



MINUTES OF ANNUAL PARISH COUNCIL MEETING

Pursuant to Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, the Council Meeting was held via Zoom Video Conference Facility on Thursday 07 May 2020 at 7.30pm

Present:

Chairman: Cllr. Reedman

Councillors: Cllr Nicholson, Cllr Dyett, Cllr Johnston, Cllr Davies, Cllr Howat and Cllr Carter

Clerk: Josie Flavell (Mrs)

Public: 2 Members of Public

MINUTES

ANNUAL MEETING

20/684 ELECTION OF CHAIRMAN

Council RESOLVED to re-elect Cllr Reedman as Chairman for the 2020-21 municipal year.
The Declaration of Acceptance of Office form was received and duly signed.

20/685 ELECTION OF VICE CHAIRMAN

Council RESOLVED to re-elect Cllr Howat as Vice Chairman for the 2020-21 municipal year.
The Declaration of Acceptance of Office forms were received and duly signed.

20/686 APOLOGIES

Cllr Davies (family emergency) - Accepted

20/687 DECLARATION OF ACCEPTANCE OF OFFICE

Council noted all council members' Declarations of Acceptance of Office for the new Council year.

20/688 DECLARATION OF INTERESTS

- There were no declarations of any Disclosable Pecuniary or Other Interests reported.
- There were no dispensations or written requests for dispensation of DPI to consider.

20/689 MINUTES

Council RESOLVED to the Chairman approving and authorising the Ordinary Meeting Minutes of the 02 April 2020, as a true and accurate record.

20/690 APPOINTMENT OF INTERNAL CONTROLLER

Council RESOLVED to re-appoint Cllr Howat and Cllr Carter as Internal Control Councillors for the 2020-21 municipal year.

20/691 APPOINTMENT OF REPRESENTATIVES

Council RESOLVED to re-appointment council members to the following roles:

- Footpath and Tree Warden
- Village Hall Committee Representative
- Mowing Warden
- Highways and Road Safety Officer
- Street Lighting Warden
- Defibrillator Inspector
- Neighbourhood Watch & Police Liaison Officer
- Speed Display Sign Co-ordinator
- Welcome Pack Co-ordinator

	<ul style="list-style-type: none"> ▪ Grants Officer ▪ Information Officer ▪ Play Area Officer – Cllr Davies
20/692	APPOINTMENTS TO WORKING GROUPS
Council RESOLVED to maintain the Finance Working Group with the following members: Chairman Reedman, Vice Chairman Howat Cllr Davies and the Clerk.	
20/693	CHEQUE SIGNATORIES/AUTHORISATIONS
Council RESOLVED to approve the current list of cheque signatories as per the current bank mandate for the new municipal year.	
20/694	REVIEW OF MEMBERS INTERESTS
Council considered and recorded all changes to current members' interests.	
20/695	APPROVE COUNCIL GOVERNANCE
a) Council RESOLVED to re-adopt the Standing Orders. b) Council RESOLVED to re-adopt the Financial Regulations	
20/696	APPROVE ANNUAL GOVERNANCE STATEMENT (AGAR) 2019-20
Council RESOLVED to the Chairman and Clerk/RFO approving Section 01 Annual Governance Statement of the Annual Governance and Accountability Return for year ended 31 st March 2020, as presented to council prior to the meeting.	
20/697	APPROVE ANNUAL ACCOUNTING STATEMENT (AGAR) 2019-20
Council RESOLVED to the Chairman approving Section 02 Accounting Statement of the Annual Governance & Accountability Return for year ending 31 st March 2020, as circulated to council prior to the meeting.	
20/698	APPROVE COUNCIL POLICIES
a) Council RESOLVED to re-adopt the current Asset Register. b) Council RESOLVED to re-adopt all current policies and procedures. c) Council RESOLVED to re-adopt the current Parish Council Risk Assessment.	
20/699	CANCELLED CHEQUE SUMMARY REPORT
Council NOTED the contents of the Cancelled Cheque Summary Report for year ending 31 st March 2020.	
20/700	BANK RECONCILIATIONS
Council NOTED the approval of all bank reconciliations for quarter 3 and 4, including year-end, as reviewed and approved by Internal Control Councillor Steve Howat.	

ORDINARY MEETING		
20/701	PUBLIC PARTICIPATION (OPEN MEETING)	
To hear any Parishioner issues/views		
a) There were no reports from members of the public. b) Cllr Johnston reported that a member of public is concerned about the extra trees to be planted and where they are going. They suggested that Council create a plan of where they are to go and then consult the public about this.		
ITEMS FROM PREVIOUS MINUTES		
20/702	<u>Bus Routes 59/60 Update (Min Ref. 20/632)</u> a) Cllr Reedman reported that council's first contribution/instalment will be paid to Spratton PC to allow the bus contract to continue to 17 th July. We are unsure of what will happen after that. b) Council RESOLVED to approve a part payment of £463.62 (to July 2020) from the total amount of £2767.54 already budgeted for this service during this financial year and recorded under minute reference 20/632(b).	PR
20/703	<u>Village Hall Update (Min. 20/628)</u> Cllr Reedman reported that Chris Bignell has a team ready to step in (if needed) and taking over the Village Hall Committee. They are only short of a Treasurer. Chairman Alan Lilley is sorting the transfer of the assets, but no meeting has been held for 3 months.	PR
20/704	<u>Street Lighting Unmetered Supply Contract (Min. Ref. 20/664)</u> a) Two quotes have been received for the unmetered supply contract, but the Clerk is waiting for a third quote from the current supplier Opus. Decision on quotes has been delegated to the Chairman and Clerk.	JF

	b) This agenda item did not need reporting on.	
20/705	<p><u>Village Hall Play Area Field Drainage (Min. Ref. 20/667)</u></p> <p>a) Cllr Reedman reported that three quotes have been received and they have come in at more than originally anticipated. SJ Darker Contractors at £6,080, Trevor Tack at £8,990 and JD Excavations at £10,880. Friends of Naseby Play Area (FNPA) have applied for a £3k grant from KWCB. Chairman Reedman is to discuss the application progress with Katrina Jones of FNPA. The work needs to be completed before winter.</p> <p>b) Council RESOLVED to agree to SJ Darker's quote of £6080 excluding VAT, subject to the wind farm grant being successful.</p> <p>Concerning the wet area towards Haselbech; the owner may have been ascertained but due to lockdown no liaison has taken place.</p> <p>Council agreed that the fencing needs to be completed as soon as possible whilst the play area is shut, due to the fact this has already been previously agreed and resolved. Chairman Reedman will revisit the quotes received for this.</p>	<p>PR</p> <p>JF</p> <p>PR</p>
GENERAL MATTERS		
20/706	<p><u>Northants CALC 2019-20 Membership & Audit Fees</u></p> <p>a) Council RESOLVED to pay the cost of £359.31 to renew the annual membership for the 2020-21 year.</p> <p>b) Council RESOLVED pay the cost of £222 for the Internal Audit service.</p>	ALL
20/707	<p><u>Fly Tipping – Thornby Lane</u></p> <p>Cllr Carter reported that this area is now clear and dog mess littering has improved.</p> <p>Cllr Nicholson reported that parishioner Glen Simons is currently picking up all dog mess and thanked him on behalf of Council. However, Council agreed for Cllr Johnston and Cllr Carter agreed to ask Mr Simons to stop picking up the mess so that it gives chance for the problem to be highlighted.</p>	PC/RJ
20/708	<p><u>Playing Field Title</u></p> <p>a) Cllr Reedman reported that the transfer of the title to the CIO is underway. A lease for the play area cannot be made until this takes place.</p> <p>b) Council RESOLVED to two council members authorising documents pertaining to the transfer of the title outside of a meeting.</p>	PR
20/709	<p><u>Annual Insurance Policy Renewal</u></p> <p>Council RESOLVED to approve and accept the BHIB quote, subject to the policy being the same as the current one.</p>	JF
20/710	<p><u>New Footpath – Naseby Village Green</u></p> <p>Cllr Johnston reported that the Clerk contacted NCC Highways who replied stating that they are happy for the group to utilise, create and maintain a verge footpath, as long as Highways signs are installed.</p> <p>Council agreed that the costs for this could be met by applying for a grant from the windfarm. Cllr Johnston and the Clerk are to gain costs for signs and footpath and report back at the next meeting.</p> <p>The footpath will run from Newlands via the Obelisk to the Fairfax viewing platform, along the lane heading towards Kelmarsh and then loop down into Haselbech and back into Naseby, which is circa 6 miles. Council agreed to add this into Naseby News once it is established and ready for use.</p>	RJ/JF
20/711	<p><u>Naseby Cinema Club Proposal</u></p> <p>Council considered the proposal from Naseby Cinema Club concerning financial contributions.</p> <p>Cllr Howat reported that the Cinema Club are happy to give it a trial run i.e. children's cinema and see what the revenue amounts to and review it at a further meeting. The agreed underwritten cost of £300 for the children's event is more than sufficient. The Clerk is to make contact with Chris Bignell when lockdown lifts.</p>	JF
20/712	<p><u>Banking Arrangements</u></p> <p>a) Due to COVID-19, Council RESOLVED to rescind the resolution made at the March Ordinary meeting (03/03/20) under minute reference 20/635, to switch bank accounts to HSBC until such time sanctions are lifted.</p> <p>b) Council RESOLVED to apply for online banking with current bank Natwest and for the Chairman and Clerk/RFO to approve all necessary forms outside of council meetings.</p>	JF
20/713	<p><u>Naseby News</u></p> <p>Council agreed to defer this item to the next meeting.</p>	JF

20/714	<u>Vodafone Contract Price Increase</u> Council NOTED the price increase of 46p on the mobile phone contract which takes the monthly amount to £19.46.	-
20/715	<u>COVID-19 Update</u> Cllr Nicholson reported that the NCC leaflet was delivered to all households in the parish and that the local Covid-19 support group are receiving lots of health and safety advice and hi-vis jackets to be used if needed. Council agreed to thank the local post lady. Council also agreed that a thank notice on all bins, to the refuse collection teams from all parishioners - Naseby says thank you – is a great idea and should be implemented, as well as a thank you gift for the local post lady. DDC emailed local services directory and this can be linked to the Parish Council website. Council	PN JF
20/716	<u>HMRC Tax Code Changes</u> Council NOTED the Clerk's tax code; changing from 449T to 382T as of 1 st April 2020, resulting in less tax being paid and the monthly salary increasing from £386.68 to £450.37 per month.	-

PLANNING

20/717	<u>DA/2019/0537 Planning Application – The Fitzgerald Arms, Church Street, Naseby, NN6 6DD</u> Chairman Reedman reported that they have been given planning permission on the condition that they get a s184 licence for the access works which are to be carried out by a county approved contractor.	-
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20/718 ACCOUNTS

Accounts for Payment – Current Account

Council considered and RESOLVED to all payments being made, as set out in the table below.

Ref.	Payee	Description	Power to Pay	Amount
ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE				
S/O	Josie Flavell	Clerk's May Salary and home working allowance	LGA 1972 S112	£424.18
001430	Josie Flavell	1 x month reimbursement for mobile/Vodafone contract fees APRIL	LGA 1972 S172	£19.00
001431	Parish Council Websites Ltd	Final 3 month fee of cancellation of contract. Inv. NASEBY-04R <i>*Incorrectly reported cheque no. at the April meeting</i>	LGA 1972 S172	£60.00
001433	Viking Direct	Stationery – Inv. 42181	LGA 1972 S112	£39.58
001434	Viking Direct	Ring binders for new council year – Inv. 44385	LGA 1972 S142	£5.23
001435	Parish Magazine Printing	Production of Feb/March edition of Naseby News – Inv. 5866	LGA 1972 S142	£221.95
001436	Josie Flavell	Clerk's expenses (mileage to bank and car parking) - April	LGA 1972 S112	£15.37
001437	Northants CALC	2020-21 Internal Audit and Annual subscription fees Inv. 0435	LGA 1972 S111	£581.31
001438	Northamptonshire ACRE	2020-21 Membership fees	LGA 1972 S111	£35.00
001439	On Demand Digital Printing Ltd	Printing fees for Coronavirus/Good Neighbours leaflet – Inv. 18851	LGA 1972 S137	£58.00
001440	Spratton Parish Council	Part payment of bus routes 59/60 subsidy to July 2020	Transport Act 1985 ss22-23	£463.62
001442	E.on Energy Solutions	Street lighting maintenance fee for Qtr. 4 of 2019-20 Inv. 098110	Highways Act 1980 s 270	£72.77
001443	Rachel Johnston	Reimbursement for purchase of dog waste chalk spray	Open Space Act 1906	£19.89
001444	Rugby Pest Control	Quarterly fee – Inv. 4634	Open Space Act 1906	£60.00
001445	HMRC	NI contribution for April – replacement cheque	LGA 1972 S112	£33.01
001446	Maximow	Grass cutting fees for April – Inv. 202008	Open Space Act 1906	£202.00
001447	HMRC	NI contribution for May – replacement cheque	LGA 1972 S112	£33.01
001449	Penny Nicholson	Reimbursement for payment of delivery of Covid-19 leaflets to all houses in the parish.	LGA 1972 S137	£20.00
001450	Josie Flavell	<ul style="list-style-type: none"> ▪ Salary back pay to 1st April due to tax code change. Old salary £386.68, new salary £450.37 after tax. Current standing order is set at old salary amount plus home working allowance. April and May's owed at £63.69 per month. ▪ 1 x month reimbursement for mobile/Vodafone contract fees for MAY at £19.46. 	LGA 1972 S112	£146.84

Direct Debit Payments				
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 68237364 (March)	Highways Act 1980 s 270	£72.15
CANCELLED CHEQUES				
001421	HMRC	April's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80
001425	Spratton Parish Council	Whole amount was entered onto cheque but only part payment is now required – cheque was originally on hold.	-	£2767.54
001429	HMRC	May's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80
001432	Rugby Pest Control	Notified Clerk that the invoice submitted was incorrect.	-	£60.00
001441	HMRC	June's NI/Tax contribution – tax code change and monthly amounts changed	-	£96.80
001449	Josie Flavell	Incorrect amount inserted onto the cheque.	-	£71.84
20/719	INCOME Bank Statements not received in time to add detail to the agenda but arrived after the meeting as follows:			
	Date	Account	Income Received	Amount
	24/04/2020	Business Reserve A/C	DDC First Half Precept	£15,500.00
20/720	Balance of Accounts as at 30.04.20 Council noted all balances and reserves.		Earmarked Reserves:	
	a). Current Account	£0.00	Sports Court	£2,000
	b). Business Reserve Account	£TBC	CIL Money	£7,524
COUNCILLORS AREAS OF INTEREST				
20/721	HIGHWAYS – nothing to report.			-
20/722	STREET LIGHTING – nothing to report.			-
20/723	NEIGHBOURHOOD WATCH & POLICE – nothing to report.			-
20/724	VILLAGE HALL COMMITTEE – nothing to report.			-
20/725	NASEBY BATTLEFIELD PROJECT – nothing to report.			-
20/726	TREES AND FOOTPATHS – nothing to report.			-
20/727	DEFIBRILLATOR – nothing to report.			-
20/728	WELCOME BOOKLET – nothing to report.			-
20/729	WIND FARM COMMUNITY FUND – nothing to report.			-
CIRCULATIONS TO NOTE				
20/730	All circulations were noted by Council. Emails: NCC and DDC – various Covid-19 updates Emails: NCALC – legislative updates Email: PKF Littlejohn – external internal information and updates Letter: HMRC P11D forms			
20/731	ITEMS FOR THE NEXT AGENDA			
	<ul style="list-style-type: none"> ▪ Church graveyard – grass maintenance complaints ▪ Clerk's Appraisal ▪ Tree Planting 			

In the absence of further business, the meeting closed at 20:33pm

Next Meeting Thursday 2nd July 2020

Signed:

Chairman Reedman – Naseby Parish Council

Date: 4th June 2020