

# SCALDWELL PARISH COUNCIL MEETING

## 16<sup>TH</sup> SEPTEMBER 2020

### MINUTES

Chairman: Councillor Eugene O’Leary

Clerk: Katrina Jones, 77 High Street, Naseby, Northants NN6 6DD

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#### Minutes of the Scaldwell Parish Council Meeting Held on **Wednesday 16<sup>th</sup> September 2020 at 7.30pm** Online via Zoom

**Present:** Cllrs E O’Leary (Chairman), D Cross (Vice Chairman), M Vinton, D Masterson Jones, P Long and R Wilson (until 9pm, left before item 20/136).

**In attendance:** Katrina Jones (Clerk), Kevin Parker (District Councillor) (joined at 7.45pm during item 20/128) and Jonathan Harris (District Councillor).

20/122	<b>Explanation of how the virtual meeting will proceed:</b> No explanation needed.
20/123	<b>Public address:</b> No members of the public were in attendance. District Cllr Harris spoke about the government planning consultation and encouraged the parish council to submit a response. It was agreed to include this item on the next agenda.
20/124	<b>To receive apologies and to approve reasons for absence:</b> Cllr Amirak was absent, no reason given.
20/125	<b>To receive any dispensations or declarations of interest under the Council’s Code of Conduct related to business items on the agenda:</b> Cllr Masterson Jones declared an interest in item 20/134 i. and stayed in the waiting room during discussion and voting on this item.
20/126	<b>To resolve that the minutes of the Parish Council Meeting on 30<sup>th</sup> July 2020 are a true and accurate record, and then signed by the chairman:</b> It was <b>RESOLVED</b> to confirm the minutes of the Parish Council Meeting held on 30th July 2020 as a true and accurate record and they were duly signed by the Chairman.
20/127	<b>Progress of resolutions requiring actions from the last meeting/s minutes:</b> The list of resolutions and ongoing actions circulated following the last meeting was noted.
20/128	<b>To agree the purchase of the Christmas Tree:</b> It was <b>RESOLVED</b> to purchase a Christmas Tree to be placed on the village green. It was agreed that Cllr Wilson would explore a suitable electricity supply point for Christmas Tree lights and that the Clerk would consult the council’s insurers and obtain a copy of a suitable risk assessment template.
20/129	<b>To agree a date for a Village Tidy Up:</b> It was <b>RESOLVED</b> that Cllr Wilson would explore this idea further and the item would be on the next agenda for a decision to be made.
20/130	<b>To discuss Welcome Pack:</b> It was <b>RESOLVED</b> to create a welcome pack for new residents and that Cllr Cross would draft and circulate a proposed copy.
20/131	<b>To Consider Whether to have a Parish Council Facebook Page and Adopt a Social Media Policy:</b> It was <b>RESOLVED</b> to adopt the proposed Social Media Policy and that the Clerk would set up and administer a Parish Council Facebook page.

20/132	<p><b>To Agree Booking of Northants CALC New Councillor Training for new members:</b> It was <b>RESOLVED</b> that the Clerk would book Cllrs Wilson and Masterson Jones on the next 'Off to A Flying Start' course offered by Northants CALC. It was also <b>RESOLVED</b> to check if Cllr Amirak had attended the 'Off to a Flying Start' course.</p>
20/133	<p><b>Correspondence to consider and agree any proposed resolutions on correspondence received:</b></p> <p><b>i. Local Government Reorganisation (LGR) Q&amp;A session for parish and town councils in West Northamptonshire takes place on Friday 18 September 2020 from 11am to 1pm on Zoom:</b> It was <b>RESOLVED</b> that Cllr O'Leary would attend and the Clerk would register a place for him.</p>
20/134	<p><b>PLANNING –</b></p> <p><b>i. Application No: DA/2020/0745</b>  <b>Description: Work to trees within a conservation area</b>  <b>Location: Home Farmhouse, The Green, Scaldwell, Northamptonshire, NN6 9JY</b></p> <p>It was <b>RESOLVED</b> that there was no objection to this application and the council wished to support the application.</p> <p><b>ii. Decision Notices:</b></p> <p><b>a) DA/2020/0572: Works to trees in a conservation area: The Old Cottage, Back Lane, Scaldwell, Northamptonshire, NN6 9JU: Approved. Noted.</b></p> <p><b>iii. Update on planning application no. DA/2019/1037: Change of use of the land for the siting of 5 no Shepherds Huts and associated works to be used for short stay holiday accommodation (Retrospective): High Hedge Farm, Old Road, Scaldwell, Northamptonshire, NN6 9JZ:</b> It was noted that the determination date was 30<sup>th</sup> September. If the matter went to the planning committee it was noted that the next planning committee meeting after September was due to be held on 21<sup>st</sup> October and it was agreed that a representative of the parish council should attend to speak on behalf of the parish council. District Cllrs Harris and Parker agreed to discuss the application with the planning officer.</p>
20/135	<p><b>Parish Assets</b></p> <p><b>a) Playing Field Report and Working Party Updates</b></p> <p><b>i. To receive an update from the Playing Field Working Party and agree actions accordingly:</b> Cllr O'Leary reported that weekly inspections were being carried out.</p> <p><b>ii. To Receive Scaldwell PC's 2020 Wicksteed Annual playground Inspection Report and Approve Budget for Cost of Recommended Repairs:</b> Cllr O'Leary reported on the annual inspection report and required repair works. It was <b>RESOLVED</b> to approve a virement of the money allocated under the budget heading for the playing field upgrade project to be allocated for playing field general repairs up to the amount needed to carry out repair works arising from the latest annual inspection.</p> <p><b>iii. Update on the Scaldwell PC's playground upgrade project:</b> report given as part of the above item.</p> <p><b>b) Street Lighting</b></p> <p><b>i. Update on street light repair:</b> It was noted that Eon had repaired the street light (no.4) at the top of The High Street outside The Hollies, where the supply box was hanging loose.</p> <p><b>c) Kiosk and Defibrillator</b></p> <p><b>i. Update of project:</b> It was reported that the defibrillator had been registered with the ambulance service and it was agreed that a quote would be obtained from a local painter and decorator to paint the phone box. Cllr Wilson agreed to clean the phone box ahead of it being painted.</p> <p><b>d) Village Green and grass maintenance works</b></p> <p><b>i. Update and Discuss any further works to be requested to our contractor:</b> Cllr Cross reported that he had spoken to the contractor and confirmed that occasional mowing of the verges to</p>

	<p>both ends of the village and the small triangle of grass adjacent to Scaldwell House were within their scope of work.</p> <ul style="list-style-type: none"> <li>ii. <b>To consider approval for further bollards on The Green to help protect it:</b> It was <b>RESOLVED</b> to install bollards on both sides of the Green on Cross Hill to protect the Green from damage and that quotes would be sought.</li> <li>iii. <b>To discuss work to clear the path by the Manor Wall on The Green:</b> It was <b>RESOLVED</b> to contact the contractor previously asked to carry out the work to arrange a date for it to be done.</li> </ul> <p>e) <b>Tree Management</b></p> <ul style="list-style-type: none"> <li>i. <b>Update:</b> nothing further to the items discussed below.</li> <li>ii. <b>Overhanging branches onto kiosk:</b> It was <b>RESOLVED</b> to ask the contractor clearing the path by the Manor Wall on the Green to trim back the overhanging branches impinging on the telephone kiosk.</li> <li>iii. <b>Trimming of the bases of Lime trees on the Green:</b> It was <b>RESOLVED</b> to ask the same contractor as above to trim the bases of the lime trees on the Green.</li> </ul> <p>f) <b>Highways and Grit Bins</b></p> <ul style="list-style-type: none"> <li>i. <b>To discuss and agree any actions concerning issue of speeding and possible traffic calming measures:</b> It was noted that concerns had been raised by residents over traffic problems within the village. It was <b>RESOLVED</b> that the Clerk would contact Northamptonshire Highways to arrange a site visit to discuss possible traffic calming measures and solutions to the current issues.</li> </ul> <p>g) <b>Well Project update:</b> No report.</p> <p>h) <b>Website</b></p> <ul style="list-style-type: none"> <li>i. <b>Receive update on new parish council website and agree any further information and photos to be included on the website:</b> It was noted that the Clerk had set up a new parish council website, scaldwellparishcouncil.org.uk, which complied with the transparency code and accessibility rules but required further input such as photos of the village.</li> </ul> <p>i) <b>Email addresses</b></p> <ul style="list-style-type: none"> <li>i. <b>To receive update on dedicated parish council email addresses:</b> It was <b>RESOLVED</b> to use dedicated email addresses ending in scaldwell.org for an annual cost and that the Clerk would arrange this with the company previously instructed to create the email addresses.</li> </ul>				
20/136	<p><b>Update on registration with the pensions regulator:</b> The Clerk had registered with the Pension Regulator ahead of the 1<sup>st</sup> September deadline.</p>				
20/137	<p><b>Finance &amp; Administration</b></p> <ul style="list-style-type: none"> <li>a) <b>To note receipt of income:</b> Deferred to next meeting.</li> <li>b) <b>To approve bank reconciliation (signature required on bank statements) and report bank balances:</b> <table border="1" data-bbox="305 1665 1401 1751"> <tr> <td>Current Account</td> <td>Not available.</td> </tr> <tr> <td>Savings Account</td> <td>Not available.</td> </tr> </table> </li> </ul> <p>Deferred to next meeting.</p> <p><b>To authorise Payments (two Cllrs to sign cheques) as per below:</b></p>	Current Account	Not available.	Savings Account	Not available.
Current Account	Not available.				
Savings Account	Not available.				

Chq	Payee	Purpose	VAT £	Cost £	Total Amount £
	Information Commissioner	Annual ICO subscription	0.00	40.00	40.00
	Wicksteed	Play Area Inspection	42.40	212.00	254.40
	DM Payroll Services Ltd	Administration of payroll for 2020/21. First half of year	0.00	60.00	60.00
	Katrina Jones	Reimbursement for purchase of spanglefish website	0.00	29.95	29.95
	Calico	Domain name fee for website scaldwellparishcouncil.org.uk	4.00	20.00	24.00
	Hayley Cawthorne	Clerk Salary (30 July payroll)	0.00	365.60	365.60
	HMRC	PAYE for Hayley Cawthorne (30 July Payroll)	0.00	91.60	91.60
	Hayley Cawthorne	Clerk Salary and home allowance (31 August Payroll)	0.00	440.09	440.09
	HMRC	PAYE for Hayley Cawthorne (31 August Payroll)	0.00	99.40	99.40
	Katrina Jones	Clerk Salary (31 August payroll)	0.00	278.50	278.50
	HMRC	PAYE for Katrina Jones (31 August payroll)	0.00	69.40	69.40
	Katrina Jones	Clerk Salary (30 September payroll)	0.00	278.30	278.30
	HMRC	PAYE for Katrina Jones (30 September payroll)	0.00	69.60	69.60
	Eugene O'Leary	Reimbursement for materials for playing field maintenance (jeyes fluid)	0.00	10.00	10.00

It was **RESOLVED** to approve all of the above payments.

**c) To Authorise Signing of Bank Forms by Two Signatories for Change of Correspondence Address to New Clerk:** It was **RESOLVED** to authorise the signing of the necessary mandates.

**d) To agree any actions regarding change of bank and online banking:** It was **RESOLVED** to authorise the signing of the necessary mandates.

**e) To consider request from Creaton Parish Council to pay share of Clerk's CiLCA submission fee and share of SLCC subscription - £155.66:** It was **RESOLVED** to agree to contribute the sum of £155.66 towards the cost of the Clerk's CiLCA submission and SLCC subscription.

**f) To Note National Increase Agreed with Regards to Clerk's Salary (Pay point Remains the Same) and approve back dated pay in line with increase be paid to former Clerk:** The nationally agreed clerks pay increase was noted and it was **RESOLVED** to approve that backdated pay be paid to the former clerk in line with the increase. It was agreed that the Clerk would notify the payroll provider accordingly.

20/138 **Local Government Re-organisation (LGR) Update:** Cllr O'Leary will report back at the next meeting following his attendance at the LGR meeting on 18<sup>th</sup> September.

20/139 **Confirm dates for the next three Parish Council Meetings: Wednesday 21<sup>st</sup> October, Wednesday 18<sup>th</sup> November & Wednesday 16<sup>th</sup> December at 7.30pm:** It was **RESOLVED** to agree to these future meeting dates.

20/140 **CLOSE:** The meeting closed at 9.14pm.