



Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 13<sup>th</sup> September 2021** at 7pm.

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

Mrs A Reynolds (Clerk to the Council)

The Council were also joined by six members of the Public

	<b>Action</b>
<p><b>RPC/21/634 – To Receive and approve apologies of absence.</b> Cllrs C Aird, D Harker, S Shrubbs and M Wixon <b>RESOLVED:</b> That absence be approved.</p>	
<p><b>RPC/21/635 – Public session</b> Four members of the public spoke during the public session.</p> <ol style="list-style-type: none"> <li>1. Resident one – Advised the Parish council that on the night of 13<sup>th</sup> August a National Express bus hit and damaged one of the trees on Memorial Green. The tree has been inspected and will need annual inspections. The resident asked if the Parish Council could write to National Express to express concerns on behalf of residents about costs of future inspections and repairs being paid for by residents via council tax for damage that was incurred by their bus. They also advised the Parish Council that there has been an increase in large and heavy vehicles on Hartwell Road both during the day and night.</li> <li>2. Resident two – raised concerns about the roadworks near the Blisworth turning on the A508, they asked if the signs that advise of roadworks could be moved closer to the village, they also requested if the speed limit could be changed to 40MPH especially near the Woodleys Farm turning and bend.</li> <li>3. Resident three – Asked how the investigations into the drainage at Dovecote Road/Blisworth Road are going. They also raised concerns about the potential for footballs from the football club ending up on the new bypass that could be dangerous and asked what precautions are being put in place for this. Another concern raised was that the new bypass is going to be located very close to the corner of Blisworth Road, it's already a concern for cars coming off of their drives/out of Dovecote Road due to the speed some vehicles travel along Knock Lane, but extra concerns are that the bypass plans show a blind bend onto Blisworth Road so residents won't be able to see cars coming.</li> <li>4. Resident four – advised that they have a planning application being discussed and had come along to answer any questions that the parish council may have about the application.</li> </ol>	
<p><b>RPC/21/636</b></p> <ol style="list-style-type: none"> <li>1. <b>Declarations of interest</b> – Cllr Reilly – item 654 – Cemetery inspections –Cllr Reilly works for NCALC.</li> <li>2. <b>Requests for dispensation</b> - None.</li> </ol>	
<p><b>RPC/21/637 – Response to issues raised in the Public Session.</b></p> <ol style="list-style-type: none"> <li>1. The parish council have reported the incident to West Northamptonshire Council and have also spoken to National Express. The parish council will pursue and raise concerns about the safety of the tree with National Express.</li> <li>2. The clerk will contact highways to request that the signs are moved towards Roade, Cllr Waters will also speak to Segro about having a 40MPH speed limit from the village</li> </ol>	<p><b>Clerk</b></p> <p><b>Clerk Cllr Waters</b></p>

<p>when they are completing their road works to pre-empt future problems. The clerk will also investigate if cars should be turning right from Northampton into Woodleys farm and if they should be able to turn right out of Woodleys farm into Roade. She will ask Highways to consider a no right run due to the number of accidents on the bend.</p> <ol style="list-style-type: none"> <li>3. Cllr Waters will take up concerns about the plans and football with Segro.</li> <li>4. The council thanked the resident for attending and will ask any questions if needed.</li> </ol>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Cllr Waters</b></p>
<p><b>RPC/21/638 - Approval of Minutes of 9<sup>th</sup> August 2021.</b>  <b>RESOLVED:</b> That the minutes be signed by the Chairman as a correct record of the meeting.</p>	
<p><b>RPC/21/639 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)</b></p> <p>The clerk advised the council that they have received confirmation from the S106 team that they have been awarded £75,000.00 (plus indexation and minus 5% admin fee) payable in two instalments for the cemetery extension from the rail freight development. The clerk has received the S106 spending declaration for the first instalment of £36,774.59. The Chairman and the Clerk signed the declaration.</p> <p>The clerk advised the council that Mike Jones, builder has carried out a repair on the chapel doors that were sticking on the floor. He purchased some washers to lift the doors slightly, he advised that the repair took him 15 minutes to complete so he isn’t going to charge the Parish council for this work. The clerk will write to say thank you on behalf of the council.</p> <p>The clerk and Cllr Fowler are chasing up West Northamptonshire Council parking department about having a Parking warden visit the village.</p> <p>Cllr Waters and the clerk met with a West Northamptonshire Council Highways representative and minutes of the meeting have been sent to Highways. A councillor raised concerns about the amount of time it’s taking highways to respond to the Courteenhall drainage issue and the improvements to the KZ8 footpath. The clerk will include to escalate these issues on the agenda of the next ordinary meeting of the council to be held on 11<sup>th</sup> October, if nothing further has progressed since the highways meeting.</p> <p>The clerk will ask the village technician for an update as to when the seats will be refurbished in the rec. Some of the top soil that is in the large bag at the rec is needed to carry out repairs following the Annual rec inspection, the Village hall are also going to use some and then if there’s any left the clerk will offer it to residents. The bag can’t be removed at present as it’s too heavy.</p> <p>The clerk will ask Cllr Davies for an update regarding the installation of the new streetlights in the village.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b> <b>Village Tech</b></p> <p style="text-align: center;"><b>Clerk &amp; Cllr</b> <b>Davies</b></p>

### RPC/21/640 – Planning

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

1. **1316/FUL – Orchard Farm House, Butlins Lane** – Proposed extensions and alterations. **RESOLVED: No Objections**
2. **1266/TPO – Croft House, Croft Lane** – T1 Oak – Crown raised over the roadside only to 5.5m from ground level, ensuring not to remove any major scaffold limbs and only prune secondary growth.  
**RESOLVED: Leave this decision to the tree experts at WNC.**
3. **1298/TCA – 35 High Street** – T1 Conifer, outgrown surroundings, interfering with telephone line and path access. T2 Holly – reduction in height in keeping with surroundings. T3 Orange Blossom – reduction in height in keeping with surroundings. T4 Lilac – removal of dead tree. T5 Holly – reduction in height in keeping with surroundings.  
**RESOLVED: Leave this decision to the tree experts at WNC**

### RPC21/641 – Finance

1. **Financial Report from the RFO** – The Clerk/RFO advised that the Unity bank balance as of 1<sup>st</sup> September was £161,071.95, this included cemetery income of £263.00. From 1<sup>st</sup> September to 9<sup>th</sup> September, we have received a further £149 cemetery income, £750 lease from Roade Junction Community Group and £3451.73 VAT refund for the first quarter of the financial year. The S106/Windfarm Grant Nationwide account balance as of 1<sup>st</sup> September was £147790.02, this included £6.14 interest.
2. **Spreadsheet showing breakdown of the S106/Windfarm grant Nationwide account**  
A copy of the updated spreadsheet for the S106/Windfarm grant Nationwide account, showing the balance of the account, had been circulated to all councillors prior to the meeting. The clerk has also included the S106 money for the rail freight on the document.
3. **Bills for payments and receipts.**  
The clerk advised that the two payments to Edge IT that were approved last month, and the VAT for the Court Couriers invoice had been missed off the payment run last month, so has included these for payment this month. To prevent future errors the clerk will sit with all new internal controls councillors and go through the process with them together.  
**RESOLVED:** The Council noted the schedule of payments and approved all payments for September, except for the payment of £1200.00 to professional sportsturf design. The council still have concerns regarding the plans for the cemetery so will not authorise the payment at this time, once the plans are completed the council will authorise the payment. The clerk and Cllr Fox will meet on Friday 17<sup>th</sup> September to check the terms and conditions of the plans and to verify that the invoice for £5520.00 for the level survey, dipwell and digger hire isn’t a duplicate. If it isn’t a duplicate invoice then the council resolved to authorise the payment.

The clerk will include an update from the cemetery working party on the agenda for the next ordinary meeting of the council.

Clerk & Cllr  
Fox

Clerk

### Income August/September

Payee	Details	Amount £
Resident	Purchase exclusive right of burial	263.00
Nationwide Building Socitey	Interest	6.14

John White Funeral Directors	Interment	149.00
HMRC	VAT Reclaim	3451.73
Roade Junction Community Group	Quarter two library lease	750.00

#### Payments for September 2021

Payee	Details	Amount £
Allseasons Gardening & logs	Grass cutting and repairs to rec fence	3468.00
Amazon	Hi vis vest and water butt	45.48
Andy Johnson	White cable ties	12.50
BT	Phone and Broadband	27.00
Cloudy IT	One month's services	115.26
Court Couriers	Village Technician & VAT from July	1476.75
Direct Water Tanks	Rainwater filter link kit (for water butt)	60.62
Edge IT	Epitaph (not paid in August payment run)	1061.40
HM Land Registry	Land registry enquiry for Churchcroft open space	3.00
Lloyds Bank	Credit Card fee	3.00
Marcus Young	Emptying dog bins	358.44
Mirus IT	Mobile Phone	11.94
PKF Littlejohn LLP	External Audit	480.00
Professional sportsturf design	Cemetery design (payment not authorised)	1200.00
Professional portsturf design	Cemetery levels survey, dipwells and digger hire	5520.00
Roade Village Hall	Office hire, July, August & September	450.00
Royal Mail	PO Box annual fee	360.00
SSE	Street lighting	209.99
Smarty Mobile	CCTV sims	96.00
St Mary's PCC	2 hours hall hire for August's RPC Meeting	25.00
West Northamptonshire Council	Commercial refuse fortnightly collection 23/09/21 – 22/09/22	390.00
West Northamptonshire Council	Uncontested election fees	90.00
A Reynolds	Salary & overtime	1593.52
Aviva Pension	Pension contribution for August & admin fee	138.72
HMRC	Tax & NI for August	475.16
V Horton	Salary & overtime	419.92

**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/21/642 - Audit**

**RESOLVED:** To acknowledge receipt of external auditor's report and certificate for 2020/2021 Audit.

**RPC/21/643 – Community Safety Committee**

<p>Cllr Reilly (Chairman of the Community Safety Committee) reported that the committee met on 31<sup>st</sup> August. They agreed the scope of committee, which is to analyse the VAS data and inform speed watch and Northamptonshire Police of speeding hotspots, they will also arrange for the VAS to be moved around the village.</p> <p>The committee will monitor the CCTV, once all issues have been resolved they will carry out weekly checks to make sure all cameras are working. The committee will also analyse the crime statistics from Northamptonshire police and are hoping to see a decrease. The committee is hoping to be able to engage with members of the community and police about the crime in the village.</p> <p>The clerk will include on agenda for next Community Safety Committee being held on 6<sup>th</sup> December to ask West Northamptonshire Highways for the data from permanent VAS situated on London Road by Churchcroft.</p>	<b>Clerk</b>
<p><b>RPC/21/644 – Small Grant for RBL</b>  The Royal British Legion didn't spend all of the small grant on the celebrations for the 100 years of the war memorial, so they are happy to refund £127.66.  <b>RESOLVED:</b> The Parish council resolved for the RBL to keep the money as a donation to their funds.</p>	
<p><b>RPC/21/645 – Rail Freight</b>  A copy of the draft letter had been circulated to all councillors prior to the meeting.  <b>RESOLVED:</b> To send the letter to residents on Hyde Road, Blisworth Road and Dovecote Road to explain what Roade Parish Council are doing regarding the bypass being built and how they can contact us with any questions. It was agreed that the letter be amended to have WNC contact details before Roade Parish Council. Once the letter has been delivered to residents the Clerk will include a copy on our website and social media. The clerk will also set up a separate page on the website specifically for the rail freight development.</p>	<b>Cllr Waters Clerk</b>
<p><b>RPC/21/646 – Insurance</b>  Two quotes had been circulated to the council prior to the meeting.  <b>RESOLVED:</b> To accept the quote from BHIB, the clerk will check if the price quoted is fixed for three years, if it is then the council resolved to sign up for three years, if the price isn't fixed for the three year period then the council will to accept the one year quote.</p>	<b>Clerk</b>
<p><b>RPC/21/647 – Gate in Rec</b>  <b>RESOLVED:</b> For the clerk to investigate options for health and safety measures. In the interim the clerk will arrange for the village technician to put hazard tape on the fence and gate and will post on social media to advise parents that it's been vandalised by adults and that the parish council are investigating further options to keep children safe.</p>	<b>Clerk</b>
<p><b>RPC/21/648 – Play inspection – Churchcroft open space</b>  Two quotes were circulated prior to the meeting.  <b>RESOLVED:</b> To accept the quote from Play Inspection Company of £69.50.</p>	
<p><b>RPC/21/649 – VAS</b>  Four quotes were circulated prior to the meeting.  <b>RESOLVED:</b> To accept the quote for £3470.00 from Swarco for a speed and smiley face VAS complete with solar panel.</p>	
<p><b>RPC/21/650 – Tree Survey</b>  Three quotes were circulated prior to the meeting.  <b>RESOLVED:</b> To accept the quote from RGS for the inventory/condition survey with risk assessment at a cost of £1150.00.</p>	

<p><b>RPC/21/651 – Community Orchard</b>  <b>RESOLVED:</b> To include considering having a community orchard during the brainstorming session being held on 16<sup>th</sup> September 2021.</p>	<p><b>Brainstorming group</b></p>
<p><b>RPC/21/652 – Grant a green campaign</b>  <b>RESOLVED:</b> After a discussion it was resolved to not register the green spaces due to possible future complications in installing benches/play equipment and having to obtain common land agreements.</p>	
<p><b>RPC/21/653 – Cemetery inspections</b>  <b>RESOLVED:</b> For the clerk to attend the management of memorials course to be held by NCALC at a cost of £85.00.</p>	
<p><b>RC/21/654 – Correspondence requiring a comment or decision.</b></p> <ol style="list-style-type: none"> <li>1. The clerk informed the council that the bench ordered for the Ridings is out of stock until February/March next year.  It was agreed to cancel the order from NBB and order the Elwood recycled material seat at a cost of £672.49 from Glasdon.</li>   <li>2. The Football club have asked the following questions: <ol style="list-style-type: none"> <li>a. Does the PC have any plans to cut the hedges around the field that the football club lease? They are having issues with the ball going into the hedges and getting burst and children and adults are getting scratched due to brambles.  The council responded that lease implies that Roade Football Club would need to pay for this, and the parish council recommends that they seek approval from the farmers who own the adjoining fields. The Parish Council are holding £1968.90 S106 monies that the football club could use for this work.</li> <li>b. Would the PC mind if the football club installed some temporary netting or fences behind the goals?  The Parish council agreed that Roade Football Club to put up temporary netting on the condition that it does not obstruct the footpath.</li> <li>c. The football club is at maximum capacity and there is also a lot more interest for girls/ladies football. They currently train some of these teams at the village hall, they have asked the PC know of any other area's that they could move to  Cllr Waters will speak to Segro to ascertain if the land behind Dovecote Road next to the new bypass could be used.</li> </ol> </li> </ol>	<p><b>Cllr Waters</b></p>
<p>The Chairman thanked all councillors who had attended the Microsoft Teams training. The consensus amongst councillors is that Teams will be a benefit to the council. If the councillors who were unable to attend the training would like to attend, were asked to speak to the clerk, who will try to arrange another date.  All councillors are encouraged to attend training and were reminded to look at NCALC's website and advise the clerk of any training courses that they'd like to attend.  Councillors were also reminded that the 'brain storming' session is being held on Thursday 16<sup>th</sup> September at 7pm.</p> <p><b>RPC/21/655 – Close</b>  The meeting closed at 8.35pm</p> <ul style="list-style-type: none"> <li>• [Note: The next ordinary meeting of the Council will take place on Monday 11<sup>th</sup> October 2021 at St Mary's Church Hall.]</li> </ul>	

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

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

DRAFT