



Minutes of the Meeting of Roade Parish Council held on **Monday 14th December 2020** at 7pm.

Present: Cllr L Murray (Chairman of the Council), Cllr D Bennett, Cllr I Calder, Cllr S Curtis, Cllr M Davies, Cllr A Fox, 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 Cllr S Clarke (SNC) and one member of the public.

	Action
<p>RPC/415 – Acceptance of apologies for absence.</p> <ol style="list-style-type: none"> Acceptance of apologies for absence - No Apologies were received. Resignation of Cllrs Sharon Connell and Allan Huddart - Following Cllrs Connell and Huddart's resignation, the Council agreed to co-opt to fill the vacancies. 	
<p>RPC/416 - Public Session</p> <ol style="list-style-type: none"> Issues raised by the public - No issues were raised. Reports from District and County Cllrs – SNC – Cllr Clarke advised that the SNC newsletter had been published on 2nd December, containing a lot of information about Covid 19 guidelines and grants available. SNC have an Air quality action plan for 2021 – 2026. SNC have agreed to plant one tree for every resident, totalling 92515 trees. 	
<p>RPC/417</p> <ul style="list-style-type: none"> To receive declarations of interest – None received. To receive requests for dispensation – None received. 	
<p>RPC/418 – Response to issues raised in the Public Session Nothing to respond to.</p>	
<p>RPC/419 - Approval of Minutes of 30th November 2020. RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p>	Chairman
<p>RPC/420 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report) The Clerk advised that the next Census is to be completed on 21st March 2021, with the advertising campaign starting on 19th January 2021. A representative from the Census would be happy to attend a Parish Meeting to discuss the census with the Council. Cllr Bennett asked if SNC had confirmed the amount that they are holding as the Parish Council believed it was £203,000. SNC have advised £239,000. The Clerk will chase this up with SNC as they haven't confirmed this yet.</p>	Clerk
<p>RPC/421 – Planning To consider and determine the council's response to Applications S/2020/</p> <ol style="list-style-type: none"> 1979/TCA – St Mary's Church, Church End – Limes x 11 require pollarding on the main walkway to the Church's main entrance. RESOLVED: No Objections, leave to the tree experts at SNC to make the decision. 	
<p>RPC/422 – Finance</p>	



1. **Financial Report from the RFO** – The Clerk/RFO advised that the Unity bank balance as of 1st December 2020 was £175,074.06. The Nationwide S106/Windfarm grant account as of 1st December was £196,066.07.
2. **Update on S106 Monies** - The Clerk had circulated the updated S106 spreadsheet to all councillors. The windfarm grant money totalling £8815.92 from 2018 was received into the Unity trust account in April 2019, this money had not been transferred across into the Nationwide account. The Clerk has set up a payment for transfer into the Nationwide account.
3. **Approval to pay the solicitor the outstanding balance of £52,879.84 for the library purchase ready for completion**

RESOLVED: The Council resolved for the payment to be made to the solicitor ready for completion. The payment will be made from the Unity trust account, and the Clerk will arrange for the money to be transferred across from the Nationwide S106/Windfarm grant account. The Clerk will also arrange to transfer the money for the two CCTV invoices, totalling £5845.85 from the Nationwide account to the Unity Trust account.

4. Bills for payments and receipts

RESOLVED: The Council noted the schedule of payments and approved all payments for December.

The Council resolved to hold back the payment to the CCTV installation company for the CCTV installation until the cameras have been installed and the training has been completed. The date of installation has been amended by the company twice already, with training due on Friday 18th December for the Clerk and some of the Councillors. The Clerk has contacted the company for confirmation of training times and location, she will chase this up. The Council resolved to pay the invoice once the installation and training has been completed later this week.

The Council need a policy for the use of the CCTV cameras and viewing the footage.

Clerk

Clerk

Clerk

Income

Payee	Details	Amount £
Abington Funeral Services	Additional inscription	23.00
Nationwide	Interest Credited 01 Nov – 30 Nov	8.06
White & Joyce	Additional inscription	46.00

Payments

Payee	Details	Amount £
Amazon	Keyboard, various paper and 2021 diary	37.68
BACA	Heavy duty & extra heavy duty black sacks	63.56
BT	Phone & Broadband	46.32
Court Couriers	Village Technician	1044.00
IJ Allen Services	Cemetery tree works 27-29 th November	2110.00
K&M Lighting	Fit CCTV Sockets to lampposts	1704.65
Lloyds Bank	Credit Card Fee	3.00
Locked and Secure	Supply of 7 x CCTV Cameras	4141.20
Marcus Young Landscapes	Emptying dog bins - November	188.16
Mirus IT Solutions	Mobile phone	11.94
N&P Garden services	Grass Cutting – Cemetery	300.00
NCalc	Freedom of information, Off to a flying start, E learning – leadership skills and equality & diversity training	110.00
Play Inspection	Outdoor Annual inspection	81.00
Post Office	All4One Gift cards for competition winners	20.00



Roads Village Hall	Hire of Office – July, August & September	450.00	
SSE	Streetlight bill	204.09	
Stoke Lodge Farm	Community Christmas Tree	59.00	
Swarco Traffic Ltd	2 x Solar powered VAS + accessories & training	6618.60	
Tradepoint	Topsoil and grass seed	22.64	
Wellers Law Group	Completion of library purchase	52,879.84	
Zoom video communications	Monthly subscription	14.39	
HMRC	Tax & NI for November 2020	488.26	
Aviva Pension	Pension contribution – November 2020 & Admin fee	161.88	
Alison Reynolds	Salary & Overtime	1646.28	
Personnel Advice Solutions	HR Advice	120.00	
<p>5. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation. Cllr Bennett acted as internal controls Councillor, who verified the transactions and balances. RESOLVED: Cllrs Davies and Reilly will authorise the online payments. The Clerk will confirm once the CCTV installation and training has been completed so Councillors can authorise that payment.</p>			<p>Clerk Cllrs Davies & Reilly</p>
<p>RPC/423 – Resolution to co-opt a new member of F&GP Committee RESOLVED: To co-opt Cllr Walters as a new member of F&GP committee.</p>			
<p>RPC/424 – Finance and General Purpose Committee.</p> <p>1. Deputy Clerks Salary. RESOLVED: To pay the Deputy Clerk between £11.30 - £12.73 per hour, depending on experience and qualifications. This is 80-90% of the Clerks hourly rate.</p> <p>2. Increase Credit card spend limit. RESOLVED: To increase the credit card spend limit to £1000.00.</p> <p>3. Parish Council's website RESOLVED: To upgrade the Parish Council's website to 2Commune's fully responsive template which is optimised for accessibility at a cost of £750 + VAT.</p> <p>4. Project to update the Roads Map information board RESOLVED: For the Clerk to contact SNC and arrange for the project to be funded from S106 money that they are holding.</p> <p>5. Provide additional benches at Churchcroft open space RESOLVED: For the Clerk to contact SNC and arrange for the benches to be funded from S106 money that they are holding.</p>			<p>Clerk Clerk Clerk Clerk</p>
<p>RPC/425 – Budget & Precept 2021/2022</p> <p>1. Resolution to approve the budget for 2021/2022. RESOLVED: To approve the budget of £155,514.00 for 2021/2022.</p> <p>2. Resolution to set the precept for 2021/2022. RESOLVED: To set the precept of £117,526.00 (the same as last year) for 2021/2022.</p>			
<p>RPC/426 – Clerk CILCA Training RESOLVED: To agree and fund the Clerk completing her CiLCA qualification at a total cost of £905. £495 for the course and £410 for the registration with SLCC.</p>			
<p>RPC/427 - Re-adoption of financial regulations</p>			



<p>RESOLVED: There are some errors in the current financial regulations, Councillors will email the Clerk with any changes/errors. The Chairman, Vice Chairman and the Clerk will discuss and make these changes. The Clerk will add the re-adoption of the financial regulations onto the agenda for the next ordinary meeting of the council on 11th January 2021. The Clerk will also send copies of the bank reconciliation across to councillors and a list of passwords and pins to the Chairman.</p>	<p>Chairman, Vice Chairman & Clerk</p> <p>Clerk</p>
<p>RPC/428 – Small Grant & S106 Request RESOLVED: To issue Northampton Mens Own Rugby Football Club a small grant of £500.00 but resolved not to give them any S106 money.</p>	<p>Clerk</p>
<p>RPC/429 – Youth Shelter Following a long discussion by councillors it was RESOLVED: Not to proceed with the youth shelter for the village at this time.</p>	
<p>RPC/430 – Resolution to purchase two new dog bins RESOLVED: To purchase two new dog bins, one for Churchcroft open space and one on Northampton Road near the unused bus shelter.</p>	<p>Clerk</p>
<p>RPC/431 – Grounds Maintenance RESOLVED: Proceed with the tender request/contract, after changing a grammar error for item 3.F. The Clerk will send out the tender applications and will ask for all applications to be returned prior to the Parish Council meeting on 8th February.</p>	<p>Clerk</p>
<p>RPC/432 – Freedom of information request Although NNC advised that £337,128.32 S106 money has been expended on supporting services 33/A between Northampton and Milton Keynes via Roade. The Council did not feel this response was satisfactory. RESOLVED: For the Clerk to ask 33/A bus provider if they've received the money and how they've spent it. The Clerk to also advise NCC that the Council are not happy with the response.</p>	<p>Clerk</p>
<p>RPC/433 – KZ8 Footpath NCC currently hold £52,702.70 from the Ashton Road Development and £19879.64 from the Chaplin's Yard Development for improvements to the KZ8 footpath. Concerns were raised that there are only 4.5 years left to use the £19879.64 from the former Chaplin's Yard development. Cllrs Reilly and Shrubbs were thanked for setting up the working group to clear the footpath from Stratford Road to the Railway bridge. RESOLVED: For the Clerk to chase up NCC Highways for their proposals for the KZ8 footpath on both the Ashton Road side and former Chaplin's yard side and request that Highways provide an update ready for the next Parish Council meeting to be held on 11th January 2021.</p>	<p>Clerk</p>
<p>RPC/434 – Council tax support scheme consultation The Clerk confirmed that she had submitted RPCs comments for the council tax support scheme consultation as put together by Cllr Waters and agreed by Councillors following last month's meeting. Cllr Waters was thanked for his work on this.</p>	
<p>RPC/435 – Crossing London Road from Tithe Way to Bailey Brooks Lane RESOLVED: For the Clerk to contact NCC Highways and express concerns over visibility and awareness of the crossing by approaching vehicles.</p>	<p>Clerk</p>
<p>RPC/436 - EV Rapid Chargers No location in the village was agreed at this time.</p>	<p>Clerk</p>



<p>RESOLVED: For the Clerk to investigate potential costs for installation as well as ongoing running costs.</p>	
<p>RC/437 - Correspondence requiring a comment or decision.</p> <ol style="list-style-type: none"> 1. A request was received regarding painting the Railway bridge on the new Persimmon development. The Clerk has previously contacted Network Rail to request this and was advised that it wasn't a health and safety concern so they wouldn't repaint it. The Clerk will contact Network Rail to chase up when they are going to raise the sides of the railway bridge as children/young people are still climbing and sitting on the bridge. 2. A member of the village hall has a key for the cemetery gates, and recently opened the gates for the Parish Council. The Council requested that the Clerk contact the key holder to ask for it to be returned to the Parish Council. The dead tree at the cemetery hasn't been cut down. The Clerk will contact the contractor about this. 3. Following the Parish Council request to change the use for £239,892.00 S106 monies, Persimmon Homes have advised that this needs to be drawn up by a solicitor and the £750 + VAT fee will need to be paid for by the Parish Council. RESOLVED: To pay the £750 + VAT for change of use of S106 monies, and for the clerk to confirm the amount held by SNC. 	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
<p>RPC/438 – Resolution to exclude press and public on the grounds that the next item of business was 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. The Chairman advised the Council that he and the Vice Chairman had carried out the Clerk's annual review on 7th December and following the review would like to increase the Clerk's salary by 1 point. The Council agreed to this pay increase.</p>	
<p>RPC/439– Close</p> <p>The meeting closed at 8.50pm</p> <ul style="list-style-type: none"> • [Note: The next ordinary meeting of the Council will take place on Monday 11th January 2021.] 	

Signed: L Murray
Date: 11th January 2021