

Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 14th November 2022** at 7pm.

Present: Cllr L Murray (Chairman) Cllr C Aird, Cllr D Bennett, Cllr M Davies, Cllr A Fox, Cllr S Khan, Cllr M Reilly, Cllr S Shrubbs and Cllr D Waters

Mrs A Reynolds (Clerk to the Council), and 3 members of the public

	Action
RPC/22/931 – To Receive and approve apologies of absence. Cllrs S Ruse, E Sinfield, and M Wixon RESOLVED: That reasons for absences be approved.	
RPC/22/932 – Public session A representative from Ability bus service attended the meeting to ask how the Parish Council can help support to publicise the service. The service is open to anyone but is free for those who have a concessionary bus pass. The bus can pick people up from their home and take them directly to shops or on trips to garden centres. It's an on-demand service that is pre-booked.	
RPC/22/933 1. Declarations of interest – None. 2. Requests for dispensation – None.	
RPC/22/934 – Response to issues raised in the Public Session The Chairman thanked the representative from Ability bus service for attending and confirmed that we will help to publicise the service. It was suggested that they perhaps attend the village coffee mornings.	
RPC/22/935 - Approval of Minutes of 10th & 31st October 2022 RESOLVED: The minutes were signed by the Chairman as a correct record of the meetings.	
RPC/22/936 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report) The Clerk advised the council that after inspecting the war memorial on Sunday, she suggests that the council withhold payment of the invoice for the repairs and name change as these are not completed to a satisfactory standard. She has taken photos and emailed the company asking for them to rectify the work. The council agreed to withhold the payment until the work has been rectified/completed. The Clerk thanked Cllrs Khan, Shrubbs and Reilly, and would like to write to volunteers thanking them for their help with marshalling the remembrance parade on Sunday 13 th November. Without their help the event wouldn't have been possible. The Chairman thanked the Clerk for organising the marshals. The Council agreed for the clerk to write to the volunteers to thank them. The Clerk has created a new e-newsletter to advertise the Freedom of the Parish awards being presented, the Christmas event and the date for the Annual event. This will be circulated this week. The Clerk will contact Anglian water to ask them to clear the culvert at the bottom of the rec.	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

RPC/22/937– Planning - To consider and determine the Council's response to Applications WNS/2022/

- 1. 2059/LBC – Church House, 8 Church End –** Listed building consent to replace and relocate the existing boiler from the kitchen to the existing attic space and introduce a flue through the roof to the rear of the house.

RESOLVED: No Objections

- 2. 1878/SCR – Land South of East Lodge Farm, Quinton Road, Courteenhall –** Screening opinion for the proposed anaerobic digestion facility.

RESOLVED: Nothing to comment on, as it's just the screening report on how it may affect the area, currently not a planning application.

RPC22/938– Finance

1. Financial Report from the RFO –

The Clerk/RFO advised that the Unity Trust Account as of 1st November had a balance of £203,849.13, this included a refund from Dunelm for a damaged blind for the office of £28 and £260 (£75 of this was reported last month) of Cemetery income.

The Nationwide account balance as of 1st November was £188,286.20 this included £55.96 interest income.

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

Copy circulated to the council prior to the meeting

The Clerk will amend the spreadsheet to show the windfarm grant being agreed for 25 years

3. Bills for payments and receipts.

RESOLVED: The council noted the schedule of payments and approved all payments for November, and will withhold the payment for War Memorials.

Income October/November

Payee	Details	Amount £
Dunelm	Refund for faulty blind	28.00
LP Finn	Additional inscription	25.00
AJ Mills Master Masons	Application to erect a memorial in GOR	75.00
R Finch & Sons Funeral Directors	Interment of Ashes	85.00
Nationwide	Interest	55.96
John White Funeral Directors	Burial of Ashes	85.00
John White Funeral Directors	Purchase EROB in cemetery	75.00
Hollowells	Interment	160.00
HMRC VTR	Vat Reclaim	4853.88

Payments for November

Payee	Details	Amount £	Power
Allseasons Gardening & Logs	Grass cutting & clearing the fallen tree in the rec	3792.00	Open Spaces 1906 S9 & 10
Amazon	Black cable ties	6.99	LGA (Misc prov) Act 1976 s19
	Fountain pen	20.35	LGA 1972, S111
	SD cards for CCTV	59.30	

Clerk

			Highways Act 1980 S301
BACA	Extra large heavy duty black sacks	23.94	LGA (Misc prov) Act 1976 s19
Belfour Beatty	Replacement column for street light	2271.12	PCA 1957 s3 & HA 1980 s301
BT	Telephone & Broadband	58.97	LGA 1972 S111
Clerks & Councils Direct	3 x freedom scrolls	315.18	S137
Court Couriers	Village Technician	940.00	Open spaces Act 1906 ss9-10 PHA 1875 s164, PHA 1890 S44 & LG (misc prov) act 1976 s19
Edwards Beers & Wine Supplies	Contribution to the community event for the Freedom of the Parish presentation	200.26	S137
Festive Lights for Business	Additional lights for the Christmas Tree	167.94	LGA 1972 s145
Frames.co.uk	3 x made to measure frames for freedom scrolls	130.30	S137
Lloyds Bank	Credit Card fee	3.00	LGA (office provisions) 1963 S5
Locked and Secure	Engineer visit to camera 1, and replace SD cards in cameras 3 & 4	180.00	Highways Act 1980 S301
Marcus Young	Emptying dog bins	364.32	Clean Neighbourhoods and Environment Act 2005 s55
Mick Davies	Thunderbird extension – 1 year – to enable Cllr Davies to access RPC email address	8.65	LGA 1972, S111
Ncalc	Training - Intro to employment Law – Clerk New Clerks – Deputy Clerk	367.60	LGA s111
Northampton Croquet Club	Small grant – compost toilet	1000.00	Public Health Act 1936, s87
Post Office	Special delivery & stamps	9.94	LGA 1972, s.111
SSE	Street lighting	400.85	PCA 1957 s3 & HA 1980 s301
St Mary's Church	2 & half hours rent for 10 th & 31 st October meetings	32.50	LGA 1972 S111
	Small grant – mowing & access road improvements	2000.00	LGA1972,s215 Highways Act 1980, s43
Three Business	CCTV Sims	29.99	Highways Act 1980 S301
	Mobile Phone		LGA 1972 S111
Trade Point	Timber and 'postcrete'	48.94	PHA 1875 s164, PHAAA 1890 S44, OSA 1906 ss9 &10

			& LG (Miscellaneous provisions) Act 1976 s19	Clerk Cllrs Reilly & Waters
Vistaprint	3 x Road Closed signs for Remembrance Day	64.11	Road Traffic Regulations Act 1984 s72	
War memorial Restoration Co	Change spelling on war memorial, professionally clean, repoint lower memorial base and check joints, repairs to cracks and repair Canadian Memorial	4322.40 Payment on hold	War memorials (Local Authorities Powers) Act 1923 s1 as extended by LGA 1948 S133	
West Northamptonshire Council	TEN application – licence for Christmas Event	21.00	LGA 1972 s145	
Wicksteed Leisure	Annual play inspection to Rec and Churchcroft open space	324.00	PHA 1875, s164 & OSA 1906 ss9&10	
A Reynolds	Salary – November	1617.52	Local Government and Housing Act 1989 s7	
Aviva Pension	Pension contribution for September & admin fee	140.06	Pensions Act 2004	
HMRC	Tax & NI for October	494.01	LGA 1963 S5	
V Horton	Salary & overtime	733.36	Local Government and Housing Act 1989 s7	
<p>4. To receive the internal controls Councillor’s report and agree two Councillors to complete the online authorisation. Cllr Bennett acted as internal controls Councillor, he confirmed that all transactions and balances were correct. RESOLVED: Clerk to transfer money for Locked and Secure invoice from Nationwide S106/Windfarm grant account. Cllrs Reilly and Waters will authorise the online payments.</p>				
<p>RPC/22/939 – Updates 1. Northampton Gateway following CLG meeting Junction 15 roundabout has been finished, the traffic lights that are in place will learn the traffic patterns, this will take 2-3 months, but they should be more efficient. Gas works on A503 by Blisworth turn should be finished by 6th December. Network Rail have provided Segro with better time scales, so are hopeful that the rail terminal will be in place before the first warehouse is occupied. Segro have however kept the planning application in (requesting to occupy before the rail terminal is finished) in case the rail line hasn’t been finished. It was also reported that Blisworth Road will be closed from 26th November until the end of December for replacement gasworks. RESOLVED: received and noted update</p> <p>2. Parish Council surgery at St Mary’s Coffee Morning The coffee morning went well, and residents were pleased that the bypass map was on display. The following issues were raised: Bus stop on London Road towards Northampton appears to have sunk and is flooding. Hedges on Stratford Road are overgrown and causing obstruction, these are private hedges belonging to residents. Drains blocked on Stratford Road causing flooding.</p>				

<p>Residents raised concerns that Persimmon have said that landscaping and acoustic fencing is completed and want WNC planning department to sign the work off as being completed (WNS/22/1883/106CD). Residents are concerned that there are dead trees, dying grass and the balancing pool is not complete. They do not want WNC to sign this off and then to receive fees from the management company for completing this work.</p> <p>RESOLVED: Received and noted update. Cllr Shrubb will investigate the dropped and flooding bus stop on London Road and blocked drains on Stratford Road and will report to fix my street. The Clerk will find out the closing date for WNS/22/1883/106CD and notify Cllrs Davies, Shrubb and Waters.</p> <p>3. Parking working group – Appendix A RESOLVED: Received and noted update – The working party will arrange another time to meet and discuss next steps.</p> <p>4. Library extension working group – Appendix A RESOLVED: Received and noted update</p> <p>5. Cost of living crisis working party – Appendix A RESOLVED: Received and noted update</p> <p>6. KZ8 & Highways meeting – Appendix A RESOLVED: Received and noted update</p> <p>7. Follow up meeting with police – Appendix A RESOLVED: Received and noted update – It's reassuring to meet up with the PCSO and know that the Police are being pro-active. The police advised the Parish Council that incidents are still not being reported, it was agreed that the Clerk will post on social media to remind residents to report incidents and advise them that they can report anonymously.</p>	<p>Cllr Shrubb</p> <p>Clerk</p> <p>Parking Working party</p> <p>Clerk</p>
<p>RPC/22/940 – F&GP Meeting RESOLVED: Received an update from Cllr Reilly and minutes of the F&GP meeting had been circulated.</p>	
<p>RPC/22/941 – Budget and Precept 2023/2024 A copy of the proposed budget and precept was circulated prior to the meeting.</p> <p>1. Resolution to approve the budget for 2023/2024 RESOLVED: The council approved the budget of £438,264.00 for 2023-2024.</p> <p>2. Resolution to set the precept for 2023/2024 RESOLVED: The council set the precept of £117,122.00 for 2023-2024, this is a slight decrease from the current year.</p>	
<p>RPC/22/942 – Community Events Committee RESOLVED: Received an update from Cllr Shrubb and minutes of the Community Events Committee had been circulated. The council thanked all organisations who were involved with the Remembrance Day service on Sunday 13th November. Marshals are required to assist with the road closures for the Christmas event, councillors to let the Clerk know if they can help.</p>	<p>All Councillors</p>
<p>RPC/22/943 – Cemetery 1. Receive and note update from Cemetery extension working party</p>	

<p>RESOLVED: Cllr Fox updated the council that the working party has had a meeting with TGMS to discuss the tender specification.</p> <p>2. Resolve to review the extension tender specification A copy of the tender specification was circulated to the council prior to the meeting.</p> <p>RESOLVED: To accept tender specification and for the Clerk to chase up WNC regarding the repositioning of the current footpath.</p> <p>3. Resolve to agree what central feature to include in the new extension RESOLVED: To have a feature/decorative path. Cllrs Fox and Shrubbs to write a mini specification for the path design and for the Clerk to contact Elizabeth Woodville School to ask if their students would like to design the central feature paving.</p> <p>4. Resolve to allow dogs on a lead to visit owners graves in the cemetery RESOLVED: For the clerk to amend the cemetery rules and regulations and for the council to re-adopt the changes at the next ordinary meeting of the council on 12th December 2022 to allow dogs on a lead to visit family graves. The clerk will source new signs advising that dogs must be kept on leads. It was agreed that this change will come into force from 1st January 2023.</p>	<p>Clerk</p> <p>Cllrs Fox & Shrubbs</p> <p>Clerk</p> <p>Clerk</p>
<p>RPC/22/944 – National Pay Increase RESOLVED: To acknowledge the increased pay award & holiday entitlement agreed by the National employers and unions and to back date the increase from 1st April 2022 for the Clerk and Deputy Clerk.</p>	
<p>RPC/22/945 - Streetlights RESOLVED: To investigate adding lighting to the rec and Churchcroft open space and include this within the streetlight project. The Clerk will write to Stratford Road residents again asking if they have any objections to further lighting being installed. Cllrs Davies and Reilly will take on the project and investigate solar lighting.</p>	<p>Clerk Cllrs Davies & Reilly</p>
<p>RPC/22/946 – Accessibility Review RESOLVED: Cllrs Reilly, Shrubbs and Waters will carry out the accessibility review of the village.</p>	<p>Cllrs Reilly, Shrubbs & Waters</p>
<p>RPC/22/947 – CCTV RESOLVED: To increase the contribution made to the resident whose house one of the CCTV cameras is on. It was agreed to increase the contribution by RPI for the last two years and then double the amount.</p>	
<p>RPC/22/948 – Trees 1. Resolve to adopt the tree policy RESOLVED: To make a change to the policy so it reads ‘....we will endeavour that a replacement tree is planted’ instead of ‘...we will ensure that a replacement tree is planted’ and adopt the policy.</p> <p>2. Resolve to obtain quotes to cut the willow tree at the bottom of the rec MOTION FAILED: The tree doesn’t encroach on the path or any equipment, it was resolved to leave the tree as it is.</p>	
<p>RPC/22/949 – IT equipment RESOLVED: To purchase a new laptop for the clerk at a cost of £642.97</p>	
<p>RPC/22/950 – Roller Banner</p>	

RESOLVED: To purchase a roller banner to promote the parish council at events, but wait until after December's meeting when the council will discuss rebranding the parish council logo.	
RPC/22/951 - Correspondence requiring a comment or decision Following the recent work to the war memorial, the Clerk had received a quote from the War Memorial restoration company to carry out annual inspections on the war memorial at a cost of £1800 for one year or £4900 for three years. The council agreed that they didn't want to accept the quote.	
RPC/22/952 – Close The meeting closed at 8.25pm <ul style="list-style-type: none"> • [Note: The next ordinary meeting of the Council will take place on Monday 12th December 2022 at St Mary's Church Hall.] 	

Signed: _____

Date: _____

Appendix A

Parking Working Group

Following the completed contamination report, the group requested for the clerk to investigate insurance costs for the contaminated land site. An unofficial quote from our insurance provider suggests insurance would cost around £10,000pa as there are some high-risk toxins noted within the contamination report.

In addition to the insurance quote, the working party are looking at costings for car park surface options.

The working party are due to meet again very soon to discuss next steps following the insurance quotation.

Library Extension Working Group

RJCG have engaged an architect, and he has a requirements specification for the extension.

They are now trying to arrange another meeting of the working party, so they can schedule a zoom meeting with the architect.

Cost of Living crisis working party

While we haven't actually been able to meet we have done some investigations on what is available locally. It appears that the library will be offering a warm space during its opening hours and the Chairman of RJCG has already indicated this to Public Health and will apply for the grant.

Both the primary and secondary schools are unable to offer a warm space.

The village hall have confirmed that they would not be offering a warm space. Cllr Harker's great suggestion of a coat exchange/donation is looking for a home whilst it may be possible to get donations it is not clear where they can be stored, so maybe we could just encourage people to post their coats and spare warm items on the village Facebook page that people could DM and collect direct.

Cllr Wixon has not contacted the Methodist Hall or Church Hall but local people she has spoken to did not feel that these were appropriate. Cripps house are hoping to open up their coffee morning once a month to non-residents which could be a warm space, but this needs to be confirmed.

KZ8/Highways Meeting

Cllrs Bennett, Waters, and the Clerk met with various representatives from Highways on Friday 4th November to discuss KZ8 improvements and highway issues.

Although WNC Highways are responsible for the KZ8 footpath, they advised us that as we are the lighting authority in the village installing new streetlights down the KZ8 footpath is something we have to arrange, and they will send us a contact at Belfour Beatty who may be able to quote us. We can also ask BB to quote for the patch repairs to the footpath (but will need WNC Highways approval to do this).

WNC will find out if S106 team will transfer the money to us so we can get the work completed, problem is we are unable to obtain three quotes. They also confirmed that the S106 money isn't index linked.

We discussed the surface of the railway bridge and Highways will find out who owns the surface, if this is WNC or Network Rail.

We would need to speak to Western Power about running a feeder pillar from their electricity pole on the Chaplin's side of the KZ8 footpath.

WNC confirmed that the team would be doing a village clean up over the next couple of weeks, where they will carry out minor repairs to paths and pot holes, clean any street signs and remove vegetation from street signs.

They suggested we request that Cllr Fowler supports us in requesting paths be improved around the village (as they are outside of scope).

Below is the action list that the clerk sent to Highways following the meeting:

Action	Who
Send Balfour Beatty Contact to RPC Clerk	Highways
Ask Balfour Beatty for quote and ask if they can carry out the maintenance to the path at the same time & speak to Highways	RPC
Find out if S106 money can be paid to RPC before work is completed, as Clerk will be unable to obtain more than two quotes for work	Highways
Follow up drain gully along Hartwell Road	Highways
Send link to guidelines for standards for potholes to Clerk	Highways
Find out who owns the surface of the railway bridge on KZ8 footpath	Highways
Send fly tipping app to clerk	Highways

Follow up meeting with the police

Cllrs Aird and Murray met with PCSO Morris on 12th November, the meeting was very positive and the PCSO noted that there had been quite a bit of engagement by the Police recently. This included attending the surgeries at the library, visits to EWS with the mobile knife arch (thankfully none found!) and general engagement by some of the community teams with teens in the Rec etc.

The PCSO is also hoping to attend the coffee morning at St Mary's in November.

There were 2 reports of arson (at the Rec and the Football Club) and 1 report of threats of arson, all of which are being investigated. (The Clerk has sent footage and a statement for the arson in the rec to the police).

The PCSO also advised she would look into the lack of fencing at the Winvic site backing onto the village hall field, including discussing getting a Community Protection Warning from the Council.

They discussed the dangerous use of the motorised scooter and she advised she would speak to the Safer Roads unit about the potential issue of a s.59 notice.

However it was a bit of a recurring theme that people still aren't reporting incidents, either by calling 101 or online. This is really important as it logs the case and she can then justify any additional time she spends in the village patrolling etc. The clerk will put out further reminders via social media to residents about reporting any incidents, antisocial behaviour etc.

Introductory Meeting – Proposals for new employment space near J15 of M1

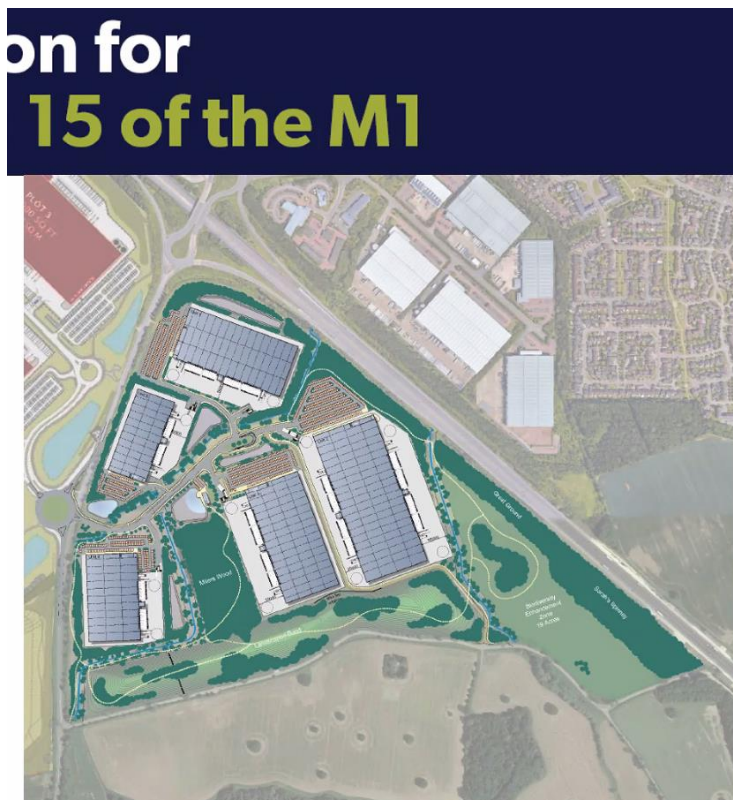
Cllr Waters attending the meeting with representatives from Collingtree, Milton and Blisworth, It is a very early stage discussion and the developers acknowledge that they don't have answers for most of the questions yet.

Some pictures that he took from their presentation:

Area of affect:



Possible layout:



The developers asked for some feedback and comments from the parishes represented. Cllr Waters raised the following:

- Thanks for the invitation - good to involve local communities
- Median Salary expected - high skilled / higher paid / low unemployment
- Highways England - temporary land use change
- S106 / Funds for local community / Land for local communities -- help for parishes -- not Northampton!
- Traffic Blisworth / Milton rat-runs
- M1-15 Junction - over capacity
- Northampton Gateway / Cosgrove Warehouse development (bottom of A508)

Much of which was echoed by others... but with few answers. We hope it's given the developers something to think about.