



Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 11<sup>th</sup> October 2021** at 7pm.

Present: Cllr L Murray (Chairman of the Council), C Aird, D Bennett, M Davies, A Fox, D Harker, S Khan, M Reilly, S Ruse, S Shrubb, E Sinfield, D Waters & M Wixon.

Mrs A Reynolds (Clerk to the Council), Cllr L Fowler and two members of the public.

	<b>Action</b>
<p><b>RPC/21/656 – To Receive and approve apologies of absence.</b> Cllr S Ruse will be approximately 30 minutes late. <b>RESOLVED:</b> That lateness be approved.</p>	
<p><b>RPC/21/657 – Public session</b> Cllrs updated that they've recently had a teams meeting with Segro, who confirmed all works are on schedule, the surveys for the bypass have all been completed and they confirmed that work will be completed over the railway bridge on Christmas Day 2022. The council would like to Minute a thank you to Segro for inviting Cllrs Waters, Davies and the Clerk to visit the site on 24<sup>th</sup> October.</p> <p>Resident – raised concerns about the positioning of signs advising of roadworks in the village for the works being completed on the way to junction 15. They would also like the speed limit changed to 40 mph after leaving the village towards Northampton.</p> <p><b>Reports from Unitary Councillors</b> Cllr Fowler advised that she has been assisting the clerk with trying to have a parking warden visit the village. WNC parking wardens have advised that they only patrol where there are double yellow line restrictions and there are not any of these outside the school. Cllr Fowler suggested that the Parish council ask the PCSO if she can assist and perhaps place flyers on cars. Cllr Fowler advised that parking appears to be an issue in many rural areas across the county.</p> <p>DHL – exhibition. DHL have reduced the height of one warehouse from 24m to 21m but not other the three. Cllr Fowler has written to them to raise concerns about the height of all warehouses, and that the proposed thirty-five HGV's visiting the site per hour is too many. She has also asked DHL about careers/jobs resulting from the development but hasn't had a response. The Leader of council is also involved and is looking at the site. When the local plan was passed no height restrictions were mentioned.</p> <p>A councillor asked if there was an update with what's happening with Roade surgery. Cllr Fowler will send the clerk days/times that she's available and has asked if a member of the Parish council can attend and she'll arrange a meeting with the practice manager.</p> <p>A councillor asked if the Parish Council can be advised what is happening and any changes that might happen as a result of the new unitary council. Cllr Fowler will send the strategic committee details to the clerk.</p> <p>Another councillor asked if Segro could work with the parish council about jobs clubs. Cllr Fowler advised that Segro appear very proactive and will send details across to the Clerk.</p>	



Nationwide account. They also asked if there could be a process in place for the clerk to transfer money from the S106 account to the unity account. The Clerk confirmed that she will set up this transfer.

A Councillor requested that the parish council apply for S106 money from West Northamptonshire Council to pay for the repairs to the play equipment in the rec. The Clerk will apply for this.

**Clerk**

**Clerk**

### 3. Bills for payments and receipts.

The Clerk advised that there are two payments that came out of the unity current account in September for Bank Charges and requested that the Parish Council retrospectively approve them.

**RESOLVED:** The council noted the schedule of payments and retrospectively approved the payments for September and approved all payments for October.

#### Income September/October

Payee	Details	Amount £
Kevin Matthews Funeral Directors	Burial of Ashes	75.00
John White Funeral Directors	Interment	145.00
Member of the public	Repairs to posts on village green	328.00
LP Finn Memorials	Memorial	67.00
West Northamptonshire Council	Precept	58,763.00
Nationwide	Interest	6.08
West Northamptonshire Council	S106 for Rail Freight	36,774.59

#### Payments for September 2021

Payee	Details	Amount £	Power
Unity Trust Bank	Service Charge	£28.80	LGA (office provisions) 1963 S5
Unity Trust Bank	Manual Credit Handling charge	£1.20	LGA (office provisions) 1963 S5

#### Payments for October 2021

Payee	Details	Amount £	Power
Allseasons Gardening & logs	Grass cutting and repairs to cemetery bays	4560.00	Open spaces 1906 S9&10
Aylesbury Mains	Repairs to streetlights by the Dr surgery and supply and fit drivers to 2 streetlights by BP	350.40	PCA 1957 S3 HA 1930 S301
BHIB Insurance Brokers	Yearly insurance policy	2009.56	LGA 1972 S140(1) & S111
BT	Phone and Broadband	27.00	LGA 1972 S111
Cloudy IT	One month's services	115.26	LGA 1972 S111
Court Couriers	Village Technician	1260.00	Open spaces Act 1906 ss9-10 PHA 1875 s164, PHA 1890 S44 & LG (misc prov) act 1976 s19

FH Brundle	Caps for skate ramp	15.24	LG (Misc Prov) Act 1976 S19	
Instant Print	Rail freight letters to residents	60.99	Town & country planning Act 1990 S1 P8	
Lloyds Bank	Credit Card fee	3.00	LGA (office provisions) 1963 S5	
L Murray	Mileage & parking receipt	8.30	LGA 1972 Ss15(5) & 35(5)	
Marcus Young	Emptying dog bins	302.76	Clean Neighbourhoods and Environment Act 2005 s55	
Mirus IT	Mobile Phone	11.94	LGA 1972 S111	
NCALC	Training – Finance for councillors – Cllr D Harker, off to a flying start – Cllr S Khan & Cllr M Wixon (Cllr Wixon's costs shared with Towcester)	96.00	LGA 1972 S11	
Post Office	Special delivery charge	6.85	LGA 1972 S11	
SSE	Street lighting	209.99	Highways Act 1980 S301	
SLCC	CiLCA Qualification fee	410.00	LGA 1972 S11	
Smarty Mobile	CCTV sims	144.00	LG & Rating Act 1997 S31	
St Mary's PCC	2 hours hall hire for September's RPC Meeting & Brainstorming session	50.00	LGA 1972 S11	
Trade Point	Grass seed, top soil, no nails & paving slab	49.08	LG (Misc Prov) Act 1976 S19	
Wicksteed Leisure	Cradle seat for Churchcroft open space play area	162.74	LG (Misc Prov) Act 1976 S19	
A Reynolds	Salary	1524.36	LGA 1972 S112	
Aviva Pension	Pension contribution for September & admin fee	141.02	Pensions Act 2004	
HMRC	Tax & NI for August	488.00	LGA 1963 S5	
V Horton	Salary & overtime	427.55	LGA 1972 S112	
<p><b>4. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation.</b>  Cllr Fox acted as internal controls Councillor, he confirmed that he had verified all transactions and balances.  <b>RESOLVED:</b> Cllrs Davies and Waters will authorise the online payments.</p>				<b>Cllrs Davies and Waters</b>
<p><b>RPC/21/664 - F&amp;GP Committee</b>  Cllr Reilly, Chairman of the F&amp;GP Committee advised the council that the F&amp;GP Committee met on 5<sup>th</sup> October, they looked at Small grant policy and decided not to increase the limit. The committee adopted the Equality and Diversity policy and the Training policy. The Committee had looked at the Budget, and made a few changes, as it appeared that the council had overspent in some areas. They resolved to simplify the budget headings, some will be simplified for this financial year and others will wait and be simplified for the next financial year.</p>				



<p><b>5. Resolve to include ‘Memorial Safety’, ‘Safety in the cemetery’ and ‘cemetery maintenance and memorials’ to the cemetery section of the website.</b>  <b>RESOLVED:</b> The Council resolved to include the memorial safety, safety in the cemetery and cemetery maintenance and memorials information to the cemetery section of the website.</p> <p><b>6. Resolve for the clerk to train the village technician in memorial inspections and for this to form part of their duties.</b>  <b>RESOLVED:</b> The council resolved for the Clerk to train the village technician in carrying out the memorial inspections and will assist the village technician with the initial inspections.</p> <p><b>7. Resolve to release a press release regarding the memorial inspections.</b>  <b>RESOLVED:</b> The Council resolved to issue a press release on social media and on the parish council notice board as well as have copies put up in cemetery.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk &amp; Village Tech</b></p> <p style="text-align: center;"><b>Clerk</b></p>
<p><b>RPC/21/668 – Chapel</b>  <b>Resolve to allow the village technician temporarily use of the chapel to carry out a repair to the bench that’s situated along London Road.</b>  <b>RESOLVED:</b> Concerns were raised about the repairs being completed in the chapel. The council resolved not go give the village technician permission to use the chapel and for the clerk to ask the Village Hall if the repair can be carried out in their garage (as the village technician current uses this as a workshop for village hall repairs). The clerk will check with the village technician to confirm how much the repair will cost, to ensure that the repair is cost effective rather than purchasing a new one.</p>	<p style="text-align: center;"><b>Clerk</b></p>
<p><b>RPC/21/669 – Christmas Tree</b>  <b>Resolution for the parish council to spend up to £100 to purchase a community Christmas tree and accessories.</b>  <b>Section 137</b>  <b>RESOLVED:</b> The Council proposed an amendment to the resolution – and resolved to set a budget of £1000 to purchase the Christmas tree and accessories, including fitting outside electric sockets to the library and holding a community Christmas event. It was resolved that the working party would organise the event and that the following councillors would be on the working party – Cllrs Fox, Harker, Khan, Murray, Reilly, Ruse and Shrubbs.</p>	
<p><b>RPC/21/670 – Poppies</b>  Resolution to purchase a poppy wreath of up to a maximum cost of £20 for Remembrance Day from the Royal British Legion.  Section 137  <b>RESOLVED:</b> The council resolved to purchase a poppy wreath costing a maximum of £20 from the Royal British Legion for Remembrance Day.</p>	
<p><b>RPC/21/671 – Remembrance Day Parade</b>  <b>Resolve that Roade Parish Council can assist with marshalling the Remembrance Day parade and road closures.</b>  <b>RESOLVED:</b> Cllrs Reilly and Waters, the clerk and Cllr Shrubbs’s father will marshal the road closures. The clerk will complete a risk assessment and purchase hi-vis jackets for all marshals. The Clerk will publish the road closures on social media as well as make Hartwell and Ashton Parish council aware.</p>	<p style="text-align: center;"><b>Clerk</b></p>
<p><b>RPC/21/672 – VAS fittings</b>  <b>Resolve to purchase additional fittings which will make it easier for the VAS to be moved around the village.</b>  <b>RESOLVED:</b> The council resolved to purchase enough fittings for six lampposts.</p>	<p style="text-align: center;"><b>Clerk</b></p>

<p><b>RPC/21/673 – Posts on green</b>  <b>RESOLVED:</b> The Council resolved to use the CIL money from the Nationwide account to purchase eight new posts at a cost of £21 each and to accept the quote from Allseasons to remove and dispose of the old posts and to fit the new posts.</p>	
<p><b>RPC/21/674 – Bypass lighting</b>  <b>Resolution to agree for Segro to install Indo Air 2 LED lanterns</b>  <b>RESOLVED:</b> The council proposed an amended resolution and resolved to agree in principle that the lights would be suitable but the parish council reserve the right to decline to adopt the lights after seeing the final designs and when they know the costs.</p>	
<p><b>RPC/21/675 – Correspondence requiring a comment or decision.</b></p> <ol style="list-style-type: none"> <li>1. <b>The WI have asked if the Parish Council would like to work with them to enter the Northamptonshire Village Awards. The clerk had circulated a copy of the email received from them to all councillors. Q&amp;A sessions are on Tuesday 12<sup>th</sup> Oct at 1.30 and Thursday 14<sup>th</sup> Oct at 6pm and to email arce to request to join the sessions.</b>  During the brainstorming session it was agreed that the council would like to enter village awards, however they feel that there is more that the council can do to get the village ready for these awards. It was agreed that Cllr Waters will attend the Q&amp;A Session on Thursday 14<sup>th</sup> October at 6pm, the clerk will email to book him a place. The Council will then decide whether to enter this year at the next parish council meeting.</li> <li>2. <b>Allseasons have asked how often the PC would like the grass cut during the winter months, they suggest that they complete one cut in October, one in November (they will ensure that the memorial green is cut and leaf blown for Remembrance Day) and one cemetery cut only in December, with no cuts in January and February. Are the Parish Council happy with this suggestion?</b>  The Council agreed to proceed with one cut in October and November and will assess how the grass looks. The clerk will include on the agenda for the next ordinary meeting of the council to be held on Tuesday 8<sup>th</sup> November to reassess if the council would like one cut in December.</li> <li>3. <b>A resident has asked if any of the councillors are going to support the history society and attend the “Every brothers” at the Deco theatre on 14<sup>th</sup> November.</b>  It was agreed that Cllr Sinfield will attend the performance and represent the council.</li> <li>4. <b>A resident has sent numerous emails to Persimmon Homes about concerns regarding how the compound off of Pianoforte Road is going to be left and have copied the Parish Council into these.</b>  It was agreed for the Clerk to email back and advise them to contact Andrea Leadsom if they are not happy with the response from Persimmon Homes.</li> </ol>	<p style="text-align: right;"><b>Cllr Waters</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Cllr Sinfield</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<p><b>RPC/ Resolution to exclude the press and public on the grounds that the following items are confidential:</b>  8.55pm closed and re-opened.</p> <ol style="list-style-type: none"> <li>1. <b>Village Technician’s contract</b>  <b>RESOLVED:</b> The F&amp;GP Committee had resolved to accept the Village Technician’s request for a fee increase and the clerk will carry out a comprehensive review of the Village Technician’s duties. The increase will take effect from 1<sup>st</sup> January 2022.</li> </ol>	

<p><b>2. Staffing – Deputy Clerk’s end of probation</b> <b>RESOLVED:</b> The F&amp;GP Committee had resolved to increase the deputy clerk’s salary by one point to SCP 10 on scale LC1 following a successful completion of her probationary period.</p>	
<p><b>RPC/21/676 – Close</b> The meeting closed at 9.02pm</p> <ul style="list-style-type: none"><li>• [Note: The next ordinary meeting of the Council will take place on Monday 8<sup>th</sup> November 2021 at St Mary’s Church Hall.]</li></ul>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_