



Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 11th December 2023** at 7.30pm.

Present Cllr L Murray (Chairman) Cllr C Aird, Cllr D Bennett, Cllr A Fox, Cllr D Harker, Cllr S Khan, Cllr M Reilly, Cllr S Shrubbs, Cllr E Sinfield, Cllr D Waters and Cllr M Wixon.
Mrs A Reynolds – Clerk to the Council, Cllr L Fowler (WNC) and two members of the public.

	Action
RPC/23/268 - To Receive and approve apologies of absence Cllrs Davies and McGowan RESOLVED: That reasons for absences be approved.	
RPC/23/269 - Public session 1. Issues raised by the public – Nothing. 2. Reports from Unitary councillors - Cllr Fowler reported that she had received a telephone call from a resident commenting on the improvements to Knock Lane. The council thanked Cllr Fowler for her support in speaking with WNC highways to complete the repairs. Cllr Fowler has submitted her objection for the appeal on the 24 houses on Northampton Road. She advised that the DHL planning application is expected to go to the planning committee in February.	
RPC/23/270 - Declarations of Interest Cllrs D Bennett & S Khan - item RPC/23/282 – Library extension – Cllr Bennett's son works for Berrys and Cllr Khan volunteers at the library. Cllrs D Harker, S Shrubbs, C Aird, M Wixon, D Bennett, and D Waters – item RPC/23/280 - Small grant for Roade and Quinton Old Folks Fund – They all play the tote.	
RPC/23/271 - Requests for dispensation None	
RPC/23/272 - Response to issues raised in the public session Nothing to respond to.	
RPC/23/273 - Approval of Minutes of 13th November 2023 The clerk amended the details of the £50 income for November from Nationwide Building Society to be a Goodwill gesture and not interest. The minutes were then approved and signed by the Chairman as a correct record of the meeting.	
RPC/23/274 - Matters arising from the Minutes - not covered elsewhere on the agenda (including the Parish Clerk's report) The council has been invited to Elizabeth Woodville School's Christmas morning event on 20 th December from 9am – 11am it was agreed for Cllrs Murray, Wixon and the Clerk to attend. The Clerk will confirm with the school. Bourne Sports have asked if it would be possible for two transit vans to park in the cemetery car park for the duration of the extension. It will be easier for them	Cllrs Murray, Wixon & Clerk

	Action																											
to access tools and is cleaner. The council agreed to this request on the condition that should there be a funeral the vehicles will be moved.	Clerk																											
RPC/23/275 - Planning To consider and determine the council’s response to applications: 1. 2023/7167/Full - 7A Church End, Roade, NN7 2NP - Installation of 7" flue pipe. RESOLVED: No Objections.																												
RPC/23/276 - Finance 1. To receive a financial report from the RFO The Clerk/RFO advised that the Unity trust account as of 1st December had a balance of £166,203.55, this included £170.00 cemetery income. The Nationwide S106/Windfarm Grant account balance as of 1st December was £254,449.17 this included £459.27 S106 interest. The Clerk advised that there has been no income received for December as of Monday 11 th December 2023. 2. Spreadsheet showing breakdown of the S106/Windfarm grant Nationwide Account Copy circulated prior to the meeting. RESOLVED: No questions or comments, Cllr Reilly will assist the Clerk in sorting out the print area for the decision package. 3. Bills for payments and receipts RESOLVED: The council noted the schedule of payments and retrospectively approved the payment for November and approved all payments for December. Income November <table><tr><th>Payee</th><th>Details</th><th>Amount £</th></tr><tr><td>Resident</td><td>Application to purchase a plot in the GoR</td><td>85.00</td></tr><tr><td>LP Finn</td><td>Application to erect a memorial</td><td>85.00</td></tr><tr><td>Nationwide Building Society</td><td>Interest</td><td>459.27</td></tr></table> Payments for November <table><tr><th>Payee</th><th>Details</th><th>Amount £</th></tr><tr><td>Roade Royal British Legion</td><td>Poppy Wreath and Donation</td><td>100.00</td></tr></table> Payments for December <table><tr><th>Payee</th><th>Details</th><th>Amount £</th></tr><tr><td>Allseasons Gardening & Logs</td><td>Installing solar bollard</td><td>108.00</td></tr><tr><td>Amazon</td><td>Reflective window film, inflatable snowman, gingerbread man and gnomes, fairy lights, US to UK plug adaptors, paper, A3 laminating pouches and frames.</td><td>283.02</td></tr></table>	Payee	Details	Amount £	Resident	Application to purchase a plot in the GoR	85.00	LP Finn	Application to erect a memorial	85.00	Nationwide Building Society	Interest	459.27	Payee	Details	Amount £	Roade Royal British Legion	Poppy Wreath and Donation	100.00	Payee	Details	Amount £	Allseasons Gardening & Logs	Installing solar bollard	108.00	Amazon	Reflective window film, inflatable snowman, gingerbread man and gnomes, fairy lights, US to UK plug adaptors, paper, A3 laminating pouches and frames.	283.02	Cllr Reilly & Clerk
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			Action
Anglian Water	Cemetery water bill	18.17	
B&M	Candycanes, chocolate and Santa hats	25.75	
BACA	Heavy Duty & Extra Large bin bags	70.23	
Berrys	Professional architecture work – additional requirements and amendments	930.47	
BT	Phone & Broadband	64.74	
Court Couriers	Village Technician	1184.00	
Festive Lights	4 x coloured connecting lights, 1 x white connecting lights and a medium transporter	161.52	
Resident	Refund for EROB	30.00	
Jaydee Living	Three outdoor steel litter bins	1504.62	
Lloyds Bank	Credit card fee	3.00	
Marcus Young Landscapes	Emptying dog waste bins	367.56	
Mirus IT	Printer ink – November	24.00	
NCALC	Training – VAT, Security awareness – V Horton 7 Budgeting for Clerks – A Reynolds and V Horton	148.80	
SSE	Streetlighting	363.86	
SLCC	Principle membership	3.75	
Stoke Lodge Farm	Norway Spruce 12ft Christmas Tree	89.00	
The Gardening Girls	Village Technician	52.00	
Three Business	Sims for CCTV and mobile phone	30.00	
A Reynolds	Salary & Back pay	3211.28	
Aviva	Pension contribution and admin fee	218.48	
HMRC	Tax and NI for November	887.17	
V Horton	Salary & Back pay	1252.34	
<p>4. Receive internal controls councillor's report and agree two councillors to complete the online authorisation.</p> <p>Cllr Fox acted as internal controls councillor and confirmed that all transactions and balances were correct.</p> <p>RESOLVED: Cllrs Sinfield and Waters will authorise the online payments.</p>			Cllrs Sinfield and Waters
<p>RPC/23/277 - Updates</p> <p>Resolve to receive and note updates:</p> <p>Updates were included in the Clerks report.</p> <p>1. St Marys Coffee Morning RESOLVED: Received and noted update.</p> <p>2. Parking Working Group RESOLVED: Received and noted update. The Parking Working Group will arrange another meeting in the new year.</p> <p>3. KZ8 improvements RESOLVED: Received and noted update.</p> <p>4. Cemetery Extension</p>			Parking working group

	Action
<p>RESOLVED: Received and noted update.</p> <p>5. Community Christmas Lights Switch on RESOLVED: Received and noted update.</p> <p>6. Community Safety Committee meeting held on 4th December 2023. A copy of the draft minutes were circulated prior to the meeting. RESOLVED: Received and noted.</p>	
<p>RPC/23/278 - Preliminary Consultation - Double Yellow Lines Resolve to respond to the preliminary consultation for the request of double yellow lines on Hartwell Road, The Green and Manor Close. DEFER UNTIL NEXT MEETING: It was resolved to defer issuing a response until after the next ordinary meeting of the Parish Council being held on 8th January 2024, when hopefully Chartwell Industries have responded to the parking working groups questions regarding liability for leasing the land.</p>	Clerk
<p>RPC/23/279 - Community Events Resolve to agree a procedure for councillors assisting with community events. RESOLVED: For the Clerk to send calendar of events with dates around to all councillors, councillors to confirm whether they can help/support at the events.</p>	Clerk
<p>RPC/23/280 - Small Grant Resolve to issue Roade and Quinton Old Folks Fund a small grant. Cllrs Aird, Bennett, Harker, Shrubb, Waters and Wixon left the room whilst the item was discussed. MOTION FAILED: The council will not issue a small grant on this occasion as there was no clarity as to what the charity are requesting the money for, the application therefore doesn't meet the criteria, the council offers small grants for projects not ongoing operational costs. The Clerk will provide the charity with contact details for the Roade Charity. Cllrs Aird, Bennett, Harker, Shrubb, Waters and Wixon re-entered the room and re-joined the meeting.</p>	Clerk
<p>RPC/23/281 - Three Mobile Resolve to accept the quote to remain on the existing tariff for the mobile and CCTV sim contracts for the next two years. RESOLVED: To resign the 24-month sim only contract at a cost of £25 ex VAT.</p>	Clerk
<p>RPC/23/282 - Library extension Resolve to accept additional charges of £750 ex VAT from Berrys for additional works for the extension design. Cllrs Bennett and Khan left the room whilst the item was discussed. RESOLVED: to accept the additional costs.</p>	
<p>RPC/23/282B - BT Poles and Streetlights Resolve to accept quote to remove streetlights from two BT poles and erect new columns. AMENDED RESOLUTION: The Council resolved not to accept the quote, but to forward it across to BT for them to accept and pay.</p>	
<p>RPC/23/283 - Policies</p> <p>1. Resolve to adopt the unreasonably persistent or vexatious complaints policy.</p>	

	Action
RESOLVED: To adopt the policy and publicise its adoption on social media.	Clerk
2. Resolve to adopt the zero-tolerance policy. RESOLVED: To adopt the policy and publicise its adoption on social media.	Clerk
RPC/23/284 - Committee members Resolve to review membership of members for all Committees. RESOLVED: Cllr Sinfield to step down from the Community Safety Committee and join the F&GP Committee. Cllr Wixon will join the Community Safety Committee, and the Clerk to ask Cllr McGowan if she would also like to join the Community Safety Committee. All other members will remain on their existing committees, with the exception of Cllr Fox who has also stepped down from the Community Safety Committee. The Clerk will include on the agenda of the next F&GP meeting to pre-book dates for the meeting for the year.	Clerk Clerk
RPC/23/285 - Churchcroft open space tree Resolve to proceed with purchasing a new tree for Churchcroft open space. MOTION FAILED: It was resolved to not plant a new tree in Churchcroft Open Space.	
RPC/23/286 - Solar Bollard Resolve next steps regarding Solar Bollard in Churchcroft open space. RESOLVED: To accept the quotation of £150 from Allseasons Gardening and Logs to dig out a square and fill with concrete and re-fit the solar bollard.	Clerk
RPC/23/287 - Bench Resolve whether to investigate repairing, replacing or removing the vandalised bench on London Road. RESOLVED: For the Clerk to obtain quotes to remove the concrete legs of the bench, as well as a quote to repair with new wooden slats and bring back to an ordinary meeting of the Parish Council.	Clerk
RPC/23/288 - Correspondence requiring a comment or decision The Clerk has received an email from a resident asking if they can dig out their family member's grave and include a boarder and stones. RESPONSE: Only kerbstones from a stonemason are allowed to be erected around the grave. The Clerk will contact the resident to advise and to also send a copy of the cemetery terms and conditions.	Clerk
RPC/23/289 - Confidential Resolve to exclude members of the press and public on the grounds that the following items are confidential: RESOLVED: The resolution was passed, and the meeting closed to members of the press and public at 9.14pm The Confidential session reopened at 9.15pm 1. Grass cutting Tender. RESOLVED: Various changes were made to the tender documents; it was resolved for the Clerk to advertise the tender for the grass cutting contract and include on Contracts Finder. The deadline for tender applications to be set for 12 noon on 31 st January 2024.	Clerk

	Action
The tender applications will be opened and discussed at the F&GP committee meeting being held on 6 th February, with the final decision being made by the full council at the Ordinary meeting of the Parish council on 12 th February 2024.	Clerk
<p>2. Response to Social Media posts and emails.</p> <p>RESOLVED: For the Clerk to respond with the link to the complaints procedure on the Council website.</p>	Clerk
<p>RPC/23/290 – Close</p> <p>Meeting closed at 9.57pm</p> <p>Date of next meeting: 8th January 2024</p>	

Signed: _____

Date: _____