Pathfinder II grant	3,000.00
04-Jan	ENC	Empowerment fund grant	1,000.00

Payments:

Date	Payee	Details	Amount £
28-Nov	Gigaclear	Home 50 unlimited broadband VH	41.30
03-Dec	County Life Ltd	NVN delivery	23.84
03-Dec	SALIX	Loan repayment Street Lights	300.00
07-Dec	Village Hall	Grant to VH	500.00
07-Dec	Ryness Electrical	Wall heater for the Village Hall	65.99
10-Dec	Amazon Business	13amp cable reel and 4-way lead	32.28
10-Dec	Amazon Business	Cable protector	24.99
10-Dec	Amazon Business	Step ladder	112.53
10-Dec	Amazon Business	Paint Black and White	59.18
10-Dec	CMPS Woodnewton	Architect for GPFA	500.00
10-Dec	Colemans	Stationery	10.18
28-Dec	Alan Tresadern	Expenses Oct to Dec	66.01
28-Dec	Alan Tresadern	Salary Oct to Dec	535.74
28-Dec	Gigaclear	Home 50 unlimited broadband VH	41.30
01-Jan	County Life Ltd	NVN delivery	23.84
07-Jan	ENC	Payment made in error	251.00
07-Jan	SLCC	Membership renewal	76.00
07-Jan	GAGA	Bags of rock salt	46.00

07-Jan	Colemans	Stationery incl. printing ink GPFA	89.81
07-Jan	Glasdon	New Grit bin	225.80
08-Jan	HMRC	Tax due on Clerk's salary	133.80
09-Jan	Portal Plan Quest Ltd	Planning application fee GPFA	251.00
09-Jan	Green Man	Ash tree maintenance Brookside.	90.00
12-Jan	E.on	Energy supply for street lights	48.33
18-Jan	JPP Consulting Ltd	Transport note GPFA	900.00
18-Jan	2Commune Ltd	Website hosting	360.00
18-Jan	EPS Ltd	Flood Risk Assessment	810.00

28. Dog-litter issue:
It was RESOLVED support the installation of suitable signs on each public right of way reminding members of the public of their responsibility to collect dog waste. Cost not to exceed £80. Cllr. Knowles was asked to look into the matter and report back.
29. Matters for future consideration. (AOB):
Damaged finger-post sign at Southwick crossroads to be reported for repair/replacement; a draft Neighbourhood Plan Annual Monitoring Report to be reviewed; progress of the Community SpeedWatch.
30. Dates for forthcoming meetings:
Due to a Local By-Election for the County Councillor, the next meeting will be an Extra-Ordinary meeting to be held on **Wednesday** 20th February 2019 in the Village Hall at 7.30pm.
- Please Note: WEDNESDAY**
31. Closure:
There being no further business the Chairman closed the Meeting at 8.50 pm.

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

NB: Copies of full reports are available on the village website, www.glaphorn.org.uk, or from the Clerk, by arrangement.

/Appendices

Appendix A - Reports to the Council - January 2019

Item 19 – Playing Field Association

The last few weeks have seen the preparation of the case for a planning application. Certain requirements are set down by regulation because of the size of the area under consideration. That means it was mandatory to provide reports on such things as transport/traffic; flood risk assessment; and topographic survey and these were all commissioned and paid for.

The authorities did not however require an archaeological survey and we will have to wait and see if they insist on noise and lighting assessments. The professional view is that neither of these will be requested as there is unlikely to be either noise or light pollution.

Reports on trees (arboriculture survey) and flora and fauna (biodiversity survey) are normally required for an application of this size but two such reports were completed for the school's planning application for its MUGA back in 2015. Northamptonshire County Council who commissioned these reports was approached and permission was given to the parish council to use them. It remains to be seen if ENC planners accept them but the only trees are on the school land and there was no flora or fauna of any merit on the land we wish to develop according to the biodiversity report. Hopefully the acceptance by ENC of these reports will save the parish council some £1,500 in fees.

The planning application was submitted on the 11th January but we still await our planning reference number.

The application to East Northants Management Resource Fund for a contribution to help with revenue costs for the project was successful thanks to the help from Cllr. Heather Smith, and a grant donation of £1,500 was received.

The Playing Field Association has continued its fund-raising activities with the sale of picture cards of the village. An additional £268.90 was raised to add to the money from the horse racing night held on the 17th November. In total the funds so far raised amount to £1,868.90.

The decision on our CFF application for a £50,000 grant will be made in mid-February.

The application to the Dept. of Housing, Communities and Local Government for permission to take up a PWLB loan for £60,000 (if required) has now been agreed and will be signed off within days.

Finally, please find below the accounts (net of VAT) for the Playing Field costs so far. Mainly attributed to the Planning Application.

COSTS

	Actual £	Estimated £
1. Planning Application costs		
Architects Fees	900	900
Application Fee to ENC	248	230
Flood Risk Assessment	675	675
Topographic Survey	595	600
Arboriculture survey	0	300
Archaeological survey	0	0
Traffic survey	750	1,000
Biodiversity survey	0	500
Sub Total	3,168	3,605
2. Chartered Surveyor valuation	350	1,000
3. Solicitors Fees (to date)	256	256
TOTAL	3,774	4,861

/REVENUE SOURCES

REVENUE SOURCES

1. PFA fund-raising	1,868
2. East Northants Management Resource Fund	1,500

Sub Total (A) 3,368

Expenditure endorsed by the Council:

1. C/Fwd from last year 250

2. This year 2,000

Sub Total (B) 2,250

Total Available A+B 5,618

Council Resources left unspent £5,618 - £3,774 = **£1,844**

Malcolm Moss

Item 20 - ACRE Best Village Competition

Councillors will have already had sight of the draft competition submission which will be discussed and finalised at our next meeting on 23rd January. Any comments that the PC has on the document will be taken into consideration at that meeting.

The draft document remains incomplete at this stage as we are still awaiting information from the School, most notably for Section 4.

Also, we still have to complete Section 8 of the submission entitled "Your Village" which asks us to state in no more than 300 words what makes Glapthorn a special place for residents, employees and visitors. I have asked members of the group to consider this paragraph and be prepared to submit their ideas at the next meeting. We would welcome councillors' ideas too, so please feel free to forward them to us via the Clerk.

The most significant project to have been completed since our last report is the tree and Spring bulb planting project which took place over 2 weekends in November. Semi-mature bird cherry trees and over 2500 native species daffodil and crocus bulbs were planted by a volunteer team in 3 strategic sites in the village. A small cash surplus remains from our fundraising efforts in the autumn. We hope to supplement this with another small fundraiser in the Spring in order to purchase foxglove, bluebell and primrose plants to further enhance the Brookside bank.

As awareness of the work of the Best Village project has spread, residents have come forward with ideas for a number of new initiatives and projects. At our next meeting we will receive ideas for further fundraising for both local and national charities as well as ideas from resident wood carvers on producing a Glapthorn village sign.

Liz Barnish