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**Draft Minutes of the Ordinary Council Meeting, Held on Thursday January 20th 2022.
 at 7pm Parsons Meade Community Centre**

Members Present: Councillors Linda Hook, Kathryn Barker, Mavis Wilmshurst, Carl Squires, Richard Matthews.

Also present – Fiona Young (Clerk)

Item no	
22/001	<p>To receive any apologies and approve reasons for absence. Apologies were received from Cllrs Macey and Vincent, and also from WNC Cllr Andre Gonzalez de Savage and Cllr Nick Sturges - Alex. It was Resolved to accept the apologies.</p>
22/002	<p>To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda None</p>
22/003	<p>To approve and sign the Minutes of the Council Meeting held on December 16th 2021. The council Resolved to approve the minutes as a true record and they were signed. There was some discussion as to a point in the minutes regarding the Firework event, Cllr Matthews felt it was important that any issues that were experienced at the Fireworks event should be discussed in a subsequent Council meeting, in the December meeting it was agreed that any issues would be revisited during the planning of the next Fireworks event. This was correctly minuted however Cllr Matthews requested that the issues are discussed sooner than that. It was Resolved that it was more appropriate to discuss any issues at the planning stage of the next fireworks event and the minutes were left unchanged.</p>
22/004	<p>Public Session. One member of the public raised concerns regarding the very poor condition of the footpaths in the country park leading up to the Drovers Café. Some of the routes are deemed to be unsafe and may actually be a health and safety risk. Cllr Chauhan from WNC said that she will note the complaint and make some enquiries. The main issue is that the drainage in the park is very poor and even if the paths were repaired the drainage is so bad that the rainwater run off would wash away any repairs. Cllr Barker explained that the parish council were conducting a survey of all the pathways in the parish and that the report from the working group would be available soon.</p>
22/005	<p>To Receive Reports from a) Police Representative. The report for November was circulated prior to the meeting. Criminal Damage – 9 b) West Northants Councillors . Cllr Patel reported that the Farthinghoe Recycling Centre is</p>

	<p>closing for a few months due to a changeover with management. It is feared that this will cause a lot of traffic issues at the Sixfields site. It was also reported that the Northamptonshire Head of Public Health has resigned and a replacement is being sourced. Cllr Chowdhury reported that each West Northants councillor has been given access to a Covid support fund which is now open to applications from local organisations and groups who need some financial help. The Clerk has already put the information onto the website and social media.</p> <p>Cllr Pinder Chauhan explained more about the Tree Policy Task and Finish Group, unfortunately it seemed as though the information that the council had received from WNC was far more strategic than is necessary. It was evidently quite important that councillors are able to provide an overview of any concerns that they have regarding trees in this parish by the deadline of Feb 1st. Councillors raised concerns about the short time line and the confusing instructions received from WNC. Cllr Chauhan said that she would feed this information back to WNC.</p> <p>Cllr Chauhan also updated council on the works to improve Green Lane. There is a delay installing the bridges, evidently there are problems sourcing the steel beams. There are also issues with fly tipping organic green waste, ID Verde was dumping green waste on the lane which was a policy agreed years ago. This has now been stopped as it was agreed that there are more appropriate areas for the waste to go. Full drainage works that will involve construction works under the road are being planned but that will be arranged by Highways and there are no dates set yet. Cllr Wilmshurst reported that the drainage issues start at the park, the pathway to the fort is so bad that it is barely useable.</p>
22/006	<p>To receive brief reports from Councillors or Clerk attending outside meetings on behalf of WHPC</p> <p>It was reported that the Chairman, Cllr Hook and the Clerk attended a VAT course with Northants Calc. The Chairman also attended the Police and Fire and Crime Commissioners Budget meeting, it was interesting to note that the Fire Service in Northamptonshire is one of the lowest funded in the country.</p> <p>The Chairman also attended the Planning Nuts and Bolts Course at Ncalc.</p> <p>Cllr Barker attended the Northampton Local Access Forum, there will shortly be a meeting on site in Upton to discuss the local issues. It was stressed that Cllr Barker attends these meetings in her own personal capacity and not as a representative of the parish council although the information gained is shared between different organisations.</p>
22/007	<p>Matters arising from previous minutes, for report only.</p> <ul style="list-style-type: none"> • The Clerk has contacted Cllr Chauhan for an update regarding the works on Green Lane. • The Clerk has started the process of adding additional signatories to the bank account • The Clerk has started the co option process, the notice runs until January 25th 2022. The Clerk explained that the WNC notice expires on Jan 25th. The notice will then be changed for our own poster which will have a closing date of February 11th, all applications received before that date will be invited to attend the next meeting on February 17th when the co-option will take place. • The Objection letter to the application WNN/2021/1076 was logged with WNC Planning. • The Christmas tree was collected by Welford Xmas Tree farm.
22/008	<p>WNN/2021/1169 14 Aviemore Gardens, -, Northampton, Northamptonshire, NN4 9XJ First floor side extension over garage</p>

	<p>It was Resolved to submit no comments.</p> <p>2. To agree action regarding the WNC decision to remove neighbour comments from the planning application website.</p> <p>The Clerk explained that earlier in the week it had come to light that neighbour comments were not being added to the planning portal on the planning section of the West Northants Council website. For many years members of the public and parish councils had been able to see any comments submitted by neighbours which was particularly useful in the case of objections. Following several enquiries by Clerks within the area an email was circulated from WNC indicating that a non elected officer had made the decision to remove the comments, this decision has now been reversed and any comments submitted will be added to the website from January 17th 2022.</p>												
22/009	<p>Finance</p> <p>1. Resolution to approve the payments listed below;</p> <table border="1" data-bbox="261 792 1482 943"> <thead> <tr> <th>Payable to</th> <th>Details</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>F Young</td> <td>Salary</td> <td>748.92</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI</td> <td>225.45</td> </tr> <tr> <td>Viking</td> <td>Stationary</td> <td>76.78</td> </tr> </tbody> </table> <p>It was Resolved to approve the payments above.</p> <p>2. Approval of the bank reconciliation statement below Bank reconciliation December 31st 2021 – Balance at April 1st 2021 £68,152.01 less payments £21,824.88 plus receipts £26,259.70 = £72,586.83 Bank accounts at 31.12.2021 £37,384.46 plus £45,202.37 =£72,586.83 Noted.</p> <p>3. Confirmation that the internal controls councillor has completed the checks to the payments. Cllr Macey confirmed by email that the internal controls checks had been completed.</p>	Payable to	Details	Amount £	F Young	Salary	748.92	HMRC	Tax and NI	225.45	Viking	Stationary	76.78
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22/010	<p>Community Events</p> <p>1. Resolution to establish a Community Events Committee with its own Terms of Reference, delegated budget and spending powers and to confirm a meeting date, time and venue.</p> <p>The Clerk circulated a draft Terms of Reference which included the delegation of the Community Events budget of £30,000 with the condition that only £5000 per item could be authorised by the committee on its own. It was unanimously Resolved to form a Community Events Committee. The initial meeting will be on Monday January 31st at Parsons Meade Community Centre and members of the Committee will be agreed then.</p> <p>2. Resolution to order a Jubilee Beacon, to include the agreement of a budget which will include any work needed to install and manufacture the beacon. Cllr Hook and the Clerk had circulated the beacon specifications prior to the meeting. Cllr Matthews had already conducted a lot of research into the different types of beacon. Two of the ones available for sale are 2M tall and fired by gas bottle. The third option is a brazier on a 4M pole. After lengthy discussion it was agreed that the Clerk would seek permission to put a beacon in Ladybridge Park, at the site of the old viewing platform. It was agreed that the council</p>												

	<p>wanted to install the taller, permanent beacon rather than the temporary gas fired one but there is concern that there will not be enough time to commission the build. It was agreed that Cllr Matthews will report back to council in February with the costs to make and construct the beacon, installation costs and also information regarding how to light it. The Clerk will investigate how to obtain permission to install it and what insurance implications there will be.</p> <p>It is hoped that at the February meeting the council will have enough information to be able to place an order for a beacon.</p> <p>Cllr Hook also reported that the initial forms have been logged with WNC for the Jubilee Event on Friday June 3rd.</p>
22/011	<p>Claystones Open Space</p> <p>1. Resolution to add open air council surgeries to the consultation methods previously agreed (in paper and online) It is envisaged that the council surgeries will last approx. 2 hours and take place at weekends during the Spring and Summer months at various locations in the parish. The surgeries will be staffed by Councillors and advertised well in advance.</p> <p>After lengthy discussion it was Resolved that the Council would hold up to 2 small councillor surgery events, one would be in the Claystones open space and the other, if needed, would be in a second location. The purpose of the surgeries would be to get responses for the survey regarding the proposed improvements to the open space. The surgeries would be kept very simple with just a few Councillors. It was agreed that Cllrs Barker and Macey would work together to bring back to council in April a completed draft survey, the arrangements for putting the survey online and costings and a plan for the two mini events.</p>
22/012	<p>To engage with the Northants CALC Asset Mapping Project (AMP) and to appoint an AMP Working Group comprising the clerk and councillors.</p> <p>It was Resolved to form a working party which would consist of Cllrs Matthews, Wilmshurst and Barker with administration support from the Clerk when needed. It was agreed that the council would wait for further guidance and training from Ncalc.</p>
22/013	<p>Correspondence and actions when needed.</p> <ul style="list-style-type: none"> • David Smith, South Northants Ambulance Service First Aid training – Clerk filed • WNC Tree Policy Strategy Task and Finish Group Remote Meeting Feb 2nd 6pm. It was agreed that Cllr Matthews and Cllr Wilmshurst would work on the councils response to the above task and finish group questions and submit it on behalf of the parish council. The response would be agreed by email prior to submission on Feb 1st.
22/014	<p>Agenda Items for the next meeting . It was agreed that the Clerk would email councillors for additional agenda items prior to the next meeting. One item requested is first aid training including a defibrillator.</p>
22/015	<p>Next meeting – To confirm that the next meeting is February 17th 2022</p>

Meeting closed 9.00pm