

Roade Parish Council



To Members of the Council:

You are hereby summonsed to attend the Annual Meeting of Roade Parish Council to be held on 8th April 2019, Roade Village Hall, Bailey Brooks Lane, Roade, 7.15pm

Members of the Public and Press are invited to attend a meeting of Roade Parish Council and to address the Council during its public participation session.

Dated: May 7th 2019

Clerk to the Council
PO Box 847, Northampton, NN7 9AB
01604 861976
clerk@roadeparishcouncil.gov.uk

ANNUAL ROADE PARISH COUNCIL MEETING May 13th 2019

AGENDA

RPC/999	Election of Chairman and signing of the Declaration of Acceptance of Office form
RPC/001	Election of Vice Chairman
RPC/002	Apologies
RPC/003	Public Forum <ol style="list-style-type: none">1) Issues raised by members of the public2) Reports from outside bodies, to include<ol style="list-style-type: none">a) Roade Village Hall and Playing Field Committeeb) Police3) Reports from District Councillors – H Davies, S Clarke4) Report from County Councillor – Adil Sadygov
RPC/004	Declarations of Interest for agenda items
RPC/005	Requests for dispensations for agenda items
RPC/006	Response to items raised in the public session
RPC/007	Resolution to approve the minutes of the Ordinary Meeting of Roade Parish Council on April 8 2019
RPC/008	Matters arising from the minutes, and Clerks Report <i>for information only</i>. <ul style="list-style-type: none">• Clerk has chased the connection of the new light on Whitehouse bend, the delay is with Western Power.• The library building survey was completed and a report will be received shortly.• The internal audit took place on 27th April.
RPC/009	Annual Parish Meeting – brief report from the APM on April 25th 2019
RPC/010	Resolution to agree the council representative to outside bodies 1.Village hall committee – currently Cllr Ruse.

RPC/011	Resolution to agree Appointment to Committees																																																																																
a)	Planning Committee – Current members are Cllrs Armstrong, Bennett, Davies, Connell and Jackson																																																																																
b)	Finance & General Purposes Committee – Current members are Cllrs Young, Marshall, Bennett, Calder and Connell.																																																																																
RPC/012	To allocate Roles and Responsibilities to Councillors – See separate list																																																																																
RPC/013	Planning																																																																																
a)	To determine any responses to planning application not considered by the Road Planning Committee None																																																																																
b)	To note SNC decisions on previous applications . S/2019/0522/FUL 34 Abbots Way Road NN7 2LY Two bed dwelling on garden area. Refused.																																																																																
RPC/014	Policies and Governing Documents. The following documents require re-adoption, there have been no amendments. Parish Council Standing Orders Financial Regulations																																																																																
RPC/015	FINANCE																																																																																
a)	Financial position of the Council, Unity Bank Account, Current account 07 th May 2019 £135,385.13 Receipts include – Precept £54791.36 ½ years payment, £544 burial fee's, £8815.92 Windfarm Grant from 2018/2019 financial year, HMRC £7979.93 Nationwide Account £185,643.78 This amount is s.106 funds only.																																																																																
b)	Resolution to approve the alteration of the standing order from £252.33 to £258.96 for the payment of the Deputy Clerks salary to account for the pay rise that was approved under minute ref. RPV/928.e) in the January meeting. Clerks salary standing order to be amended in June meeting due to pension payments query.																																																																																
c)	Resolution to appoint NCalc as Data Protection Officer for the financial year 2019/2020 at a cost of £10.																																																																																
d)	Resolution to approve the following payments and agree two councillors to complete the online authorisation. <table border="1" data-bbox="260 1335 1310 2013"> <thead> <tr> <th>T No</th> <th>Chq No</th> <th>To Whom</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>266</td> <td>DD</td> <td>WAVE ANGLIAN WATER</td> <td>CEMETERY WATER</td> <td>45.69</td> </tr> <tr> <td>267</td> <td>DD</td> <td>BT</td> <td>MOBILE BILL</td> <td>15.00</td> </tr> <tr> <td>268</td> <td>DD</td> <td>SSE</td> <td>STREETLIGHT ELECTRIC</td> <td>654.37</td> </tr> <tr> <td>269</td> <td>SO</td> <td>HELEN STUART</td> <td>SALARY APRIL</td> <td>252.33</td> </tr> <tr> <td>270</td> <td>SO</td> <td>FIONA YOUNG</td> <td>SALARY APRIL</td> <td>1227.98</td> </tr> <tr> <td>271</td> <td>DD</td> <td>AVIVA</td> <td>PENSION ADMIN FEE</td> <td>45.00</td> </tr> <tr> <td>272</td> <td>BP01/05/19</td> <td>HELEN STUART</td> <td>OVERTIME</td> <td>66.39</td> </tr> <tr> <td>273</td> <td>BP02/05/19</td> <td>NCALC</td> <td>MEMBERSHIP SUBS</td> <td>1293.02</td> </tr> <tr> <td>274</td> <td>BP03/05/19</td> <td>N&P</td> <td>MOWING 29/04/19</td> <td>1599.00</td> </tr> <tr> <td>275</td> <td>BP04/05/19</td> <td>N&P</td> <td>MOWING 17/04/19</td> <td>1599.00</td> </tr> <tr> <td>276</td> <td>BP05/05/19</td> <td>FIONA YOUNG</td> <td>PAY INCREASE BACKDATED</td> <td>24.62</td> </tr> <tr> <td>277</td> <td>BP06/05/19</td> <td>FIONA YOUNG</td> <td>MILEAGE EXPENSES</td> <td>34.20</td> </tr> <tr> <td>278</td> <td>BP07/05/19</td> <td>HMRC</td> <td>NI & TAX</td> <td>612.60</td> </tr> <tr> <td>279</td> <td>DD</td> <td>AVIVA</td> <td>PENSION MONTHLY CONTRIBUTION</td> <td>75.38</td> </tr> <tr> <td>280</td> <td>BP08/05/19</td> <td>COURT COURIERS</td> <td>VILLAGE TECHNICIAN</td> <td>954.00</td> </tr> </tbody> </table>	T No	Chq No	To Whom	Details	£	266	DD	WAVE ANGLIAN WATER	CEMETERY WATER	45.69	267	DD	BT	MOBILE BILL	15.00	268	DD	SSE	STREETLIGHT ELECTRIC	654.37	269	SO	HELEN STUART	SALARY APRIL	252.33	270	SO	FIONA YOUNG	SALARY APRIL	1227.98	271	DD	AVIVA	PENSION ADMIN FEE	45.00	272	BP01/05/19	HELEN STUART	OVERTIME	66.39	273	BP02/05/19	NCALC	MEMBERSHIP SUBS	1293.02	274	BP03/05/19	N&P	MOWING 29/04/19	1599.00	275	BP04/05/19	N&P	MOWING 17/04/19	1599.00	276	BP05/05/19	FIONA YOUNG	PAY INCREASE BACKDATED	24.62	277	BP06/05/19	FIONA YOUNG	MILEAGE EXPENSES	34.20	278	BP07/05/19	HMRC	NI & TAX	612.60	279	DD	AVIVA	PENSION MONTHLY CONTRIBUTION	75.38	280	BP08/05/19	COURT COURIERS	VILLAGE TECHNICIAN	954.00
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e)	Confirmation of checks to payments by the appointed Internal Controls Councillor David Young																																																																																

f)	Resolution for the Clerk to apply for a Barclaycard Flex Charge card.
g)	Resolution to enter into a new 2 year contract with BT for the office phone, internet and mobile. 3 quotes obtained and BT is the best value.
RPC/016	To Complete the Year end procedure
a)	Resolution to approve the Adoption of the Year end accounts
b)	Resolution to approve the completion of Section 1 of the Annual Governance and Accountability Return 2018/2019
c)	Resolution to approve the completion of Section 2 of the Annual Governance and Accountability Return 2018/2019
d)	To confirm receipt of the internal audit report and discuss and agree the actions required.
RPC/017	Whole council training session from Ncalc – Update on a potential date and time.
RPC/018	Neighbourhood Plan – Update on the Roade Neighbourhood Development Plan
RPC/019	Roade Library Update regarding the structural survey
RPC/020	Remembrance Silhouettes Resolution to either <ul style="list-style-type: none"> a) move the two silhouettes to the Church gardens where they will be in a prominent public position and surrounded by planted flowers including poppies or b) Apply for a Highways licence to position the soldier silhouette permanently on the village green.
RPC/021	Recreation ground and CCTV
a)	To update on the repairs to be made to the older play equipment in the recreation ground.
b)	Update from the recreation group, if available
c)	Chaplins Yard play area land transfer – update if available
d)	Request from parishioner on The Leys to consider fencing the area between his property and the recreation ground to stop access to the stream by children and young adults
RPC/022	Cemetery
a)	Resolution to accept the quote from Anglian water to do the works to the cemetery driveway at no cost to the council.
RPC/023	Village Technician
a)	Resolution to transfer all of the tools currently owned by the parish council to the Village Technician and adjust the Asset Register accordingly. The transfer is of Nil value.
b)	Confirmation that the Village Technician has signed a letter confirming his continued status as self employed.
c)	Confirmation that the Village Technician has signed the agreed contract
RPC/024	Highways <ol style="list-style-type: none"> 1. Discussion of a strategy for securing compliance with the new double yellow lines parking restriction in High Street. To include the resolution to consider purchasing extra parking enforcement officer time at a minimum cost of £7020 for 3hrs/week over 26 weeks. 2. To note that Community Speedwatch will be operating in the village from May 30th to June 12th. 3. To agree a response to a parishioners letter regarding the positioning of bus stops along Ashton Rd. 4. To discuss a request from a Cllr that the council ask NCC Highways to consider repositioning the Ashton Rd/Memorial Green sign. 5. Streetlights – to note that the council have been successful in obtaining the £35,000 grant from the New Homes Bonus to replace some streetlights. 6. Any other Highways issues

RPC/025	Ashton Rd, Persimmon Development Resolution to arrange a meeting with the parish council, Persimmon Homes and SNC.
RPC/026	Correspondence, including actions where required. <ul style="list-style-type: none">• Parishioner correspondence regarding the bus stops on Ashton Rd – agenda item• Parishioner concern re contamination on Persimmon site – Clerk responded• Parishioner request to join RPC– Clerk responded• Parishioner request for stream to be fenced off from the recreation ground – Agenda item• Response from SNC to a councillor letter regarding the s.106 road improvements
RPC/027	Date and Time of Next Meeting – June 10th 2019