

ANNUAL PARISH COUNCIL MEETING MINUTES

Scaldwell Parish Council

Monday 29th June, 2020. 6.30 pm

This meeting took place remotely using ZOOM

Chairman: Mr Eugene O'Leary

Parish Clerk: Hayley Cawthorne; **Address:** Rose Cottage, Station Road, North Kilworth, Lutterworth, LE17 6ER

Email: scaldwellpc@gmail.com

Website: <http://www.scaldwellvillage.org/council/>

Councillors present:

Cllr E O'Leary (Chairman)
Cllr D Cross (Vice Chairman)
Cllr M Vinton
Cllr D Masterson Jones
Cllr S Thorne
Cllr P Long
Cllr R Wilson (Co-opted at this meeting)

Clerk to the Parish Council:

Hayley Cawthorne (Clerk until 31st July 2020)
Fiona Young (Clerk from 1st August 2020)

District Councillor

Kevin Parker

Scaldwell Residents

3 parishioners

20/069	RESOLUTION to elect Cllr O'Leary as Chairman for 2020-21			
20/070	RESOLUTION to elect Cllr Cross as Vice=Chairman for 2020-21			
20/071	Explanation given of how the virtual meeting would proceed			
20/072	Public address Nothing raised.			
20/073	No Apologies received			
20/074	No dispensations or declarations of interest under the Council's Code of Conduct related to business items on the agenda			
20/075	RESOLUTION to accept the minutes of the Parish Council Meeting on Thursday 21st May 2020, the Extraordinary Parish Council Meeting on Thursday 4th June 2020 and the Extraordinary Parish Council Meeting on Thursday 18th June 2020 are a correct record. These were sent to Chairman to sign the hard copy.			
20/076	Progress of resolutions requiring actions from the last meeting/s minutes			
	19/029a)	To proceed with the installation of the defibrillator in the telephone kiosk	Cllr Cross	Completed
	19/088c)	To spend £3,100 + VAT (maximum) on the installation of the parish defibrillator in the phone box on the green	Cllr Cross	Completed
	19/120	Clerk to follow up on schedule of works for village green maintenance from Spendloves	Cllr Cross	Completed
	19/125	For Clerk to have current website training in September	Clerk	Completed
	20/028	RESOLUTION to put an article in the Newsletter to remind	Cllr	Completed

	people to stick to public footpaths and to take dog poo bags	O'Leary	
20/028	RESOLUTION to put an article in the newsletter regarding Lamport Estate's footpaths	Cllr O'Leary	Completed
20/033	RESOLUTION for clerk to contact member of public requesting further information around query	Clerk	Completed
20/034	RESOLUTION that the Annual Parish Meeting of Scaldwell Parish will be held on Wednesday 29 th June 6 pm	Clerk	Completed
20/034	RESOLUTION that the Annual Parish Council Meeting of Scaldwell Parish Council will be held on Wednesday 29 th June 6.30 pm	Clerk	Completed
20/034	RESOLUTION that the Parish Council owned playing field and play area will remain closed in alignment with the Government guidance	Clerk	Completed
20/036 c)	RESOLUTION to accept Cllr Wharton's resignation as Parish Councillor to Scaldwell Parish	Clerk	Completed
20/036 c)	RESOLUTION to sign the notice of casual vacancy, send to DDC Elections and post on the parish noticeboard	Clerk	Completed
20/040	RESOLUTION to write a note for the village newsletter asking residents to be considerate of their neighbours when lighting bonfires, and to not light them during the day nor when it is windy	Cllr O'Leary	Completed
20/041	RESOLUTION for Fiona Young to begin in post on 1 st July, and Hayley Cawthorne our current clerk to carry out a handover during this month, and her final day will be 31 st July	Clerk	Completed
20/042 a)	RESOLUTION to defer the decision to appoint a supplier for new play area equipment, and confirm which pieces of equipment to be ordered, until after the play areas re-open, and quotes can once again be agreed (potential quote alterations as a result of Covid-19)	Clerk	Completed
20/042 f)	RESOLUTION to contact 'fix my street' regarding the no parking lines and two of the give way lines onto the green	Clerk	Completed
20/045 e)	RESOLUTION to approve bank reconciliation	Cllr Cross	Completed
20/045 f)	RESOLUTION to authorise Payments as follows	Clerk	Completed
20/047	RESOLUTION to agree and adopt the following policy and procedure documents	Clerk	Completed
20/055	RESOLUTION to renew the contract between SSE and Scaldwell Parish Council for the Parish Council's electricity supply based on the quote given	Clerk	Completed
20/056	RESOLUTION to appoint BHIB as the new insurer for the Parish Council, and to agree the contract for a three year term	Clerk	Completed
20/057	RESOLUTION to authorise and pay the payments below	Clerk	Completed
20/060	RESOLUTION to allocate the following Parish Councillor Responsibilities	Clerk	Completed
20/067	RESOLUTION for the Parish Council to strongly object to planning application DA/2019/0144 (amended) as follows	Clerk	Completed
20/067	RESOLUTION that there are no objections to application DA/2020/0410, as long as the applicant follows any conditions put forwards by Michael Venton	Clerk	Completed

20/077	<p>Richard Wilson spoke to the Parish Council expressing his wish to be Co-opted as a Parish Councillor to fill the current vacancy</p> <p>RESOLUTION to Co-opt Richard Wilson as Parish Councillor on Scaldwell Parish Council</p> <p>RESOLUTION for Cllr Wilson to complete a Register of Interest form and Declaration of Office Form</p> <p>RESOLUTION to accept Cllr Thorne's resignation as parish councillor on Scaldwell Parish Council</p> <p>RESOLUTION to inform Daventry regarding this new casual vacancy</p>
20/078	<p>Correspondence received</p> <p>23/06/2019 DDC Planning – No longer issuing decision notices. Self-serve for this information on the DDC website</p>
20/079	<p>Parish Assets</p> <p>a) Playing Field Report and Working Party Updates</p> <ol style="list-style-type: none"> i. Feedback received from the Playing Field Working Group regarding the new insurance policy requirements for Play area inspections <p>RESOLUTION to contact BHIB Insurers for clarity on whether inspections have to be carried out every 7 days, or every week but perhaps on different days</p> <ol style="list-style-type: none"> ii. DEFER TO JULY MEETING: To discuss the need for a new disclaimer sign at the play area, as per the insurance documents and agree actions accordingly <p>b) Street Lighting</p> <ol style="list-style-type: none"> i. Nothing to report <p>c) Kiosk and Defibrillator</p> <ol style="list-style-type: none"> i. Project update <ul style="list-style-type: none"> • Order has been placed with the CHT. The total will be in the order of £2,880.00+VAT. • Cllr Cross has negotiated fitting at a cost of £200 which will be completed by a qualified electrician sourced by CHT. • The PC needs to clean the kiosk. Cllr Cross has cleared the red and gold paint so that it can be redecorated. The invoice will be sent to Cllr Cross and he will forward to the clerk accordingly. • The PC has signed-up for an emergency telephone which has a recurring cost of £60.00 and also, an annual support package. • Require information regarding the agreement with BT for the supply of electricity to the kiosk – we will need to confirm this prior to installation. <p>d) Village Green and grass maintenance works</p> <ol style="list-style-type: none"> i. Spendlove contractors confirmed that the High Street had been sprayed with weed killer on the 08/06/2020. Please inform them directly if the Parish Council wishes for this to be redone. <p>Spendlove contractors confirmed that they will place some potash later in the season, where the daffodils were prematurely cut this year, to encourage grow back next year.</p> <p>RESOLUTION for Cllr Cross to contact Spendlove Contractors again to request further information regarding the 2 verges at the end of the village and the triangle, confirming how frequently these are cut</p>

	<p>e) Tree Management</p> <p>i. DEFER UNTIL SEPTEMBER MEETING: Update on the suggested works in October 2019 and April 2020 on page 15 7.7 Schedule of Work, in the Tree Risk Management Report and request to David Deacon to carry these out</p> <p>f) Highways and Grit Bins</p> <p>i. UPDATE: No parking lines and two of the give way lines onto the green reported to Fix my Street – Reference number 2155751</p> <p>g) Well Project update – Project on hold owing to Covid-19</p> <p>h) Website</p> <p>i. The clerk informed the council of the recent issues regarding the website, and the consequent ‘black mark’ on this year’s internal audit. All the information is on the website, however, it is not accessible on the public site. The prospect of a new website was discussed. Recommended that this is placed on the agenda for either July or September 2020.</p>																								
20/080	<p>To discuss the road safety issue along High Street and the Green and the different options for the parish council to mitigate against the risk of an accident, and agree a way forwards accordingly</p> <p>RESOLUTION to contact NCC Highways requesting a site visit, and the opportunity to discuss practical solutions going forwards</p>																								
20/081	<p>PLANNING</p> <p>i. To consider planning consultation papers and applications and make decisions on comments and actions: None</p> <p>ii. To receive planning application decisions: None</p> <p>iii. DEFER TO JULY MEETING: To discuss the action Scaldwell Parish Council may take should the Mercedes Application DA/2019/0144 be approved and agree actions accordingly</p>																								
20/082	<p>RESOLUTION to appoint Parish Council Representatives for Scaldwell community and voluntary groups as follows:</p> <table border="1"> <tr> <td>a)</td> <td>Foundation of Thomas Roe</td> <td>Cllr Vinton, Cllr Long</td> </tr> <tr> <td>b)</td> <td>Scaldwell Relief in Need Charity</td> <td>Cllr Vinton, Cllr Long</td> </tr> <tr> <td>c)</td> <td>Scaldwell Parish Trust</td> <td>Cllr Vinton, Cllr Long</td> </tr> <tr> <td>d)</td> <td>Friends of the Playing Field</td> <td>Cllr O’ Leary</td> </tr> <tr> <td>e)</td> <td>Village Hall Management Committee</td> <td>Cllr O’ Leary</td> </tr> <tr> <td>f)</td> <td>Neighbourhood Watch</td> <td>No councillor representative</td> </tr> <tr> <td>g)</td> <td>Footpath/Grit Bin/Snow Warden</td> <td>Cllr Wilson</td> </tr> <tr> <td>h)</td> <td>Internal Finance Control</td> <td>Cllr Cross</td> </tr> </table>	a)	Foundation of Thomas Roe	Cllr Vinton, Cllr Long	b)	Scaldwell Relief in Need Charity	Cllr Vinton, Cllr Long	c)	Scaldwell Parish Trust	Cllr Vinton, Cllr Long	d)	Friends of the Playing Field	Cllr O’ Leary	e)	Village Hall Management Committee	Cllr O’ Leary	f)	Neighbourhood Watch	No councillor representative	g)	Footpath/Grit Bin/Snow Warden	Cllr Wilson	h)	Internal Finance Control	Cllr Cross
a)	Foundation of Thomas Roe	Cllr Vinton, Cllr Long																							
b)	Scaldwell Relief in Need Charity	Cllr Vinton, Cllr Long																							
c)	Scaldwell Parish Trust	Cllr Vinton, Cllr Long																							
d)	Friends of the Playing Field	Cllr O’ Leary																							
e)	Village Hall Management Committee	Cllr O’ Leary																							
f)	Neighbourhood Watch	No councillor representative																							
g)	Footpath/Grit Bin/Snow Warden	Cllr Wilson																							
h)	Internal Finance Control	Cllr Cross																							
20/083	DEFERRED TO JULY: To consider the Annual Accounts for year ending 31 March 2019																								
20/084	<p>Finance & Administration</p> <p>a) To note receipt of income - £0.20 interest (May)</p> <p>b) RESOLUTION to agree the bank reconciliation 29/06/2020</p>																								

	<table border="1"> <tr> <td>Current Account balance (26/05/2020)</td> <td>£500</td> </tr> <tr> <td>Savings Account balance (01/06/2020)</td> <td>£23,071.41</td> </tr> </table>	Current Account balance (26/05/2020)	£500	Savings Account balance (01/06/2020)	£23,071.41
Current Account balance (26/05/2020)	£500				
Savings Account balance (01/06/2020)	£23,071.41				
20/085	RESOLUTION to approve the Record of Dispensations, the Equality and Diversity Policy, the Safeguarding Policy and the Training Policy				
20/086	Local Government Re-Organisation (LGR) Update Each shadow exec has established eleven task and finish groups to take forward detailed work				
20/087	RESOLUTION to sign up for an annual Zoom Pro Membership using general reserve funds				
20/088	Confirm date for the next Parish Council Meeting Parish Council Meeting – 30 th July, 6 pm				
20/089	Meeting Closed at 8.12 pm				

Signed: Hayley Cawthorne Clerk to Scaldwell Parish Council

Dated: 30/07/2020

Signed: Eugene O'Leary Chairman to Scaldwell Parish Council

Dated: 30/07/2020