



Minutes of the Annual Meeting of Roade Parish Council held on **Monday 11th May 2020** at 7.00 p.m.

Present: Cllr L Murray (Chairman of the Council)
 Cllr D Bennett
 Cllr I Calder
 Cllr S Connell
 Cllr S Curtis
 Cllr M Davies
 Cllr A Fox
 Cllr M Reilly
 Cllr S Shrubb

Mrs A Reynolds (Clerk to the Council)

	Action
<p>RPC/260 – Election of Chairman and signing of the declaration of Acceptance of Office form Cllr Calder proposed Cllr Murray be re-elected as Chairman, Cllr Shrubb seconded the proposal, and all agreed. Cllr Murray accepted the nomination and signed the Declaration of Acceptance of Office Form.</p>	
<p>RPC/261 – Election of Vice Chairman Cllr Connell proposed Cllr Reilly be re-elected as Vice Chairman, Cllr Davies seconded the proposal, all agreed. Cllr Reilly accepted the nomination and was then re-elected as Vice Chairman.</p>	
<p>RPC/262 – Acceptance of apologies for absence. No Apologies were received</p>	
<p>RPC/263 - Public Session</p> <ol style="list-style-type: none"> 1. Issues raised by the public No members of the public were present 2. Reports from outside bodies <ol style="list-style-type: none"> a. Road Village Hall – No reports. b. Road Feoffee & Chivalls Charity – To be covered under RPC/264 3. Reports from District and County Cllrs – No reports received and no District or County Councillors present. 	
<p>RPC/264 – Feoffee & Chivalls Charity</p> <ol style="list-style-type: none"> 1. Note resignation of Marie Reilly as trustee RESOLVED: The Council noted the resignation. 2. Note that the Charity Commission has been informed about Adam Fox's appointment as trustee. RESOLVED: The Council noted that the Charity Commission had been informed about the appointment 3. Appoint new trustees RESOLVED: Ben Fulker was appointed as a new trustee to replace Terry Armstrong and Mick Davies was appointed as a new trustee to replace Myra Inglis. Clerk to confirm the new trustees with the Feoffee and Chivalls Charity Clerk. 	Clerk



<p>RPC/265</p> <ul style="list-style-type: none"> • To receive declarations of interest – None received • To receive requests for dispensation – None received 							
<p>RPC/266 – Response to issues raised in the Public Session Nothing to respond to.</p>							
<p>RPC/267 - Approval of Minutes of 20th April 202 RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p>							
<p>RPC/268 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report) Regarding the Streetlight outside 51 Northampton Road shining into the house, once the lockdown is over the Clerk will arrange for a shade to be fitted to the bulb hopefully rectifying the problem. The Clerk will also arrange for Aylesbury Mains to replace all four broken bulbs in streetlights around the village with Indo units where required, the streetlight in The Grove with loose wiring will also be reported to Aylesbury Mains.</p>	Clerk						
<p>RPC/269 – Resolution to agree the Council representative to outside bodies – Village Hall RESOLVED: Cllr Murray would remain as the Council’s representative on the Village Hall Committee, and Cllr Shrubbs would remain as an independent person on the Village Hall Committee.</p>							
<p>RPC/270 – Resolution to agree the Appointment of Finance and General Purpose Committee RESOLVED: Cllrs Murray, Bennett, Connell, and Reilly would remain on the Committee and Cllr Shrubbs would be added to the committee. A date was set for the next F&GP meeting as Monday 1st June at 7pm via Zoom.</p>	Clerk						
<p>RPC/271 – Resolution to agree the format of the Planning meeting RESOLVED: It was agreed to keep the planning meeting within the main Parish Council meetings. To not have a planning committee but Cllrs Davies, Connell, Curtis, Shrubbs and Bennett would ensure that they have looked at planning applications prior to Council meetings.</p>							
<p>RPC/253 – Finance</p> <ol style="list-style-type: none"> Financial Report from the RFO - The Clerk/RFO advised that the Unity bank balance as of 1st May 2020, was £169,971.31 this included credits that were received after the meeting on 20th April, these included £476 for the cemetery, £12,677.84 VAT refund and £58,763 precept. There is currently no income for May, however a cheque for £145 has been received for the interment that was held this morning, the cheque has been sent to the bank for processing. The Nationwide account (reserves) as of 1st May 2020 were at £207,408.67, the Clerk advised that she had requested to withdraw £20,367 for the Football Club (S106 money), this had been received into the Unity Trust bank on 7th May, for payment this month. Resolution to approve payments for May 2020. A schedule of payments had previously been circulated to include the following invoices for payment: <table border="1" data-bbox="92 1892 1356 1977"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>N&P Garden Services</td> <td>Grass cutting</td> <td>£1,599.00</td> </tr> </tbody> </table>	Payee	Details	Amount	N&P Garden Services	Grass cutting	£1,599.00	
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Mike Jones Building Services	Repairing 2 x benches in cemetery & 1 x bench in Churchcroft	£1,375.00
HMRC	Taxes & NI (April) 2679PF0014S4932101	£549.41
Marcus Young Landscapes	Emptying Dog bins - April 2020, additional collection of Ashton Road from 24/01/20 - 31/03/20, new bins from 10/03-31/03 and emptying and removing rubbish bins down by the garage	£320.64
Court Couriers	Village Technician	£603.00
N&P Garden Services	Grass cutting	£1,599.00
N&P Garden Services	Emptying cemetery bays	£804.00
Sue Dale	Temporary Staff	£150.00
Alison Reynolds	Laminating pouches	£5.20
Football Club	S106 for Pitch renovation and maintenance equipment	£20,367.00
BT	Phone & Internet	£46.32
BT	Mobile	£6.00
SSE Energy Supply	Streetlights	£210.43
Aviva	Pension Admin Fee	£45.00
Aviva	Pension contribution (March)	£128.49
Alison Reynolds	Salary	£1,377.55
Personal Advice & Solutions	Personal Advice Services	£120.00
	Monthly Total	£29,306.04

RESOLVED: All payments were approved for payment.

3. Internal controls Councillors report & agree two Councillors to complete the online authorisation

The Clerk had scanned and emailed all invoices across to Cllr Calder acting as internal controls Councillor, who advised that the totals entered on the online bank for payment matched the invoices.

RESOLVED: Cllr Davies and Cllr Bennett to approve the payments online.

**Cllrs
Bennett
& Davies**

RPC/273 – To Complete the Year end procedure

1. Resolution to approve the Adoption of the Year end accounts

RESOLVED: The Council approved the adoption of the year end accounts

2. Resolution to approve the completed section 1 of the Annual Governance and Accountability Return 2019/2020

RESOLVED: The Council approved the completed section 1 of the Annual Governance and Accountability Return 2019/2020

3. Resolution to approve the completion of section 2 of the annual Governance and Accountability Return 2019/2020.

RESOLVED: The Council approved the completed section 2 of the Annual Governance and Accountability Return 2019/2020

RPC/274 – Cemetery

1. Additional Consecrated land



<p>RESOLVED: There are currently approximately fifty plots of un-consecrated land within the cemetery. After discussion the Council resolved to keep one row of un-consecrated land, extend two rows of the garden of remembrance and consecrate the rest. The Clerk raised concerns over the cemetery spreadsheet showing empty plots amongst older purchased plots are the records correct. The Council advised that there's a hand drawn map in the office, the Clerk will look for this in the office.</p>	<p>Clerk</p>
<p>2. Extension – Resolve to set up a working party RESOLVED: To set up a working party consisting of Councillors and residents from Roade, this will be a long-term project. Clerk will put an advert out on social media and on the Council notice board asking for members of the public to join the working group. It was agreed that Cllrs Bennett, Calder, Fox and Shrubbs will be on the working party, they will produce an interim report and present this in approximately three months' time, and present a full report to the Council in November this will allow the Council to budget for the extension within the precept. F&GP will need to budget for the cemetery working party, Clerk to add this onto F&GP Agenda for June's meeting.</p>	<p>Clerk</p>
<p>3. Working party to discuss memory benches RESOLVED: The Working party will discuss this.</p>	<p>Clerk</p>
<p>4. Bays – Discuss whether bays need widening or more adding RESOLVED: The Working party will look at this as a priority.</p>	<p>Cemetery working party</p>
<p>5. Retrospectively approve to accept the quotation from N&P Garden Services of £804 to empty the bays RESOLVED: The Council resolved to retrospectively approve the quotation.</p>	<p>Cemetery Working party</p>
<p>6. Cemetery Fees RESOLVED: The Council resolved to leave the fees as they are for now. The Clerk will contact Clerks from other Burial Authorities to compare fees and will pass information onto the working party.</p>	<p>Clerk</p>
<p>7. Weeding – discuss if we need to have the gravel pathway weeded by N&P Garden Services RESOLVED: Concerns were raised about using chemicals in a public area where lots of dog/cats walk. Clerk to speak to N&P to see if there's an organic and animal safe weed killer available.</p>	<p>Clerk</p>
<p>8. Tools in Chapel RESOLVED: After discussion it was agreed that the Village Technician can keep his tools in the Council's shed within the cemetery providing, he accepts liability for this. No tools or equipment are to be kept in the chapel. Clerk to speak to the Village Technician about removing all tools from the chapel and also request to have a spare key for the shed key.</p>	<p>Clerk</p>
<p>9. Cemetery Gates RESOLVED: Cllrs Calder and Davies will look at gates and will pass contact details of a welder who may be able to assist with the repair to the Clerk.</p>	<p>Cllrs Calder, Davies & Clerk</p>



<p>RPC/275 – Crime Cllr Shrubbs had put together a crime report for the village, this had been circulated to all Councillors prior to the meeting. RESOLVED: Cllrs Murray, Reilly, Shrubbs and Fox agreed to be on a working party to investigate having a PCSO for the village. The working party will put together costings for a PCSO and discuss the possibility of sharing the cost with other villages. The working party will also speak to Councils who already have a PCSO to establish if the presence of a PCSO has reduced crime in the areas.</p>	<p>Crime Working Party</p>
<p>RPC/276 – Dog Poo bin contract RESOLVED: The Council noted that the Dog Poo bin contract has been signed by Marcus Young Landscapes.</p>	
<p>RPC/277 – Litter and Dog Poo Bins A copy of Marcus Young Landscapes monthly report had been distributed to all Councillors prior to the meeting. The report showed that the dog bin at The Leys was 100% full as well as the bin on Ashton Road (despite being emptied twice a week). Councillors also discussed the lack of rubbish bins along the KZ8 footpath. RESOLVED: The Council resolved to purchase an additional dog poo and litter bin to put on the grass area between the railway bridge and The Leys on the new Persimmon estate. The Clerk will contact Persimmon Homes for authorisation to erect the bins on the grass. The Clerk is also going to speak with South Northamptonshire Council as they supply and empty the rubbish bins throughout the village to request if they can supply and install a new litter bin.</p>	<p>Clerk Clerk</p>
<p>RPC/278 – Wind farm grant RESOLVED: The Council resolved that the Clerk applies for the Windfarm grant, requesting funds to help extend the cemetery.</p>	<p>Clerk</p>
<p>RPC/279 – Pathway being made in Churchcroft open space grass A resident appears to be wearing a mud footpath within Churchcroft open space where they are cutting the corner of the path. RESOLVED: After a discussion the Council resolved that this is public land, they are unable to do anything about this.</p>	
<p>RPC/280 – To receive an update on feasibility study for the land opposite the primary school and discuss the possible future. The Clerk had been in touch with Nicholls-Colton who had emailed a list of questions across to the Council for them to answer. The email had been circulated around to all Councillors prior to the meeting. The Clerk had answered most of the questions and advised that she's emailed SNC Planning department to ask for authorisation for Nicholls-Colton to discuss their previous report with the Parish Council. RESOLVED: Once authorisation from SNC is granted the Clerk will arrange a Zoom meeting with the Nicholls-Colton representative, Cllrs Murray, Bennett, Davies and herself.</p>	<p>Clerk</p>
<p>RPC/281 – Swap Bus Shelters The Council acknowledged how useful this is for a lot of people within the village, there were concerns that residents may be putting items that are of no use to anyone in the shelters as a way to dispose of unwanted items due to the local refuge centres being closed. RESOLVED: To leave the shelters for now and monitor the usage. The Clerk is to speak to the Roade Junction Community Group to discuss if they could accommodate a swap corner in the library once the lock down is over.</p>	<p>Clerk</p>
<p>RPC/282 – Correspondence requiring a comment or decision</p>	



<p>1. Rail Freight Monitoring Group Email received from a resident asking if the Roxhill Monitoring Group is still in situ as they had received an email from Segro regarding the next Steps. The Clerk has contacted Segro asking to be included in all future correspondence. Cllr Bennett advised that he used to attend regular meetings, however these have now stopped now that the rail freight is going ahead. Cllr Curtis will speak with someone he knew who was involved with the monitoring group and will respond directly to the resident.</p> <p>2. Cemetery wooden cross An email has been received regarding a wooden cross that had been carved into a tree at the cemetery many years ago and requested if the area around the cross could be cleared so the cross can be seen. After a discussion it was advised that the cross is very rotten as the wood had never been treated so the area wouldn't be cleared. The Cemetery Working Party will discuss this further.</p> <p>3. Tree in Rec has broken and could be a health and safety issue Clerk to ask N&P for a quote to remove the broken tree. The Council asked the Clerk what happened regarding the tree working party. The Clerk advised that as the majority of the land in the village belongs to Highways, we are unable to plant other trees around the village. Clerk to find out who the previous Clerk had spoken to about carrying out a survey of the trees around the cemetery, Rec and Churchcroft open space and request a report.</p> <p>4. Weed spraying the Rec N&P Garden Services had advised the Clerk that the Rec is quite weedy, would the Parish Council like them to weed spray like they did last year? The cost for this will be the same as last year. The Council agreed it would be a good idea for the weed spraying to be completed whilst the Rec is closed. Clerk to speak to N&P to discuss using organic weed killer and putting signs up to advise the public that weed spraying is in progress.</p> <p>5. Grave in the cemetery has a fence round it. The Clerk advised the Council that one of the graves at the cemetery has had a fence erected. The Clerk is going to write to the owners to ask them to remove this as it's in breach of the cemetery rules.</p> <p>6. Rec to remain closed. The Clerk has posted on social media to advise residents that the Rec remains closed. The Rec is an enclosed area with play equipment and is not a park. The Rec will remain closed until the government advise otherwise.</p>	<p style="text-align: center;">Cllr Curtis</p> <p style="text-align: center;">Cemetery Working Party</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
<p>RPC/259 – Close</p> <p>The meeting closed at 9.10pm.</p> <ul style="list-style-type: none"> • [Note: The next ordinary meeting of the Council will take place on Monday 8th June 2020. 	

Signed: _____



Date: _____