

# 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 May 14th 2018, 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 8th 2018

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

## ANNUAL ROADE PARISH COUNCIL MEETING:

### AGENDA

RPC/745	<b>Election Of Chairman for the coming year and completion of required paperwork</b>
RPC/746	<b>Election of Vice Chairman</b>
RPC/747	<b>Apologies</b>
RPC/748	<b>Public Session</b> <ol style="list-style-type: none"><li>1) Issues raised by members of the public</li><li>2) Reports from outside bodies, to include<ol style="list-style-type: none"><li>a) Roade Village Hall and Playing Field Committee</li><li>b) Police</li></ol></li><li>3) Reports from District Councillors – H Davies, S Clarke</li><li>4) Report from County Councillor – Adil Sadygov</li></ol>
RPC/749	<b>Declarations of Interest</b>
RPC/750	<b>Response to items raised in the public session</b>
RPC/751	<b>Resolution to approve the minutes of the Ordinary Meeting of Roade Parish Council on April 9th 2018</b>
RPC/752	<b>Matters arising from the minutes, and Clerks Report <i>for information only.</i></b> <ul style="list-style-type: none"><li>• The solicitor for the football club has requested some changes to the lease. This request has been sent to RPC solicitor for advice.</li><li>• The application for floodlights made by the tennis club and Roade Village Hall Committee has been withdrawn.</li><li>• The Freedom of Information Request was submitted on April 20<sup>th</sup> 2018 and a response is expected within 20 working days. Letters have also been sent to Cllr Sadygov, Cllr Irvine-Smith ( Portfolio holder for Public Health and Wellbeing and the Acting CEO of NCC.</li><li>• The payment for the damage to the recreation ground camera has been received.</li><li>• Marcus Young Landscapes have taken over the collection of dog bin waste.</li><li>• Water leak on cemetery drive is slowly decreasing, Anglian Water have excavated and can find no leak, they say it is freshwater and so likely to be a natural water source.</li></ul>
RPC/753	<b>Resolution to agree the council representative to outside bodies</b> <b>1.Village hall committee</b> – currently Cllr Ruse.
RPC/754	<b>Resolution to agree Appointment to Committees</b> <b>1.Planning Committee</b> – Current members are Cllrs Armstrong, Bennett, Calder and Jackson <b>2.Finance &amp; General Purposes Committee</b> – Current members are Cllrs Young, Marshall, Bennett, Calder and Connell.
RPC/755	<b>To allocate Roles and Responsibilities to Councillors</b> – See separate list
RPC/756	<b>Annual Parish Meeting</b> – Cllr Bennett to report and note any points to be actioned.
RPC/757	<b>FINANCE</b>

a)	Financial position of the Council to 30 <sup>th</sup> April £101,861.10 Unity Bank Nationwide account March 31 <sup>st</sup> £239,991.49 Income received Burial income, ½ yr Precept Payment and Interest																																																																																																									
b)	Resolution to approve the following payments and agree two councillors to complete the online authorisation. <table border="1"> <thead> <tr> <th>T No</th> <th>Chq No</th> <th>To Whom</th> <th>Details</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>DD</td> <td>BT</td> <td>MOBILE BILL</td> <td>9.00</td> </tr> <tr> <td>16</td> <td>DD</td> <td>SSE</td> <td>STREETLIGHTS ELECTRIC (19 APRIL PAYMENT)</td> <td>830.27</td> </tr> <tr> <td>17</td> <td>SO</td> <td>F YOUNG SALARY APRIL</td> <td>SALARY</td> <td>1166.96</td> </tr> <tr> <td>18</td> <td>SO</td> <td>G GREAVES</td> <td>SALARY</td> <td>197.10</td> </tr> <tr> <td>19</td> <td>DD</td> <td>AVIVA PENSION</td> <td>MONTHLY FEE</td> <td>45.00</td> </tr> <tr> <td>20</td> <td>BP01/05/18</td> <td>REIMBURSE F YOUNG</td> <td>INK CARTRIDGE</td> <td>55.69</td> </tr> <tr> <td>21</td> <td>300315</td> <td>AH CONTRACTS</td> <td>DOG WASTE EMPTYING</td> <td>29.05</td> </tr> <tr> <td>22</td> <td>BP02/05/18</td> <td>F YOUNG</td> <td>SALARY UNDERPAYMENT</td> <td>38.76</td> </tr> <tr> <td>23</td> <td>BP03/05/18</td> <td>NCALC</td> <td>AUDIT AND SUBS</td> <td>1054.94</td> </tr> <tr> <td>24</td> <td>300316</td> <td>ROADE VILLAGE HALL</td> <td>OFFICE RENT</td> <td>450.00</td> </tr> <tr> <td>25</td> <td>BP04/05/18</td> <td>AYLESBURY MAINS</td> <td>STREETLIGHT MAINTENANCE</td> <td>85.20</td> </tr> <tr> <td>26</td> <td>BP05/05/18</td> <td>LGSS LAW LTD</td> <td>LEGALS</td> <td>119.05</td> </tr> <tr> <td>27</td> <td>300317</td> <td>ADVANTSCAPE LTD</td> <td>WASTE BINS X 3</td> <td>255.00</td> </tr> <tr> <td>28</td> <td>300318</td> <td>HEATHERWOOD RISK MANAGEMENT</td> <td>CDM REGULATIONS</td> <td>900.00</td> </tr> <tr> <td>29</td> <td>BP06/05/18</td> <td>N &amp; P GARDEN SERVICE</td> <td>GRASS CONTRACTOR</td> <td>1431.00</td> </tr> <tr> <td>30</td> <td>BP07/05/06</td> <td>N &amp; P GARDEN SERVICE</td> <td>GRASS CONTRACTOR</td> <td>1719.00</td> </tr> <tr> <td>31</td> <td>BP08/05/18</td> <td>COURT COURIERS</td> <td>VT</td> <td>358.32</td> </tr> <tr> <td>32</td> <td>300319</td> <td>A JOHNSON</td> <td>EXPENSES</td> <td>6.20</td> </tr> <tr> <td>33</td> <td>DD</td> <td>SSE</td> <td>STREETLIGHTS ELECTRIC (19 MAY PAYMENT)</td> <td>756.51</td> </tr> <tr> <td>34</td> <td>BP09/05/18</td> <td>VIKING</td> <td>STATIONARY</td> <td>111.75</td> </tr> </tbody> </table>	T No	Chq No	To Whom	Details	£	15	DD	BT	MOBILE BILL	9.00	16	DD	SSE	STREETLIGHTS ELECTRIC (19 APRIL PAYMENT)	830.27	17	SO	F YOUNG SALARY APRIL	SALARY	1166.96	18	SO	G GREAVES	SALARY	197.10	19	DD	AVIVA PENSION	MONTHLY FEE	45.00	20	BP01/05/18	REIMBURSE F YOUNG	INK CARTRIDGE	55.69	21	300315	AH CONTRACTS	DOG WASTE EMPTYING	29.05	22	BP02/05/18	F YOUNG	SALARY UNDERPAYMENT	38.76	23	BP03/05/18	NCALC	AUDIT AND SUBS	1054.94	24	300316	ROADE VILLAGE HALL	OFFICE RENT	450.00	25	BP04/05/18	AYLESBURY MAINS	STREETLIGHT MAINTENANCE	85.20	26	BP05/05/18	LGSS LAW LTD	LEGALS	119.05	27	300317	ADVANTSCAPE LTD	WASTE BINS X 3	255.00	28	300318	HEATHERWOOD RISK MANAGEMENT	CDM REGULATIONS	900.00	29	BP06/05/18	N & P GARDEN SERVICE	GRASS CONTRACTOR	1431.00	30	BP07/05/06	N & P GARDEN SERVICE	GRASS CONTRACTOR	1719.00	31	BP08/05/18	COURT COURIERS	VT	358.32	32	300319	A JOHNSON	EXPENSES	6.20	33	DD	SSE	STREETLIGHTS ELECTRIC (19 MAY PAYMENT)	756.51	34	BP09/05/18	VIKING	STATIONARY	111.75
T No	Chq No	To Whom	Details	£																																																																																																						
15	DD	BT	MOBILE BILL	9.00																																																																																																						
16	DD	SSE	STREETLIGHTS ELECTRIC (19 APRIL PAYMENT)	830.27																																																																																																						
17	SO	F YOUNG SALARY APRIL	SALARY	1166.96																																																																																																						
18	SO	G GREAVES	SALARY	197.10																																																																																																						
19	DD	AVIVA PENSION	MONTHLY FEE	45.00																																																																																																						
20	BP01/05/18	REIMBURSE F YOUNG	INK CARTRIDGE	55.69																																																																																																						
21	300315	AH CONTRACTS	DOG WASTE EMPTYING	29.05																																																																																																						
22	BP02/05/18	F YOUNG	SALARY UNDERPAYMENT	38.76																																																																																																						
23	BP03/05/18	NCALC	AUDIT AND SUBS	1054.94																																																																																																						
24	300316	ROADE VILLAGE HALL	OFFICE RENT	450.00																																																																																																						
25	BP04/05/18	AYLESBURY MAINS	STREETLIGHT MAINTENANCE	85.20																																																																																																						
26	BP05/05/18	LGSS LAW LTD	LEGALS	119.05																																																																																																						
27	300317	ADVANTSCAPE LTD	WASTE BINS X 3	255.00																																																																																																						
28	300318	HEATHERWOOD RISK MANAGEMENT	CDM REGULATIONS	900.00																																																																																																						
29	BP06/05/18	N & P GARDEN SERVICE	GRASS CONTRACTOR	1431.00																																																																																																						
30	BP07/05/06	N & P GARDEN SERVICE	GRASS CONTRACTOR	1719.00																																																																																																						
31	BP08/05/18	COURT COURIERS	VT	358.32																																																																																																						
32	300319	A JOHNSON	EXPENSES	6.20																																																																																																						
33	DD	SSE	STREETLIGHTS ELECTRIC (19 MAY PAYMENT)	756.51																																																																																																						
34	BP09/05/18	VIKING	STATIONARY	111.75																																																																																																						
c)	Resolution to change the standing orders for the Clerk and Deputy Clerks salary. This is to take into account the salary rise of one salary scale point following the staff appraisals and also the national salary scale increases that are applicable from April 1 <sup>st</sup> 2018, a 4% rise in the hourly rate for the Deputy Clerk and a 2% rise in the hourly rate for the Clerk. The new standing order amounts will apply to the May salary payments which go out of the bank on the 23 <sup>rd</sup> of May. New standing order amounts are as follows – £202.72/month and £1227.98 these amounts will vary very slightly due to the tax calculations but any changes will need to be approved again by council.																																																																																																									
d)	Confirmation of checks to payments by the appointed Internal Controls Councillor.																																																																																																									
RPC/758	<b>To Complete the Year end procedure</b> 1. Resolution to approve the Adoption of the Year end accounts 2. Resolution to approve the completion of Section 1 of the Annual Governance and Accountability Return 2017/18 3. Resolution to approve the completion of Section 2 of the Annual Governance and Accountability Return 2017/18 4. To confirm receipt of the internal audit report and discuss and agree the actions required.																																																																																																									
RPC/759	<b>Finance &amp; General Purposes Committee</b> Resolution to approve the following decisions taken at the F & GP Meeting on April 30th 2018 1.To change the internal controls procedure to allow the councillors to take the payment file and all associated paperwork home to enable the monthly approval to be carried out. Please see Clerks report and also Agenda item RPC757/4 2.To approve of the Health & Safety Risk Assessment Policy and adoption by full council. 3.To sign up with the Ncalc Data Protection Officer Service, free of charge for one year. 4. Resolution to continue with the purchase of Roade Library building – Please see separate agenda item RPC/760																																																																																																									
RPC/760	<b>Roade Library</b> 1.Resolution to approve the recommendation by the F & GP Committee to proceed with the purchase of the library building 2. Further updates regarding financing the purchase.																																																																																																									
RPC/761	<b>Roade neighbourhood Plan</b> – Report from Cllr Marshall																																																																																																									
RPC/762	<b>Roade History Society grant.</b> The Roade History society would like to apply for £120 from the small grants fund for assistance with the increased cost of storing the archives at the Village Hall.																																																																																																									

RPC/763	<p><b>General Data Protection Regulations –</b>  Clerk to report.  1. Resolution to discuss and agree to Councillors having a dedicated roadeparishcouncil.gov.uk email address at an annual cost of £25 per councillor.  2. Clerk to report on the use of Box-It shredding service to clear documents from the office and be GDPR compliant.</p>
RPC/764	<p><b>Parish office –</b>  Resolution to purchase an A4 poster case for the external office wall in order to publish office open times and other information, approx. cost £40</p>
RPC/765	<p><b>Recreation Ground and Churchcroft Open Space</b></p> <ul style="list-style-type: none"> <li>• Update from working party to include confirmation of arrangements for the opening of the recreation ground.</li> </ul>
RPC/766	<p><b>Football Club</b>-Update regarding changes requested by Football Club solicitor.</p>
RPC/767	<p><b>Highways</b></p> <p>a) Any Highways issues</p>
RPC/768	<p><b>Correspondence – to agree action where needed.</b></p> <ul style="list-style-type: none"> <li>• Receipt of a letter from a chartered surveyor stating that we own land that will be affected by the proposed bypass for Roxhill.</li> <li>• Public liability insurance cert received by N &amp; P Garden Services</li> </ul>
RPC/769	<p><b>Date and Time of Next Meeting – June 11<sup>th</sup> 2018</b></p>