



Minutes of the Ordinary Meeting of Roade Parish Council held on **Monday 9<sup>th</sup> August 2021** at 7pm.

Present: Cllr L Murray (Chairman of the Council), Cllr C Aird, Cllr D Bennett, Cllr M Davies, Cllr A Fox, Cllr S Khan, Cllr D Harker, Cllr S Shrubbs, Cllr D Waters and Cllr M Wixon.

Mrs A Reynolds (Clerk to the Council)

The Council were also joined by three members of the Public and Cllr L Fowler (WNC).

	Action
<p><b>RPC/21/609 – To Receive and approve apologies of absence.</b> Cllr M Reilly, Cllrs S Ruse and E Sinfield. <b>RESOLVED:</b> That absence be approved.</p>	
<p><b>RPC/21/610</b> <b>Public Session</b> – Three residents spoke to ask questions and raise concerns about the bypass, they are concerned about drainage due to flooding last Christmas and have asked if the Parish Council could help re-iterate this with Segro. Concerns were also raised regarding light and noise pollution from the new bypass. The question about compensation was asked, it had previously been mentioned in the initial planning talks that compensation would be awarded to those homes close to the bypass, but the residents haven't heard anything since.</p> <p><b>Reports from Unitary Councillors</b> – Cllr Louisa Fowler firstly wanted to check that the Parish Council had been made aware and invited to be on the committee for planning application WNS/2021/0064/MAF. This is for the erection of 103,607sqm of polytunnels and associated infrastructure to include alterations to farm access road, hardstanding for car park and service yard and attenuation basins on the land adjacent to M1 and Waltham Wood, Courteenhall Road, Quinton. The clerk advised that the Parish Council had been invited. Cllr Fowler advised that she would like to help promote the shop local campaign that is being proposed. Cllr Fowler has received correspondence from a resident living along Ashton Road, who is concerned about cars parking on the pavement and has asked for double yellow lines. Cllr Fowler will forward the residents email across to the Clerk.</p>	
<p><b>RPC/21/611</b></p> <ol style="list-style-type: none"> <li><b>Declarations of interest</b> – Cllr Khan – item 622 – Resolve to accept the quote to complete the fire safety checks at the library –Cllr Khan volunteers at the library. Cllrs Davies and Fox – item 613 – Resolve to appoint a new trustee for the Feoffee Chivall Charity – they are both trustees for the charity.</li> <li><b>Requests for dispensation</b> - None.</li> </ol>	
<p><b>RPC/21/612 – Response to issues raised in the Public Session.</b> The Chairman asked the residents to pass their contact details to the Clerk. Cllr Waters will raise the questions regarding drainage, light and noise pollution and compensation with Segro, and once we hear back from them the clerk will let the residents know. Cllr Fowler will also speak to Segro and WNC Highways drainage team regarding the drainage concerns.</p>	<p><b>Cllr Waters Clerk</b></p> <p><b>Cllr Fowler</b></p>
<p><b>RPC/21/613 - Resolve to Appoint Feoffee Chivall Charity Trustee</b></p>	

<p><b>RESOLVED:</b> Lynne Cole was appointed as a new trustee to fill the current vacancy. The Clerk to confirm the appointment with the Feoffee and Chivall Charity Clerk and Chairman.</p>	<p><b>Clerk</b></p>
<p><b>RPC/21/614 - Approval of Minutes of 12<sup>th</sup> July 2021</b>  <b>RESOLVED:</b> That the minutes be signed by the Chairman as a correct record of the meeting.</p>	
<p><b>RPC/21/615 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk’s report)</b>  The Clerk asked if any other councillors wanted to attend the pre-committee site visit for WNS/2021/0064/MAF – land adjacent to M1 and Waltham Wood Courteen Road, Quinton being held on 12<sup>th</sup> August at 9.30am. Cllr Wixon has already confirmed her attendance, Cllr Khan advised she would also like to attend.</p> <p>The Clerk advised that the first strategic planning committee meeting for WNS/2021/0064/MAF is being held on Monday 16<sup>th</sup> August at 2pm, Cllrs Davies and Waters confirmed that they will be available to attend, the clerk will forward the invitation across to Cllrs Davies and Waters.</p> <p>NCALC have sourced a new trainer to deliver ‘responding to planning applications’ training session and have invited the clerk and one councillor to attend the session free of charge on Tuesday 21<sup>st</sup> September from 10 – 12pm and in return have asked for honest feedback on the session. Cllr Davies will attend with the Clerk.</p> <p>Kompan have confirmed that the annual play equipment inspection in the Rec that was due in July has been postponed and is planned to take place on 23<sup>rd</sup> August. Concern was raised over the delay in the annual inspection and the council believe some of the quarterly inspections may have also been missed. The Clerk will contact the Managing Director of Kompan to raise our concerns.</p>	<p><b>Cllrs Khan &amp; Wixon</b></p> <p><b>Clerk, Cllrs Davies &amp; Waters</b></p> <p><b>Clerk &amp; Cllr Davies</b></p> <p><b>Clerk</b></p>
<p><b>RPC/21/616 - Planning</b>  <b>To consider and determine the Council’s response to Applications WNS/2021/</b></p> <ol style="list-style-type: none"> <li><b>1064/LBC – Woodley Farmhouse, London Road</b> - Listed building consent to carrying out structural remedial works to the roof and gable end wall.  <b>RESOLVED:</b> No objections.</li> <li><b>1110/LBC – Hyde Farm House, Hyde Road</b> - Replace all existing windows with new wooden casement windows, with narrow gap double glazed units.  <b>RESOLVED:</b> No objections.</li> </ol>	
<p><b>RPC/21/617 - Annual Review of Roade Neighbourhood Plan</b>  <b>RESOLVED:</b> The council resolved there are no changes required to the Roade Neighbourhood Plan.</p>	
<p><b>RPC21/618 – 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> August was £180,887.84, this included the Windfarm grant of £9405.12 and cemetery income of £135.00. On 2<sup>nd</sup> August the account also received £52.00 of resident income. The S106/Windfarm Grant Nationwide account balance as of 1<sup>st</sup> August was £137,137.68, this included £5.82 interest.</li> </ol> <p>The Clerk/RFO confirmed that she had set up payments to transfer the windfarm grant of £9405.12 and £1241.08 VAT for the CCTV cameras to the Nationwide account, these payments needed to be authorised on the online banking.</p>	

A cheque had been written for £1200.00 for the application to move the footpath for the cemetery extension, the clerk asked for two councillors to sign the cheque at the end of the meeting.

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

A copy of the updated spreadsheet for the S106/Windfarm grant Nationwide account, showing the balance of the account, as well as S106 monies that WNC are holding had been circulated to the council prior to the meeting. The Clerk confirmed that WNC are holding an additional amount £19879.64 for improvements to the KZ8 Footpath. WNC also confirmed the total of £96069.01 that they are holding for improvements to the library. These improvements are for an extension to the library, or improvements to local services.

## 3. Bills for payments and receipts.

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

### Income July/August

Payee	Details	Amount £
Roade Windfarm	Windfarm grant for 2021	9405.12
S Blenkham	Application to erect a memorial	67.00
Resident	Purchase Exclusive Right of Burial	68.00
Nationwide Building Society	Interest	5.82
Resident	Resident income	52.00

### Payments for August 2021

Payee	Details	Amount £
A Reynolds	Mileage	7.92
Amazon	Monitor Stand	9.99
BT	Phone and Broadband	27.00
Cartridge People	HP CF230A Black toner cartridge	52.90
Cloudy IT	One month's services	115.26
Court Couriers	Village Technician	1273.50
Edge IT	Epitaph	1061.40
Lloyds Bank	Credit Card fee	3.00
Locked and Secure	Call out & 3 hours engineer time to CCTV camera 7	240.00
Marcus Young	Emptying dog bins	281.88
Mirus IT	Mobile Phone	11.94
NCALC	Code of conduct in practice training – Cllr Wixon (sharing the cost of course with Towcester)	16.00
Playsmart	Repair to rubbasmart wetpour	2394.00
Post Office	6 x first class stamps for grass tender & AAA batteries	9.09
SSE	Street lighting	222.36
Smarty Mobile	CCTV sims	72.00
St Mary's PCC	2 hours hall hire for July's RPC Meeting	25.00
Stony Service Centre	Key cutting (rec, cemetery gate and post office noticeboard)	34.95
The Ground Care Company	Grass Cutting	1860.00
Viking	Stationery	32.66
A Reynolds	Salary & overtime	1574.98

Aviva Pension	Pension contribution for July & admin fee	147.36	<b>Cllrs Davies &amp; Waters</b>
HMRC	Tax & NI for July	523.67	
V Horton	Salary	376.48	
<p><b>4. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation.</b> Cllr Fox acted as internal controls Councillor, he confirmed that he had verified all transactions and balances. <b>RESOLVED:</b> Cllrs Davies and Waters will authorise the online payments.</p> <p><b>5. Resolve to set up the Deputy Clerk with access to internet banking.</b> <b>RESOLVED:</b> To set up the deputy clerk with access to internet banking</p> <p><b>6. Resolve to accept the National Employers and Union's agreement to implement at 1.75% increase in the Clerk and Deputy Clerks Salaries. Increase to be back dated to 1<sup>st</sup> April for the Clerk and 1<sup>st</sup> July for the Deputy Clerk.</b> <b>RESOLVED:</b> The council agreed and resolved to accept the National employers and unions agreement to implement a 1.75% increase and back date.</p>			
<b>RPC/21/619 – QR Code</b>			<b>Clerk</b>
<b>RESOLVED:</b> To investigate setting up a QR code for residents to scan and report faults, or for information as to who to report the fault to if it's not the Parish Council.			
<b>RPC/21/620 – Fair</b>			
<b>Resolution to investigate having a fair come to the village.</b> <b>Motion Failed:</b> The Council resolved not to investigate having a fair visit the village.			
<b>RPC/21/621 – Queens Platinum Jubilee</b>			
<b>1. Resolve to light a beacon for the queen's platinum jubilee celebrations.</b> <b>RESOLVED:</b> To amend the resolution to include the investigation of the beacon within the remit of the working party.			
<b>2. Councillors to bring suggestions/ideas for the jubilee</b> <b>RESOLVED:</b> To include these ideas within the working party.			
<b>3. Appoint a working party for jubilee/village fete celebration organisation for 2022.</b> <b>RESOLVED:</b> To appoint Cllrs Fox, Harker, Murray and Wixon as members of the working party and to invite representatives from other organisations in the village.			
<b>RPC/21/622 - Library</b>			
Two quotes were circulated prior to the meeting. <b>RESOLVED:</b> To accept the quote from Walker Fire UK Ltd to carry out the fire safety checks at Roade library.			
<b>RPC/21/623 - Bench</b>			<b>Clerk</b>
<b>RESOLVED:</b> To remove the broken/vandalised bench at The Ridings and purchase the Winawood Sandwich 3 seater recycled bench from NBB Recycled Furniture at a cost of £360 + fittings at a cost of £73 +VAT.			
<b>RPC/21/624 – Rec Fence</b>			<b>Clerk</b>
<b>RESOLVED:</b> To accept the quote from All Seasons Gardening and Logs to repair the fence and gate at the bottom of the rec at a cost of £403.75. The Clerk to speak with All Seasons to find out when the work can be completed.			
<b>RPC/21/625 – Cemetery inspections</b>			

<p>Resolve for the clerk to attend Management of Memorials – inspection workshop training with ICCM.</p> <p><b>RESOLVED:</b> To put the resolution on hold for now, NCALC are also looking into possibly running the course locally, and for the Clerk to investigate if local stone masons can carry out the inspections and obtain prices.</p>	<b>Clerk</b>
<p><b>RPC/21/626 – Tree Survey</b></p> <p><b>RESOLVED:</b> For the Clerk to arrange a full tree survey of all trees at Churchcroft, the Rec, Cemetery and Northampton Road, and to proceed with the work providing quotes are obtained without taking the quotes to the parish council meeting due to health and safety.</p>	<b>Clerk</b>
<p><b>RPC/21/627 – Shop Local</b></p> <p><b>RESOLVED:</b> To have a campaign for ‘shop local’ to promote all Roade Businesses or businesses with links to Roade including Shops, restaurants, pub, and service industries.</p>	<b>Cllrs Fox, Waters &amp; Wixon</b>
<p><b>RPC/21/628 – Oxford – Cambridge Arc</b></p> <p><b>RESOLVED:</b> For Cllr Waters to complete the government consultation and the clerk to send to all councillors for approval before submitting.</p>	<b>Cllr Waters &amp; Clerk</b>
<p><b>RPC/21/629 – Grant a green campaign</b></p> <p><b>RESOLVED:</b> After a discussion with various questions asked, it was resolved to include the item on the agenda for the next ordinary meeting of the council to be held on Monday 13<sup>th</sup> September, which will enable the clerk to investigate the questions asked.</p>	<b>Clerk</b>
<p><b>RPC/21/630 – Small Grant</b></p> <p><b>RESOLVED:</b> To issue Roade Football Club with a small grant of £385 for a road sign indicating the location of the football club. The Clerk will ask the football club if the sign could be positioned on the grass outside the football club rather than the corner of Hyde Road and Hoe Way as this may be a more visible location.</p>	<b>Clerk</b>
<p><b>RC/21/631 – Correspondence requiring a comment or decision.</b></p> <p>No correspondence received to make a comment or decision.</p>	
<p><b>RPC/21/632 – Resolution to exclude the press and public on the grounds that the following items are confidential.</b></p> <p>The Chairman closed the meeting to the press and public at 8.25pm</p> <p><b>RESOLVED:</b> The Council passed the resolution, and the Chairman re-opened the meeting.</p> <p>CCTV – After a lengthy discussion the council resolved for the Clerk to ring Locked and Secure to arrange a meeting.</p> <p>The council also looked at the current policy and made the following amendments:  Change 5.1 from “<i>Other than monthly routine testing purposes to check that the cameras are not faulty, real-time CCTV images will not be monitored.</i>” To “<i>Other than routine maintenance/testing purposes to check that the cameras are not faulty, real-time CCTV images will not be monitored</i>”.</p> Change 5.2 from “ <i>Two authorised personnel from the Parish Council will view the images together.</i> ” To “ <i>Any two of the following combination can view the images together – councillors, clerk, deputy clerk, or a Police Officer/PCSO when acting in an official capacity</i> ”.	<b>Clerk</b>
<p><b>RPC/21/633 – Close</b></p> <p>The meeting closed at 9.15pm</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> September 2021 at St Mary’s Church Hall.]</li> </ul>	

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

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