



Minutes of the Meeting of Roade Parish Council held on **Monday 13th July 2020** at 7pm.

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

Mrs A Reynolds (Clerk to the Council)

The Council were also joined by 3 members of the public, Emily Evans (Lead Project Person at Northants Police) and Cllr Bullock from Ashton Parish Council.

	Action
<p>RPC/308 – Acceptance of apologies for absence. No apologies were given</p>	
<p>RPC/309 - Public Session</p> <p>1. Issues raised by the public</p> <p>1.1. A resident had previously sent some information across which had been distributed to all Councillors prior to the meeting. He would like the Parish Council to support two proposals to make formal footpaths from Bailey Brooks Lane and Roade Football Club and across the railway bridge into the field which leads to the Village Hall playing field.</p> <p>1.2. A Councillor raised that $\frac{3}{4}$ of the comments regarding the planning application to change the use of 2 downstairs rooms to a hair saloon were opposing the planning application and $\frac{1}{4}$ were in favour. He questioned if the Council could object to planning for new businesses opening.</p> <p>1.3. The Clerk advised the Council that the Library is re-opening on Wednesday.</p> <p>1.4. A representative from Little Kickers requested to use the Rec to run classes short term for the next 4-5 weeks until Elizabeth Woodville School fields are re-opened.</p> <p>1.5. Emily Evans, Lead Project Person at Northants Police spoke about PCSO's.</p> <p>2. Reports from outside bodies</p> <p>a. Roade Village Hall – No reports.</p> <p>b. Roade Feoffee & Chivalls Charity – No reports, Cllr Calder advised that the charity are hoping for the Parish Council to appoint a new trustee under item RPC/310.</p> <p>3. Reports from District and County Cllrs – District Cllr Davies sent his apologies. Cllr Brown advised that he's investigating the S106 funding for the library as there's a contradiction between the Clerks figures and the figures he's been given from SNC/NCC. He advised that the Government have issued Covid 19 funding to Councils of up to £300,000 to improve cycling and walking facilities throughout the county. NCC also have a Covid19 oversight board that are looking at lessons learned from the recent pandemic and are looking at adjusting the Council's approach should there be another lockdown and also continue with what worked well.</p> <p>RPC asked Cllr Brown if he could also advise what Highways have planned with the £50,000 S106 money to update the KZ8 footpath. Cllr Brown will raise this with Highways and will report back to the Clerk.</p>	<p>Cllr Brown</p> <p>Cllr Brown</p>
<p>RPC/310 - Feoffee & Chivall Charity Appoint a new trustee. RESOLVED: Cllr Eileen Sinfield was appointed as a new trustee. The Clerk to advise Feoffee & Chivall Charity Clerk.</p>	Clerk
RPC/311	



<ul style="list-style-type: none"> • To receive declarations of interest Cllr Davies, item RPC/315. 1. As he owns land at Roade House and knows the applicant. Cllrs Reilly and Ruse, item RPC/328 as they both live in the Stonecutters development. • To receive requests for dispensation – None received. 	
<p>RPC/312 – Response to issues raised in the Public Session</p> <p>1.1. With regards to footpaths, it's proving difficult to find out who owns the land, Courteenhall Estates have purchased lots of land. Roade Parish Council will be unable to assist with this request.</p> <p>1.2. Planning applications will be discussed during item RPC/315</p> <p>1.3. The Council noted that the library is reopening, nothing to respond to.</p> <p>1.4. The request from Little Kickers to allow them to use the Rec for Saturday morning sessions will be discussed during item RPC/317</p> <p>1.5. An additional update regarding the PCSO will be given during item RPC/322.</p>	
<p>RPC/313 - Approval of Minutes of 8th June 2020.</p> <p>RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p>	Chairman
<p>RPC/314 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report)</p> <p>The Clerk's report had previously been circulated.</p> <p>Cllr Bennett asked what had happened regarding the tree survey, the Clerk advised that she is still looking into this.</p> <p>Cllr Bennett also asked for quotes regarding cutting back the trees/bushes in the cemetery. The Clerk advised that the Village Technician had been cutting a lot back. Council advised that this is too big a job for the Village Technician so quotes need to be obtained.</p> <p>The Chairman and Vice Chairman advised the Council that the Clerk has been extremely busy following queries regarding the Audit and has had to prioritise this work. The Clerk will resolve these outstanding tasks as a priority.</p>	Clerk



RPC/315 – Planning; to consider and determine the Council’s response to Applications S/2020/

1. **0886/FUL – Roade House Hotel, 16 Hight Street** – Change of use to 2 downstairs rooms to hair salon.
Cllr Davies was put into the Zoom waiting room whilst the Council considered the application:
RESOLVED: Policy 8 of the Neighbourhood plan states protecting businesses in the village, otherwise no objections.
2. **0890/FUL – Roade Service Station** – Single storey store and customer toilets (part retrospective)
RESOLVED: No objections.
3. **0996/FUL – The Elms, 44 High Street** – Replace existing conservatory with two storey extension to rear.
RESOLVED: No objections
4. **1072/TCA – Roade House Hotel, 16 High Street** – Sycamore – reduce by 80% cut back to 3m trunk.
RESOLVED: 80% seems a lot, let the experts in planning decide.
5. **0870/HPD – 5 Burman Court** - Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 6m beyond the rear wall of the original dwelling house, maximum height of 2.7m and height of eaves 2.4m
RESOLVED: No objections.
6. **0966/TPO – Chesterle House, 22 Fox Covet Drive** – T13 – Willow TPO 10/2016 Crown lift by 1m.
RESOLVED: Let the experts in planning decide.
7. **1092/FUL – Land West of 26 Hartwell Road** – New detached dwelling including new dropped kerb and new 1.2m front/side wall.
RESOLVED: No objections, but this needs to keep in with previous plans ensuring that it’s sympathetic to the area.
8. **0847/106CD – Land off Ashton Road** - Clause 8.7 to 8.7.4 [To obtain the District Council's written approval to a Management Plan for the future maintenance of the acoustic fence and bund, amenity open space or SUDS] Application for approval of details submitted pursuant to Clause 8.7 to 8.7.4 of the planning obligation relating to planning permission S/2018/1490/EIA [Variation of condition 18 (Plans) of planning permission S/2018/0554/EIA (Variation of condition 19 (verification report) and deletion of condition 32 (occupations linked to phasing and contamination) of S/2016/1063/EIA (outline permission which was an EIA development) to vary the phasing of the development to allow Phase 3 to be acknowledged as clear of contamination). To amend the boundary treatments and relocate the gateway (Gate Retention Strategy) to the west side of Ashton Road].
RESOLVED: No comments, no approval needed.

Annual review of Roade Neighbourhood plan

RESOLVED: The Council resolved to acknowledge that no changes are required at this current time.

RPC/316 – Finance

1. **Financial Report from the RFO** - The Clerk/RFO advised that the Unity bank balance as of 1st July 2020, was £154,421, the Nationwide Reserves account as of 1st July was £186,697.44.
The Clerk advised that the company credit card has now been received.
2. **Resolution to approve payments and receipts.**



RESOLVED: The Council noted the schedule of receipts and approved all payments for July and retrospectively approved the payments that were debited following the meeting in June:

Receipts June 2020 received after the meeting

From	For	Amount £
Cheque - credit 152	Erect a memorial	67.00

Payments June 2020 paid after the meeting

Payee	For	Amount £	VAT £
BT	Mobile phone	16.03	2.67
Bank	Manual credit - handling charge	2.40	
Bank	Service charge	27.45	

Receipts – July 2020

From	For	Amount £
Cheque - credit 153	Purchase burial plot and ashes interments	218.00

Payments – July 2020

Payee	Details	Amount £	VAT £
Trade Point	Silver chains and padlocks	23.96	3.99
Roads Village Hall	Hire of office	450.00	0.00
Trade Point	chain & padlocks	20.96	3.50
N&P Garden Services	Grass cutting	1599.00	266.50
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Marcus Young	Emptying dog bins	215.04	35.84
Dropbox (Fiona Young)	Dropbox yearly subscription	95.88	15.98
Court Couriers	Village Technician	1291.50	215.25
HMRC	Tax & NI June 2020	482.20	0.00
Alison Reynolds	Zoom subscription, Topsoil, Hazard tape & Overtime	226.25	13.58
Aviva	Pension contribution	115.81	0.00
Twistfix (Credit Card)	Fire resistant paint	208.12	34.69
BT	Landline and Broadband	47.26	7.88
Mirus	Mobile phone	11.94	1.99
SSE Southern electric	Street lighting	210.43	30.41
Aviva	Pension Admin fee	45.00	0.00
Alison Reynolds	Salary	1377.55	0.00
Personal Advice Solutions	Personal Advice Solutions	120.00	20.00

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

The Clerk had previously scanned and all invoices across to Cllr Bennett acting as internal controls Councillor, who verified the transactions and balances.

RESOLVED: Cllrs Reilly and Davies will authorise the online payments.

Cllrs
Reilly &
Davies



<p>4. Discuss opening another bank account. RESOLVED: To open additional bank account, Clerk to investigate other accounts such as NSI and report back to the Council.</p>	Clerk
<p>RPC/317 – Rec</p> <p>1. Resolution to approve the Risk Assessment that the Clerk circulated prior to re-opening the Rec on 4th July 2020. RESOLVED: The Council approved the Risk Assessment.</p> <p>2. Request received to use the Rec for Little Kickers on a Saturday morning RESOLVED: The Council agreed that Little Kickers could use the Rec in the short term until the school reopens. Concerns were raised regarding lack of parking, Little Kickers were advised that as it's a public area the Council are unable to keep an area clear for Little Kickers to use and advised Little Kickers to be aware that members of the public may wish to use the area.</p> <p>3. Request received to use the Rec for social distancing yoga classes. RESOLVED: If this is short term then the Council are happy for yoga classes to use the Rec, the Clerk to speak to the yoga teacher to ascertain if this will be a short term requirement, and if so then advise of concerns regarding parking and to advise that as it's a public Rec the Council are unable to keep an area clear for yoga as members of the public may wish to use the area.</p>	Clerk
<p>RPC/318 – Village Hall Discuss CCTV for the Village Hall RESOLVED: The Council agreed If it helps with costings for the Village Hall the Council will order a camera for them at the same time as purchasing the cameras for the village. The Village Hall will however have to pay for the camera themselves. The Clerk to contact the Village Hall and advise.</p>	Clerk
<p>RPC/318 – CCTV Cllr Bennett advised that both Persimmon Homes and Greenbelt have approved for the Parish Council to put a CCTV camera on the lamppost at the bottom of the rec. Cllr Davis advised that the cheapest supplier for sim cards for the cameras is Smarty, offering 30GB data priced at £10 each per month on a 30 day rolling contract. Each camera will have a 256MB memory card in it, this will have 5-8 days of recording. RESOLVED: To review the sim card price Annually. A resident at the top of the rec has agreed for the Council to have a CCTV installed at their residence, the Council resolved that we would need this agreement in writing.</p>	
<p>RPC/319 – Cricket Field RESOLVED: The Clerk to contact Chartwell Industries to arrange for the hedge around the cricket field to be cut as it's encroaching on the path.</p>	Clerk
<p>RPC/321 – Library</p> <p>1. Update and process report for the library purchase from the Clerk The Clerk advised that South Northamptonshire Council had been in contact to advise that they were wanting to pay Northamptonshire County Council £33,000 (New Homes Bonus) directly, instead of paying the money to Roade Parish Council to then transfer it to Northampton County Council. They do however want to put a RX1 restriction on the property. RESOLVED: The Clerk will speak to the solicitor about the RX1 restriction and South Northamptonshire Council transferring the New Homes Bonus directly to Northamptonshire County Council.</p> <p>2. Discuss if we need an updated Asbestos report</p>	Clerk



<p>RESOLVED: The previous report advised that there was no asbestos in the building, so the Council do not need a new report.</p> <p>3. Discuss the Solicitor's advice following the update from NCC Solicitors.</p> <p>RESOLVED: The Parish Council would like the covenant preventing the use of property for any other purpose other than a public library removing as books may not be used in years to come. The Parish Council resolved to have a lease drawn up for Roade Junction Community Group at the same time as the sale.</p>	Clerk
<p>RPC/322 – PCSO</p> <p>Emily Evans, Lead Project Person at Northants Police had spoken during the public session and advised that the cost of a PCSO had increased to £40,300 per year, with a 1.5 – 2% increase yearly. She advised that a PCSO would be able to help with parking issues, dog fouling, littering and possibly speeding in the village.</p> <p>RESOLVED: Resolution to be included on next month's agenda regarding the issues that the Parish Council would like the PCSO to focus on, should the Council proceed and employ a PCSO.</p>	Clerk
<p>RPC/323 - Cemetery</p> <p>1. Receive update from Cemetery Working party Cllr Fox updated the Council regarding the cemetery extension. The Clerk confirmed that the planning application would be submitted on Wednesday 15th July.</p> <p>2. Discuss Memorial Benches Cllr Fox advised that there are plastic benches that will need no maintenance.</p> <p>RESOLVED: Resolution to be included in next month's agenda</p> <p>3. Cemetery Bays RESOLVED: All of the wood is rotten and will need replacing, Clerk to obtain quotes and report to the Council.</p> <p>4. Discuss taking out membership with ICCM RESOLVED: The Council resolved to become a member of ICCM at a cost of £95 per year and to review membership in one year's time.</p> <p>5. Consecrate additional land within the cemetery RESOLVED: The Council resolved for the Clerk to ask Father Brendon to consecrate an area within the existing cemetery and make a donation of £150. The Clerk will contact the new Vicar when he starts in September to request a copy of the transfer to the burial authority document in order for the Peterborough Diocese to consecrate the cemetery extension.</p> <p>6. Receive quotes for laying path to extend the Garden of Remembrance RESOLVED: The Clerk shared two quotes with the Council, who resolved to proceed with Jackie of all Trades 2 quote of £475.00 to lay a new path to extend the Garden of Remembrance. The Clerk to make contact to arrange a suitable date/time for the work to be completed.</p> <p>7. Receive quotes for work to the chapel RESOLVED: The Council resolved to proceed with the quote from Quality Assured Roofing for £980.00 to make repairs to the chapel roof and timber. The Clerk to make contact to arrange a suitable date/time for the work to be completed and to request that the down pipe is also replaced at the same time.</p>	Clerk Clerk Clerk Clerk Clerk
<p>RPC/324 – Memorial Green fence posts</p> <p>RESOLVED: The Clerk to obtain a quote to replace the broken posts at Memorial green and report back to the Council.</p>	Clerk
<p>RPC/325 – St Mary's Church request for contribution towards mowing cost of the churchyard.</p>	



<p>RESOLVED: The Council resolved to make the contribution for the full £1020.00 requested from St Mary’s Church, Roade. The Clerk to contact the church and arrange the payment.</p>	Clerk
<p>RPC/326 – Speeding in the Village</p> <p>1. Propose the purchase of speed indicator device – Swarco YSI Bx-30r088-DH sign RESOLVED: The Clerk has received a quote for £3022.45 this is £1027.45 more expensive than the quote that was received last year. The Council resolved for the Clerk to obtain quotes for other devices and report back to the Council.</p> <p>2. Review actions taken with Highways regarding speeding in the village and consider further actions that may be possible. The Clerk advised the Council that Northamptonshire Highways have agreed to put up some temporary 30MPH signs when they’re able to collect them from the depot and will carry out some traffic monitoring along Northampton Road and Ashton Road. Northamptonshire Highways have advised that they are unable to put in traffic calming measures or change the speed limit in the village as there isn’t enough evidence of accidents in the village. Speedwatch has also been in touch with the safer roads team at Northamptonshire Police to request a 24/7 speed data box to be erected along Northampton Road as well as some police camera presence and Roade is approximately 47th on the list. RESOLVED: The Clerk to add a resolution to next month’s agenda to arrange a meeting between Roade Parish Council and Highways.</p>	Clerk
<p>RPC/327 – Persimmon Homes The Clerk advised that Persimmon Homes have responded to the Council’s request for a meeting and have asked for dates. The Clerk will email Councillors who attended the previous meeting for convenient dates and will contact Persimmon Homes, South Northamptonshire Council and Northamptonshire County Council Highways with suggested dates/times.</p>	Clerk
<p>RPC/328 – Orbit Homes RESOLVED: The Council agreed to accept the transfer of ownership for the play area and grass surrounding it on the Stonecutter development. The Council agreed to accept the transfer on the following conditions. 1. That Orbit Homes tidy up the area, as it’s currently not fit for purpose. 2. That the Council do not want to take ownership of the balancing pond. The Council requested that the Clerk ask Orbit Homes how much the onsite open space maintenance contribution from Orbit Homes will be.</p>	Clerk
<p>RPC/329 – Correspondence requiring a comment or decision</p> <p>1. The Council have received an email from a resident regarding concerns over a structure that had been put across a ditch between Fox Covert Drive and Bretts Lane, the Council confirmed that as this land doesn’t belong to the Parish Council they’ll be unable to remove the structure.</p> <p>2. A request was received from a resident asking if the Parish Council will consider purchasing a teracycle scheme recycling box for coffee pods at a cost of £100. This isn’t something that the Parish Council can assist with as there is nowhere for the recycling box to go. Lots of coffee companies now offer a recycling scheme.</p>	
<p>RPC/330 – Resolution to exclude press and public from the meeting on the grounds that the next items of business (staffing) is confidential. There were no members press or public still online at this time. RESOLVED: The Council passed the resolution and the Chairman re-opened the meeting to advise that the Village Technician has signed a new contract and will remain as a contractor.</p>	
<p>RPC/331 – Close</p>	



The meeting closed at 9.54pm

- [Note: The next ordinary meeting of the Council will take place on Monday 10th August 2020.

Signed: _____

Date: _____