

Minutes of the Annual Meeting of Roade Parish Council held on **Monday 9th May 2022** at 7pm.

Present: Cllrs L Murray, C Aird, A Fox, S Khan, M Reilly, S Ruse, S Shrubb, E Sinfield, D Waters & M Wixon

Mrs A Reynolds (Clerk to the Council), Cllr L Fowler (WNC) and one member of the public

	Action
<p>RPC/22/812 - Election of Chairman and signing of the declaration of Acceptance of Office Form RESOLVED: Cllr Sinfield proposed Cllr Murray to be elected as Chairman, Cllr Wixon seconded the proposal, and all agreed. Cllr Murray accepted the nomination and signed the Declaration of Acceptance of Office form.</p>	
<p>A minute's silence was held in memory of the late Mr Cecil Bottomley, a resident and previous parish councillor, serving the community for approximately 18 years.</p>	
<p>RPC/22/813 - Election of Vice Chairman RESOLVED: Cllr Sinfield proposed Cllr Reilly to be elected as Vice Chairman, Cllr Ruse seconded the proposal, all agreed. Cllr Reilly accepted the nomination and was elected as Vice Chairman.</p>	
<p>RPC/22/7814 – To Receive and approve apologies of absence. Cllrs D Bennett and D Harker RESOLVED: That reasons for absences be approved.</p>	
<p>RPC/22/7815 – Public session – Nothing was reported. Reports from Unitary Councillors – Cllr Fowler asked if the parish council had received notification that the trainline for the rail freight has been suspended. Cllr Fowler will forward and email across to the clerk.</p>	Cllr Fowler
<p>RPC/22/816 1. Declarations of interest – None 2. Requests for dispensation – None</p>	
<p>RPC/22/817 – Response to issues raised in the Public Session Nothing to respond to. Cllr Waters confirmed that he will be attending a meeting with the rail freight on 12th May to discuss the suspension of the trainline.</p>	
<p>RPC/22/818 - Approval of Minutes of 11th April 2022 RESOLVED: The minutes were signed by the Chairman as a correct record of the meeting.</p>	
<p>RPC/22/819 – Matters arising from the minutes not covered elsewhere on the Agenda (including the Parish Clerk's report) Nothing arising.</p>	
<p>RPC/22/820 - Resolution to agree the Appointment of Finance & General Purpose Committee</p>	

<p>RESOLVED: Cllrs Bennett, Murray, Reilly, Shrubb and Waters would remain on the Committee.</p>	
<p>RPC/22/821 - Resolution to agree the Appointment of Community Safety Committee RESOLVED: Cllrs Fox, Murray, Reilly, Shrubb, Sinfield and Wixon would remain on the committee.</p>	
<p>RPC/22/822 - Resolution to agree the Appointment of the Planning Members RESOLVED: Cllrs Davies, Shrubb and Waters to continue to look at planning applications prior to the council meetings and report to the council.</p>	
<p>RPC/22/823 - Resolution to agree the Council representative to outside bodies – Village Hall RESOLVED: Cllr Murray would remain as the council’s representative at the Village Hall.</p>	
<p>RPC/22/824 - Resolution to appoint a trustee for Roade Library RESOLVED: Cllr Ruse would remain as trustee.</p>	
<p>RPC/22/825 - Resolution to appoint members of the Cemetery working group RESOLVED: Cllrs Fox and Shrubb and the member of the public would remain on the working group.</p>	
<p>RPC/22/826 - Resolution to appoint members of the parking working group RESOLVED: Cllrs Aird, Bennett, Davies, Fox, Harker and Reilly would remain on the working group.</p>	
<p>RPC/22/827 - Resolution to appoint internal controls councillors RESOLVED: Cllrs Bennett, Fox, Ruse, Sinfield and Waters would remain as internal controls councillors. Cllr Ruse to undertake training.</p>	<p>Cllr Ruse</p>
<p>RPC/22/828 - Resolution to appoint a Police liaison representative RESOLVED: Cllr Aid to be appointed as the new police liaison representative.</p>	
<p>RPC/22/829 - Resolution to appoint councillors to represent Roade Parish Council on the Community liaison group for Northampton Gateway. RESOLVED: Cllrs Davies and Waters would remain as representatives for the community liaison group for Northampton Gateway.</p>	
<p>RPC/22/830– Planning To consider and determine the Council’s response to Applications WNS/2022/ 1. 0761/FUL – 1 Manor Close – Proposed Single Storey Side Extension RESOLVED: No objections</p>	
<p>RPC22/831 – Finance 1. Financial Report from the RFO – The RFO advised that The Unity bank balance as of 1st May was £218,790.71. This included £643.00 cemetery income, half precept from WNC of £58,763.00 and the National Lottery Heritage grant for the Jubilee for £5831.00</p> <p>The S106/Windfarm Grant Nationwide account, as of 1st May was £183,764.84 this included £7.55 interest & £453.53 asset mapping grant that was transferred from the Unity Trust bank last month.</p> <p>The RFO confirmed that the VAT refund of £1679.95 had been received at the beginning of May.</p>	

2. Bills for payments and receipts.

RESOLVED: The council noted the schedule of payments and approved all payments for May.

Income April/May

Payee	Details	Amount £
SE Wilkinson & Son	Purchase EROB & burial of Ashes	286.00
Amazon – AMC Lighting Direct	Refund for returned faulty blind	40.99
Non-Resident	Purchase of EROB	357.00
National Lottery Heritage	Grant for Jubilee Celebrations	5831.00
WNC	Precept	58763.00
Nationwide	Interest	7.55
HMRC	VAT reclaim (21/22 Q4)	1679.95

Payments for May 2022

Payee	Details	Amount £	Power
A Reynolds	Mileage	27.90	Local Government and Housing Act 1989 s7
Allseasons Gardening & Logs	Grass cutting and weed spraying	3150.00	Open Spaces 1906 S9 & 10
Amazon	Union Jack table cloths, white card for jubilee bunting for Jubilee celebrations	79.17	LGA 1972 s145
Baker Ross	Jubilee crafts	28.25	LGA 1972 s145
BC Event Hire	Deck Chair hire for Jubilee celebrations	475.00	LGA 1972 s145
Bouncy Kings	Inflatable assault course, giant slide and generators for Jubilee celebrations	695.00	LGA 1972 s145
BT	Telephone & Broadband	58.97	LGA 1972 S111
Cartridge People	Ink cartridge	54.90	
Court Couriers	Village Technician	812.00	Open spaces Act 1906 ss9-10 PHA 1875 s164, PHA 1890 S44 & LG (misc prov) act 1976 s19
Dynamic Fireworks	Balance for fireworks for jubilee celebrations	2250.00	LGA 1972 s145
Hayden Regan	Singer for Jubilee celebrations – 05/06/22	300.00	LGA 1972 s145
Helen Verrill	Elastic and beads for jubilee crafts	18.42	LGA 1972 s145
Jones Wholesale	Cleaning products, toilet rolls, sweets, balloons, helium, extension leads, glitter, card and glue for jubilee celebrations Batteries	176.73	LGA 1972 s145 LGA 1972, S.111
Joseph Parrin Magician	Magician for Jubilee celebrations	300.00	LGA 1972 s145

Lloyds Bank	Credit Card fee	3.00	LGA (office provisions) 1963 S5
Mad Bouncy Castles	Large bouncy castle for Jubilee celebrations	189.00	LGA 1972 s145
Marcus Young	Emptying dog bins	380.16	Clean Neighbourhoods and Environment Act 2005 s55
Mirus IT	Mobile Phone	11.94	LGA 1972 S111
Parish Online	Parish online yearly subscription	78.75	LGA 1972, S.111
Poptoppuk Ltd	Processing fee for magician for Jubilee celebrations	30.00	LGA 1972 s145
Reggae Ray	Singer – Jubilee celebrations 02/06/22	250.00	LGA 1972 s145
Roads Village Hall	Office Rent – April – June	450	LGA 1972, S.111
Roads WI	Costs for jubilee tarts	63.50	LGA 1972 s145
SSE	Street lighting	408.17	Highways Act 1980 S301
South Northants Community Responders	Small Grant for defibrillator	1000.00	PHA 1936 s2345
South Northants Community Responders	First aid cover for both Jubilee events	150.00	LGA 1972 s145
St Mary's PCC	2 hours hall hire for RPC meeting	26.00	LGA 1972 S111
Three Business	CCTV Sims	29.99	Highways Act 1980 S301
Wayfair Stores	2 x 3x3 gazebos & 1 x 3x9 gazebo for Jubilee celebrations	344.97	LGA 1972 s145
WNC	4 x Green bin collections for the year	168.00	HA 1980 s142
A Reynolds	Salary April	1576.18	Local Government and Housing Act 1989 s7
Aviva Pension	Pension contribution for March & admin fee	140.06	Pensions Act 2004
HMRC	Tax & NI for April	504.61	LGA 1963 S5
V Horton	Salary & overtime	692.78	Local Government and Housing Act 1989 s7
<p>3. To receive the internal controls Councillor's report and agree two Councillors to complete the online authorisation. Cllr Waters acted as internal controls Councillor, he confirmed that all transactions and balances were correct. RESOLVED: Cllrs Reilly and Ruse will authorise the online payments.</p>			
<p>RPC/22/832 – Finance and General Purpose Committee 1. To receive an update from Cllr Reilly following the F&GP meeting held on 26th April 2022.</p>			

Cllrs Reilly & Ruse

<p>Cllr Reilly advised the council that the committee had met on 26th April and had looked at and were happy with the end of year accounts and spending. Two hundred and three responses were received from the community consultation, and there are a lot of suggestions that the council can investigate. Cllr Reilly and the Clerk will draft a parish plan and presentation that will be published for residents showing them the responses. It's apparent that we also need to update our FAQ and run more social media campaigns to ensure that residents have a better understanding as to what the Parish Council do. We are hoping to bring the parish plan and presentation to the next ordinary meeting of the Parish council to be held on 13th June. The Clerk will post on social media thanking residents for responding to the consultation.</p> <p>2. Resolution to accept the proposed changes to the Small Grant Policy. RESOLVED: To accept the proposed changes to increase the small grant from £1000 to £2000 and to add 'only one application per year can be submitted, the council reserve the right to ask for additional information for applications, which may result in a delay of decision' to the policy.</p>	<p>Clerk & Cllr Reilly</p> <p>Clerk</p>
<p>RPC/22/833 – Highways The council were not happy with the response received from WNC highways following the complaint. RESOLVED: For the Clerk and Cllr Reilly to draft a letter to be circulated to full council prior to sending to Highways in reply to their response. The Clerk will also send a copy of the response received from WNC to Cllr Fowler.</p>	<p>Cllr Reilly & Clerk</p> <p>Clerk</p>
<p>RPC/22/834 – Cecil Bottomley</p> <p>1. Resolve for RPC to discuss with the family a way to pay tribute to Mr Cecil Bottomley. Mr Bottomley was the first Honorary Freeman of Roade. The parish council believe that residents would like to pay tribute to him and his wife (who was also a long-standing parish councillor) and who both contributed massively to the community. RESOLVED: The Chairman and Clerk will investigate a way to pay tribute to Mr Bottomley and will speak to his family.</p> <p>2. Resolve to donate to Roade Junction Community Group on behalf of the residents of the village in the memory of Cecil Bottomley (S137) RESOLVED: To donate £100 on behalf of the village to RJCG in memory of Cecil Bottomley.</p>	<p>Chairman & Clerk</p>
<p>RPC/22/835 – Gaming bus Resolve to arrange for the Gamerz Mega Bus to visit the village. RESOLVED: To trial this in the village in the Library car park. The Clerk will speak with Gamerz Mega Bus about how they manage numbers, she will also liaise with the library about using the car park and will advertise it through the school and social media.</p>	<p>Clerk</p>
<p>RPC/22/836 – Correspondence requiring a comment or decision.</p> <p>1. BT have advised that they need to replace one of their posts in Fox Covert Drive for safety reasons, but it has one of our streetlights attached. They need the streetlight removing for them to replace the post. The Parish Council agreed to accept the most cost-effective approach as recommended by Sparkx to remove the light and install on a new pole near to the BT pole at a cost of £2750.00 + VAT</p>	<p>Clerk</p>

<p>2. Roade WI have been offered a tree from one of the residents in the village and would like to plant it and dedicate it under the WI Banner for prosperity as part of the Queen’s Green Canopy to celebrate the Platinum Jubilee. The Council agreed for the tree to be planted at the top of the rec alongside the trees that they planted for the Queen’s Green Canopy, also supplied by the same resident.</p> <p>3. Queen’s Jubilee</p> <p>a. The Clerk asked if some councillors could put up bunting around the village hall prior to the celebrations. Cllrs Fox, Shrubbs and Waters volunteered to do this.</p> <p>b. The Clerk asked for some volunteers to deliver the Jubilee leaflets around the village. Several councillors volunteered, and Cllr Khan agreed to ask some of the Towfood volunteers if they can also assist.</p> <p>c. The library has asked if they can sell sweets at the jubilee event, the parish council have already purchased them. The council agreed to give the library the sweets that have been purchased for the jubilee celebrations for them to sell.</p> <p>4. Butlins Lane – A resident has asked if the parish council can help fund the repairs to Butlins Lane as although it’s an unadopted road it is used by visitors to the Church and Churchcroft open space. The Council will explore with the church for them to apply for the Small Grant to cut the grass and a contribution to re-surface the road. The Clerk will also add on the agenda for the next ordinary meeting of the parish council to investigate adopting the road and for Cllr Fox to speak to St Mary’s Church Vicar about this.</p> <p>5. WNC Consultation for a Special School. It was agreed that the clerk respond to the consultation on behalf of Roade Parish Council offering support for the special school to be located at EWS North.</p>	<p>Cllrs Fox, Shrubbs & Waters</p> <p>Clerk Cllr Fox</p> <p>Clerk</p>
<p>RPC/22/837 – Close The meeting closed at 8.11pm</p> <ul style="list-style-type: none"> [Note: The next ordinary meeting of the Council will take place on Monday 13th June 2022 at St Mary’s Church Hall.] 	

Signed: _____

Date: _____