

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Annual Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 16 May 2023 at 7.30pm

Present: Councillors: L Brown, J Cocks, M Drinkall, J Powell

Clerk: Claire Waring

In attendance: Dorothy Maxwell (part); Tom Brown, Angela Sheppard and Maureen Keech as prospective councillors.

23/107	To elect the Chairperson for 2023/24 The election of Cllr L Brown was proposed by Cllr Drinkall, seconded by Cllr Powell and agreed. Cllr L Brown signed the Declaration of Acceptance which was countersigned by the Clerk.
23/108	To elect the Vice Chairperson for 2023/24 The election of Cllr Drinkall was proposed by Cllr Cocks, seconded by Cllr Powell and agreed.
23/109	To receive and approve apologies for absence (reasons to be advised) None received.
23/110	Public participation session No members of the public present.
23/111	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr L Brown declared an interest in the planning application for Dovecote Drive (item .23/133(a))
23/112	To receive information requests in accordance with the Freedom of Information Act 2000 None received.
23/113	To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted Proposed by Cllr L Brown, seconded by Cllr Drinkall and agreed.
23/114	To appoint Tom Brown, Maureen Keech and Angela Sheppard as councillors Approved. The new councillors signed the Declaration of Acceptance, countersigned by the Clerk.
	Cllr Maxwell joined the meeting at 7.35 pm. As she was unable to stay for long, items in which she had an interest were brought forward.
23/115	To report on signage on Burrows Farm Lane (agenda item 23/140) Cllr Maxwell reported that she was waiting for a response from Susan Scott. She had also contacted Sarah Bernard. She will raise the matter at the next Highways meeting on Monday 22 May..
23/116	To receive an update from Cllr Maxwell on the business at North Northamptonshire Council (agenda item 23/146) 1 Cllr Maxwell encouraged the council to prepare a Neighbourhood Plan. Cllr L Brown reported that a working party had been established to develop this. 2 Cllr Maxwell had visited the new development on Irthlingborough Road. She had noted that street lighting had not yet been installed and had informed the developers that this was not to be charged to the council. She was encouraged that the new houses had been fitted with air source heat pumps. Cllr L Brown reported that the

	<p>dropped kerb and chicane had not been installed although these were meant to be in place before any of the houses were occupied. Cllr T Brown noted that tactile paving on the development side of the road was immediately opposite the BT pole on the other.</p> <p>3 Cllr Maxwell reported that North Northamptonshire Council has a grant of £4.1 million to assist those in work who still need assistance, eg, with car repairs or broken domestic equipment. Details are on the NNC website. She reported that applicants would be vetted.</p> <p>4 Cllr Maxwell reported that she is to attend a meeting at Woodford on 24 May regarding the travellers' site.</p> <p>5 NNC has overspent on adult social care and education but these are regarded as essential services.</p>																										
	Cllr Maxwell left the meeting at 7.50 pm.																										
23/117	<p>To allocate councillors' roles and responsibilities including representatives to external bodies</p> <p>The following were agreed:</p> <p>Councillor responsibilities</p> <table> <tr> <td>Defibrillator</td><td>Cllr Powell</td></tr> <tr> <td>Environment Improvement Team</td><td>Cllr T Brown, Cllr Keech</td></tr> <tr> <td>Finance</td><td>Cllr L Brown</td></tr> <tr> <td>Grit bins</td><td>Cllr Powell</td></tr> <tr> <td>Lighting</td><td>Cllr Drinkall</td></tr> <tr> <td>Neighbourhood Plan</td><td>Cllr Drinkall, Cllr Sheppard, Cllr T Brown Dawn Cummins (Great Addington)</td></tr> <tr> <td>Playing Fields Committee</td><td>Cllr Sheppard, Cllr L Brown, Cllr Cocks</td></tr> <tr> <td>Social media</td><td>Cllr Powell</td></tr> <tr> <td>War memorial</td><td>Cllr Cocks</td></tr> <tr> <td>Website</td><td>Cllr Powell</td></tr> </table> <p>Liaison with external bodies</p> <table> <tr> <td>Neighbourhood Watch</td><td>Cllr Cocks</td></tr> <tr> <td>Parish Path Warden Scheme and Highways Representative Scheme</td><td>Cllr L Brown</td></tr> <tr> <td>Police Liaison</td><td>Cllr Cocks</td></tr> </table> <p>It was agreed to spread the work of distribution of flyers around the village between the councillors. The split will be considered at the June meeting.</p> <p>It was agreed that it was desirable to work more closely with Great Addington PC and the Clerk will contact Elaine Scott to suggest establishment of a liaison group. Cllr Drinkall and Cllr L Brown are happy to act as Little Addington representatives.</p>	Defibrillator	Cllr Powell	Environment Improvement Team	Cllr T Brown, Cllr Keech	Finance	Cllr L Brown	Grit bins	Cllr Powell	Lighting	Cllr Drinkall	Neighbourhood Plan	Cllr Drinkall, Cllr Sheppard, Cllr T Brown Dawn Cummins (Great Addington)	Playing Fields Committee	Cllr Sheppard, Cllr L Brown, Cllr Cocks	Social media	Cllr Powell	War memorial	Cllr Cocks	Website	Cllr Powell	Neighbourhood Watch	Cllr Cocks	Parish Path Warden Scheme and Highways Representative Scheme	Cllr L Brown	Police Liaison	Cllr Cocks
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23/118	<p>To confirm dates and times of ordinary council meetings in 2023/24</p> <p>It was agreed to meet on the second Tuesday of each month (except August) but with the meeting in June being on the 13th.</p>																										
23/119	<p>To review and approve standing orders (2019)</p> <p>The approval of the NALC model standing orders was proposed by Cllr T Brown, seconded by Cllr Cocks and agreed.</p>																										

23/120	To review and approve financial regulations (2020) The approval of the NALC model financial regulations was proposed by Cllr Drinkall, seconded by Cllr L Brown and agreed.												
23/121	To review and approve the risk assessment document The approval of the risk assessment document was proposed by Cllr Cocks, seconded by Cllr Sheppard and agreed.												
23/122	To review Council policies (a) Councillors code of conduct (b) Publication Scheme under the Freedom of Information Act (c) Transparency Code compliance (d) Website accessibility statement (e) Records retention policy The approval of the council policies was proposed by Cllr L Brown, seconded by Cllr Keech and agreed.												
23/123	To receive and approve for signature the minutes of the meeting held on Tuesday 11 April 2023. Minutes approved. Signed by Cllr L Brown.												
23/124	To note any matters arising from the minutes not included on this agenda for report only. The Clerk reported that the direct debit had been set up with npower. A second-hand copy of the latest edition of Arnold Brown on Local Council Administration had been acquired at a saving of around £40. St Mary's had not indicated that the cost of hiring the church for meetings would be increased.												
23/125	To receive and approve the balance of accounts/bank reconciliation. Bank reconciliation for the current account at 11 May 2023 and the Money Manager account for year ending 31 March 2023 were received and approved. The Clerk will look for the documentation regarding the Reading Room account.												
23/126	To receive and approve the bank statements. Bank statements were received and approved. Signed by Cllr L Brown.												
23/127	To consider the quote for insurance cover for 1 June 2023 to 31 May 2024 and resolve what action is to be taken It was noted that payment was required by 1 June. It was noted that the council could commit to keep its policy with Hiscox for three years under a long-term agreement (LTA) which would keep the premium at £523.13. Cllr Powell would enquire about alternative insurance and the advisability of taking up the LTA. Subject to this, Cllr T Brown proposed and Cllr Powell seconded that the council accepts the current quote and commits to the LTA. [Subsequent to the meeting, Cllr Powell reported that the council was advised to enter the LTA. However, in the policy there is no value stated for 'Other Surfaces' which would cover verges and green spaces, etc. The Clerk will enquire whether the policy needs amending or whether small areas under 1 acre are included.]												
23/128	To note the following receipts <table><tr><th>Date</th><th>Payer</th><th>Description</th><th>Amount (inc VAT)</th></tr><tr><td>20.04.23</td><td>NNC</td><td>Precept</td><td>£14.470</td></tr><tr><td>05.05.23</td><td>WNC</td><td>Mowing grant</td><td>£73.34</td></tr></table> Cllr Cocks asked if there had been any comment from villagers regarding the level of the precept. None had been received.	Date	Payer	Description	Amount (inc VAT)	20.04.23	NNC	Precept	£14.470	05.05.23	WNC	Mowing grant	£73.34
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23/129	To approve and authorise payments of the following invoices												

	Payment date	Chq No.	Payee	Item	Total	Amount net of VAT	Power to Make Payment
	09.05.23	BACS	HMRC	Tax (April)	£49.60	£49.60	LGA 1972 S1
	09.05.23	BACS	IC Waring	Salary (April)	£245.00	£245.00	LGA 1972 S1
	02.05.23	CHG	HSBC	Bank Account	£8.00	£8.00	LGA 1972 S1
	07.06.23	DD	Wordpress	Website domain	£16.00	£16.00	LGA 1972 S1
	06.06.23	BACS	AJG Community Schemes	Community insurance	£523.13	£422.43	LGA 1972 S1
	17.05.23	BACS	IC Waring	Clerk's expenses	£97.79	£97.79	LGA 1972 S1
	17.05.23	BACS	Any Occasion	Toilet hire for Coronation	£204.00	£170.00	LGA 1972 S1
	Payment proposed by Cllr T Brown, seconded by Cllr Keech and approved. The payment of the insurance premium subject to item 23/127.						
23/130	To determine existing bank signatories and update them. Apply for a Business debit card Existing signatories are Brian Bruce, Paul Dollimore and Karrie Lydall. It was noted that Mr Dollimore is currently in hospital. The Clerk will investigate the procedure for changing the signatories.						
23/131	To consider the purchase of a new laptop for the Clerk Cllr L Brown offered to give the council her old printer and reported that the current laptop was not fit for purpose. Cllr Powell will investigate a replacement laptop. The specification will depend on the budget available.						
23/132	To note any changes to the electoral roll One addition noted.						
23/133	To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by North Northamptonshire Council and available on its website between the circulation of this agenda and the meeting to which it pertains. <i>(a) 5 Dovecote Drive</i> Cllrs L Brown and T Brown declared an interest and did not take part in the discussion. The objection to the application by Alan Tattersall was noted and supported. After discussion it was agreed to object to the application on the grounds that: 1 Covenants on properties in Dovecote Drive exclude parking of motor homes or caravans on the properties. They also prohibit the conversion of garden areas into parking spaces. 2 The proposed new position of the veranda on the garage gives increased visibility to other properties and invades their privacy. 3 The extension enlarging the property is not in keeping with the rest of the street. 4 The parking space is inadequate for the proposed bedroom capacity. <i>(b) Kettering Energy Park</i> Cllr Drinkall reported that a petition had been raised objecting to the proposal. She will supply leaflets outlining the objections. The objection to the application by Alan Tattersall was noted and supported. The Council will lodge its own objection using existing objections as a template. The consultation period closes on 22 May. As interested parties, Cllrs Cocks and T Brown will canvass villagers to sign the petition. <i>(c) Woodford: Green Waste Recycling Centre</i> Cllr Drinkall reported that an application had been made for a Green and Wood Waste Recycling facility in Woodford. The consultation period has closed but councillors noted that this would increase heavy traffic in the area.						
23/134	To note planning decisions made by NNC. None.						

23/135	<p>To consider the installation of village gates and resolve what action, if any, is to be taken.</p> <p>There had been support for village gates at the coffee morning. It was noted that the chicane at the northern end of the village includes a name sign and gate. When this is installed, a gate will be considered at the southern end of the village.</p>
23/136	<p>To progress works to the war memorial and resolve what action, if any, is to be taken.</p> <p>Cllr Cocks reported that the War Memorial Trust had supplied useful contacts but was unable to help directly. He was waiting for a response from the Building Conservation Trust and will contact other organisations that may be able to help.</p>
23/137	<p>To consider a plaque to mark the trees to be planted as part of the Queen's green canopy.</p> <p>It was agreed to consider the plaque after the trees had been planted in the autumn.</p>
23/138	<p>To receive an update from Cllr Powell on the website. Social media needs to be reviewed when the website is completed</p> <p>Cllr Powell had uploaded all the necessary documents to the new website. It was noted that the internal auditor is expected to access the old website. The Clerk will pass access details to Cllr Powell. All councillors were asked to check the new website and send any amendments or new documents to Cllr Powell. When the new website goes live, the old website will no longer be active.</p>
23/139	<p>To consider the response to the request from Samantha Lovatt received via the website</p> <p>It was agreed that this matter was outside of the remit of the council. The Clerk will inform Ms Lovatt.</p>
23/140	<p>To review the car parking situation around the village, noting areas such as the village green and Amen Place and look at options to make safer and to resolve what actions, if any, are to be taken.</p> <p>In spite of repeated requests in Saints Alive, this was still a problem. There was a concern that inconsiderate parking is impeding emergency vehicles.</p>
23/141	<p>To review the works to highways adjacent to the new housing development and resolve what actions, if any, are to be taken.</p> <p>It was noted that a drop kerb had not yet been installed on the side of the road opposite to the new development. No response had yet been received from Highways. The Clerk will chase.</p>
23/142	<p>To receive an update on the defibrillator from Cllr Powell.</p> <p>Cllr Powell reported that the batteries were in good condition but the pads will need replacing in July. He will identify a supplier. The British Heart Foundation only offers online training.</p>
23/143	<p>To update the situation regarding the electricity community supply on the Green</p> <p>Cllr L Brown reported that the forms had been submitted. It had been commented that the proposed supply would be inadequate. This would be investigated.</p>
23/144	<p>To consider the village Neighbourhood Plan and responses from the attendees at the coffee morning</p> <p>Cllr L Brown reported the main items receiving support at the coffee morning were, in no particular order:</p> <ol style="list-style-type: none"> 1 Refurbishment of the village war memorial. The stonework is very weathered and the names of those to be remembered are difficult to read. 2 Establishment of a neighbourhood plan to advise the planning authority of the community's view on planning policy and requirements for our village. 3 Provision of a secure access power supply on the village green for community functions.

	<p>4 Improvements to verges – planting of bulbs, small shrubs, other perennials and wildflowers.</p> <p>5 Undefined way to prevent vehicles damaging village green.</p>
23/145	<p>To receive a report of the Coronation working group</p> <p>Cllr L Brown reported that the event had gone very well with a good attendance. Income was £479.20. Expenditure was £424.45. The working group will consider how to distribute the surplus.</p>
23/146	<p>To receive any updates from the Clerk</p> <p>The Clerk reported that she was in contact with the internal auditor to set a date for the audit. She reported the great amount of help she had received from Elaine Scott and Helen Hoier in preparing for the audit. The council expressed its sincere gratitude to them both.</p>
23/147	<p>To decide on items to be included in the next issue of Saints Alive.</p> <p>To include a list of councillors and their responsibilities, thanks to those attending the Coronation celebrations, the litter pick on 3 June, the need to remove posters from telegraph poles and lamp posts in the village after the event being advertised had taken place, the problems caused to emergency vehicles by inconsiderate parking in the village and the petition against the Kettering Energy Park.</p>
23/148	<p>To identify any future agenda items.</p> <p>The need for a waste disposal certification from NNC for the dog waste bin. .</p> <p>The AGAR and internal audit to be signed off.</p> <p>A report from the environment improvement team.</p> <p>Dealing with unauthorised developments in the village.</p> <p>Any further items to be notified to the Clerk by Wednesday 30 May</p>
23/149	<p>To confirm the date and time of the next Parish Council meeting.</p> <p>The date for the next meeting will be 13 June 2023 at 19.30 in St Mary's church.</p>
23/150	<p>To close the meeting.</p> <p>The meeting closed at 22.25.</p>

Signed:

Dated: