



Minutes of the Meeting of Roade Parish Council held on **Monday 8<sup>th</sup> June 2020** at 7.00 p.m.

Present: Cllr L Murray (Chairman of the Council)  
 Cllr D Bennett  
 Cllr I Calder  
 Cllr M Davies  
 Cllr A Fox  
 Cllr M Reilly  
 Cllr S Ruse  
 Cllr S Shrubbs

Mrs A Reynolds (Clerk to the Council)  
 We were also joined by 3 members of the public

	Action
<p><b>RPC/284 – Acceptance of apologies for absence.</b>                      Cllr S Connell (illness)  <b>RESOLVED:</b> That absence be approved</p>	
<p><b>RPC/285 – Resolution to co-opt three new Councillors</b>                      Three candidates had applied for the vacancies and attended the meeting, they all spoke briefly to the Council.  <b>RESOLVED:</b> To co-opt all three candidates, Mr Allan Huddart, Mrs Eileen Sinfield and Mr Declan Waters will be able to attend the next meeting on Monday 13<sup>th</sup> July as Councillors. Clerk to send all new Councillors an Acceptance of Office form, a copy of the Code of Conduct, and Register of Members Interest.</p>	<b>Clerk</b>
<p><b>RPC/263 - Public Session</b></p> <p><b>1. Issues raised by the public</b>                      A representative from Roade News was present and advised that they would like to apply for a grant to help with printing costs for the Summer edition. Lots of advertisers had dropped out of advertising due to Covid-19 and there are also more houses in the village.</p> <p><b>2. Reports from outside bodies</b></p> <p>a. <b>Roade Village Hall</b> – No reports.                      b. <b>Roade Feoffee &amp; Chivalls Charity</b> – No reports.</p> <p><b>3. Reports from District and County Cllrs</b> – District Cllr Davies sent his apologies. The Clerk advised the Council that Cllr Sadygov had resigned from the County Council and Cllr Adam Brown from Bugbrook would be happy to act as an unofficial representative for Towcester and Roade to ensure that residents aren't without a voice until next May.                      Cllr Brown introduced himself and advised that last week saw the first shadow meeting with over 100 councillors for the new Unity Council, where the constitution was accepted. The first Shadow Executive meeting would be held tomorrow. Cllr Brown advised that he was happy to help answer any questions that the Parish Council have about the new Unity Council. Cllr Bennett asked what was happening with the funds that the County Council are currently holding for the library purchase. Cllr Brown advised that he would speak to the cabinet Member for libraries and report back to the Clerk.</p>	<b>Cllr Brown</b>
<p><b>RPC/265</b></p> <ul style="list-style-type: none"> <li><b>To receive declarations of interest</b>                      Cllrs Reilly and Ruse, item RPC/303 as they both live in the Stonecutters development.</li> </ul>	



<ul style="list-style-type: none"> <li>• <b>To receive requests for dispensation</b> – None received.</li> </ul>				
<p><b>RPC/288 – Response to issues raised in the Public Session</b> The response to the Roade News request for a grant will be discussed during item RPC/301.</p>				
<p><b>RPC/289 - Approval of Minutes of 11<sup>th</sup> May 2020.</b> The Clerk advised that there were a few amendments needed to the minutes, firstly Cllr Bennett was to remain on the Finance and General Purpose Committee. It had also been agreed that Aylesbury Mains would look at the four lights and replace with Indo units where required, there is also a streetlight in The Grove with loose wiring, the clerk will also arrange fitting a shade to the streetlight outside number 51 Northampton Road. <b>RESOLVED:</b> That the minutes be signed by the Chairman as a correct record of the meeting once the amendments have been made.</p>	<p><b>Clerk</b></p> <p><b>Chairman</b></p>			
<p><b>RPC/290 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)</b> The Clerk’s report had previously been circulated, there were no questions.</p>				
<p><b>RPC/291 – Planning; to consider and determine the Council’s response to Applications S/2020/</b></p> <ol style="list-style-type: none"> <li><b>0856/TCA – Wellstone House, 3 Hartwell Road</b> - Reduce T1 - Yew tree, crown by 30% as it is overhanging the property and garage. Reduce T2 - Yew tree, crown by 2m all around and thin to maintain. Re-Pollard T3 - Lime tree, tree has been pollarded previously has grown excessively needs reducing. Remove mixed hedges at rear and back left of garden back to Fence line. Hedges made up of conifers, holly and ivy. <b>RESOLVED:</b> No objections, T3 is on the boundary of the primary school so the Council would ask that they speak to school prior to completing any work.</li> <li><b>0852/FUL – 34 Abbots Way</b> – Proposed two storey side extension and loft conversion with rear dormer. New vehicle access and dropped kerb. <b>RESOLVED:</b> No objections to the side extension or the off road parking. Concerns regarding the loft conversion, as it’s not in keeping with the other properties in the road, it will be the only house with a dormer protruding. The council felt this will also affect the privacy of other residents. Concerns were also raised regarding extending the drop kerb, this has been rejected twice previously by highways. The current drop kerb appears large enough to accommodate cars being able to access the driveway.</li> <li><b>0867/TCA – Croftside Butlins Lane</b> – T1 Lawson Conifer – Fell. <b>RESOLVED:</b> No objections</li> <li><b>Consultation on Ashton Submission Neighbourhood plan.</b> <b>RESOLVED:</b> Nothing to respond to, this was for information only.</li> </ol>				
<p><b>RPC/292 – Finance</b></p> <ol style="list-style-type: none"> <li><b>Financial Report from the RFO</b> - The Clerk/RFO advised that the Unity bank balance as of 1<sup>st</sup> June 2020, was £161,127.27, the Nationwide Reserves account as of 1<sup>st</sup> June was £186,689.77. The Clerk advised that the company credit card hasn’t been received yet, it usually takes 14 working days for the card to be issued by Lloyds bank, however in the current climate things are taking a little longer.</li> </ol> <p><b>Income received in May following the meeting.</b></p> <table border="1" data-bbox="188 1892 1353 1930"> <tr> <td>Cheque</td> <td>£145.00</td> <td>Interment fee from John White</td> </tr> </table> <p><b>Income received in June</b></p>	Cheque	£145.00	Interment fee from John White	
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Cheque	£289.00	Interment fee from John White & memorials from LP Finn Memorials
Groundwork UK	£500.00	Grant from Tesco to help with Covid-19

**2. Resolution to retrospectively approve the credit card set up fee for May 2020.**

**RESOLVED:** The payment was retrospectively approved for payment.

**3. Resolution to approve all payments for June 2020.**

**RESOLVED:** All payments were approved for payment.

**4. Internal controls Councillors report & agree two Councillors to complete the online authorisation**

The Clerk had previously scanned and emailed all invoices across to Cllr Calder acting as internal controls Councillor, who advised that the totals entered onto the online bank for payment matched the invoices.

**RESOLVED:** Cllr Davies and Cllr Bennett to approve the payments online.

**Cllrs  
Bennett  
& Davies**

**RPC/293 – CCTV**

Cllr Bennett advised that a quotation of approximately £8000 has been received for the CCTV and K&M lighting have advised that the plugs will be £1443 for ten lampposts, the Clerk is waiting for authorisation from Persimmon to fit some of the plugs onto their lampposts at the bottom of the Rec. The plugs will be installed on ten lampposts for six cameras which will rotate around the village. Cllr Davies is looking to purchase data sims. Suggested locations for cameras – 2 in the rec, 2 in Churchcroft open space, other suggestions were down the High Street, along Stratford Road, on main exits of the village A508, and towards Blisworth, Hartwell or Ashton

**RESOLVED:** Cllr Davies to obtain quotes for data sim cards and report back to the Council.

**Cllr  
Davies**

**RPC/294 – PCSO**

Cllr Shrubbs has been appointed Chairman of the PCSO working group. He advised that the cost of a PCSO is approximately £38,000. Cllr Shrubbs provided statistics of crime rates in areas where they had employed a PCSO, concerns were raised whether this was cost effective. There was a discussion about contacting other Parish Councils to ascertain if they would be interested in sharing the cost and resources of a PCSO with Roade Parish Council.

**RESOLVED:** Cllr Shrubbs will send the crime report to the Clerk, who will write to Ashton and Hartwell Parish Councils.

**Cllr  
Shrubbs  
& Clerk**

**RPC/295 - Change Cemetery working group remit**

1. Cllrs Bennett, Calder and Shrubbs proposed that the previous decision made by the Council be overturned and the remit be changed to – Research, plan, cost and recommend proposals for the extended cemetery

**RESOLVED:** The Council resolved to overturn the previous decision regarding the remit of the working group (RPC/274) to research, plan, cost and recommend proposals for the extended cemetery.

2. Proposed – Clerk to apply for planning consent for the cemetery extension.

The Clerk advised that she has investigated previous applications and the only planning application for the cemetery was to turn the land temporarily into allotments.

**RESOLVED:** The Council resolved for the Clerk to apply for planning consent.

3. Proposed – All communication from the working party to any outside agency goes through the clerk.

**RESOLVED:** The Council resolved that all communication from the working party to outside agencies goes through the Clerk

**Clerk**



<p><b>Cemetery maintenance</b></p> <p><b>1. Proposal to obtain a quote to clear back vegetation and overgrowth around the perimeter of the cemetery to just before the fence line.</b>  <b>RESOLVED:</b> The Clerk to obtain a minimum of two quotes to clear the overgrowth from around three sides of the cemetery, to leave the side where the extension is going for now.</p> <p><b>2. Proposal Chapel maintenance – Broken drainpipe and roof edging breaking away in chunks.</b>  <b>RESOLVED:</b> The Clerk to obtain quotes for the repairs to the drainpipe and roof edging. Cllr Calder to send contact details of contractors to the Clerk.</p>	<p><b>Clerk</b></p> <p><b>Cllr Calder Clerk</b></p>
<p><b>RPC/296 – Funeral Protocols</b>          Protocols for funerals were discussed, as currently the chapel is only opened for burials and not for interments of ashes.  <b>RESOLVED:</b> The Chapel is to be opened for all funerals whether they are for interments for burials or ashes. The Clerk will contact the Village Technician to inform him of the Councils decision.</p>	<p><b>Clerk</b></p>
<p><b>RPC/297 – Library</b>          The Clerk had previously circulated a quotation from Wellers Hedley for taking over the conveyancing from Key Conveyancing, who due to covid-19 are no longer conveyancing commercial properties. Wellers Hedley have quoted £895 + VAT and Disbursements, the Clerk advised that she's waiting to hear from Willson Browns for a quote.  <b>RESOLVED:</b> The Council resolved for the Clerk to proceed and instruct Wellers Hedley to act on the Council's behalf for the purchase of the library.</p>	<p><b>Clerk</b></p>
<p><b>RPC/298 – Bus shelters</b>          Discuss fly tipping in the bus shelters  <b>RESOLVED:</b> Cllr Fox will speak to residents in the village who are assisting with keeping the bus shelters tidy, he will also contact the library to ask if they can make use of any of the books that have been donated in the future.</p>	<p><b>Cllr Fox</b></p>
<p><b>RPC/299 – Pavement Parking</b>          Pavement parking is a problem throughout the village, the Council are unable to single out a particular road.  <b>RESOLVED:</b> To put a campaign together, the Clerk will contact schools, and other children's groups to ask for the children to enter a competition to design a poster highlighting the hazards of parking on pavements. The winning entry will then be printed and put up around the village.</p>	<p><b>Clerk</b></p>
<p><b>RPC/300 – Rec</b>          Following the government's guidance that MUGA (Multi Use Games Areas) can be reopened, Cllrs Reilly &amp; Shrubbs had put together a report showing costings to fence off the play equipment in the Rec to open the open space and MUGA, this had been circulated prior to the meeting. Due to insurance the fencing would need to be installed by a fencing company, the cost for fencing the play equipment off would be £2200.60 + £80.60 for every week that the fencing is in place.  <b>RESOLVED:</b> Following a lengthy discussion the Parish Council resolved that the Rec is to remain closed due to ongoing advice. The Parish Council will review again following updated advice from Public Health England.</p>	
<p><b>RPC/301 – Grant request from Road News</b>  <b>RESOLVED:</b> The Parish Council agreed to award Road News a grant for £250, the Clerk to speak to Mrs Johnson to arrange making the bank transfer.</p>	<p><b>Clerk</b></p>



<p><b>RPC/302 – Persimmon</b>                  The Clerk has contacted Mr McDonald (Regional Managing Director) and his PA to request that the Parish Council put a dog poo bin on the grass area by the railway bridge, and that the Parish Council can install CCTV plugs on the lampposts at the bottom of the Rec. The Clerk has also requested a follow up meeting with Persimmon Homes to discuss all outstanding work. There has been a planning application from Persimmon Homes to hand over the development to Greenbelt, the Clerk has also contacted the planning department at SNC as the development hasn't been finished, this application will be added onto the next agenda for discussion.  <b>RESOLVED:</b> To have a follow up meeting with Persimmon Homes via Zoom.</p>	<b>Clerk</b>
<p><b>RPC/303 – Broadband</b>                  Cllrs Reilly and Ruse were put into the Zoom waiting room whilst the Council considered the request from residents to spend £13,955.00 of S106 money on upgrading broadband for the Stonecutters development.  <b>RESOLVED:</b> The Council not to pay for the upgrade to FTTC broadband on this estate as BT will be upgrading it within the next five years. The Council will however support the residents in anyway it can for BT to upgrade the broadband as soon as possible, the Council will review this again in three months' time.</p>	<b>Clerk</b>
<p><b>RPC/304 – No Cycling signs</b>  <b>RESOLVED:</b> The Clerk to contact highways and ask them to install some no cycling signs in the village.</p>	<b>Clerk</b>
<p><b>RPC/305 – Correspondence requiring a comment or decision</b></p> <ol style="list-style-type: none"> <li>1. The Council thanked Mr and Mrs Clayton for giving their time to litter pick around the village.</li> <li>2. The Clerk had spoken to a resident whose parent's are buried at the cemetery, they would like to join the two graves together (they are currently next to each other) and install a pot in between the two graves. The Council advised that this would be allowed as other graves in the cemetery have been granted the same in the past.</li> <li>3. An email has been received from a resident about the footpath behind the football field now stating "conservation area and no public access", asking if the Parish Council were aware of this and had the Parish Council asked the Rail Freight to install new footpaths. The Parish Council do not own the land and there is no through footpath in the area, the signs may have been put up from the land owners. With regards to asking the Rail Freight to install footpaths this is too early in the process and this would be something that is agreed between the Rail Freight developers and highways.</li> </ol>	
<p><b>RPC/306 – Resolution to exclude press and public from the meeting on the grounds that the next items of business (staffing) is confidential.</b>                  The Chairman closed the meeting to the press and public at 9.13pm  <b>RESOLVED:</b> The Council passed the resolution and the Chairman re-opened the meeting to discuss staffing contracts. It was further resolved that the Clerk contacts Personal Advice Solutions (the Council's legal advisor) to make further changes to the contract.</p>	<b>Clerk</b>
<p><b>RPC/307 – Close</b></p> <p>The meeting closed at 9.43pm</p> <ul style="list-style-type: none"> <li>• [Note: The next ordinary meeting of the Council will take place on Monday 13<sup>th</sup> July 2020.</li> </ul>	

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



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