

Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 12th July 2021** at 7pm.

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

Mrs A Reynolds (Clerk to the Council)

The Council were also joined by one member of the Public, Cllr L Fowler (WNC) and PCSO Charlotte Morris

	Action
<p>RPC/21/585 – To Receive and approve apologies of absence. Cllr M Wixon – on holiday RESOLVED: That absence be approved.</p>	
<p>RPC/21/586 Public Session – PCSO Charlotte Morris introduced herself. She is working with South Northamptonshire Neighbourhood watch team to try to recruit a Neighbourhood watch co-ordinator for the village. Local identified priorities are safer roads/speeding, anti-social behaviour and burglaries, her focus will be on drugs and she confirmed that the rec is on their patrol plan. Roade has two police officers and back up of other PCSO's to support the village. The police have asked for support in encouraging people to sign up to the neighbour alert service https://www.northamptonshireneighbourhoodalert.co.uk/ residents are also encouraged to report non-emergency items to 101. Unless incidents are reported to the police they are unable to follow up with them. Cllr Murray (Police liaison representative for RPC) and PCSO will link up monthly. There has recently been more graffiti in the village the Clerk will follow this up with PCSO Morris.</p> <p>Reports from Unitary Councillors – Cllr Louisa Fowler advised that she would attend alternate meetings and will help with anything the Parish council may need. She advised that DHL have put in a planning application behind the Bell Plantation in Towcester for 24-metre-high shed, although it will bring in employment which is covered by the local plan, it will have an impact on traffic in the local area.</p> <p>Cllr S Clarke has passed information across to Cllr Fowler regarding the surgery in Roade. Cllr Murray (Chairman) will produce a report outlining the Parish Council's views/opinions on the new surgery and Cllr Fowler will arrange a meeting with a senior member at the surgery, herself, and Cllr Murray/Parish Council.</p>	<p>Clerk</p> <p>Chairman/ Cllr Fowler</p>
<p>RPC/21/587</p> <ol style="list-style-type: none"> 1. Declarations of interest – Cllr E Sinfield – item 606 – Correspondence requiring a comment or decision – letter from Northampton Croquet Club who will be renting the land behind Roade Bowls Club from Chartwell, Cllr Sinfield is on the Bowls Club committee. 2. Requests for dispensation - None. 	
<p>RPC/21/588 – Response to issues raised in the Public Session. Nothing to respond to. The Chairman will arrange to meet with Cllr Fowler.</p>	Chairman
<p>RPC/21/589 - Approval of Minutes of 14th June 2021 RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p>	

RPC/21/590 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)

The Clerk advised that she has chased the wind farm for an update on when the grant will be received.

RPC/21/591 - Planning

To consider and determine the Council’s response to Applications WNS/2021/

1. 0635/FUL – 4 High Street, Roade – conversion of dwelling attached to shop into 1No. 2 bedroom cottage and 1No. 2 bedroom flat and amenity areas.

RESOLVED: No objections, but to comment that there is no parking for an additional property.

2. 0732/FUL – 56 High Street, Roade – Garage to habitable space.

RESOLVED: No objections

3. 0722/FUL – The Elms 44 High Street, Roade – Two storey rear extension.

RESOLVED: Object as the proposal plans is for a brick and slate extension. The conservation area for the High Street states stone and slate.

4. 0745/FUL – 2 Manor Close, Roade – Proposed pitched roofs to replace existing flat roofs on existing front extensions.

RESOLVED: No objections.

RPC21/592 – Finance

1. **Financial Report from the RFO** – The Clerk/RFO advised that the Unity Bank balance as of 1st July was £172,392.59, this included £663.00 of cemetery income. The S106/Windfarm Grant Nationwide account, as of 1st July was £137,131.86 this included £5.69 interest.

The Clerk confirmed that she has transferred the £939.60 for CCTV camera installation from Nationwide account into the Unity trust account.

The VAT refund for last financial year of £6938.79 has also been received.

2. **Spreadsheet showing breakdown of the S106/Windfarm grant Nationwide account**

A copy of the spreadsheet had been circulated prior to the meeting, the Clerk will transfer the VAT for the CCTV cameras back from the Unity account into the Nationwide account, as the VAT has been refunded from HMRC. The Clerk will make a note to transfer only the ex VAT amount for all future transactions.

Query over KZ8 figure that WNC are holding, the Clerk will investigate this.

3. **Bills for payments and receipts.**

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

Income June/July

Payee	Details	Amount £
LP Finn	Application to erect a memorial	67.00
Resident	Purchase Exclusive Right of Burial	68.00
Non-Resident	Purchase Exclusive Right of Burial	137.00
Hollowells	Purchase Exclusive Right of Burial & Interment	324.00
S Blenkham	Application to erect a memorial	87.00
Nationwide Building Society	Interest	5.69
HMRC	VAT Reclaim (1/09/20 – 31/03/21)	6938.79

Payments for June 2021

Payee	Details	Amount £
Mirus IT	Mobile Phone	11.94
Unity Trust Bank	Manual credit handling charge	1.20
Unity Trust Bank	Service Charge	28.35

Payments for July 2021

Payee	Details	Amount £
Box Ltd	Lenovo 21.5" monitor and HDMI cable	84.96
BT	Phone and Broadband	27.00
Cloudy IT	One and a half months services	172.90
Court Couriers	Village Technician	1242.00
Instantprint	Grass cutting contractor letters to residents	77.99
Lloyds Bank	Credit Card fee	3.00
Marcus Young	Emptying dog bins	344.52
Mirus IT	Mobile Phone	11.94
NCALC	Finance for councillors training – Cllr Waters & Wixon (sharing the cost of Cllr Wixon's course with Towcester) & Cllr Murray e-learning – Leadership skills training.	59.00
Post Office	12 x 2 nd Class stamps	7.92
Reid Brothers UK	Sign Clamps	27.55
SSE	Street lighting	209.99
Smarty Mobile	CCTV sims	72.00
The Ground Care Company	Grass Cutting	1860.00
Wickstead Leisure Ltd	Crotch strap for cradle seat and spring pins	75.96
A Reynolds	Salary & overtime	1644.15
Aviva Pension	Pension contribution for June & admin fee	136.98
HMRC	Tax & NI for June	458.38
V Horton	Salary	376.48

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

Cllr Sinfield acted as internal controls Councillor, she confirmed that she had verified all transactions and balances.

RESOLVED: Cllrs Ruse and Waters will authorise the online payments.

Cllrs Ruse & Waters

RPC/21/593 – Informal 'Brainstorming Session'

RESOLVED: For Cllrs Aird, Harker, Fox, Murray, Shrubb, Reilly, Ruse, Sinfield and Waters to form the working party for the 'brainstorming session' for potential future parish projects. The Clerk with the help of Cllr Fox will send a doodle poll to councillors for them to confirm their availability before the end of the week. It was agreed to avoid weekends and for the session to be held at 7pm.

Clerk & Cllr Fox

RPC/21/594 – Parish Path Warden

RESOLVED: Cllr Waters will be the primary contact in the short term, with Cllr Shrubb being back up parish path warden.

RPC/21/595 – Village Parking

RESOLVED: For Cllrs Aird, Bennett, Davies, Fox, Harker and Reilly to form the working party to conduct a feasibility study for all possible car parking areas in the village. The Clerk to send doodle poll for availability.

Clerk

<p>RPC/21/596 – Proposal to revisit with West Northamptonshire council the cost of a weekly attendance of a parking warden in the village at agreed times. RESOLVED: To revisit the proposal for WNC to supply a parking warden to visit the village once a week at a time the parish council request. Cllr Fowler will help to facilitate this.</p>	<p>Clerk & Cllr Fowler</p>
<p>RPC/21/597 – Queens Platinum Jubilee 1. Resolve to light a beacon for the queen’s platinum jubilee celebrations. RESOLVED: For the Clerk to obtain further information, costings, health and safety risks etc and include this resolution on a future agenda. 2. The Village Hall have asked if the Parish Council will be holding any jubilee celebrations and need the hall/field booking. RESOLVED: Clerk to request that the village hall keep the date of the Queen’s jubilee free. Councillors to bring ideas/suggestions to next month’s meeting.</p>	<p>Clerk Clerk All Councillors</p>
<p>RPC/21/598 – Grant request - St Mary’s Church have requested a grant for £1020 towards the grass cutting. RESOLVED: To grant St Mary’s Church £1000 grant towards the upkeep of the church yard (as Roade Parish Council’s small grant policy is for a maximum of £1000).</p>	
<p>RPC/21/599 – Wet Pour quote RESOLVED: To accept the quote of £1995.00 ex VAT from PlaySmart UK to supply and install colour repair to the damage. It was also agreed that the Clerk will advise residents on social media how much the repair is costing due to vandalism.</p>	<p>Clerk</p>
<p>RPC/21/600 – Purchase new benches RESOLVED: To purchase two ‘Phoenix’ recycled benches from Glasdon at a cost of £526.72 + fittings at £44.35 each with free delivery. To be installed at Churchcroft Openspace.</p>	<p>Clerk</p>
<p>RPC/21/601 – VAS RESOLVED: To purchase a section 50 license for the VAS Scheme, at a discounted priced of £321.00 from WNC Highways.</p>	<p>Clerk</p>
<p>RPC/21/602 – Churchcroft RESOLVED: For the Clerk to investigate costs for extending the footpath along Churchcroft open space to link with the access path to ‘The Close’.</p>	<p>Clerk</p>
<p>RPC/21/603 – Cemetery RESOLVED: For the council to give the History Society permission to obtain a quote to straighten Dr Ryan’s Grave in the cemetery. The Clerk will check with ICCM to find out if we need to carry out a risk assessment for the graves.</p>	<p>Clerk</p>
<p>RPC/21/604 – Community Safety Committee meeting RESOLVED: For the Clerk to send doodle poll to councillors for their availability.</p>	<p>Clerk</p>
<p>RPC/21/605 – Councillor Training Training has been arranged with Cloudy IT for Teams Councillor Training on Wednesday 1st September and Monday 6th September from 6pm – 7pm RESOLVED: For the Clerk to send doodle poll to all councillors for them to confirm the date they would prefer.</p>	<p>Clerk</p>
<p>RC/21/606 – Correspondence requiring a comment or decision. 1. The Clerk confirmed that the council had received seven emails and one telephone call regarding the grass cutting letter that was delivered to all houses in the village in support</p>	

<p>of the Parish Council and the grass contractor. Copies of emails had previously been circulated to the council.</p> <ol style="list-style-type: none"> 2. The Royal British Legion have requested that Roade Parish Council give them permission to hold a parade on Saturday 31st July to commemorate the centenary of the War Memorial. The Clerk has requested the road closure from WNC highways, although they ask for 12 weeks' notice to request a road closure. Cllr Fowler will assist with trying to escalate the request and obtaining the approval. The Parish Council confirmed that the Royal British Legion need their own marshalls. 3. Northampton Croquet Club have emailed to advise that they are going to be renting the land adjacent to the Bowls Club, the Parish Council confirmed that they would like Northampton Croquet Club to share their plans with them. 	Cllr Fowler
<p>RPC/21/607 – 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 8.40pm RESOLVED: The Council passed the resolution, and the Chairman re-opened the meeting.</p> <ol style="list-style-type: none"> 1. Staffing – Appointment of Deputy Clerk The Council were advised that the Chairman, Cllr Waters and the Clerk had interviewed three candidates for the position of Deputy Clerk and had appointed Mrs Victoria Horton on salary scale LC1, SCP 9 rising to SCP 10 upon completion of her 13-week probation period RESOLVED: The Council resolved to appoint Mrs Horton as the new Deputy Clerk. 2. Grass Cutting Tender The Clerk opened all tender envelopes one by one in front of the council, and read out the company name, amounts quoted and machinery to be used. RESOLVED: Following a discussion the Council resolved to award the mowing contract for the next 2.5 years to All Seasons Gardening and Logs. Cllr Murray and the Clerk will meet with the new contractors prior to the contract starting. The Clerk will also ask All Seasons Gardening and Logs to mow the memorial green prior to the war memorial centenary. 	
<p>RPC/21/608 – Close 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 9th August 2021 at St Mary's Church Hall.] 	

Signed: _____

Date: _____