

# 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 the Annual Parish Council Meeting held at St Leonard's Church, Main Street on Thursday 23 May 2019 at 7.30 pm (REV)**

Present: Cllr. Malcolm Moss (Chairman); Cllr. Nick Knowles; Cllr. Alan Barnish, Cllr. Roy Kerr; Cllr. David Chapple and Cllr. Nerissa Buchanan.

In attendance: Alan Tresadern (Clerk) and one member of the public.

### Clerks note re. minute numbering:

*All minutes will now be prefixed by the financial year in short-form. E.g. for 2019-20 each minute will be referred to as 19.xx The minute numbers for **this meeting** differ from the agenda number due to a Clerk's error. The agenda number is in brackets.*

### **19.7** (19) Election of Chairman

It was RESOLVED to elect Cllr. Malcolm Moss as Chairman for the period 2019-20. The Chairman signed the Declaration of Acceptance of Office.

### **19.8** (20) Election of Vice-Chairman

It was RESOLVED to elect Cllr. Nick Knowles as Vice -Chairman for the period 2019-20.

### **19.9** (21) Apologies:

Councillor Mike Newton was unable to attend due to a prior commitment and his apology was accepted.

### **19.10** (22) Declaration of interest:

Cllr. Moss declared an interest in agenda item 42.3; Cllr. Chapple in item 42.1; Cllr. Knowles in items 50 and 51; Cllr. Barnish in items 50 and 51.

### **19.11** (23) Public forum:

None.

### **19.12** (24) Minutes of previous meeting - 21 March 2019

It was RESOLVED that the minutes of the Ordinary Meeting of the Parish Council, held on the 21st March 2019, be signed as a correct record. There were no matters arising from the minutes.

### **19.13** (25) Minutes of previous meeting – 4 April 2019

It was RESOLVED that the minutes of the Extra-Ordinary Meeting of the Parish Council, held on the 4th April 2019, be signed as a correct record. There were no matters arising from the minutes.

### **19.14** (26) Other roles

It was RESOLVED to appoint the following persons to fulfil 'other roles' for 2019-20:

- 19.14.1** Data Protection Officer – NCALC (fee £10.00 p.a.)
- 19.14.2** Traffic Committee members – Cllrs. Knowles and Moss.
- 19.14.3** Glapthorn Playfield Works Committee – Cllrs. Moss, Barnish and Newton.
- 19.14.4** Glapthorn Playing Field Association representative(s) – Cllrs. Moss and Knowles
- 19.14.5** Windy Spire Committee – Cllrs. Barnish and Buchanan
- 19.14.6** Internal Controls Councillor – Cllr. Newton
- 19.14.7** Emergency Plan coordinator – Cllr. Kerr
- 19.14.8** Flood Warden – Cllr. Kerr
- 19.14.9** Footpath Warden – Cllr. Chapple.
- 19.14.10** Neighbourhood Plan Liaison Councillor – Cllr. Barnish.
- 19.14.11** Neighbourhood Watch coordinator – Mr Jeff Knowles.

**19.14.12** Village Hall representative – Cllr. Knowles.

**19.15** (27) Standing Orders:

It was RESOLVED that the Standing Orders, as circulated to all councillors prior to the meeting, be adopted without change.

**19.16** (28) Financial Regulations:

It was RESOLVED that the Financial Regulations, as circulated to all councillors prior to the meeting, be adopted without change.

**19.17** (29) Inventory of assets:

It was noted the Clerk has reviewed the current location and value of all items and reported all assets are accounted for and values are within the cover provided by the insurance policy.

**19.18** (30) Insurance Policy

It was noted the insurance policy, under-written by Aviva, through BHIB insurance brokers, is at the second year of a three-year fixed contract and will renew for an annual sum of £306.40. This includes a small uplift as previously agreed, to cover a new clause of key person cover.

**19.19** (31) The Council's subscriptions to other bodies:

It was RESOLVED to continue annual subscriptions to SLCC, ACRE and NCALC (Auth. Staff costs LGA 1972 s112); and ICO (Data Protection (Charges and information) Regs. 2018 r 3).

**19.20** (32) Complaints Procedure:

It was RESOLVED that the Complaints Procedure, as circulated to all councillors prior to the meeting, be adopted without change.

**19.21** (33) Freedom of Information and the Data Protection Policies:

It was RESOLVED that the Freedom of Information Policy, circulated to all councillors prior to the meeting, be adopted subject to an amendment that incorporates the Neighbourhood Plan documents; It was RESOLVED that the Data Protection Policies, also circulated prior to the meeting, be adopted without change.

**19.22** (34)(35) Other Policies and Procedures:

It was RESOLVED to adopt the Clerks recommendation that the review period for certain policy documents be changed from every year to every other year, with staggered review dates.

The following documents, having been reviewed by the Clerk, were re-adopted without change, and will be reviewed again in 2021.

- 19.22.1** Equal Opportunities & Diversity Policy.
- 19.22.2** Planning Application Handling Procedure
- 19.22.3** Risk Assessment Policy

It was RESOLVED to adopt the Clerks recommendation that the following policies are not reviewed by the Council at this meeting but are considered at future dates and reviewed every two years thereafter.

- 19.22.4** Child Protection Policy
- 19.22.5** Communication Policy
- 19.22.6** Privacy Policy
- 19.22.7** Safeguarding Policy
- 19.22.8** Volunteer Policy
- 19.22.9** Subject Access Request Procedure
- 19.22.10** Records Retention Policy
- 19.22.11** Social Media Policy
- 19.22.12** Home Working Policy
- 19.22.13** Financial Control and Internal Audit Procedure

**19.23** (36) S.137 of the Local Government Act 1972.

It was noted that Section 137(4)(a) of the Local Government Act 1972 enables Parish Councils to spend a sum, per elector, on activities or projects not specifically authorised by other powers. The S137 rate for 2019-20 is £8.12 per elector. As at December 2019 there were 229 electors,

therefore the limit for s.137 spend for Glapthorn Parish Council for the period 2019-20 is £1,859.48. There is no provision in the present budget.

**19.24** (37) Future meeting dates:

20th June– Extra Ordinary meeting  
18th July – Ordinary meeting  
15th August - Extra Ordinary/Planning only (if required)  
26th September – Ordinary meeting (NOTE 4<sup>th</sup> Thursday)  
17th October - Extra Ordinary/Planning only (if required)  
14th November– Ordinary meeting  
12th December - Extra Ordinary/Planning only (if required)  
16th January – Ordinary meeting  
20th February - Extra Ordinary/Planning only (if required)  
20th March– Ordinary meeting  
17th April (Annual Parish Meeting)  
17th April - Extra Ordinary/Planning only (if required)  
15th May (Annual Parish Council Meeting)

**19.25** (38) Finance report for year ended 31st March 2019

**19.25.1** It was RESOLVED to approve the Financial Statement for the year ended 31st March 2019

**19.25.2** It was RESOLVED to accept the Internal Audit report for the year ending 31st March 2019 was accepted.

**19.25.3** Annual Governance and Accountability Return 2018-19 Part 3.  
It was RESOLVED to approve Section 1 - Annual Governance Statement 2018/19. The document was signed by the Chairman and the Clerk.

**19.25.4** Annual Governance and Accountability Return 2018-19 Part 3.  
It was RESOLVED to approve Section 2 - Accounting Statements 2018/19. The document was signed by the Chairman

**19.26** (39) Internal Auditor

It was RESOLVED to re-appoint NCalc as provider of our Internal Audit services.

**19.27** (40) Regular Direct Debit payments (exclusive of VAT):

It was RESOLVED the following payments be made by Direct Debit:

**19.27.1** E.on for street light energy – currently quarterly £53.25 (PC Act 1957,s.3; HA 1980, s.301).

**19.27.2** Gigaclear for Village Hall broadband – currently monthly £34.42, (LGA 1972 s142 (1AA))

**19.28** (41) Standing Order Payments (exclusive of VAT):

It was RESOLVED the following payment be made by Standing Order:

**19.28.1** County Life for Nene Valley News distribution – monthly £23.84, (LGA 1972, s.142. (1AB) (a)) Part 2 - First Ordinary Meeting 2019-20:

**19.29** (42) Planning matters

The following planning matters were considered:

New:

**19.29.1** The members considered matters relating to land off Cotterstock Road, Oundle part of which lies within the Parish of Glapthorn. See minute (55) **19.42** below.

**19.29.2** 19/00701/CND - Discharge of conditions pursuant to application for two new cottage style dwellings. Conditions 3, 12 and 17 - Land Adjacent The Cottage Benefield Road Glapthorn Northamptonshire PE8 5BQ.  
Decision: *The matter was noted.*

**19.29.3** 19/00549/FUL - The Removal of a Modern Agricultural Building and Construction of 1 No. Self-Build Residential Dwelling to Enhance the Setting of the Adjacent Listed Manor House - Manor Farm Cotterstock Road.

Decision: *The Clerk advised that the application has already been refused by ENC, who, in giving their reasons, have included the proximity to the Grade II Listed Manor House, and that the development does not provide a mix of house sizes to include smaller accommodation of 1 - 3 bedrooms in order to meet the needs of young families and the ageing population. ENC cited the National Planning Policy Framework, the North Northamptonshire Joint Core Strategy and the Glapthorn Neighbourhood Plan in their response.*

**19.29.4** 19/00795/FUL - Proposed single storey rear extension at Stable Cottage 1 Lower Farm Main Street.

Decision: *It was agreed that the application does not come into conflict with any of the Glapthorn Neighbourhood Planning Policies and therefore, providing it has no adverse impact on the neighbours, the application is accepted in principal.*

Decisions:

**19.29.5** 19/00092/FUL- Retention of kitchen to existing annexe, The Cottage Benefield Road – Permission Granted *Decision: Noted.*

**19.29.6** 18/02045/VAR - Variation of condition 5 to allow the retention of balcony and patio doors, The Cottage Benefield Road – Permission Granted *Decision: Noted.*

**19.30** (43) Glapthorn Playing Field:

Members received copies of the minutes of the Playing Field Works Committee meetings held on 28 March 2019 and 16 April 2019.

Cllr. Malcolm Moss provide an update on the present position of the project. Cllr. Nick Knowles reported on a meeting with representatives of the School and Diocesan Board.

It was agreed, no further spending would occur before we receive heads of terms from the land owners. i.e. Bruce Wilkinson and Diocesan Board. However, this should not stop work continuing on specifying what we need from the various studies and reports, linked to the planning conditions, and identifying each consultancy provider.

Both sets of Heads of Terms will be requested to be received by 7th June. If the timetable for this is met and the various studies can be commissioned, this should lead to the discharge the planning conditions.

An application to the National Lottery for a £50,000 grant has progressed through stage 1. A decision on funding is expected late June or July which, if favourable, together with discharge of planning conditions, will enable the Council to immediately progress

- land purchase
- lease on access
- invitations to tender.

The matter of whether 'crowd funding' was a viable option to raise further cash was also discussed. It was agreed this is a matter for the Playing Field Association.

**19.31** (44) Partial drawdown of the CFF Grant.

At this stage, it was decided not to drawdown part of the CFF grant, to cover costs associated with the Planning Conditions imposed by the Planning Authority

**19.32** (45) Windy Spire Report

Members received a copy of the minutes from the Windy Spire Committee meeting held on 25 April 2019. Cllr. Alan Barnish provided an update on progress to-date. It was RESOLVED that an application for planning permission for change of use be submitted by the Parish Council as soon as possible at a cost of £231. It was noted that ENC Planning Department had advised that the minor works associated with the Pocket Park could be dealt with as "Permitted Development" in accordance with Part 12 of Schedule 2 of the Town and Country Planning Order 2015. The Windy Spire Committee will bring forward a full report and site layout for adoption by the Parish Council to the meeting in July 2019 thus enabling a resolution on Permitted Development. This

will follow consultations with immediate neighbours in June and wider community engagement in early July.

**19.33** (46) CFF Grant Scheme 2019

It was RESOLVED to make an application for a CFF grant 2019 of £10,000 to support development of the Windy Spire project.

**19.34** (47) Recruitment Committee

Cllr. Alan Barnish reported on the applicants received to date and advised interviews will take place on Thursday 6<sup>th</sup> June.

**19.35** (48) Change of Bank Account

The Clerk advised the application was stalled awaiting a signed copy of the approved minutes from 21<sup>st</sup> March PC meeting to be sent to Barclays Bank.

**19.36** (49) ACRE Village Award entry

Cllr. Alan Barnish reported that the Judges visit had appeared to go well with good support from the community. He said he would like to think the village had given a good impression. He went on to say, regardless of whether we win or not, the audit of what we do as a community; the discussions that have ensued and the development of the various teams, have been extremely valuable and inspiring to many residents.

**19.37** (50) Village Hall Grant 1

It was RESOLVED to grant the sum of £500 (under LGA 1976 (Misc. Prov. s.19) to the Glapthorn Village Hall (in lieu of rent for use of Village Hall) as per Parish Council Minute 9 of 17th August 2017 and the 2019/20 Budget.

**19.38** (51) Village Hall Grant 2

It was RESOLVED to grant the sum of £500 (under LGA 1976 (Misc. Prov. s.19) to the Glapthorn Village Hall, as per Parish Council Minute 9 of 17th August 2017 and the 2019/20 Budget as a contribution to the renewal of the Village Hall heating system.

**19.39** (52) 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.

**19.40** (53) General Report from the Clerk

The Clerk's report, which had previously been circulated, was noted.

**19.41** (54) Finance report for current financial year:

**19.41.1** The financial position of the council as at 30th April 2019 was reported.

Opening balance (as at 1st April)	£ 8,604.01
Receipts during period	£ 6,150.00
Payments during period	<u>£ 1,397.56</u>
Balance as per Cash Book	£ 13,356.45

**19.41.2** Bank reconciliation as at 30th April 2019:

Balance per bank statement	£ 13,662.85
Less un-presented payments	<u>£ 306.40</u>
Net balance	£ 13,356.45

**19.41.3** To approve receipts and payments as per list circulated by the Clerk.

Receipts:

Date	Payer	Details	Amount £
25-Apr	ENC	Precept part one or two	6,150.00

Payments:

Date	Payee	Details	Amount £
01-Apr	County Life Ltd	Nene Valley News delivery	23.84
11-Apr	County Life Ltd	Advert for Clerk vacancy	120.00
11-Apr	CMPS Woodnewton Ltd	Architect's fee Playing Filed Project	400.00
12-Apr	E.on Energy Ltd	Energy use Jan to March	55.91
15-Apr	ACRE	Membership fee 2019/20	35.00
29-Apr	NCALC	Membership Fee, Internal Audit and GDPR fee	415.11
29-Apr	Gigaclear	Broadband service Village Hall	41.30
28-Apr	BHIB	Insurance premium 2019-20 due 1st June	306.40
01-May	County Life Ltd	Nene Valley News delivery	23.84
07-May	Wanna Ltd	Acrylic block - 2018 Council of the Year award	11.96
16-May	Colemans	Stationery account	4.49
16-May	County Life Ltd	Advert for Clerk vacancy	120.00
16-May	Turney Landscapes Ltd.	Grass maintenance 12 March	164.66
16-May	Turney Landscapes Ltd.	Grass maintenance 17 April	365.40

- 19.42** (55) Draft North Northamptonshire Statement of Community Involvement Consultation 2019  
It was RESOLVED to not respond to an open consultation on the content of the Revised Draft North Northamptonshire Statement of Community Involvement Consultation 2019.

However, it was agreed to write to ENC Head of Planning, drawing attention to the section in the document on developers' obligation to prior consult and produce a statement of community engagement for large, over 100 houses, developments.

The Clerk will write, advising the Officer that the recent public meeting in Oundle, arranged by Gladman Developments Ltd re the development off Cotterstock Road Oundle and Glaphorn, was held without any engagement or invitation to Glaphorn to participate.

Hence, the expected community engagement by this developer is flawed and as stated in paragraph 6.12 of the Revised Draft North Northamptonshire Statement of Community Involvement Consultation 2019 document, any planning application should not be registered as a valid application until such community engagement with Glaphorn has been properly conducted.

- 19.43** (56) Vehicle Activated Signs:

- 19.43.1** It was RESOLVED to make an application for a Street Works Licence to enable the installation of posts to accept Vehicle Activated Signs (VAS) on Benefield Road in the vicinity of the school and accept the £300 cost (LG & RA 1997.s30).
- 19.43.2** A report from Cllr. Mike Newton on the procurement of the Vehicle Activated Signs was received and noted.  
It was RESOLVED to add the data recorder option to any VAS subsequently procured.

- 19.44** (57) Matters for future consideration.

It was noted the Mrs Gill Johnston is in the process of writing and collating a new version of the 'Glaphorn Book' for distribution to each household. Nonetheless, although copies will be available for sale, to keep costs reasonable, Gill Johnston has made it known she would like to approach the Parish Council for some financial support.

- 19.45** (58) Date of next meeting.

Extra-Ordinary Meeting on Thursday, 20<sup>th</sup> June 2019 to be held in the Village Hall starting at 7.30pm.

- 19.46** (59) Closure:

There being no further business the Chairman closed the Meeting at 9.07 pm.

Signed..... (Chairman)

Date.....