

Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 11th July 2022** at 7pm.

Present: Cllrs L Murray, C Aird, D Bennett, M Davies, A Fox, D Harker, S Khan, M Reilly, S Ruse & D Waters

Mrs A Reynolds (Clerk to the Council), Cllr L Fowler – WNC and one member of the public

	Action
<p>RPC/22/859 – To Receive and approve apologies of absence. Cllrs S Shrubbs, E Sinfield and M Wixon RESOLVED: That reasons for absences be approved.</p>	
<p>RPC/22/860 – Public session – None</p> <p>Reports from Unitary Councillor – The Highways contract has been awarded to Kier, all tenders were ranked on quality and price, Kier were ranked top in both quality and were also the cheapest. There should be an improvement in the service received from Highways as they have a larger budget allocated and more people working with them. Unfortunately, potholes aren't being reclassified and the depth will remain at 40mm. They will be working on a common-sense approach, so if attending an area to fix a pothole, and there's more potholes in that section of road they will fix all of them, not just the one they have been asked to repair. They have also confirmed that the work gangs will be on different shifts, this will be more cost effective.</p> <p>Cllr Fowler will chase up Highways regarding the streetlights for the KZ8 and has also asked them respond and provide dates for a follow up meeting. She has also chased up planning with regards to our request to move the public footpath next to the cemetery.</p> <p>She confirmed that IM Properties planning has been passed by WNC planning.</p> <p>WNC have issued a new local plan consultation that contains stricter rules for planning permission, Cllr Fowler will send this to the clerk. The closing date for the consultation is 18th August.</p> <p>Cllr Fowler agreed that the planning systems need an overhaul, WNC are in the process of getting all three systems previously used by the different county councils to align. Cllr Fowler will write a letter to the Heads of Planning to make them aware that parish councils don't feel supported.</p> <p>Cllr Fowler also advised that the tree tasking group have submitted a report that will go to cabinet changing the policy to be more proactive and not just deal with trees when there's a problem.</p>	Cllr Fowler
<p>RPC/22/861</p> <ol style="list-style-type: none"> 1. Declarations of interest – None 2. Requests for dispensation – None 	
<p>RPC/22/862 – Response to issues raised in the Public Session Nothing to respond to.</p>	
<p>RPC/22/863 - Approval of Minutes of 13th June 2022 RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting.</p>	
<p>RPC/22/864 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report)</p>	

The clerk confirmed that they have received one quote for streetlights on the KZ8 footpath and are chasing for more. She confirmed that this quote hadn't been circulated to the council.

RPC/22/865– Planning

1. To consider and determine the Council's response to Applications WNS/2022/

- a. 1323/FUL – 2 Walkers Way, Roade – First floor rear extension above existing single storey extension**

RESOLVED: No objections

- b. 1094/LBC – Chapter House, 3 High Street, Roade – Replace or repair all existing windows and doors with double glazed glass, like for like with original sash windows.**

RESOLVED: No objections

- c. 1264/TPO – 14 Croft Lane, Roade - TPO 04/1997 T1 Mature Walnut - lateral crown reduction to reduce the longest over extended lateral branches only back to the main canopy line (reduction of approximately 2-3 metres). Remove major deadwood and the crown raised by 3.5m by the removal or reduction of secondary branches only**

RESOLVED: No comments, will leave to the tree experts to decide.

- d. 1251/FUL – 31 Hyde Close, Roade – Single storey rear extension**

RESOLVED: No objections

- e. 0405/FUL – Land south of Roade Bowling Club, The Leys, Roade - Change of use of paddock land for the development and playing of Croquet and regularisation of overflow car parking area, off the existing car park. Siting of a metal container to securely store club and ground care equipment, to establish a Club House, and to install an Eco-friendly composting toilet. Amendment details:**

- New site plan received, moving red line around overflow car park to the north of the existing car parking area.
- Red line also increased to capture site's access with adopted highway.
- Red lines added from car parking area to where the croquet lawns will be sited.

RESOLVED: No Objections

2. To receive feedback from Cllr Waters after he attended the planning meeting with Blisworth Parish Council and resolve next steps regarding redevelopment of land west of Northampton Road, Blisworth.

Cllr Waters advised the council that he attended a meeting with Blisworth Parish Council and representatives from other local Parish Councils. The chairman thanked him, as it was important that he attended the meeting.

Other Parish Councils asked if we could share any large development planning applications that we receive with other local councils and let them know if we are wanting to object to the development.

RESOLVED: For the clerk to share any large development applications along with our objections/comments with other Parish Councils

3. Resolve to support Tiffield Parish Council in their responses to the following planning applications:

- a. Land to the east of Tiffield Road and to the northwest of the A43, Towcester - S 2020 1644 EIA**

RESOLVED: Support Tiffield Parish Council in their responses to the planning application.

- b. DHL - WNS 2021 1819 EIA**

RESOLVED: Support Tiffield Parish Council in their responses to the planning application.

RPC22/866 – Finance

Financial Report from the RFO – The RFO advised that The Unity bank balance as of 1st July was £210,245.33. This included £10,247.75 Windfarm grant. The RFO confirmed that she had set up a payment of £6724.35 to be transferred into the Nationwide S106/grant account this month (retaining £3523.40 to pay for the fence in the Rec).

The S106/Windfarm Grant Nationwide account, as of 1st July was £183,809.40 this included £22.66 interest.

The RFO reported that she has completed the VAT refund for quarter one, totalling £3797.49.

1. Bills for payments and receipts.

RESOLVED: The council noted the schedule of payments and approved all payments for July and retrospectively approved three payments for June.

The council agreed to withhold the payment of £612.00 for Maynards Memorials until the report from the re-inspection of the memorials that was carried out on 6th July 2022 is received.

Income June/July 2022

Payee	Details	Amount £
Road Windfarm Ltd – EDF Energy Renewables	Windfarm Grant	10,247.75
Nationwide	Interest	22.66

Payments for June 2022

Payee	Details	Amount £	Power
Anglian Water	Water bill for Road Cemetery 03/03/22 – 02/06/22	6.26	LGA 1972, s214 (6)
Unity Trust Bank	Service Charge & manual credit handling charge	33.15	LGA (office provisions) 1963 S5

Payments for July 2022

Payee	Details	Amount £	Power
Allseasons Gardening & Logs	Grass cutting	3096.00	Open Spaces 1906 S9 & 10
Amazon	USB headset with microphone & A3 copier paper	29.78	LGA 1972, S.111
Andy Johnson	2.5L Sadolin	38.99	OSA 1906 ss9 & 10 & LG (Miscellaneous provisions) Act 1976 s19
BT	Telephone & Broadband	58.97	LGA 1972 S111
Cartridge people	Black toner cartridge	60.90	LGA 1972, S.111
Court Couriers	Village Technician	1136.00	Open spaces Act 1906 ss9-10 PHA 1875 s164, PHA 1890 S44 & LG (misc prov) act 1976 s19

Lloyds Bank	Credit Card fee	3.00	LGA (office provisions) 1963 S5
Marcus Young	Emptying dog bins	439.56	Clean Neighbourhoods and Environment Act 2005 s55
Maynard Memorials	Memorial Inspections, stake and banding (Payment withheld in June)	612.00	HASAWA 1974 & Occupiers liability act 1957
Mirus IT	Mobile Phone	11.94	LGA 1972 S111
Ncalc	Ncalc & Nalc subscription and data protection fee and Clerk and officers training	1457.32	LGA 1972, S.111 LGA s111
SSE	Street lighting	414.67	PCA 1957 s3 & HA 1980 s301
South Northants Community Responders	First Aid cover for Jubilee Events on 2 nd & 5 th June	50.00	LGA 1972 s145
Southern Testing (ST Consult)	Part payment for contaminated land stage 2 report	2232.24	Road Traffic Regulation Act 1984, s57(1)(b)
SparkX Ltd	Attend fault and replace lamp, cover and test to ensure lights working (February 2022) Supply and fit new column at Fox Covert Drive, transfer bulb onto new column, attend and repair three faults at The Ridings (Payment withheld in June)	3714.00	PCA 1957 s3 & HA 1980 s301
St Mary's PCC	2 hours hall hire for RPC meeting	26.00	LGA 1972 S111
Three Business	CCTV Sims	29.99	Highways Act 1980 S301
Trade point	Black gloss, Sadolin, Hammarite and postcrete	58.90	PHA 1875, s164 & OSA 1906 ss9&10
Viking	Stationery – copier paper, tape, highlighters, lever arch files, punched pockets	78.85	LGA 1972, S.111
A Reynolds	Salary – July & overtime	1915.17	Local Government and Housing Act 1989 s7
Aviva Pension	Pension contribution for June & admin fee	116.06	Pensions Act 2004
HMRC	Tax & NI for June	504.61	LGA 1963 S5
V Horton	Salary & overtime	706.88	Local Government and Housing Act 1989 s7

2. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation.

Cllr Fox acted as internal controls Councillor, he confirmed that all transactions and balances were correct.

Cllrs Davies & Ruse

<p>RESOLVED: Cllrs Davies and Ruse will authorise the online payments.</p>	
<p>RPC/22/867 – Resident Consultation & Parish Plan 1. Resolve to publish the results of the resident consultation collated in Microsoft Sway. RESOLVED: The council resolved to publish the results of the resident consultation and thanked Cllr Reilly and the Clerk for putting this together. The Clerk will update FAQs on the website to incorporate answers to comments from the consultation and post responses to some of the comments and questions on social media. 2. Resolve to adopt the parish plan, produced following the resident consultation. RESOLVED: To adopt the parish plan. Costings will be needed to achieve some of the items on the parish plan. The F&GP committee can start to collate costings for the budget.</p>	<p>Clerk F&GP</p>
<p>RPC/22/868 – Cemetery 1. Receive results from the public consultation and resolve to proceed and obtain quotes for the design chosen. Results of the consultation were shared with the parish council prior to the meeting, Cllr Fox confirmed that there was no clear design preference. The working party met and have produced a new design incorporating elements from both the original designs and comments from residents following the consultation. The new design includes having cremation plots together, more trees and seating. RESOLVED: Proceed with the new design that has been produced from comments from the cemetery consultation. 2. The member of the public has left the working parking - Following on from resignation of the member of public from the working party, resolve whether to continue with the cemetery working party, appoint additional members or disband the working party and bring back to full council. RESOLVED: For the working party to continue with Cllrs Fox and Shrubb.</p>	
<p>RPC/22/869 – Tree in Churchcroft open space Resolve to accept quote to cut dying chestnut tree down in Churchcroft open space RESOLVED: For the Clerk to contact the arboriculturist who carried out the original tree survey and ask them to resurvey the tree and find out if any of the tree can be saved. Depending on findings accept quote from IJ Allen services.</p>	<p>Clerk</p>
<p>RPC/22/870 – Small grant Resolve to issue Roade Village Hall a small grant of £2000 towards disabled and buggy access to the hall and play area. RESOLVED: To issue the village hall with a small grant of £2000 to fund the disabled and buggy access. Clerk to email Cllr Fowler to investigate why WNC have turned down the village hall's application for a community funding grant.</p>	<p>Clerk/Cllr Fowler</p>
<p>RPC/22/871 – Community Safety Committee Receive an update from the Chairman of the Community Safety Committee Cllr Reilly updated the council following the Community Safety Committee Meeting held on 19th June 2022.</p> <p>Crime - The crime report shows that the stats have increased lately.</p> <p>CCTV - The parish council had received 9 requests to check the CCTV since the last meeting, footage of 7 of the incidents were forwarded to the police. The clerk has spoken to the police who are going to write a post that can be shared on social media encouraging residents to report any incident to the police.</p>	

<p>VAS – The report shows no difference from last quarter, 38% of cars are speeding over 35mph on Northampton Road & 56% of vehicles are speeding on Hartwell Road. The Clerk is going to ask speedwatch for a copy of their data.</p> <p>The CSC requested a meeting with Northampton police, which is booked for Tuesday 19th July at 7.15pm.</p>	
<p>RPC/22/872 – F&GP Meeting Receive an update from the Chairman of the F&GP Committee Cllr Reilly updated the council following the F&GP meeting that was held on 28th June. The budget was reviewed and the committee are happy with the spending, however concerns were raised about having unallocated money. Hopefully this will be spent or allocated for projects covered in the parish plan.</p> <ol style="list-style-type: none"> 1. Resolve to re-adopt the recommendations to amend the terms of reference to the F&GP committee RESOLVED: To adopt the amended terms of reference. 2. Resolve to appoint another member to the F&GP committee as per the amended terms of reference RESOLVED: Cllr Harker was appointed to be a member of the F&GP committee. The Clerk to send the date of the next meeting to Cllr Harker. 	Clerk
<p>RPC/22/873 – Annual Village Event Receive an evaluation from the working party and resolve what role the parish council should have in the organisation of the annual event. The working party met and agreed that the event should be annually. Marquees should be hired to save time in erecting them. Vendors can be charged a pitch fee to help fund the cost of the marquees with the hope that the events will become self-funding. The next summer event date of 4th June was suggested. RESOLVED: Annual events should be organised and ran by an events committee including councillors and members of the public, as per the parish plan. The Clerk will contact the supplier of the large marquees to raise concerns over their quality.</p>	Events Committee Clerk
<p>RPC/22/874 – Street Doctor Receive update from responses to the fifty street doctor tickets raised and resolve next steps. Fifty street doctor tickets were raised, twelve have been repaired, eight have been sent to third parties, the other thirty tickets have been closed by WNC Highways stating that there are no danger or safety concerns. RESOLVED: To write to Cllr Fowler to ask for support with regards to the paths around St Mary's Way, Tithe Way and outside the primary school. RESOLVED: To raise tickets for all road issues in the village within three months.</p>	Cllr Waters & Clerk Cllr Reilly & Waters
<p>RPC/22/875 – Correspondence requiring a comment or decision. Agreed for Rascals preschool to borrow the small gazebos and parasols for sports day, providing they accept liability for them.</p> <p>The Clerk to find out who installed the new kissing gates along Hog Walk and to thank them.</p>	Clerk
<p>RPC/22/876 – Resolution to exclude the press and public on the grounds that the following items are confidential. The Chairman closed the meeting to the press and public at 8.35pm. RESOLVED: The council passed the resolution, and the Chairman re-opened the meeting.</p>	

<p>Staff – 1-year appraisal - The Deputy Clerk has been with the council for a year and the clerk has carried out her appraisal. It was agreed that the deputy clerk is a real asset to the council and works well with the clerk.</p> <p>RESOLVED: To increase the Deputy Clerk’s salary from SP10 to SP11. Cllr Harker thanked the clerk and deputy clerk for going over and above for the council and residents of Roade.</p> <p>1. Staff hours/Contract RESOLVED: To increase the deputy clerk’s weekly hours by 4, for up to 12 months or until updating the cemetery database project has been completed.</p> <p>2. Contractors RESOLVED: To accept F&GP committee’s recommendation to appoint a second village technician contractor. The current village technician and clerk to write a jobs list ready for the F&GP meeting being held on 26th July 2022.</p>	<p>Clerk & Village Tech</p>
<p>RPC/22/877 – Close The meeting closed at 9pm</p> <ul style="list-style-type: none"> • [Note: The next ordinary meeting of the Council will take place on Monday 8th August 2022 at St Mary’s Church Hall.] 	

Signed: _____

Date: _____

DRAFT