

# Glaphorn Parish Council

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## **Draft MINUTES** of the MEETING held on 17<sup>th</sup> March 2021

At 7.30pm By Zoom

**Councillors present: Mr M Moss (Chairman) (MM), Mrs N Buchanan (NB), Mr D Cashmore (DCa), Mr D Chapple (DCh) – arrived 8.05, Mr N Knowles (NK), Mr R Stark (RS)**

**In attendance: Liz Holland (clerk), two members of the public.**

### **397. Public Open Time**

There were 2 members of the public.

### **398. Accept apologies for absence**

There were none.

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

There were none

### **400. APPROVE the minutes**

The minutes of the ordinary meeting on 17<sup>th</sup> February 2021 were **APPROVED**

### **401. Action log and matters arising**

401.1. Action log update: Nothing further to report

401.2. A quote for the finishing off the fencing, including a pedestrian gate near the car park barrier is £494

### **402. Playing Field update**

402.1. Kompan have begun laying turf to finish off the playground. It is planned to open the playground from 29<sup>th</sup> March. There is £261.81 outstanding for this work payable by GPC. **ALL AGREED** to pay from No 2 account. Balance was settled from the grant application to FCC. Car park is proving popular with parents. Cllr Moss has submitted a bid to the Maud Elkington Fund for various items needed at the playing field eg mower, litter bin, bench, goal posts. An assessment to judge the timing for the sand slits work will be carried out in the coming weeks. Councillors would like a formal letter handing over facilities to the PFA. This will need to say what yet remains for GPC to do. Cllr Cashmore agreed to work with NK to draft the letter.

**ACTION: DCa, NK**

402.2. Councillors **AGREED** that ongoing expenditure on the council-owned car park (particularly security costs and signage) shall be paid for by GPC through the No 1 precept account. Amounts paid so far from the No 2 account can be transferred.

402.3. Returfing costs – see above 402.1

402.4. **NOTED** receipt of the minutes of GPFA meetings in November and December 2020.

402.5. Cllr Knowles reported that the school has agreed to fund electricity costs out to playing field and car park security lighting. In return, the PFA will try to find funding for a CCTV system and data from that will be kept by the school and available to the GPFA & GPC if required. Any data protection issues about sharing that information can be incorporated in the handing over letter (402.1).

**403. Finance**

403.1. **NOTED** the year to date accounts (February 2021), including a bank reconciliation to 28.02.2021 with bank balances of £11,910

403.2. **The PROPOSAL to AGREE** the financial risk assessment for the playing field project reconciled to the February accounts was **ACCEPTED**. Clerk will re-categorise some items of expenditure in line with a review of project expenditure (see below 403.3). **ACTION: clerk, agenda**

403.3. The asset register was reviewed. 2 items were agreed for write off (external data storage unit and a laptop) but there needs to be further work to correctly identify expenditure on the different elements of the playing field project.

**ACTION: MM & clerk to review, agenda**

403.4. **The** report from the internal controls councillor was **ACCEPTED**

403.5. **NOTED** the following receipts

| Received from    | Notes      | Net cost (£) |
|------------------|------------|--------------|
| National Lottery | Grant      | 3,750.00     |
| HMRC             | VAT refund | 781.42       |

403.6. **APPROVED** the following payments

| Payee   | Service provided           | Net cost (£) | VAT (£) | Total cost (£) |
|---|----------------------------|--------------|---------|----------------|
| The following amounts were paid in line with May 2020 minute 271:<br>Carrick Sports | Car park                   | 7,173.49     |         | 7,173.49       |
| E Holland   | Clerk's salary March       | 180.80       |         | 180.80         |
| HMRC  | PAYE March                 | 45.20        |         | 45.20          |
| EON (DD)  | Electricity supplies March | 56.22        | 2.81    | 59.03          |
| D Cashmore (Cllr)   | Disabled parking signs     | 26.52        |         | 26.52          |
| E Holland (clerk)   | Zoom subscription          | 11.99        | 2.40    | 14.39          |
| County Life (SO)  | Deliveries January         | 23.84        |         | 23.84          |

**404. Planning**

404.1. Cllr Chapple submitted a draft response to councillors commenting on the ENC draft local plan part 2. Draft was **APPROVED**. Clerk to submit by the end of the week. **ACTION: clerk**

404.2. **NO objections** to NE/21/00255 4, Old Farm Lane

404.3. **NOTED** permissions granted

i 20/01242 1, Braesby Lane

ii 20/01361 Benefield Road

iii 20/01283 Meadow View, Main Street

404.4. D. Cllr de Capel-Brooke will find out if Mr P Bland will be staying at planning for North Northants Council before councillors decide what to do next about the status of the Neighbourhood Plan at the planning authority.

**ACTION: clerk to chase**

**405. Speed signs**

Cllr Knowles will be meeting SWARCO for a walk round the village this week to try to identify sites.

**406. Flooding**

Gullies reported as blocked have been scheduled for clearance by Highways

**407. Dog waste bin**

ENC have initially refused to empty a bin if placed where councillors would like to see it. Clerk quoted £95 for a 40l bin. This item will be delayed until later in the year when the new authority is in position. **ACTION: future agenda**

**408. Election update**

The clerk can take all nomination papers to ENC for final submission on 31<sup>st</sup> March. Candidates should ensure their packs are with Cllr Moss that morning.

**ACTION: all to complete nomination papers, clerk to book a slot at ENC**

**409. Annual Parish Meeting**

Current legislation will make this a legal requirement, so arrangements need to be in place for either a face-to-face meeting or switch to Zoom at short notice. Cllr Knowles will book the village hall for 26<sup>th</sup> May and the clerk will send out invitations. **ACTION: NK, clerk**

**410. Windy Spire Update**

Donated wood chippings have been used to repair the paths damaged by flooding.

**411. Other committees**

411.1. The rural coordination met recently. Cllr Chapple chaired it. The group have decided to represent only Oundle and its surrounding villages. Their initial focus will be on traffic and on fly tipping.

411.2. JAG will meet next month

**412. Matters for future consideration**

412.1. Review emergency plan **April agenda**

412.2. Clerk's appraisal and pay review – date set 29/3

**ACTION: MM, DCa, clerk, April agenda**

412.3. Year end reports **April and May agendas**

412.4. Dog waste bins **future agenda**

**413. Date of next meeting** Wednesday 21<sup>st</sup> April 2021 19:30

Meeting closed 9pm

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