

Cold Ashby Parish Council

**A meeting will be held on Wednesday 7th June 2023 at 7.30 pm
at Cold Ashby Pavilion.**

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.

23.6.1 - Apologies: to **receive and consider** apologies for absence

23.6.2 - Minutes: to **approve** minutes of the meeting of the Council held on the 3rd May 2023

23.6.3 - Matters arising: to **note for information only** any relevant matter arising from the approved minutes.

23.6.4 - Open forum: to receive and discuss matters raised by members of the public present at the meeting.

23.6.5 – Accounts: Members are asked to **approve** the attached accounts for June **authorize** the payments contained in them. Details of payments and the new balance are reported in Annex 1, a copy of which will be emailed to members in advance of the meeting. The balance reported at the May meeting was **£16,615.72** (£7,995.50 current and £8,612.90 investment).

23.6.6 – Annual return to external auditor: to receive an update.

23.6.7 - Eon price update: Maintenance includes testing, cleaning, fuses and minor wiring repairs. Eon will provide advanced notice of inspection.

23.6.8 – Lengthsman: The lengthsman understood the existing arrangement to be a rolling annual engagement of 30 hours @ £20.00/hour (£600.00). A Time and Materials engagement is available at £25/hour with a minimum booking of 4hours. The existing arrangement enables a timely response to CAPC for unplanned/urgent work and keeps the cost of small jobs to a minimum.

23.6.9 – CAPEG/Go Daddy: To review the existing service and ongoing requirements.

23.6.10 – Insurance 2023-2024

23.6.11 – CAPFA updates on Cold Ashby Parish Council website: Members are asked to consider whether CAPFA should be given access to Cold Ashby Parish Council website to update on their matters.

23.6.12 – AGM changes: Members are asked to review and approve the changes to the Cemetery policy and risk assessment agreed at the May AGM.

23.6.13 – Community Infrastructure Levy: CAPC have received £2612.25 from WNC
(<https://www.daventrydc.gov.uk/living/planning-policy/cil/>)

23.6.14 – Environment:

Traffic Survey: Update.

Roads (condition and issues)

Damaged drain: Bridle Way

Bus Shelter: A village resident has cleared the bus shelter of leaves and debris, the roof is leaking.

23.6.15 - Verbal Reports: from council representatives on other bodies.

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

A handwritten signature in dark ink, appearing to read 'Natalie Heath', is written over a faint, circular official stamp.

Natalie Heath 29th May 2023

Date	Account	Category	Desc	Credit/Debit	£	VAT	Total
28/04/2023	Main	Opening Balance		-	£ 7,995.50	£ -	£ 7,995.50
28/04/2023	Savings	Opening Balance		-	£ 8,620.22	£ -	£ 8,620.22
28/04/2023	Main	WNC - Payment	Community Infrastructure Levy	Credit	£ 2,612.25	£ -	£ 2,612.25
28/04/2023	Main	Precept	Precept	Credit	£ 6,000.00	£ -	£ 6,000.00
03/05/2023	Main	Cemetary Rates	M Lill	Credit	£ 190.00	£ -	£ 190.00
28/04/2023	Savings	Interest		Credit	£ 6.73	£ -	£ 6.73
06/05/2023	Main	Room Hire - Meetings	Village Hall	Debit	£ 75.00	£ -	-£ 75.00
18/05/2023	Main	Cemetery Rates	B Hollis	Credit	£ 660.00	£ -	£ 660.00
29/05/2023	Main	NCALC - Acre	NCALC Rate, Membership + Data Protection Officer fee	Debit	£ 266.20	£ 2.00	-£ 266.20

Above payments authorised:			
Clerk			
Councillor		Main Account	£17,116.55
Councillor		Savings account	£8,626.95
		Month Balance	£25,743.50
Date:			

COLD ASHBY PARISH COUNCIL - RISK ASSESSMENT - 2023

TOPIC	RISK IDENTIFIED	MANAGEMENT OF RISK
INCOME :		
Records	Inadequate/inaccurate	RFO check Internal Control ICC/internal audit. Financial Regulations. Audit.
Burials	Duplicate Plots	Plots numbered and recorded as allocated. Maintain cloud based records of burials.
Payment	Insufficient	Usually only relevant to headstone repairs. Clerk advises relatives before remedial works are carried out.
EXPENDITURE :		
Records	Inadequate/inaccurate	RFO check Internal Control ICC/Internal audit. Financial Regulations. Audit.
Reserves	Adequacy	Monthly expenditure/balance reported and minuted. Considered when budget setting annually.
Precept	Adequacy	As above
Costs/overheads	Invoice incorrectly calculated	Arithmetic checked/period of invoice checked. Cheques signed by two councillors and clerk. List presented for BACS payment. Minuted.
Election costs	Lack of provision	Included in budget setting/precept. Proportion each year.
GENERAL :		
Assets	Loss/damage	Annual inspection/update insurance and asset register.
Cemetery	Loose Headstones	Annual inspection and topple test.
Staff	Loss of Clerk	Chairman to cover.
Cash	Loss through theft/dishonesty	Three signatures on cheques. BACS payments approved. Fidelity guarantee updated as necessary.
Legal Powers/duties	Illegal activity/payment	Councillors updated at monthly meetings. Membership of NCALC/SLCC
Value	Overspend on services	Quotations as per standing orders.
Contractors Public Liability	Insufficient cover	Clerk to request copy of document when requesting quotation for works.
Computer Records	Possible loss	Back up daily on external disk or similar external system. Maintain cloud based records.
Risk Assessment	Failure to identify risk	Annual review.

This risk assessment was adopted by the Parish Council on 7th June 2023

COLD ASHBY PARISH COUNCIL REGULATIONS FOR THE CEMETERY

Revised June 2023

1. A list of fees and charges is kept by the Clerk to the Parish Council. Any fees payable should be paid at the time the order is given.
2. The name of the parish or district from which the body is removed and all necessary information is to be stated when the fee is paid.
3. Two days notice of interment must be given to the Clerk to the Parish Council.
4. The relatives or friends of the deceased must make their own arrangements for the conduct of the burial service. The name and address of the minister must be given to the Clerk to the Parish Council.
5. No more than one grave, single or double, may be bought at one time and be consistent with the Parish Council's plan of the cemetery. No plots may be reserved as from April, 1987.
6. Cremated remains may be interred either in an existing grave or in the Garden of Remembrance but not in a previously unopened plot.
7. An interment of any person who has not been a resident of the village of Cold Ashby during the ten years prior to death will be subject to the surcharges as published.
8. The ground at the top, bottom and sides of all graves belongs to the Parish Council.
9. The relatives and friends are responsible for the leveling of graves immediately after the expiry of twelve months of the burial. Please contact the Clerk to the Parish Council concerning disposal of soil or if help is required.
10. No vault or walled grave is to be constructed in the cemetery.
11. No grave in which the exclusive right to burial has been purchased shall be opened without the owner's consent in writing.
12. Details of every headstone to be erected, the position of which is to be specified by the Parish Council, must be submitted to the Parish Council for approval and payment made to the Parish Council before it is erected in the cemetery. All headstones must be vertical and not exceed 3' 0" (914mm) high x 2' 0" (610mm) wide. All headstones must bear the number of the grave on which it is to be erected and any subsequent inscriptions must also be approved by the Parish Council. Inscriptions must refer to deceased persons interred in the grave. For cremated remains, removable flower vases and flat inscription stones only may be used. Such inscription stones must have a flat surface or an inlaid motif (i.e., not proud of the surface). They must be laid flat and flush with the ground. They should be no larger than 18x18 inches. No other forms of memorial or railing must be erected which might impede mowing.

13. Flower vases must also be approved by the Parish Council and will be restricted to one per grave for maintenance purposes.
14. All headstones must be kept in proper condition and repair by and at the expense of the persons ordering the same. In case of neglect to repair, notice will be sent to the owner or his/her representative and if not executed within three months the Parish Council may cause headstones to be removed.
15. The planting of shrubs and flowering plants is not allowed on any grave as from 1st May 1996.
16. The Parish Council is not responsible for damage to memorials caused by storm, wind, subsidence or vandalism.
17. Cut flowers, wreaths or temporary materials must be removed from graves when faded.
18. Hours of interment are 9.00am – 4.00pm Monday to Friday inclusive. Interments outside these hours will not be permitted **except cremated remains where interment on a Saturday is permitted.**
19. Visitors to the cemetery must keep to the paths and refrain from touching, moving or interfering with any trees planted by the Parish Council.
20. No headstone will be allowed on a grave space in which the exclusive right of burial has not been granted.
21. Notice is to be given to the Clerk to the Parish Council of any execution of work, even though permission has been granted.
22. A plan of the cemetery showing the situation of each grave is kept by the Clerk to the Parish Council and may be seen, by appointment, without charge.
23. The Parish Council reserves the right to make alterations to the charges at any time and also alterations to the regulations.

BY ORDER OF COLD ASHBY PARISH COUNCIL 07.06.23

clerk@coldashbypc.com

COLD ASHBY PARISH COUNCIL – ASSET REGISTER – 31ST MARCH 2012

Ref No.	Description	Identification	Date Acquired	Value	Custodian	Disposal
001	Cemetery Wall	Cemetery	Not Known	4,061.71	P.C.	
002	Bus Shelter	Church Lane	Not Known	2,030.84	P.C.	
003	The Well	Church Lane	Not Known	1,348.02	P.C.	
004	The Pump	West Haddon Road	Not Known	359.75	P.C.	
005	Teak Seat	Church Lane	Not Known	498.87	P.C.	
006	7 Light Columns	Various Sites	Not Known	9,687.01	P.C.	
007	16 Pole Brackets	Various Sites	Not Known	5,535.88	P.C.	
008	Wooden Fencing	Stanford Road	Not Known	1,798.96	P.C.	
009	Hand Rail	Stanford Close	Not Known	453.89	P.C.	
010	Filing Cabinets	Playing Fields	Not Known	200.00	P.C.	
011	Epson Printer	L86E001214	12.01.2010	350.00	Chairman	
012	Playing Fields – Deeds held at Hewitsons Solicitors Northampton	Stanford Road	1980	Nom. 1.00	P.C.	
Total :				26,325.93		

Cold Ashby Parish Council

Minutes of the meeting held on Wednesday 3rd May 2023 at 7.30 pm at Cold Ashby Pavilion.

Draft Minutes

Present: Councillors Roper, Harpham, Peel, Taylor, RaWilliams, RiWilliams, Bailey. 5 members of the public.

This meeting was recorded by a member of the public.

Interests: Cllr Roper declared he has joined the Cold Ashby Community Pub Group Ltd.

23.5.1 - Apologies: none

23.5.2 - Minutes: minutes of the meeting of the Council held on the 5th April 2023 were unanimously **approved** as an accurate record.

23.5.3 - Matters arising: Cllr Taylor raised that litter picking was not added to the agenda for this meeting (see 23.5.12 environment)

23.5.4 - Open forum:

Representations were made on the condition of buildings/property in the village. Cllr Harpham advised dangerous structures should be reported to WNC. If members of the public are reporting issues and would like to make the Parish Council aware this can be reported to clerk@coldashbypc.com and the matter will be added to the agenda for the next meeting of the council.

23.5.5 – Accounts: Members **approved** the accounts for April. Cllr Harpham noted a typing error in the agenda “.... Did not exceed £25,000 in the year of account”

23.5.6 – Annual return to external auditor:

It is resolved to agree to complete the Certificate of Exemption presented to the meeting (or as amended at the meeting) and to authorise signature by the chairman and clerk.

It is resolved that the figures for 2022-2023 listed in ‘Section 2 – Accounting Statements 2022/23 for Cold Ashby Parish Council’ represent an accurate statement of the councils end of year financial position 2022/23, are approved for use in the audit and can be signed off by the chairman

It is resolved to agree to complete ‘Section 1 – Annual Governance Statement 2022-23’ as presented (or as amended) at the meeting and to authorise signature by the chairman and the clerk.

23.5.7 – Budget Review: Members agreed to target reductions in spending in the following areas:
Special Projects (£1000), Lengthsman (£600), Grass Cutting (£1000 noting a requirement to maintain the cemetery hedge @ approx. £300), & Grants (£1500).

23.5.8 – Planning Applications:

WND/2023/0080 – The Black Horse, Accommodation, Main Street, Cold Ashby NN6 6EL

First floor extension to living accommodation (over existing ground floor). No additional comments.

WND/2023/0148 – Land to South West of A14 Junction At Cold Ashby, Northampton Road, Cold Ashby.

Outline application with all matters reserved except means of access for the development of three Use Class B8 units. **The clerk** to respond to WNC. WNC have confirmed an extension until 14th May for responses and will post a site notice.

23.5.9 – Village Grass Cutting 2023-2024: three proposals were considered, Concillors present voted to approve RiWilliams proposal (Cllr Peel abstained):

£606/month

£478/month (inc VAT) Prop: Cllr RiWilliams, Sec Cllr Harpham – 5 cuts

£450/month (+ VAT)

23.5.10 - Eon price update: the clerk to accept the proposal from Eon and request dates and advanced notice of cleaning/inspection.

23.5.11 – Cold Ashby Parish Assembly: 17th May 2023 @ 19:30 in the Sports Pavilion. Agreed agenda attached.

23.5.12 – Environment:

Traffic Survey: RiWilliams has received an update that there is a meeting in May to discuss the feedback provided by CAPC. The reported is expected May/June and a meeting will be scheduled afterwards with CAPC to discuss.

Roads (condition and issues): repairs have been carried out to pot holes on West Haddon road following support from Cllr Kevin Parker.

Damaged drain: Bridle Way: **The Clerk** to request support from Cllr Kevin Parker, neither Anglian Water, Severn Trent or Highways have resolved.

Litter Picking: Cllr Bailey & Cllr Taylor to look in to an organised litter pick

23.5.13 - Verbal Reports: none

23.5.14 - Post: **The clerk** to add CAPEG/Go Daddy payments to the agenda for June
Village hall hire charge confirmed as £15 per meeting.



Natalie Heath 6th May 2023