



Minutes of the Ordinary meeting of the Parish Council held on **Monday 8th January 2024** at 7.30pm.

Present Cllr L Murray (Chairman), Cllr C Aird, Cllr D Bennett, Cllr M Davies, Cllr D Harker, Cllr S Khan, Cllr S McGowan, Cllr S Shrubbs, Cllr E Sinfield and Cllr M Wixon.
Mrs A Reynolds (Clerk) and two members of the public.

	Action
RPC/24/1 - To Receive and approve apologies of absence Cllrs Reilly and Waters RESOLVED: That reasons for absences be approved. It was also noted that Cllr Adam Fox has resigned from his position of Councillor due to moving out of the area. He would like to remain on the Cemetery Working Party for the time being. Cllr Lorne Murray, Chairman has accepted his resignation and thanked him for his hard work and dedication. The Clerk will publish the notice of vacancy on Tuesday 9 th January and will also make the elections team at WNC aware of the vacancy.	Clerk
RPC/24/2 - Public session Issues raised by the public – Nothing. Reports from Unitary Councillors – Nothing.	
RPC/24/3 - Declarations of Interest None	
RPC/24/4 - Requests for dispensation None	
RPC/24/5 - Response to issues raised in the public session Nothing to respond to.	
RPC/24/6 - Approval of Minutes of 11th December 2023 RESOLVED: The minutes were signed by the chairman as a correct record of the meeting.	
RPC/24/7 - Matters arising from the Minutes - not covered elsewhere on the agenda (including the Parish Clerk's report) The Parish council agreed for the clerk to write to the resident to congratulate them on their OBE. The Clerk updated the council that the Grass Tender has been advertised on Contracts Finder and on social media, the tender pack had been sent out to ten companies, with two tenders being received already, and appointments booked for the Clerk to meet with six companies to show them the village green spaces. The Community First Responders have received the defib and bleed kit for the Queen Elizabeth II Recreational ground and would like to know where to install it. The Council would like to ensure that the cabinet is covered by the CCTV cameras and to ask the community first responder for advice as to where to put it.	Clerk Clerk Clerk

	Action
<p>The Clerk advised the council that she had received an email (and forwarded it to all councillors) advising that 2Commune will not be able to supply the Parish Council Website after 31st March. NCALC are meeting with 2Commune and updating parish councils affected, the Clerk has also arranged a meeting with another provider to investigate options.</p>	Clerk
<p>RPC/24/8 - Planning To consider and determine the council's response to applications:</p> <p>1. 2023/8010/FUL - 18 Swale Close, Roade, NN7 2NB - Proposed loft conversion including front and rear dormers, new side facing frosted windows and new rear doors.</p> <p>RESOLVED: No Objections - a lot of the other houses in the road have already done this, including their next-door neighbour.</p> <p>2. 2023/8007/FUL - Roade Library, High Street, NN7 2NW - Single storey extension to front of library.</p> <p>RESOLVED: No Objections as it's our application.</p>	
<p>RPC/24/9 – Finance</p> <p>1. To receive a financial report from the RFO</p> <p>The Clerk/RFO advised that the Unity trust account as of 1st January had a balance of £155,592.14, this included £246.00 cemetery income, £42.00 refund from SLCC for cancelled training and £231.55 from E-on for the feed in tariff for the solar panels at the library, the clerk has set up a payment to transfer this income to Roade Junction Community Group this month.</p> <p>The Nationwide S106/Windfarm Grant account balance as of 1st January was £254,974.66 this included £475.49 S106 interest.</p> <p>The Clerk advised that there has been no income received for January as of Monday 8th January 2024.</p> <p>The Clerk updated the council that she has set up two bank transfers from Nationwide to Unity Trust account, one for £15,929.44 for the S106 KZ8 streetlights (invoice from Mason Street Furniture due for payment this month) and £945.72 for S106 for the library extension (invoice for Berrys last month and the planning invoice paid in November 2023) all ex VAT.</p> <p>The Clerk has also completed a VAT refund request for the last quarter totalling £3491.27.</p> <p>2. Spreadsheet showing breakdown of the S106/windfarm grant Nationwide Account Copy circulated prior to the meeting. RESOLVED: No questions or comments.</p> <p>3. Bill for payments and receipts; schedule to follow</p> <p>RESOLVED: The council noted the schedule of payments and retrospectively approved the payment for December and approved all payments for January.</p>	

			Action
Income December			
Payee	Details	Amount £	
AJ Mills	Application for additional inscription	60.00	
AJ Mills	Additional £6 paid in error for additional inscription, have asked supplier for bank details to credit	6.00	
Hollowell & Sons	Interment	180.00	
SLCC	Refund for cancelled training	35.00	
E-On Next	Feed in tariff for Solar panels at Roade Library – 9 th Oct – 19 th Dec	213.55	
Nationwide Building Society	Interest	475.49	
Payments for December			
Payee	Details	Amount £	
Unity Trust Bank	Service Charge	31.20	
Payments for January			
Payee	Details	Amount £	
Amazon	C4 envelopes, parcel tape & printer paper	36.18	
Barbara Osborne	Payroll Services – October – December	129.00	
BT	Phone & Broadband	64.74	
Court Couriers	Village Technician	868.00	
E-on	Attend and refit visor to light on Stratford Road	97.80	
Lloyds Bank	Credit card fee	3.00	
Marcus Young Landscapes	Emptying dog waste bins	369.84	
Mason Street Furniture	KZ8 Streetlights	19,115.33	
Mirus IT	Printer ink – December	24.72	
Namecheap Inc	Roade parish council.co.uk domain	7.51	
NCALC	Training – Communicating with your community – part 1 – A Reynolds	50.40	
Post Office	Stamps	12.20	
Roade Junction Community Group	Solar feed in tariff – 9 th October – 19 th December 2023	213.55	
Roade Junction Community Group	Reimbursement for items purchased for the Christmas Lights Switch on – books, mulled wine and mince pies	93.09	
Roade Junction Community Group	Two-hour room hire – Community Events Committee Meeting – 8 th November 2023	20.00	
Roade Junction Community Group	Two-hour room hire – Community Safety Committee Meeting – 4 th December 2023	20.00	
SSE	Streetlighting	376.43	
Signomatic	Sponsorship sign for planter	27.88	

			Action
	(to be refunded)		
Signomatic	Sponsorship sign for planter	41.68	
SLCC	SLCC Annual Membership	353.00	
SWARCO	VAS (purchased from grant received from Fire Police Chief)	4590.00	
The Gardening Girls	Village Technician	16.00	
Three Business	Sims for CCTV and mobile phone	30.00	
A Reynolds	Salary	2389.26	
Aviva	Pension contribution and admin fee	317.52	
HMRC	Tax and NI for December	1621.81	
V Horton	Salary	777.40	
<p>4. Receive the internal controls councillors report and agree two councillors to complete the online authorisation. Cllr Bennett acted as internal controls councillor and confirmed that all transactions and balances were correct.</p> <p>The Clerk confirmed that the council needs to pay RJCG for the use of the library for meetings, otherwise it could affect VAT refunds. She also confirmed that the grant from the Fire, Police Chief has been received.</p> <p>RESOLVED: Cllrs Davies and McGowan will authorise the online payments.</p>			Cllrs Davies & McGowan
<p>RPC/24/10 - Updates Resolve to receive and note updates: Updates were included in the clerk's report.</p> <p>1.Parking working group -- The working party are unable to arrange a meeting until they've heard back from Chartwell's agent with clarification from the queries raised. The Clerk will chase for an update.</p> <p>2.KZ8 improvements - Received and noted update.</p> <p>3.Cemetery extension - Received and noted update.</p> <p>4.Extending safety barriers outside Roade Primary School – Received and noted update</p> <p>5.Small Grants – Reports received from Roade Choir, Roade News and St Mary's Church advising how the grant money has been spent.</p> <p>The Clerk will include reviewing the policy at the next F&GP meeting due to be held on 6th February 2024.</p>			Clerk
<p>RPC/24/11 - 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. RESOLVED: To support the double yellow line application as it's the Parish Council's application.</p>			Clerk

	Action
RPC/24/12 - Community Governance Review Consultation Resolve to consider making proposals to WNC under the Community Governance Review. RESOLVED: The parish council completed the survey during the meeting, they do not believe changes are needed for the arrangements for the Parish.	
RPC/24/13 - WNC Council Tax Budget Consultation Resolve to respond to WNC Council Tax budget consultation. RESOLVED: To support WNC's proposed council tax increase of 4.99% providing the money is going to the areas where stipulated.	
RPC/24/14 - Biodiversity Resolve to consider what the council can do to conserve and enhance biodiversity in the area. RESOLVED: For the Clerk to draw up a policy for the council to adopt at the next ordinary meeting of the parish council.	Clerk
RPC/24/15 - Cemetery Resolve to open the cemetery gates daily so residents with mobility issues can visit easily. DEFER TO FUTURE MEETING: For the Village Technician to speak to the resident to obtain further information so the council can then make an informed decision.	VT
RPC/24/16 - Small Grant Resolve to request the return of the grant given to St Mary's Church in October 2022 for improvements to Butlins Lane, which have not been carried out, therefore have not fulfilled the condition of the small grant award. RESOLVED: For the Clerk to check the original grant conditions and to write to St Mary's Church asking for them to return the unspent grant money to the parish council within 4 weeks.	Clerk
RPC/24/17 - Youth Shelter Resolve to accept quote to install a youth shelter in the Queen Elizabeth II Recreation Ground (using S106 funds). Four quotes were obtained and circulated to the council prior to the meeting. RESOLVED: To accept the quotation of £13,893.00 ex VAT from Caloo which includes the base for the shelter. The Clerk will ask the S106 team at WNC to release the funds. It was agreed to ask the PCSO's from the neighbourhood police team to visit the rec once it is installed to ensure it doesn't attract antisocial behaviour.	Clerk
RPC/24/18 - Zip Wire Resolve to accept the quotation to install a Zip Wire in Queen Elizabeth II Recreation Ground (using S106 funds). DEFER TO FUTURE MEETING: The Clerk advised the council that not all quotes had been received.	Clerk
RPC/24/19 - Correspondence requiring a comment or decision Flooding – Concerns have been raised about flooding in the village. The Clerk will speak with WNC Flood team, landowners, and the Environmental Agency.	Clerk

	Action
<p>Recent incident – The Clerk was contacted by the head teacher at EWS advising of an incident where two female members of staff were allegedly approached by a man who exposed himself to them. The Clerk has circulated information to residents on social media, on all noticeboards around the village and has made the primary school aware. The police are investigating the incident.</p> <p>Concerns were raised that the police haven't been in touch with the parish council to request CCTV footage.</p> <p>Local Area Partnerships (LAPS) – The LAPs current priority is addressing the social isolation experienced by older men. The council will assist with signposting to preventing isolation. The Clerk to post on social media and on village noticeboards.</p>	Clerk
<p>RPC/24/20 - Close The meeting closed at 8.36pm</p> <p>Date of next meeting: Monday 12th February 2024 at 7.30pm</p>	

Signed: _____

Date: _____