

LITTLE ADDINGTON PARISH COUNCIL

**Minutes of the Meeting held on Monday 20th May 2019 held at
Saint Mary The Virgin Church, High Street, Little Addington at 7.30pm**

Present: Councillors : K Richardson, (Chair) P Dollimore, M Parsons, B Bruce, N Castello

In attendance: Mrs N Phillips (Clerk) 1 x members of public, 1 x GAPC representative, 1 x GA Village Hall representative

19/045	To elect the Chairman It was proposed and seconded that Cllr K Richardson be elected as Chairman. Resolved: To elect Cllr Richardson as Chairman
19/046	To elect the Vice Chairman It was proposed and seconded that Cllr be elected as Vice Chairman. Resolved: To elect Cllr ^{Dollimore} as Vice Chairman
19/047	Declaration of members Interests Members reminded that any changes to their interests must be reported to ENC.
19/048	To receive and approve apologies for absence None
19/049	Public open time GAPC representative requested that LAPC give thought to working with GAPC on a Neighbourhood Plan. GAPC representative asked that LAPC work with GAPC on a link to the Greenway. GA Village Hall requested that LAPC give thought to making a donation towards the running costs of the Hall as although it is situated in GA it is used by LA residents. All requests to be discussed at the next meeting.
19/050	Co-option of Jen Wallace to role of Parish Council J Wallace duly co-opted
19/051	Signing of Declaration of Acceptance of office by J Wallace Cllr J Wallace duly signed the Declaration of Acceptance of Office and was welcomed to the Council.
19/052	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr Parsons declared an interest in item 19/069
19/053	To receive and approve for signature the minutes of the meeting held on Monday 28th March 2019 Resolved: That the Chair sign the Minutes as a true record of the meeting
19/054	To note any matters arising from the minutes not included on this agenda for report only No matters arising.
19/055	To note the findings of the Internal Audit Councillors were not

original minute amended & noted on last page of these minutes.

KK.

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Original minute amended & noted on last page of these minutes.

	contacted Danny Moody at NORTON & ...
19/056	To receive and approve Section 1 - Annual Governance Statement – Annual Governance & Accountability Return 18/19 Part 2 Resolved: Annual Governance Statement received and approved.
19/057	To receive and approve Section 2 - Accounting Statement – Annual Governance & Accountability Return 18/19 Part 2 Resolved: Accounting Statement received and approved after checking through accounts to make sure figures correct.
19/058	To receive and approve Financial Regulations and Standing Orders.. Resolved: Financial Regulations and Standing Orders received and approved..
19/059	To receive and approve the Complaints Procedure, Equal Opportunities and Training Statement of Intent. Resolved: All documents received and approved.
19/060	To receive and approve the Document Retention Policy, Data Protection Policy, Subject Access Request Procedures and Data Breach Policy Resolved: All documents received and approved.
19/061	To note the results of the insurance review The Clerk had obtained quotes from BHIB and Came & Company with quotes being similar in cost and providing the cover needed. Resolved: To sign up to a 3 year long term agreement with Came & Company
19/062	To review Councillors, and others' roles and responsibilities All councillors have responsibility for planning and trees with additional roles as follows: Cllr K Richardson : Noticeboard and Defibrillator checks, Cllr B Bruce: Playing Field, Cllr P Dollimore: Highways, JAG, Playing Field, Events, Cllr N Castello: Internal Audit/Financial Control, Cllr M Parsons: Trees, Marquee, Mowing, Streetlighting

	Resolved: To carry out roles as listed above																																																					
19/063	To authorise the Clerk's salary increase from April 2019																																																					
	Resolved: Clerk's salary increase authorised.																																																					
19/064	To receive and approve the balance of accounts/bank reconciliation																																																					
	Cllr Dollimore examined and signed the Balance of Accounts/Bank Reconciliation.																																																					
	Resolved: Balance of Accounts/Bank Reconciliation approved																																																					
19/065	To receive and approve the bank statements																																																					
	Cllr Dollimore examined and signed the Bank Statements – the balance being £5913.12 in the current account at May11 th 2019. In addition there is £10066.65 in the Money Manager (reserves) account including £4540.01 Reading Room Fund.																																																					
	Resolved: To approve the Bank Statements																																																					
19/066	To approve and authorise payment of the following invoices																																																					
	<table><tr><th>Chq No.</th><th>Payee</th><th>Item</th><th>Total</th><th>Net of VAT</th><th>Power to make Payment</th></tr><tr><td>100952</td><td>Eon</td><td>Lighting maintenance</td><td>£30.00</td><td>£25.00</td><td>Highways Act 1980 s301</td></tr><tr><td>100953</td><td>NCALC</td><td>Subscription & Audit</td><td>£417.71</td><td>£417.71</td><td>LGA 1972 s143</td></tr><tr><td>100954</td><td>Eon</td><td>Unmetered supply</td><td>£145.20</td><td>£138.29</td><td>Highways Act 1980 s301</td></tr><tr><td>SO 1</td><td>Clerk</td><td>April Salary</td><td>£369.70</td><td>£369.70</td><td>LGA 1972 S112</td></tr><tr><td>100955</td><td>Clerk</td><td>March/April expenses</td><td>£19.53</td><td>£19.53</td><td>LGA 1972 S111</td></tr><tr><td>SO 2</td><td>Clerk</td><td>May Salary</td><td>£384.30</td><td>£384.30</td><td>LGA 1972 S112</td></tr><tr><td>100956</td><td>Came & Co</td><td>Insurance</td><td>£376.95</td><td>£376.95</td><td>LGA 1972 S111</td></tr></table>	Chq No.	Payee	Item	Total	Net of VAT	Power to make Payment	100952	Eon	Lighting maintenance	£30.00	£25.00	Highways Act 1980 s301	100953	NCALC	Subscription & Audit	£417.71	£417.71	LGA 1972 s143	100954	Eon	Unmetered supply	£145.20	£138.29	Highways Act 1980 s301	SO 1	Clerk	April Salary	£369.70	£369.70	LGA 1972 S112	100955	Clerk	March/April expenses	£19.53	£19.53	LGA 1972 S111	SO 2	Clerk	May Salary	£384.30	£384.30	LGA 1972 S112	100956	Came & Co	Insurance	£376.95	£376.95	LGA 1972 S111					
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	Resolved: all payments authorised, invoices signed off but Clerk instructed not to post the NCALC payment until the Chair has queried NCALC as to why payment for the audit is invoiced for when it doesn't take place until April 2020..																																																					
19/067	To review the Bank Mandate																																																					
	Bank mandate reviewed, ex-Cllr's signature to be removed. No additional signatures to be added. Cllr Richardson and Dollimore plus the Clerk to remain as signatories.																																																					
	Resolved: Clerk to arrange removal of signature																																																					
19/068	To review and authorise continued payment of the Clerk's salary by Standing Order as required by LAPC Financial Regulations item 1.8																																																					
	Resolved: To continue paying the Clerk's salary by Standing Order																																																					
19/069	To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by East Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.																																																					
	19/00465/FUL – Two storey side and rear extension including and replacement of existing garage at River View, Woodford Road, Little Addington NN14 4BA.																																																					
	Having declared a personal interest Cllr Parsons left the room while discussion took place.																																																					
	Resolved: No objection – Clerk to inform ENC.																																																					
19/070	To note planning decisions made by ENC																																																					
	None received																																																					
19/071	To receive a report from Cllr Dollimore on Highways/Rights of Way and to resolve what action if any to be taken.																																																					

	<p>Cllr Dollimore has arranged to meet with S Barnwell from NCC Highways on May 23rd to discuss the condition of the pathway, and installation of village gates. Cllrs Parsons and Bruce to attend if available.</p> <p>Resolved: Cllr Dollimore to confirm time of meeting.</p>
19/072	<p>To receive an update on the street lighting complaint and to resolve what action if any to be taken.</p> <p>Cllr Castello has produced the Risk Assessment. Cllr Parsons has sourced the parts necessary with installation to be carried out by local contractor once parts are received.</p> <p>Resolved: Cllr Parsons authorised to order items needed up to the value of £100.00.</p>
19/073	<p>To receive an update on the arrangements for the fireworks display</p> <p>Date of display confirmed as November 9th 2019.</p> <p>Resolved: To discuss further at the next meeting</p>
19/074	<p>To receive an update on the provision of the coffee morning and to resolve what action if any to be taken.</p> <p>Cllr Dollimore has spoken to The Bell who are happy to host this event. Date set for September 7th 2019.</p> <p>Resolved: Cllr Dollimore to confirm with The Bell. Further discussion to take place at the next meeting.</p>
19/075	<p>To appoint a contractor to undertake mowing of the village verges for the 2019 season</p> <p>After reviewing quotes obtained it was decided to contract Turney Landscapes to carry out 6 cuts over the 2019 mowing season.</p> <p>Resolved: Clerk to contact Turneys's and request that the first cut be carried out as soon as possible.</p>
19/076	<p>To receive an update on the current situation concerning the Neighbourhood Watch Scheme and to resolve what action, if any, to be taken.</p> <p>Cllr Richardson reminded the Council that as the NHW scheme is a stand alone scheme and not part of LAPC it is up to the organisers to appoint a new co-ordinator. Cllr Richardson has spoken to the Deputy NHW Co-ordinator who will speak to the ex NHW Co-ordinator.</p> <p>Resolved: To bring back to the next meeting</p>
19/038	<p>To receive an update on the condition of the laptop and printer and to resolve what action if any to be taken</p> <p>Cllr Dollimore will collect laptop during the week and arrange with the Clerk to collect it from him and drop off the printer to him for repair.</p> <p>Resolved: Cllr Dollimore to contact Clerk when laptop is ready for collection.</p>
19/078	<p>To receive feedback on the village litter pick.</p> <p>Cllr Bruce had arranged to collect and take back the litter pick equipment. 10 bags of rubbish collected and left at bus shelter for ENC to pick up. Clerk has contacted ENC to arrange collection. It was felt a further litter pick should be carried out later in the year and the date set for October 5th.</p> <p>Resolved: Clerk to contact ENC to book litter pick equipment.</p>
19/079	<p>To consider a request from the Clerk to attend Budget and Finance Control</p>

	training Resolved: Training request agreed
19/080	To authorise Flying Start training for new Councillor <p>Due to time constraints it was decided to pass copies of the training handouts given to previous candidates to Cllr Wallace to read through prior to any training being book.</p> Resolved: The Clerk to check if she still had copies passed to her by Cllr Castello and to forward on to Cllr Wallace.
19/081	To note weekly defibrillator checks have been carried out. <p>Checks carried out and record sheets passed to Clerk</p> Resolved: Cllr Richardson to continue with checks
19/082	To set the meeting dates for the year 2019/2020 <p>It was proposed and agreed by all that monthly meeting be held from June onwards. Meeting dates set as: June 17th, July 15th, Sept 16th, Oct 21st, Nov 18th, Dec 16th, Jan 20th, Feb 17th, Mar 16th, April 20th, May 18th.</p> Resolved: Dates agreed, Clerk to book meeting room
19/083	Correspondence: <p>Operation London Bridge Local Council Forum</p> Resolved: Correspondence noted
19/084	To confirm the date and time of the next Parish Council meeting as 17th June 2019 at 7.30pm Resolved: date and time confirmed
19/085	To close the meeting <p>The meeting closed at 21.50 pm</p>

Signed:

Dated:

9/085 Councillors requested amendment to note:

Councillors were unhappy to accept the audit report and will address issues with audit report separately.

Richardson 17/6/19.