

Cold Ashby Parish Council

A meeting will be held on Wednesday 3rd August 2022 at 7.30 p.m.
Sports Pavilion, Cold Ashby

Councillors are summoned to attend this meeting of the Parish Council.
Members of the public and press are invited to attend

Agenda

Present: to record the presence of Cold Ashby Parish Councillors, Officers, members of external authorities and others in official attendance at the meeting.

Interests: Members' attention is drawn to the need to disclose pecuniary interests not already registered before any relevant agenda item.

Introduction and welcome to the new clerk, Natalie Heath

- 1. Apologies:** to **receive and consider** apologies for absence
- 2. Minutes:** to **approve** minutes of the meeting of the Council held on the 6th July 2022
- 3. Matters arising:** to **note for information only** any relevant matter arising from the approved minutes.
- 4. Open forum:** to receive and discuss matters raised by members of the public present at the meeting.
- 5. Accounts:** Members are asked to **approve** the attached accounts for August and **authorize** the payments contained in them. The balance reported at the July meeting was **£17,050.12** (£8,465.59 current and £8,584.53 investment). Details of payments and receipts and the new balance are reported in **Annex 1**, a copy of which will be e-mailed to members in advance of the meeting and available at the meeting in hard copy.
- 6. New Banking Arrangements:** please refer to annex 1 for a summary of the resolutions and their purpose.
- 7. Insurance:** a new policy quotation is expected from the Council's insurers to cover the PC and Capfa. The Council is asked to instruct the clerk how to proceed with the quote in terms of joint coverage and allocation of premium costs (normally 2/3 Capfa, 1/3 PC).
- 8. Litter Bins in Playing Fields area.** There have been complaints that bins in the playing field area are not being emptied. Norse has advised that these bins are not part of its contract. It has indicated that bins could be emptied on a weekly basis for an annual cost of £300 per bin and that a cheaper price could be agreed for multiple bins in the same area. The Parish Council could formulate a resolution to:
a) do nothing: b) negotiate a price to empty the bins: c) conclude that this is a CAPFA responsibility or d) reach some other conclusion.

9. Code of Conduct training: NALC is advertising a Code of Conduct online training event between 10-12 a.m. on 13 September 2022. The course is advertised as suitable for councillors and clerks and will be led by Danny Moody. The cost is £38 per head. The Council indicated earlier in the year that all its members would be encouraged to undertake training on this subject. Councillors are asked to inform the clerk if they wish to attend. One place has been reserved.

10. Environment: a regular agenda item dealing with matters relating to improving the village environment.

- a. village hall bench: restoration by lengthsman: update
- b. cemetery maintenance: lengthsman's role in pre funeral preparation
- c. traffic monitoring survey. Update on results.
- d. Asset transfer scheme: (circulated email from NCALC) any transfer of assets from WNC to a parish or town council would be subject to WNC policy, and that policy is now being written and is in **DRAFT** form. You will find a copy at <https://www.northantscalac.com/uploads/wnc-adoption-of-assets-policy-v0-2.pdf>. The 'Village Green' is a potential transferable asset.

11. Verbal reports from council representatives on other bodies

12. Post: to note and/or discuss items of correspondence with the Council not considered elsewhere on the agenda:

- a: invitation to NCALC autumn conference
- b: clerk's (GJ) note to Internal Auditor re General Power Of Competence (GPOC)



Graham Jones 28th July 2022

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COLD ASHBY PARISH COUNCIL

Minutes

Wednesday 6th July 2022

**Minutes of the meeting held on Wednesday 6th July at 7.30 p.m.
in the Sports Pavilion, Cold Ashby**

Minutes

Present: Councillors Roper (chairman); Bailey; Peel; Taylor; Rd Williams; RI Williams. UC Irving-Swift; 15 village residents and the applicant in item 5b. Local PCSO.

Interests: No pecuniary interests were declared.

1. **Apologies** were accepted from Councillor Harpham (family)
2. **Minutes** of the meeting of the council held on Wednesday 1st June 2022 were approved as an accurate record.
3. **Accounts:** members reviewed the revised accounts for June 2022 and also approved the payments and totals in the accounts for July which were tabled. The chairman, as monitoring councillor, confirmed that he had checked the bank reconciliation and initialled all invoices relating to the accounts.
4. **Open Forum:** the chairman began the meeting by announcing an extension to the period he was prepared to allow for the forum in total, but restricting the contributions from individuals to three minutes. Once the open forum closed, the council debate would begin and he requested that this should proceed without interruption.

Open forum contributions began with the applicant in item 5b, who confirmed he was filming and recording the meeting. The chairman confirmed that this was permitted. Another resident was also recording and filming.

The applicant was informed that prayers were not allowed at PC meetings and was asked to relate his comments to items on the agenda. He explained the international and humanitarian reasons behind his application. This was followed by contributions from several residents who made these observations on WND/2022/0437:

- Sympathy and support for Ukraine and its refugees remained strong in the village.
- The Village did not have the facilities or the transport links that refugee families would need and was an inappropriate location for that reason.
- A view from Camra experts was that the current residence use was a planning breach because the closure of the pub meant that ancillary residential use was not allowed.
- The application contravenes the WNC joint core strategy plan in respect of a commitment to preserve and enhance social and community facilities.
- The application contravenes the commitment to the preservation of important public houses in the WNC Settlements and Countryside plan.
- The application appeared to be preparing the pub for a future as a House of Multiple Occupancy (HMO), an unsuitable addition in a village with no facilities.
- Refugees should be placed near facilities in towns. Regulations on bedroom occupancy would be breached if refugees were housed in the restructured pub.
- Unitary Councillor Irving-Swift reserved her position on the application but indicated that she had requested it be 'called in' for a committee decision, but understood as sensible the need to ensure refugees had access to facilities.
- On a non-planning matter, the VH secretary asked if the lengthsman could assist with regular tidying of the cemetery frontage and the clerk agreed to discuss.

5. Council discussion:

- a. **Planning Application: WND/2022/0482:** Single storey rear extension and alterations to rear conservatory. Old Brick Cottage, Naseby Road, Cold Ashby NN6 6EA. **Members agreed that the application would not have any adverse effect on neighbours or the rest of the village and should be supported.**
- b. **Planning application: WND/2022/0437:** temporary change of use. The Black Horse, Main Street, Cold Ashby NN6 6EL. The following observations were made by members and the council endorsed them:
 - the chairman announced that 24 letters of opposition from the village had been logged by the planning department.
 - Cllr. RW observed that the Asset of Community Value status of pub was a key factor in this application. The purpose of the AVC was to introduce a moratorium on all sales whilst a potentially affected community considered the option to purchase. There had however been no talk of a sale. Also, the current status of the building had not been clarified prior to this application. If it was a pub, it should be completely empty, because residence use was not its chief function. If it was something else, then that should be the subject of the application.
 - There is already and will continue to be a big impact on the community of any loss of a pub. The two other licensed premises in the village were simply attempts by residents to plug at least some of the gaps left by the closure, but could not remotely offer the same continuity of service, or the inclusiveness of a public house.
 - The pub has been closed for well over two years (since March 2020) and a further 'temporary' change of use, with extensive restructuring, for 3 years, would mean well over 5 years without a PH in the village. This could not be described as 'temporary' and would spell the demise of the pub with no hope of replacement.
 - In the absence of any attempt to open the pub, claims that it is not viable are not valid in any context.
 - The lack of facilities to support refugees had been a constant, and accurate theme. The pub was not a suitable place for conversion to this type of housing, no matter how much the village supported the refugee cause.
 - The application seemed to run counter to the pledges made in section 10.6 of the Countryside and Settlements Plan which promised protection for important community facilities such as the pub. There had been no attempt to market the pub in the way described in section 10.6.
 - The change of use application did not meet any identifiable community need. Indeed its approval would be to the detriment of the local community.
 - Cllr Bailey expressed surprise that the 'temporary application' did not include plans for how the usage would be returned to a public house facility once the refugees no longer required it.
 - Cllr Taylor, speaking from personal experience, described how and why the pub performed an essential social function in the village and helped introduce new members into the community. Since its closure there had been a noticeable fracturing of the community.
 - The Chairman related local plans to the national planning policy framework (paragraphs 93,91 and 84) which sees planning as a tool to provide social, recreational and cultural facilities needed by communities. Planning policies should aim to support the provision of facilities such as public houses to enhance the sustainability of communities and make sure facilities are retained for the benefit of the community. They should provide opportunities for social interaction

between people who might not otherwise meet each other. This reinforced councillor Taylor's point.

The clerk summarised the above debate by saying that the village seemed united in opposition to the proposal. The chairman asked for an informal show of hands to see if anyone supported the proposal and only the applicant responded. The clerk continued the summary by saying there was agreement that the application breached important policies in local and national plans; that there had been a lack of enforcement of earlier breaches of planning conditions; and that the proposal ran directly counter to the needs of the community, which has no shortage of residential accommodation but does need communal facilities of every type. There was also no suggestion that the village was unwelcoming to new arrivals. The lack of facilities in the village simply made the change of use unsuitable for the proposed purpose.

6. Private Session:

It was resolved: to enter private session to discuss confidential staff matters (appointment of clerk).

The minutes of the private session will be issued separately and not made public.

A handwritten signature in black ink, appearing to be 'G. Jones', written in a cursive style.

Graham Jones 7th July 2022

Private session: The council ratified the appointment of Natalie Heath of 1 West Haddon Road as clerk w.e.f. 1st August 2022, at a salary of SCP 18-23. The council agreed to pay £30 per month as expenses to cover the cost of using Ms Heath's house as an office. The council understood that Ms Heath had accepted the offer under the condition that she should seek CILCA qualification as soon as possible.

Carried over			August 22						Balance
Balances:		current account =		£8,465.59				£8,465.59	
		investment account		£8,584.53	Total	£17,050.12			
date	organisation	details		payment method	Income	VAT	total payment		
09.08.22	HMRC	July paye (GJ)					£71.20	£8,394.39	
	clerk salary							£8,394.39	
29.08.22	costs						£30.00	£8,364.39	
06.07.22	NCALC	chairman	training			£8.80	£52.80	£8,311.59	
31.08.22	HMRC	VAT reclaim			£1,066.39			£9,377.98	
06.06.22	Npower	supply	April-June			£6.81	£142.99	£9,234.99	
29.06.22	ionos	domain x2	annual			£4.62	£23.09	£9,211.90	
25.07.22	VH	hire	interview				£15.00	£9,196.90	
								£9,196.90	
								£9,196.90	
								£9,196.90	
				totals	£1,066.39	£20.23	£335.08	£9,196.90	
				Bank interest					
paid				June/July	£0.13				
pending						last month investment		£8,584.53	
cleared									
						investment balance		£8,584.66	
						Month balance		£17,781.56	
	Above payments authorised:								
	Clerk								
	Councillor								
	Councillor								
	Date:								

Annex 1: Agenda item 6 (3rd August 2022) CAPC

Agenda item 6: **Banking Arrangements.**

The council is asked to consider a change to its banking arrangements in line with recent changes of personnel in the chairman and clerk positions. The council's bank is NatWest and there are two accounts with the same signatories for both. It is not suggested that the Council should seek to change banks.

Online banking is currently operated by the former clerk and is an important accounting aid.

Currently, the signatories for both accounts are: the former clerk (GJ), the former chairman (Cllr Bailey) and councillors Richard Williams and Neil Harpham. It is proposed that agreed changes will apply to both accounts.

The 3 Stages

Stage 1

This process assumes that the council wishes to reflect the recent changes by removing Councillor Bailey as signatory and replacing him with the new chairman and by adding the new clerk as a signatory. The former clerk is not removed at this stage as doing so would also remove him from online banking before the new clerk had been approved for it, something which can only be done at a second stage. **Resolution 1** allows the above to take place.

If this resolution is agreed, councillors will then be asked to approve the next resolution (resolution 2) required by the bank. The changes made above in resolution 1 will be entered onto the bank's forms online and resolution 2 will be uploaded to the bank.

This will trigger emails and phone calls to Councillors Williams and Harpham who will be asked to provide electronic signatures on an adobe system to verify the changes. If these are accepted, the bank will make the changes. At this point the council's signatories will be the former clerk, the new clerk, the new chairman and councillors Williams and Harpham. The new clerk will still not be able to access online banking, but will be able to make cheque payments. Stage 1 is thus complete.

Stage 2.

This will be started once stage 1 is successfully completed. **Resolution 3** asks the council to authorise the new clerk to apply for online banking. This will allow her to make payments without a second signatory. The council will need to keep the same level of information on accounts on a monthly basis and ensure the monitoring councillor carries out appropriate checks. At the end of this stage, both the new and former clerks will have access to the council's accounts online. The former clerk has given assurances that he will use his access to the accounts solely for the purposes of assisting the new clerk during this stage. This second stage will continue until the new clerk is confident she has full control of the system.

Stage 3.

In this stage the new clerk uses **resolution 4** to remove G Jones as a signatory from the accounts at a time of her choosing and consequently from the online banking facility.

The four resolutions below, described above, will need to be carried at the meeting on 3rd August and subsequently if the bank requires them.

The Four Resolutions

Resolution 1: it is resolved that the following signatory be removed from the council's bank mandate: Councillor R Bailey; and that the following signatories be added: Councillor Steve Roper and the clerk, Natalie Heath.

Resolution 2: (Bank requirement)

- a. We resolve that if we remove or add signatures in the 'add or remove signatures' section of this form* (see resolution 1) the bank will update our mandate accordingly for the accounts we specify on the forms in the 'about your business' section.
- b. if we change the signing rules (no proposals to do so) in the relevant section of the form the bank will amend the mandate accordingly for the specified accounts.
- c. The bank can phone the individuals we have identified as callback contacts to confirm or correct any instructions or information we have given to the bank.
- d. and the current mandate will continue as amended.

Resolution 3: We resolve to authorise the clerk to apply for online banking and make payments to and from the council's two accounts.

Resolution 4: We resolve to authorise the clerk to remove the former clerk (G Jones) from the signatories' section of the mandate. We further resolve: (bank requirement)

- a. that if we remove or add signatures in the 'add or remove signatures' section of this form* (see resolution 1) the bank will update our mandate accordingly for the accounts we specify on the forms in the 'about your business' section.
- b. if we change the signing rules (no proposals to do so) in the relevant section of the form the bank will amend the mandate accordingly for the specified accounts.
- c. The bank can phone the individuals we have identified as callback contacts to confirm or correct any instructions or information we have given to the bank.
- d. and the current mandate will continue as amended.

We note that this final resolution might need to be considered again at the time the process is carried out if the bank so requires.

The Clerk 3.8.22

- This form = the electronic version of the bank mandate change form which is filled in using the decisions in resolutions 1 and 4 and is only available online during the change completion process.