

Minutes of the Meeting of Roade Parish Council held on **Monday 14th September 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 three members of the public.

	Action
<p>RPC/349 – Acceptance of apologies for absence. Cllr Curtis RESOLVED: That absences be approved.</p>	
<p>RPC/350 - Public Session</p> <ol style="list-style-type: none"> 1. Issues raised by the public No issues raised by the public. 2. Reports from outside bodies <ol style="list-style-type: none"> a. Roade Village Hall – No reports. b. Roade Feoffee & Chivalls Charity – No reports. 3. Reports from District and County Cllrs – No reports. Clerk to send a letter to SNC raising the Council's concerns over the lack of representation from SNC Councillors. 	Clerk
<p>RPC/351</p> <ul style="list-style-type: none"> • To receive declarations of interest Cllr Connell, item RPC/355 – S/2020/1348/FUL • To receive requests for dispensation – None received. 	
<p>RPC/352 – Response to issues raised in the Public Session Nothing to respond to.</p>	
<p>RPC/353 - Approval of Minutes of 10th August 2020. RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.</p>	Chairman
<p>RPC/354 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report) The Clerk's report had previously been circulated. The Clerk advised that the report indicated that the streetlights on Tithe Way were fixed on Friday. The Clerk received notification via Facebook that the streetlight outside 25 Tithe way had failed again. This has been reported again to Aylesbury Mains.</p>	
<p>RPC/355 – Planning; to consider and determine the Council's response to Applications S/2020/ Cllr Connell was put into the Zoom waiting room whilst the Council considered and determined its response to</p> <ol style="list-style-type: none"> 1. 1348/FUL – 16 Memorial Green – Chalet Bungalow with vehicle access. RESOLVED: 'No objections'. Cllr Connell re-joined the meeting. 1. 1281/FUL – Longacre Kennels, Hartwell Road – Variation of condition 1 (plans) and condition 7 (materials) of S/2019/1185/FUL (Variation of condition 2 (plans) and condition 13 (Code level 6 for sustainable homes). RESOLVED: 'No objections'. 	



RPC/356 – Finance

- 1. Financial Report from the RFO** - The Clerk/RFO advised that the Unity bank balance as of 1st September 2020 was £138,196.68. The Nationwide Reserves account as of 1st September was £186,713.30.

The Clerk advised that they are expecting £283 income this month for memorial stones and interments but have not yet received the income into the Unity bank account.

The Clerk also advised the Council that she has completed a VAT refund totalling £3595.57 for January – March. She's still receiving training from AdvantagEdge and once completed she will process the VAT refund for the rest of the year.

The Windfarm grant has been approved, the Clerk will chase up when payment will be made.

Clerk

Clerk

- 2. PKF Littlejohn have completed their review of the Annual Governance and Accountability Return.**

The Clerk will publish the 'Notice' along with the certified AGAR this week. The Clerk to ask the Post Office their photocopying charges and publish the same charges on the 'Notice'.

Clerk

- 3. Resolution to approve payments and receipts.**

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

Payments

Payee	Details	Amount £
Safetysigns4less	Adhesive signs for dog bin & CCTV on Persimmon site & 2 x large No dog signs for the Rec	76.02
Jackie of all trades2	Laying new path in GoR at the Cemetery	475.00
South Northamptonshire Council	Planning Application for Cemetery Extension	231.00
Allan Danby	Destroy Wasps nest at the Cemetery	55.00
Royal Mail	PO Box Delivery Annual Fee	352.50
Amazon	Cable ties, Shredder,	73.87
Zoom	Zoom monthly subscription	14.39
BT	Phone & Broadband package	44.10
Glasdon UK Ltd	Dog Waste bin and fixings	281.63
PKF Littlejohn	Annual Governance and Accountability Return	720.00
Court couriers	Village Technician	796.50
N&P Garden Services	Grass Cutting & replacing Cemetery Bays	4778.40
Marcus Young Landscapes	Empty dog bins – August 2020	174.72
Lloyds Bank	Credit card charge	3.00
Mirus IT Solutions	Mobile	11.94
SSE	Street lighting	210.43
Personal Advice Solutions	HR – Personal Advice Solutions	120.00
Barbara Osborne Business Services	Payroll July – September	126.00
Aviva Pension	Pension Contribution for August 2020	107.87
HMRC	Tax & NI for August 2020	437.00



Alison Reynolds	Salary	1377.55	
Alison Reynolds	Overtime	101.18	
Aviva Pension	Aviva Admin Fee	45.00	
<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, who verified the transactions and balances. RESOLVED: Cllrs Reilly and Davies will authorise the online payments.</p> <p>5. Resolve to accept the quote from AdvantagEdge IT Systems to renew our accounting package licence with them for another 3 years at a price of £749.00 The Clerk is currently receiving training from AdvantagEdge IT free of charge. The package is extremely useful for producing reports and will save a lot of work collating the information for next year's Audit. RESOLVED: To renew the accounting package licence for another 3 years.</p> <p>6. Resolution to acknowledge the Clerk's pay increase from 2.75% as accepted by the Unions to be backdated to 1st April 2020 and an additional day's holiday. RESOLVED: The Council resolved to approve the pay increase and additional days holiday.</p> <p>7. To invite all Parish Councillors to submit suggestions for projects that require funds in the 2021/2022 precept. RESOLVED: For Councillors to submit suggestions to the Clerk prior to the next F&GP meeting being held of 23rd November 2020.</p>			<p>Cllrs Reilly & Davies</p> <p>Clerk</p> <p>All Councillors</p>
<p>RPC/357 – Finance and General Purpose Committee Cllr Reilly advised the Council that the F&GP Committee are happy with the budget. Cllr Reilly and the Clerk are looking into S106 monies as SNC and NCC have provided figures that are higher than what the Parish Council thought.</p> <p>1. Resolution to pay no more than 50% of the cost of a PCSO (£20,300 per year). RESOLVED: After a long discussion it was resolved that the Parish Council will agree to pay up to 50% of the cost of a PCSO.</p> <p>2. Resolution to adopt the Small Grants Policy. RESOLVED: To adopt the Small Grants Policy, after the Clerk makes the following amendment 'Donations to Registered Charities in response to a general funding appeal may be considered if there is a benefit to the residents of Roade' is moved from Section 3 (Grants WILL NOT be awarded for) into section 2 (The following Criteria must be followed).</p> <p>3. Resolution to approve an increase in the Clerk's hours, increasing from 28 to 30 hours a week RESOLVED: It was approved to increase the Clerk's hours to 30 hours per week.</p> <p>4. Resolution to approve the recruitment of an experienced Deputy Clerk to work 8 hours per week RESOLVED: To appoint an experienced Deputy Clerk to work 8 hours a week.</p>			<p>Cllr Reilly & Clerk</p> <p>Clerk</p>
<p>RPC/358 – Library</p> <p>1. Resolution to accept advice from our solicitor regarding the lease. RESOLVED:</p> <ol style="list-style-type: none"> 1. The term of the lease – 5 years 2. Rent payable from Roade Junction Community Group to the Parish Council is to be the same as what RJCG is currently paying NCC (£3377 per year). 3. The Parish Council would like to include the car park and footway in the lease if RJCG are happy with this. The Clerk will discuss this with RJCG prior to responding to the Solicitor. 			<p>Clerk</p>



<p>4. If RJCG agree for the car park and footway to be included in the lease the Parish Council will not need to insure the land and recoup a portion of this from RJCG.</p> <p>5. The Council would like to be able to increase/decrease Annually.</p> <p>6. The Council would like there to not be an automatic renewal of the lease.</p> <p>2. Resolution to accept SNC's restriction on the title and agree to supply a copy of the overage agreement, draft contract, and evidence of NCC's legal title to them.</p> <p>RESOLVED: For the Clerk to ask the Solicitor what the restriction means as the 'legal' term is not clear.</p> <p>SNC had advised that their S106 process has recently been audited, the payment for the S106 money for the library has been allocated to the Parish Council, but they are unable to confirm when or how the money will be paid. This has been escalated with two Directors at SNC, who have escalated it with the Auditors. The Clerk will continue to chase SNC for an update and will advise the Council as soon as SNC confirm what is happening with the payment.</p>	<p>Clerk</p> <p>Clerk</p>
<p>RPC/359 S106 monies</p> <p>1. Resolution to request SNC contact Persimmon Homes and request that £239,892.00 S106 funds allocated to the provision of offsite play equipment be changed to include Public Realm improvements and provision of Community and Youth facilities within Roade.</p> <p>RESOLVED: Persimmon Homes had previously advised at a recent meeting between themselves and the Parish Council that they would be in favour with this request as the village does not need any further play equipment at this time. The Council resolved for the Clerk to contact SNC to make the request.</p> <p>2. Resolution to request NCC under the Freedom of Information Act confirm if and how the S106 money from both PSL site and Chaplin's site allocated to the provision of public transport has been spent. This is a total of £320,000.00</p> <p>RESOLVED: The Council resolved for the Clerk to contact NCC to find out how the money has been spent.</p>	<p>Clerk</p> <p>Clerk</p>
<p>RPC/360 - Cemetery</p> <p>1. SNC Planning Department have advised that diverting the KZ4 footpath will require a diversion order to be made by SNC (ad LPA) under S.257 of the TCPA 90. This will incur a separate cost, in excess of £5000.00.</p> <p>RESOLVED: The Council resolved to continue with the submitted planning application and divert the footpath along the North side of the cemetery. With the footpath being moved 1.5m inside the edge of the Parish Council's land.</p> <p>2. Resolve to instruct our Village Technician to clear the Cemetery and resolve to accept quotes for tree works.</p> <p>RESOLVED: For the Village Technician to clear the cemetery, the Clerk advised that the removal of all ivy will not be possible without treating with weedkiller and will require numerous applications. Ivy is also a weed suppressant so removing all of the ivy will attract further weeds/stinging nettles.</p> <p>Quotes from three different companies had been provided to the Council. The Council resolved to proceed with the quote from I J Allen Services at a cost of £2110.00 (excluding the ivy treatment).</p>	<p>Clerk</p> <p>Clerk</p>
<p>RPC/361 – Tree Survey</p> <p>Consider and approve quotes for tree works</p> <p>RESOLVED: The Clerk had provided the Council with quotes from two different companies. The Council resolved to proceed with the quote from I J Allen Services at a cost of £890.00</p>	<p>Clerk</p>
<p>RPC/362 – Annual Safety inspection</p>	



<p>Safety inspection is due in October for Churchcroft Open space play area. RESOLVED: The Clerk had provided different quotes from three different companies. The Council resolved to proceed with the quote from Play Inspections at a cost of £67.50.</p>	Clerk
<p>RPC/363 – Water Fountain RESOLVED: To request that Persimmon Homes cap/seal the water supply and remove the fountain due to vandalism and the Covid-19 pandemic. The Parish Council may wish to investigate re-installing this in the future.</p>	Clerk
<p>RPC/364 – Covid Volunteers 1. Send ‘thank you’ letters to all Volunteers who helped during lockdown. RESOLVED: For the Clerk to write to all Volunteers to thank them for all their help during lockdown, collecting prescriptions, shopping, or gardening etc. It was much appreciated. 2. Purchase a gift of thanks with the funds from the Covid-10 grant provided by Tesco to the volunteer who headed up and co-ordinated the Community Food Larder. RESOLVED: For the Clerk to purchase a gift up to the value of £50. Cllr Reilly and the Clerk will agree what gift to purchase. The Council agreed that without the help of this Volunteer the Community Food Larder wouldn’t have been possible. The Council also thanked the Clerk for all the extra work and help that she took on during the pandemic.</p>	Clerk Cllr Reilly & Clerk
<p>RPC/365 – Correspondence requiring a comment or decision. The Clerk advised the Council that after being contacted by BHIB earlier today to ask whether the Parish Council wanted them to complete a free of charge insurance comparison, discovered that the current insurance is due to expire on 30th September. Zurich had not sent a renewal, so the Clerk contacted Zurich who then quoted £1905.08 for the renewal. RESOLVED: For the Clerk to speak to Zurich and to BHIB and obtain further quotes. For the Clerk, Chairman and Vice Chairman to accept the best quotation providing there’s a ceiling of £1905.08.</p>	Chairman, Vice Chairman & Clerk
<p>RPC/348 – Close The meeting closed at 8.24pm</p> <ul style="list-style-type: none">• [Note: The next ordinary meeting of the Council will take place on Monday 12th October 2020.]	

Signed: _____

Date: _____