

LITTLE ADDINGTON PARISH COUNCIL

Minutes of the Meeting held at Saint Mary the Virgin Church, High Street, Little Addington on Tuesday 28 April 2025 at 7.30 pm

Present: Councillors: L Brown (Chair), S Beckett, J Cocks, J Powell,
M Keech and A Sheppard

In attendance: Claire Waring (clerk)

		Action
LAPC25/001	To receive and approve apologies for absence (reasons to be advised). Cllr T Brown (prior appointment). Approved.	
LAPC25/002	Public participation session. Two members of the public were present.	
LAPC25/003	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Cllr Keech declared an interest in item 4.	
LAPC25/004	To appoint the new clerk. Cllr L Brown stated that the new clerk had been appointed by councillors outside of the meeting and is due to begin on 1 May. She will circulate the contract of employment.	LB
LAPC25/005	To receive and approve for signature minutes of the meeting held on Tuesday 18 February 2025. Acceptance of the amended minutes was proposed by Cllr Powell, seconded by Cllr Sheppard and approved. Signed by Cllr L Brown.	
LAPC25/006	To note any matters arising from the minutes not included on this agenda, for report only. None.	
LAPC25/007	To review actions from the meeting held on Tuesday 11 March 2025, not included on the agenda. All non-agenda items had been completed.	
LAPC25/008	To confirm dates for Council meetings 2025-26. These were agreed and will be posted on the website and noticeboard.	clerk
LAPC25/009	To report on the Internal Control Councillor Checklist. Cllr Beckett reported that all was in order and that the Neighbourhood Plan payments were to be presented to this meeting for approval.	MK in May
LAPC25/010	To review and approve standing orders (2018 – updated April 2022). Approval was proposed by Cllr Keech, seconded by Cllr Powell and agreed. They would be posted on the website by the clerk.	clerk
LAPC25/011	To receive and approve the balance of account/bank reconciliation for current and MM accounts. Proposed by Cllr Beckett, seconded by Cllr Sheppard and approved. Signed by Cllr L Brown.	
LAPC25/012	To examine and approve the Bank Statements. Proposed by Cllr Keech, seconded by Cllr Cocks and approved. Signed by Cllr L Brown.	

LAPC25/013	To undertake a check of expenditure against the budget. Cllr L Brown reported that spending in 2024-25 was below budget. The clerk reported that the 2025-26 precept of £16,600 had been received. Cllr Powell would check the date of the final Microsoft payment.						JP																														
LAPC25/014	To report on moving the bank accounts. It was agreed that the transfer to Unity Bank would be undertaken by the new clerk.						clerk																														
LAPC25/015	To approve any changes to the asset register. The loud hailer and three light heads would be removed. The two new light heads would be added. The warranty on the light heads purchased in 2019 would be checked with the supplier. A note would be made that provision for replacement light heads needs to be included in the next budget.						clerk																														
LAPC25/016	To note the following transfers. <table><thead><tr><th>Reference</th><th>Date</th><th>Payer</th><th>Description</th><th>Amount (inc VAT)</th></tr></thead><tbody><tr><td>119.24/25</td><td>6/3/25</td><td>Transfer MM to current account</td><td>Neighbourhood Plan printing</td><td>£71.00</td></tr><tr><td>123.24/25</td><td>19/3/25</td><td>Transfer MM to current account</td><td>Neighbourhood Plan printing</td><td>£60.00</td></tr><tr><td>125.24/25</td><td>25/3/25</td><td>Transfer MM to current account</td><td>Neighbourhood Plan display boards</td><td>£312.00</td></tr><tr><td>127.24/25</td><td>31/3/25</td><td>Transfer MM to current account</td><td>Neighbourhood Plan consultant fees</td><td>£8,100</td></tr><tr><td>012.25/26</td><td>17/4/25</td><td>Transfer MM to current account</td><td>Remaining Neighbourhood Plan grant</td><td>£200.00</td></tr></tbody></table> <p>Noted. Overspending of the Neighbourhood Plan grant would be recovered in the next grant application.</p>						Reference	Date	Payer	Description	Amount (inc VAT)	119.24/25	6/3/25	Transfer MM to current account	Neighbourhood Plan printing	£71.00	123.24/25	19/3/25	Transfer MM to current account	Neighbourhood Plan printing	£60.00	125.24/25	25/3/25	Transfer MM to current account	Neighbourhood Plan display boards	£312.00	127.24/25	31/3/25	Transfer MM to current account	Neighbourhood Plan consultant fees	£8,100	012.25/26	17/4/25	Transfer MM to current account	Remaining Neighbourhood Plan grant	£200.00	
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LAPC25/017	To approve and authorise payments of the following invoices.																																				
Invoice Reference	Payment method	Payee	Item	Total Amount	Amount Net of VAT	Power to																															
120.24/25	BACS	Events On	Neighbourhood Plan printing	£71.00	£71.00	LGA 1972 S111																															
121.24/25	VISA	Microsoft	Email accounts	£53.52	£44.60	LGA 1972 S111																															
122.24/25	DD	Lebara	Phone	£1.25	£1.05	LGA 1972 S111																															
124.24/25	BACS	Cllr L Brown	Neighbourhood Plan printing	£60.00	£60.00	LGA 1972 S111																															
126.24/25	BACS	Wonderwall	Neighbourhood Plan display boards	£312.00	£260.00	LGA 1972 S111																															
128.24/25	BACS	Planit-X	Neighbourhood Plan consultant Fee (1)	£500.00	£500.00	LGA 1972 S111																															
001.25/26	CHG	HSBC	Current account	£8.00	£8.00	LGA 1972 S111																															
002.25/26	BACS	NCALC	Subscription	£566.47	£520.27	LGA 1972 S111																															
003.25/26	DD	Yu Energy	Electricity	£11.86	£11.30	LGA 1972 S111																															
004.25/26	DD	Yu Energy	Electricity	£85.95	81,95	LGA 1972 S111																															
005.25/26	DD	Yu Energy	Electricity	£7.07	£6.73	LGA 1972 S111																															
006.25/26	VISA	Amazon	Stationery	£319.40	£16.17	LGA 1972 S111																															
007.25/26	BACS	Clerk	Salary (Mar)	£230.74	£230.74	LGA 1972 S112																															
008.25/26	GG	HMRC	Tax (Mar)	£57.60	£57.60	LGA 1972 S112																															

009.25/26	VISA	Microsoft	email accounts	£53.52	£44.60	LGA 1972 S111
010.25/26	BACS	Ledger & Administration Services	Payroll (6/1/25-5/4/25)	£45.00	£45.00	LGA 1972 S111
011.25/26	BACS	Emery	Mowing (April)	£300.00	£250.00	LGA 1972 S111
013.25/26	BACS	Emery	Mowing (March)	£300.00	£250.00	LGA 1972 S111
014.25/26	BACS	Planit-X	Neighbourhood Plan consultant Fee (2-17)	£7600.00	£7600.00	LGA 1972 S111
015.25/26	VISA	Lebara	Phone	£1.25	£1.05	LGA 1972 S111
016.25/26	BACS	ST Electrics	Fitting light units	£900.00	£750.00	LGA 1972 S111
017.25/26	BACS	INDO Technologies	Shades for light units	£25.91	£21.59	LGA 1972 S111
018.25/26	BACS	Saints Alive	Newsletter	£200.00	£200.00	LGA 1972 S111

<p>Item 006.25/26 was corrected to £19.40.</p> <p>The request for payment to Saints Alive would be queried by Cllr L Brown. Previous payments would be checked by the clerk.</p> <p>Determine the VAT on the Neighbourhood Plan consultant's fees.</p> <p>Electricity total is £104.88.</p> <p>Payments excluding 018.25/26 were proposed by Cllr Sheppard, seconded by Cllr L Brown and approved. Signed by Cllr L Brown.</p>						clerk LB clerk clerk
LAPC25/018	<p>To consider the insurance questionnaire from AJ Galagher.</p> <p>The quote from AJ Galagher had not yet been received. An online quote from Zurich for similar coverage including the war memorial was for £363. A quote had been requested from Clear Councils.</p>					clerk
	The clerk left the meeting.					
LAPC25/019	<p>To receive details of the clerk's hours.</p> <p>Additional hours worked for the AGAR and election would be carried forward. Hours from 1 April 2025 were confirmed at 25 per month. The salary scale was confirmed. Cllr L Brown will check the position regarding statutory leave.</p>					LB
	<p>Cllr Powell left the meeting.</p> <p>The clerk returned to the meeting.</p>					
LAPC25/020	<p>To report on the sale of the lease for the substation on Church Lane.</p> <p>There was no report. The clerk reported that the solicitor had received a request for a progress report from National Grid.</p>					clerk
LAPC25/021	<p>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.</p> <p>a) <i>Kettering Energy Park</i> A new planning application had been made by First Renewable Developments. Objections must be made by 14 May. A draft letter prepared by Cllr Cocks was approved and will be submitted by the clerk.</p> <p>b) <i>Church Hill Cottage (NE/25/00139/FUL and NE/25/00140/LBC)</i> No objections. Future applications with a closing date prior to the next available council meeting will be circulated for comments via WhatsApp.</p>					clerk ALL clerk
LAPC25/022	<p>To note planning decisions made by NNC.</p> <p>None.</p>					

LAPC25/023	To report on the situation with the chicanes on Irthlingborough Road and lighting at the Howards Way development. Guy Holloway has responded. The council would ask for support from the new NNC councillor representative after the election.	TB
LAPC25/024	To consider the installation of a road safety mirror at the top of Chapel Hill. Pedestrian crossing signs had been erected and appeared to be slowing the traffic.	
LAPC25/025	To consider the provision of village gates on Irthlingborough Road. This is dependent upon the installation of the chicanes. NNC Highways will be involved in the final decision.	
LAPC25/026	To consider the status of unauthorised building works in the village. There had been no response to date from NNC Planning.	
LAPC25/027	To note any changes to the electoral roll. Four deletions.	
LAPC25/028	To report on changing the email accounts and website to .gov.uk. Cllr Sheppard is still to move onto the new address. It was agreed that the new clerk would take responsibility for transferring data to the new website and reassigning the email addresses where appropriate.	AS clerk
LAPC25/029	To report on nominations for election on 1 May. As there are six nominations for seven places, the election will be uncontested. The vacancy will be advertised.	clerk
LAPC25/030	To consider arrangements for the Annual Meeting. Arrangements for provision of refreshments were made.	ALL
LAPC25/031	To report on action regarding street lighting. Cllr Beckett had obtained two quotes; the one from ST Electrics was accepted. She will confirm the date the units will be fitted and check whether a road closure notice is required.	SB
LAPC25/032	To consider transport matters for the village. Cllr Cocks reported that no further information had been received. Cllr L Brown reported that NNC had funds for deprived areas, some of which may be available for the villages, including transport.	JC/LB
LAPC25/033	To receive a report on the Neighbourhood Plan. Cllr L Brown reported that there had been a good response to the questionnaire.	
LAPC25/034	To review the car parking situation around the village. There is a problem with vehicles parking both side of the road at Amen Corner. Recently the school bus had not been able to get through. This will be highlighted in Saints Alive. Cllr Beckett suggested placing notices about parking on the lampposts around the village.	clerk
LAPC25/035	To consider the response to damage to the verge at the top of Chapel Hill The council thanked the resident who had rectified the damage. LA Bloomers would add top soil and re-seed the verge. The police had been informed but no action taken. In spite of photographic evidence, the company involved denies causing the damage.	
LAPC25/036	To consider refurbishment of the village sign. This will be considered in May.	clerk
LAPC25/037	To review the mowing contract. The contractor has asked to increase the monthly charge. Cllr L Brown would discuss this with them and ask for comments via the WhatsApp group.	LB

LAPC25/038	To receive a report from the LAPC Environmental Team. The Spring Fair had been successful with around £800 raised. The council expressed its thanks to the team for the work around the village and especially at the phone box.	
LAPC25/039	To receive a report regarding the Addingtons playing field. Cllr Cocks reported that there was a problem with the insurance but was confident this could be resolved.	
LAPC25/040	To receive a report on the Greenway. No report.	
LAPC25/041	To receive a report from the LA/GA villages liaison group. Everything is ready for the celebration of VE day 80 th anniversary.	
LAPC25/042	To consider the production of the introductory leaflet for new residents in the village. Cllr L Brown will arrange for this to be printed after the allocation of responsibilities in the new council.	clerk/ LB
LAPC25/043	To report on the Strategic Town and Planning Forum. Those attending were able to air the council's concerns for the village.	
LAPC25/044	To receive any updates from the Clerk. The clerk reported that the AGAR had been prepared and the internal audit was scheduled for 29 April.	
LAPC25/045	To receive an update from Cllr Maxwell on the business at NNC. No report. The council's thanks were expressed to Cllr Maxwell for her liaison role over the years.	
LAPC25/046	To respond to the invitation from Lee Barron, MP. Cllr L Brown will accept the invitation on behalf of herself, Cllr Cocks and Cllr Keech	LB
LAPC25/047	To decide on items to be included in the next issue of Saints Alive (June, due 15 May). Report of the Annual Parish Meeting Councillor vacancy Parking at Amen Place New councillor responsibilities New clerk Neighbourhood Plan	clerk
LAPC25/048	To identify any additional future agenda items for the meeting on 14 May. Report of the annual meeting Councillor responsibilities New clerk details Councillor vacancy	clerk
LAPC25/049	To thank retiring councillors. Sincere thanks were expressed to Cllr T Brown and Cllr Powell for their contribution to the work of the council during their time in office.	
LAPC25/050	To close the meeting. The meeting closed at 21.20.	

Signed:

Dated: