

Minutes of the Meeting of Roade Parish Council held on **Monday 12<sup>th</sup> April 2021** at 7pm.

Present: Cllr L Murray (Chairman of the Council), Cllr D Bennett, Cllr I Calder, Cllr S Crosby, Cllr M Davies, Cllr S Ellis, Cllr A Fox, Cllr M Reilly, Cllr S Ruse, Cllr S Shrubbs, Cllr E Sinfield and Cllr D Waters.

Mrs A Reynolds (Clerk to the Council)

Miss C Illing (Deputy Clerk)

The Council were also joined by three members of the Public.

	Action
A minutes silence was observed at the start at the meeting to mark the death of HRH The Duke of Edinburgh, Prince Philip.	
<p><b>RPC/21/506– Acceptance of apologies for absence.</b> Cllr Steve Curtis sent his apologies. <b>RESOLVED:</b> That absence be approved. The Chairman welcomed and introduced the new Deputy Clerk to the council.</p>	
<p><b>RPC/21/507 - Public Session</b></p> <p><b>1. Issues raised by the public –</b></p> <p>1. Update regarding CCTV – All cameras have been installed, the SD cards are not recording and camera 8 doesn't appear to be online. The CCTV company are visiting the village on Wednesday 14<sup>th</sup> April to replace all SD cards.</p> <p>2. A resident raised concerns over the new grass cutting contractors missing areas, racing around the village and leaving mohawks in the grass.</p> <p>3. Cloudy IT attended to advise about the benefits to the council of moving onto Microsoft 365 and to answer any questions.</p> <p><b>2. Reports from District and County Cllrs –</b> Cllr S Clarke sent his apologies; no reports were submitted.</p>	
<p><b>RPC/21/508</b></p> <p><b>To receive declarations of interest –</b> None received.</p> <p><b>To receive requests for dispensation –</b> None received.</p>	
<p><b>RPC/21/509 – Response to issues raised in the Public Session.</b></p> <p>1. The Chairman confirmed that the cameras need to be able to record.</p> <p>2. The Chairman thanked the resident for raising the concerns, he will look around the village and the Clerk will arrange a meeting with the Chairman and new contractor. The Chairman confirmed that the council had received an email from the new contractor asking to be advised of any concerns. He also confirmed that meetings were held with the three short listed companies and references were obtained for the new contractor prior to being assigned the contract.</p> <p>3. The Chairman thanked the representative from Cloudy IT for attending the meeting.</p>	<b>Chairman &amp; Clerk</b>
<p><b>RPC/21/510 - Approval of Minutes of 8<sup>th</sup> March 2021.</b> <b>RESOLVED:</b> That the minutes be signed by the Chairman as a correct record of the meeting.</p>	<b>Chairman</b>

**RPC/21/511 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)**

**Persimmon Homes Development** – The Clerk advised that Persimmon Homes have confirmed that they will replace all dead hedges on the corner of Northampton Road/London Road during the next planting season to give them the best chance of survival. Anglian Water haven’t signed off the drains yet, they are hoping to have the drains sorted in the next couple of weeks and will then finish the pond. The streetlight by the railway bridge will also be repaired during their finishing works.

**S106** – The S106 team have confirmed that previously the Parish Council were able to change the use of S106 without fees as there was a definitive project. The Parish Council need to put together a list of future projects to be submitted to the S106 team.

There is also S106 funding available for the Rail freight Gateway development. Cllr Waters will confirm the amount that’s available as the money is released in sections.

**Cllr Waters**

**RPC/21/512– Planning**

**To consider and determine the council’s response to Applications S/2021/**

- 0475/FUL – Woodlands, Hartwell Road – Erection of garage to side of house and indoor swimming pool.

**RESOLVED:** No Objections

- 0082/FUL – Land west of the roughy off Bailey Brooks Lane – Proposed Riding area - new red site plan received increasing red line to include the private driveway to its junction within the adopted highway as per national validation requirements.

**RESOLVED:** No Objections

**RPC21/513 – Finance**

- Financial Report from the RFO** – The Clerk/RFO advised that the Unity bank balance as of 1<sup>st</sup> April 2021 was £136,467.68. The Clerk confirmed that this included the transfer of £669.68 from the S106/Windfarm Grant Nationwide account for the CCTV signs. The Nationwide S106/Windfarm grant account as of 1<sup>st</sup> April 2021 was £143,729.76. The Clerk confirmed that Aviva had agreed to reduce the admin charges from £45 per month to £24 per month.

**2. Bills for payments and receipts.**

**RESOLVED:** The Council noted the schedule of payments and approved all payments for April and retrospectively approved the increase to the Mirus IT mobile bill, and two bank charges that occurred in March 2021.

The council resolved to hold the payment for locked and secure until the problem with the SD cards has been rectified.

**Income**

Payee	Details	Amount £
Nationwide Building Society	Interest	6.12
White & Joyce	Additional inscription to an existing headstone	23.00
Resident	Purchase exclusive right of burial in GOR	68.00
Memorials of Distinction	Application to erect a memorial	67.00

**Payments for March 2021**

Payee	Details	Amount £
Mirus IT	Call charges to mobile phone	28.84
Unity Trust Bank	Service Charge	27.90
Unity Trust Bank	Handling Charge	0.60

**Payments for April 2021**

Payee	Details	Amount £
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Amazon	Stationary, PPE for office and new keyboard, mouse and laptop stand for Deputy Clerk	244.46	
Barbara Osborne	Payroll Services January, February & March	126.00	
BT	Phone and Broadband	46.32	
Cartridge People	HP CF230A black Toner	53.90	
Court Couriers	Village Technician	792.00	
DynoRod	Engineer visit	96.00	
Edge IT	End of Year Finance Webinar	48.00	
FirstAid4Less	2 x First Aid refill kits	37.98	
JE Matthews	Welding to cemetery gates	120.00	
Kompan Ltd	Replacement parts for broken climbing frame	16.80	
Lloyds Bank	Credit Card fee	3.00	
Locked and Secure	Final installation of Camera	469.80	
Marcus Young	Emptying dog bins	265.44	
Mirus IT Solutions	Mobile phone	11.94	
N&P Garden Services	Final cut of the contract and insurance claim to repair the verge on the corner of Churchcroft & Northampton Road	3045.00	
NCalc	Year end accounts & Audit, Parish mapping training for the Clerk. NCalc Annual subscription including data protection fee, internal audit fee and NALC subscription	1418.94	
SSE	Street lighting	216.61	
Screwfix	Graffiti Remover	52.99	
Smarty Mobile	CCTV sims	90.00	
Suregreen Ltd	5 x fence posts for dog bins	38.95	
Zoom video Communications	Monthly subscription	14.39	
Zurich Insurance	Library buildings insurance	136.53	
A Reynolds	Salary & Overtime	1644.39	
Aviva Pension	Pension contribution for March & admin fee	164.90	
HMRC	Tax & NI for March	441.20	
<p><b>3. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation.</b>  Cllr Bennett acted as internal controls Councillor, who verified the transactions and balances.  <b>RESOLVED:</b> Cllrs Davies and Reilly will authorise the online payments.</p>			<b>Cllrs Davies &amp; Reilly</b>
<p><b>RPC/21/514 – Cemetery Extension</b>  Dip well water tests are currently being taken, these should be completed within four weeks, so the Parish Council will be able to arrange the design of the extension and obtain more accurate costs for tendering.  <b>RESOLVED:</b> For the Clerk to apply for £50,000 from New Homes Bonus Grants and £75,000 S106 monies from the Rail freight Gateway Development.</p>			<b>Clerk</b>
<p><b>RPC/21/515 – Parish Online</b>  <b>RESOLVED:</b> To Purchase Parish Online at a discounted price of £112.50 per year.</p>			<b>Clerk</b>
<p><b>RPC/21/516 – Library</b>  <b>Maintenance of security alarm maintenance, heating maintenance and emergency lighting testing.</b>  <b>RESOLVED:</b> To postpone until next month, the Parish Council need to know how much the boiler servicing and emergency lighting tests are. The Clerk will also find out more information regarding</p>			

<p>the grant for just under £100,000 from West Northants for library maintenance and enquire if this grant can be used for these maintenance checks.</p> <p><b>1. Resolution to have the library building rebuild cost valuation completed by RCA at a cost of £85 + VAT</b></p> <p><b>RESOLVED:</b> To have the library building rebuild cost valuation completed.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>RPC/21/517 – Interim Audit Comments</b></p> <p>1. The Council has had a busy and successful year. I compliment you on your covid-19 support response.</p> <p><b>RESOLVED:</b> To accept this compliment</p> <p>2. The Parish Clerk should aim to develop support networks and build professional links with clerks from similar Councils within Northamptonshire. Covid-19 has unfortunately prevented this happening during 2020.</p> <p><b>RESOLVED:</b> The Clerk will look to develop support networks.</p> <p>3. Approved minutes to be on the website.</p> <p><b>RESOLVED:</b> The Clerk confirmed that all approved minutes are now on the website and draft copies have been removed.</p> <p>4. Minutes are the legal record of decisions made and should be clear, concise and precise.</p> <p><b>RESOLVED:</b> The council are happy with the Clerks minutes.</p> <p>5. RPC/337 Salary details do not need to be shown as a breakdown. I recommend that you reinstate and instigate the sections on confidential records within the Finance regulations. This to happen as soon as possible but definitely prior to the appointment of further staff.</p> <p><b>RESOLVED:</b> The Council resolved to keep the amended financial regulations, and in the interest of transparency will continue to break down all payments including salaries on the minutes.</p> <p>6. Information has not been published as required by the Transparency Code for larger councils with an annual turnover of above £200000.</p> <p><b>RESOLVED:</b> The Clerk will ensure that the website is updated with this information.</p> <p>7. The annual governance and financial risk assessment to include an assessment of the council's bank accounts and bank limits.</p> <p><b>RESOLVED:</b> The Clerk to amend the financial risk assessment to include this.</p> <p>8. Cemetery decisions RPC/305 2, to be confirmed as in line with the published regulations.</p> <p><b>RESOLVED:</b> The Council acknowledged this and will review the cemetery regulations.</p> <p>9. Delegated authority to be noted for the Clerk to process applications for burials, interments, and memorials.</p> <p><b>RESOLVED:</b> For the Clerk to include a resolution for the new council to delegate authority to the clerk on the agenda for the Annual Meeting of the Council to be held on 10<sup>th</sup> May 2021.</p> <p>10. Parish wide consultation to be considered for future projects.</p> <p><b>RESOLVED:</b> The Council noted this comment and will consult residents with future projects.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>RPC/21/518 – Online meetings</b></p> <p>Cllr Waters had circulated a suggested response to the Governments consultation to the council for approval prior to the meeting.</p> <p><b>RESOLVED:</b> For the Clerk to submit the circulated response on the council's behalf, changing the wording from 'elderly' to 'some'.</p>	<p><b>Clerk</b></p>
<p><b>RPC/21/519 – Microsoft 365</b></p> <p><b>RESOLVED:</b> The Council resolved to adopt and use Microsoft 365 and accept Cloudy IT's quotation of a one off £1085 set up fee and £96.80 per month. Cllr Bennett requested that the vote be recorded. Cllrs Calder, Davies, Ellis, Fox, Sinfield and Waters voted for the proposal. Cllrs Bennett, Crosby, Reilly, Ruse and Shrubb voted against.</p>	
<p><b>RPC/21/520 – BT</b></p>	

<p><b>RESOLVED:</b> To accept the quote from BT to renew the contract having superfast essential broadband, digital phone line and unlimited UK calls for £30 activation fee and £9.95 delivery for a free digital cordless handset. £22.50 for the first 9 months then £44.95 per month for the remaining 15 months of the contract (making an average price over the 24 months of £36.53 per month).</p>	
<p><b>RPC/21/521- Rec fencing quote.</b>  <b>RESOLVED:</b> To wait until June/July until N&amp;P Garden services can complete the repair to the fence in the rec.</p>	
<p><b>RC/21/522 - Correspondence requiring a comment or decision.</b></p> <ol style="list-style-type: none"> <li>1. The Village Technician has received requests asking for the skateboard ramp to be extended.  The Clerk will find out further information as to what's requested and will include on a future agenda of the ordinary meeting of the council.</li> <li>2. The Annual Parish Meeting has had its date changed, it's now Tuesday 27<sup>th</sup> April.</li> <li>3. Roade Junction Community Group are wanting to install a new kitchen which includes two new additional units to the kitchen.  The Council have no objections to the proposed changes.</li> </ol>	
<p><b>RPC/21/523 – Resolution to exclude the press and public on the grounds that the following items are confidential.</b>  The Chairman closed the meeting to the press and public at 8.37pm  <b>RESOLVED:</b> The Council passed the resolution, and the Chairman re-opened the meeting.</p> <p>The Council were advised that the Chairman, Vice Chairman and Clerk had interviewed three candidates for the position of Deputy Clerk and had appointed Miss Charlotte Illing on salary scale LC1, SCP 9 rising to SCP 10 upon completion of her 13-week probation period.  <b>RESOLVED:</b> The Council resolved to appoint Miss Illing as the new Deputy Clerk.</p> <p>The Chairman also thanked and said goodbye to Cllr Calder who has been a parish councillor since May 2015, Cllr Curtis who has been a councillor since October 2017, Cllrs Crosby, and Ellis for also being parish councillors for the last couple of months.</p>	
<p><b>RPC/21/524 – Close</b>  The meeting closed at 8.42pm</p> <ul style="list-style-type: none"> <li>• [Note: The Annual Parish Meeting will take place on Tuesday 27<sup>th</sup> April at 7pm. The Annual Meeting of the Parish Council will be held on Monday 10<sup>th</sup> May at 7pm. This will be the first meeting of the new Parish Council where Councillors will sign the Declaration of Acceptance of Office and a Chairman for the year will be elected.]</li> </ul>	

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

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