



Minutes of the Meeting of Roade Parish Council held on **Monday 8th February 2021** at 7pm.

Present: Cllr L Murray (Chairman of the Council), Cllr D Bennett, Cllr I Calder, Cllr S Crosby, Cllr S Curtis, Cllr M Davies, Cllr A Fox, Cllr M Reilly, Cllr S Ruse, Cllr S Shrubbs, Cllr E Sinfield and Cllr D Waters.

Mrs A Reynolds (Clerk to the Council)

The Council were also joined by four members of the public.

	Action
<p>RPC/459 – Acceptance of apologies for absence. No Apologies were received.</p>	
<p>RPC/460 – Resolution to co-opt a new Councillor. One candidate had applied for the vacancy and attended the meeting, he spoke briefly to the Council. RESOLVED: To co-opt Mr Stuart Ellis as a new councillor. The Clerk to send Mr Ellis an Acceptance of Office form, a copy of the Code of Conduct, and Register of Members Interest. Mr Ellis will be able to attend the next meeting on Monday 8th March as a councillor.</p>	Clerk
<p>RPC/461 - Public Session</p> <ol style="list-style-type: none"> Issues raised by the public – A representative from Ability transport attended the meeting to remind residents of the minibus scheme that they run from the village to main supermarkets, doctors & hospital appointments. The scheme is available for elderly residents free of charge (when they use their bus pass). They can also arrange home pickups and drop offs. Reports from District and County Cllrs – No reports from district or county council this month. The Clerk did confirm that the SNC e-newsletter had been received and circulated to all councillors. 	
<p>(RPC/462 not used) RPC/463 To receive declarations of interest – Cllr Murray, item RPC/467, Planning application S/2021/0103/FUL is his neighbour.</p> <ul style="list-style-type: none"> To receive requests for dispensation – None received. 	
<p>RPC/464 – Response to issues raised in the Public Session. The Chairman thanked the representative from Ability transport and confirmed that the Parish Council will continue to promote & publicise the service.</p>	
<p>RPC/465 - Approval of Minutes of 11th January 2020. RESOLVED: RPC/447 states the original date request to Network Rail was March 2019, this is incorrect, the correct date should be March 2020. The clerk will amend to 2020, once amended, the minutes can be signed by the Chairman as a correct record of the meeting.</p>	Clerk Chairman



RPC/466 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)

The Clerk advised that she had circulated the Freedom of Information request response from NCC regarding the S106 money given to improve the 33/A bus from Milton Keynes to Northampton to all councillors earlier today (8th February 2021). The council agreed that this was not a satisfactory response and asked the Clerk to following this up and obtain further information.

Clerk

The Clerk’s report had been circulated to all council members prior to the meet, it was agreed that the Clerk will publish the clerks report on the website and social media for residents to read.

Clerk

RPC/467 – Planning

To consider and determine the council’s response to Applications S/2020/

1. 0103/FUL – 19 Stratford Road – Dropped Kerb

RESOLVED: Objection at this current time due to drop kerb leading onto A508 and is within 10M of a crossing. Once the village bypass has been built the Parish Council will not have any objections.

2. 0082/FUL – Land west of The Roughy, Off Bailey Brooks Lane – Proposed riding area

RESOLVED: No objections, although the fence will need to be secure.

3. 0096/FUL – Old Dairy, 5 Bretts Lane – variation of condition 2 plans S/201/0609/FUL

(Detached outbuilding providing garage, studio, gym and workshop) To add a door and a small decorative window onto the south west gable wall.

RESOLVED: No objections.

RPC/468 – Finance

1. Financial Report from the RFO – The Clerk/RFO advised that the Unity bank balance as of 1st February 2021 was £146,680.46. The Nationwide S106/Windfarm grant account as of 1st February was £144,387.79.

2. Bills for payments and receipts.

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

Income

Payee	Details	Amount £
Nationwide	Interest Credited 01 Jan – 31 Jan	6.18
Roade Football Club	Football field lease	1300.00
Resident	Exclusive Right of Burial	68.00
Northamptonshire County Council	S136 local government act 1972, grant for highway verge cutting April 2020 – March 2021	1179.00

Payments

Payee	Details	Amount £
Aylesbury Mains	Repairs to streetlights throughout the village	239.40
Bitdefender	Internet security	25.00
BT	Phone & Broadband	46.63
Court Couriers	Village Technician	913.50
Glasdon UK	2 x dog bins and fittings	531.39
Instant print	1600 folded letters, envelopes and labels for CCTV letters	257.00
Lloyds Bank	Credit card fee	3.00
Locked and Secure	50% deposit for new CCTV camera + installation charge	469.80



Marcus Young Landscapes	Emptying dog bins – December	191.52	
Mirus IT Solutions	Mobile phone	11.94	
NCALC	Risk assessment training	38.00	
Royal Mail	Postage fee – not enough postage	2.00	
Safety signs 4 less	CCTV signs	643.68	
SSE	Streetlight bill	197.89	
Smarty Mobile	7 x monthly contracts	63.00	
Suregreen Ltd	5 x fence posts for dog bins	36.36	
Tool Station	3 x bags of postcrete	17.94	
Vistaprint	Sign for Christmas tree	14.84	
Zoom video communications	Monthly subscription	14.39	
HMRC	Tax & NI for January 2021	418.98	
Aviva Pension	Pension contribution – December 2020 & Admin fee	149.53	
Alison Reynolds	Salary & overtime	1728.71	
<p>3. 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.</p>			Cllrs Davies & Reilly
<p>RPC/469 – S106 The council confirmed that in November 2019, Persimmon Homes had agreed for S106 funds for Public Realm use to be changed to purchase the library. This change was agreed without the need for a solicitor or legal fees. RESOLVED: Not to instruct a solicitor and for the Clerk to arrange a meeting with the S106 team to investigate further.</p>			Clerk
<p>(RPC/470 not used) RPC/471 – Epitaph Package RESOLVED: To re-subscribe to Edge IT’s epitaph software to manage the cemetery and burial information at a cost of £866.40 for the set up and £283.80 annually for the next three years.</p>			Clerk
<p>RPC/472 – CCTV Resolution to adopt the CCTV policy. RESOLVED: To include on the policy that one of the cameras is located on a private residence, once this is added then the council resolved to adopt the policy. The council’s record retention policy to be updated to include the retention for CCTV records.</p>			Clerk Clerk
<p>RPC/473 – Police Liaison Representative RESOLVED: For Cllr Murray to be appointed as the police liaison representative for the council.</p>			
<p>RPC/474 – Annual Parish Meeting RESOLVED: To hold the Annual Parish Meeting virtually this year between March and June. For the date of the Parish Meeting to be advised at the next ordinary meeting of the council on Monday 8th March 2021.</p>			Chairman & Clerk
<p>RPC/475 – Facebook RESOLVED: To defer the resolution to open a new Facebook page until next month whilst Cllr Fox continues to investigate the problem of the Parish Council currently being locked out of the Council Facebook page.</p>			Cllr Fox



<p>RPC/476 – Library</p> <p>1. Resolve for the Chairman, Vice Chairman and Clerk to sign the ‘contract, ‘transfer deed’, ‘overage agreement’ and ‘lease agreement to RJCG’ on the council’s behalf. RESOLVED: For the Chairman, Vice Chairman and Clerk to sign the contract, transfer deed, overage agreement and lease agreement to RJCG on the council’s behalf for the purchase of the library.</p> <p>2. Resolution to agree for the solar panel income to continue going to RJCG as per the original agreement that they had with NCC. RESOLVED: For the council to receive the income for the solar panels and then give this back to RJCG as a donation.</p>	<p>Chairman, Vice Chair & Clerk</p>
<p>RPC/477 – Standing Orders</p> <p>RESOLVED: To re-adopt the Standing orders. For the Clerk to query standing order 18 F regarding the ‘must do’ order that relates to the European Union and change accordingly.</p>	<p>Clerk</p>
<p>RPC/478 – Risk Assessments</p> <p>RESOLVED: The council resolved to defer adopting both the Health and Safety and Financial Risk Assessments to the next ordinary meeting of the council being held on 8th March, due to some amendments/queries. Councillors to send suggested amendments/queries to the Clerk.</p>	<p>Councillors Clerk</p>
<p>RPC/479 – Elections</p> <p>RESOLVED: To hold an information session for prospective new councillors before 29th March. Cllrs Fox, Murray, Reilly and Sinfield will support the session and provide the clerk with a date that can be shared with local residents.</p>	<p>Cllrs Fox, Murray, Reilly & Sinfield</p>
<p>RPC/480 – Dog Bins</p> <p>RESOLVED: To purchase larger 60L bins for the four bins that are at 100% capacity and move the smaller bins to London Road (by the crossing), the alleyway between Grafton Road and Stratford Road, near the football field and at the bottom of Glebe road by the lake/pond.</p>	<p>Clerk</p>
<p>RPC/481 – Memorial Garden flowerbed</p> <p>RESOLVED: Cllr Shrubbs and the Clerk to obtain quotes for the work to overhaul the memorial garden flowerbed in the cemetery.</p>	<p>Cllr Shrubbs & Clerk</p>
<p>RPC/482 – Blocked drain at the Cemetery</p> <p>RESOLVED: For the Clerk to arrange for Dyno-Rod to attend and unblock the drain at a cost of £80 for the first 30 minutes and £50 per 30 minutes thereafter.</p>	<p>Clerk</p>
<p>RC/483 - Correspondence requiring a comment or decision.</p> <p>1. The Clerk advised the council that Persimmon homes have asked if the streetlights by the new roundabout on Northampton Road/London Road can be signed off. The council advised that the streetlights have been adopted by the Parish Council and they are okay to be signed off.</p> <p>2. The Council asked if the clerk had received any correspondence from residents following the CCTV camera letter distribution. The Clerk advised that she had received four emails, one asking how much the cameras had cost and who the parish council had consulted prior to the purchase. A second one asking if the cameras would be able to assist with speeding cars in the village, a third alleging that a minority has made the decision for the majority and the fourth in favour of the cameras. Although there have been some negative comments on social media, the majority of comments have been positive and in favour of the cameras.</p>	



<p>RPC/484 – Resolution to exclude the press and public on the grounds that the following items are confidential.</p> <p>The Chairman closed the meeting to the press and public at 8.47pm</p> <p>RESOLVED: The Council passed the resolution, and the Chairman re-opened the meeting.</p> <p>1. Correspondence regarding Roade Feoffee & Chivall Charity</p> <p>The trustee who resigned from the charity had listed some concerns about the charity as reasons for her resignation. As the appointing body the Clerk wrote to the Clerk of the charity asking for comments from the trustees regarding the concerns. The Chairman of the Charity wrote back on behalf of the trustees addressing the concerns raised. The Charity is answerable to the Charity Commission and not the Parish council. As the appointing body the Parish Council will seek to appoint a new trustee.</p> <p>2. Tenders for grass cutting contract.</p> <p>RESOLVED: The council has received six tenders for the grass cutting contract. The council resolved for the Finance and General Purpose committee to hold a meeting on Monday 15th February to look at the tenders and recommend two tenders, for the full council to make a final decision at the next ordinary meeting of the council on 8th March 2021.</p>	<p>F&GP</p>
<p>RPC/485– Close</p> <p>The meeting closed at 9pm</p> <ul style="list-style-type: none"> • [Note: The next ordinary meeting of the Council will take place on Monday 8th March 2021.] 	

Signed: _____

Date: _____