

# Glaphorn Parish Council

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## **Draft MINUTES** of the MEETING held on 16<sup>th</sup> December 2020 At 7.30pm By Zoom

**Councillors present: Mr M Moss (Chairman) (MM), Mr D Cashmore (DCa), Mr D Chapple (DCh), Mr N Knowles (NK), Mr R Stark (RS)**

**In attendance: Liz Holland (clerk)**

**353. Public Open Time**

No members of the public were present

**354. Accept apologies for absence**

Apologies were accepted from Cllr Buchanan.

**355. RECEIVE Declarations of Disclosable Pecuniary or Other Interests and any Dispensation requests**

There were none.

**356. APPROVE the minutes**

356.1. The minutes of the ordinary meeting on 18<sup>th</sup> November 2020 were **APPROVED**

**357. Action log and matters arising**

357.1. Action log update was **NOTED**

**358. Playing Field Project**

358.1. MM reported:

i A Practical Completion Certificate has been issued by the pitch consultants, TGMS/PSD, sufficient to allow The National Lottery and Sport England to agree to release retained grant funding, against future invoices as previously. Carrick have also issued their retention invoices but are happy to wait for payment. The height barrier/gate has been delayed but arrives on site on 17th December. Carrick cannot now fit it until January and the car park opening may have to be delayed beyond the first day of the new term. The fencing and gate directly into the school will be fitted on the 21<sup>st</sup> December. The hydro brake has passed its inspection and MTC's report will be submitted to ENC to meet the planning condition on surface water. Estimated cost £58, with a maximum 8 week turnaround at ENC. The facility cannot be used until the ENC planning discharge comes.

ii The new playground is being installed in very muddy conditions and is unlikely to be finished before Christmas. Councillors discussed the split of insurance liabilities between the council and the PFA regarding the playground equipment. Although

the equipment will be on the Council's fixed asset register, the Council's Insurers advised that the PFA would need take any accidental damage cover as they are responsible for the facility under their Licence. They would also need public liability cover as well. The recommended safety inspection will be an additional cost which the FCC funding will not cover. MM agreed to investigate if this affected the insurance.

iii The signs to be installed were debated. **AGREED** one large sign which will include the basic rules and acknowledge the funders. No funding is available for this so a likely additional cost for the council. **ACTION: Agenda to agree cost**

iv Clerk was asked to write to Annabel de Capel Brooke to thank her for her help with a number of funding applications. **ACTION: clerk**

358.2. Satisfying the planning condition to plant fruit trees was discussed. Some doubts have been expressed that fruit trees are not appropriate for the location, but it would be a lengthy process with no guarantee of success to change this. The trees have to remain alive for 5 years, and could then be replaced if they proved unsuitable. The grant funding available requires a minimum spend which can only be reached by also including some hedging. A final decision will be taken at the January meeting when revised costings can be available and the grant Ts & Cs re-checked.

**ACTION: DCa, agenda**

358.3. The **PROPOSAL** to buy the necessary padlocks and chains was **AGREED**. Total cost expected to be no more than £100 +VAT. This cost will be taken by the parish council.

**359. Grass cutting**

359.1. The **PROPOSAL to ACCEPT** a quote from Turneys for the verge cutting in 2021 £1,884 was **AGREED**

359.2. The **PROPOSAL to ACCEPT** a quote from Turneys to cut at Windy Spire £210 was **AGREED**

**360. Finance**

360.1. The year-to-date accounts (November 2020), including a bank reconciliation to 30.11.2020, were **NOTED**

360.2. The **PROPOSAL** to set a precept of £14,300 for 2021-22 was **AGREED**. This is expected to represent a nil increase for band D properties – the cash increase is achieved by a larger tax base. **ACTION: clerk to submit**

360.3. Councillors considered the second draft budget for 2021-22. With the precept set at £14,300, this shows an income of £14,609 and expenditure £14,608. The **PROPOSAL to ADOPT** this was **AGREED**. Councillors discussed the level of reserves they wish to hold. The minimum should be 25% of the precept.

360.4. The conclusion of the 2019-20 external audit was **NOTED**.

360.5. The **PROPOSAL** to instruct the internal controls councillor to ensure the actions required by the external auditors are in place was **AGREED**. The playing field

project financial risk assessment fulfils this and will be presented to Council on a regular basis.

**ACTION: RS, clerk**

360.6. The following receipts were **NOTED**.

Received from	Notes	Net cost (£)
HMRC	VAT reclaim from 31.10.20	4,388.71
NCC	Verge cutting contribution	309.28
FCC recycling	Part refund of third party contribution	73.41
National lottery	Playing field funding	1,004.86

360.7. The following payments were **APPROVED**

Payee & cheque number	Service provided	Net cost (£)	VAT (£)	Total cost (£)
E Holland	Clerk's salary December	180.80		180.80
HMRC	PAYE December	45.20		45.20
EON (DD)	Electricity supplies December	56.22	2.81	59.03
The following amount was paid in line with May 2020 minute 271				
Flowplates Ltd	Height barrier	1,998.00	399.60	2,397.60
E Holland (clerk)	Zoom subscription	11.99	2.40	14.39
2commune Ltd	6 new email accounts	210.00	42.00	252.00
PKF Littlejohn	2019-20 audit	400.00	80.00	480.00
County Life (SO)	Deliveries December	23.84		23.84

**361. Planning**

361.1. For consideration:

i 20/01242/ful 1 Braesby Lane Amended - Part conversion of detached garage including addition of habitable space, raised roof, external staircase and 2 dormer windows. **OBJECTION.** The Council's objections have not been adequately addressed and will remain. Council objects on grounds of overlooking of neighbouring properties. Suggested mitigations are removal of or opaque glass in the velux windows on the south elevation and screening of the entire external staircase if it cannot be moved inside.

**362.** The use and design of stiles on local footpaths was discussed. Anyone with mobility problems would be excluded from using some paths. There was also a question of footpaths which seem to have disappeared.

**ACTION: DCh and clerk will continue to investigate**

**363. VAS on Benefield Road**

Postponed to January

**ACTION: NK, agenda**

**364. Windy Spire Update**

All current planting has been completed. DCa had a rough quote for an orientation sign to be installed approx.. £350. The **PROPOSAL** to allow this expenditure was **AGREED ACTION: DCa**

**365. Matters for future consideration**

365.1. Further policies for adoption

**Jan agenda**

365.2. Clerk read a letter from Tom Pursglove, MP, saying he would join them in writing to ENC about planning policy with regard to neighbourhood plans. Clerk was asked to send a reminder to ENC planning as they have not responded. **ACTION: clerk**

365.3. Clerk will report a grit bin which needs replacing. NK will send a map with the location. **ACTION: clerk**

365.4. The clerk was asked to write to Oundle Town Council to join them in their concerns about parking at the primary school on Cotterstock Road. **ACTION: clerk**

**366. Date of next meeting** Wednesday 20<sup>th</sup> January 2021 19:30

Meeting closed 9.15 pm

*All reports are available from the clerk upon request.*