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Minutes of the meeting of the Parish Council held at 7.30pm on Monday 4th April 2022 in the Village Hall.

There present were Cllr T.Regan (Chairman), Cllr S.Venner, Cllr G.Hammersley and with telephone links, Cllr J.Simpson and Cllr T.Collins,

One member of the public was also present as was District Councillor Rupert Frost

01.04.22 To receive and approve apologies for absence.

Cllr Trevor Collins was suffering with Covid but would give a verbal Financial Report by telephone. Mrs M.Money (Parish Clerk) was taking approved leave for medical reasons.

02.04.22 Declarations of Interest for items on the agenda.

None.

03.04.22 To approve and sign the Minutes of the Parish Council Meeting held on 7th March 2022.

A proposal to approve the minutes as a true and accurate record of the March meeting was made by Cllr Gary Hammersley and they were approved.

04.04.22 Public Time (3 minutes per speaker)

There was one member of the public present who declined the offer to speak.

At this point the meeting was paused to allow District Councillor Rupert Frost to speak.

He offered his help in contacting Northamptonshire Highways re the village drainage issues. He was made aware that Anglian Water had been contacted in respect of the overflowing drain in Bradbury Road. Cllr Regan thanked him for his offer of help and support and confirmed he would be kept informed of any developments.

Councillor Frost agreed to supply an annual report for both the Annual Parish Meeting and the Annual Meeting of the Parish Council.

At this point District Councillor Frost left the meeting.

05.04.22 Vacancies for Parish Councillors

No applications.

06.04.22 Traffic calming

a) Purchase of additional Speed Indicator Device ("SID")

Actioned by Cllr Hammersley. The PC have been invoiced for payment but we are awaiting a delivery date of the SID which will be erected on the Weedon Road approach to Mounts Lane/Poets Way.

b) Data update and siting of new & old SID's

Cllr Simpson was unable to download data from the 'SID' on Preston Capes Road. It seems you can only use the Bluetooth facility and are no longer able to download using a cable. The 'Users/Installation' manual would be forwarded to Cllr Simpson and another attempt to download data will be made. The 'SID' at Bradbury Road has had

the 2nd battery installed. Cllr Hammersley had liaised with ‘TWM about the siting of the ‘on order’ SID on the eastern approach road to the village and about the pole to be used for its installation.

07.04.22 Correspondence and AD Hoc items

a) Blocked culverts/drains in Bradbury Road.

David Coleman of Highways has been emailed about the problem but there has been no response so far. Anglian Water had been contacted by a parishioner who had inspected but said that they have no responsibility for the rainwater drains which belong to WNC. In addition, the Fix my Street log (ref No 3322049) simply says “investigating” so an update via Fix my Street has also been requested.

b) Asset Mapping Project – Progress update

The Parish Clerk has returned her report to WNDC as requested but some further work is needed to complete it. Cllr Regan is checking and updating the Asset Register and the photographs therein will be circulated.

c) Letter from Steven Gray re street light (light opposite Dolphin Cottage Mounts Lane)

The Clerk has ordered a number of shields to reduce light ingress. Their delivery is awaited.

d) Update on sourcing a company to deal with light repairs following Aylesbury Mains ceasing to trade.

No update available.

e) Decide on process for filling grit bins.

This was discussed and it was agreed the PC buy 25kg bags of grit which are lighter and easier to carry. Our supplier offers 1ton bags, but the PC has no suitable storage area. Cllr Simpson volunteered the use of his car (it has a tow bar) to tow a trailer when collecting.

f) Update on erecting lights on the Green for the Jubilee.

Nothing has been arranged so far. Cllr Hammersley agreed to look into what can be achieved and at what cost.

g) Jubilee celebrations update, to include planning permission for notice boards on Bus Shelter & insurance cover for the weekend events.

The bus shelter notice board has been removed, by whom we know not. Cllr Simpson reported that the insurance cover was now agreed on the basis that the Jubilee organisers are a working party of the Parish Council and the cover would be adequate for our needs. Organising continues at a pace and a flyer had been circulated with this month’s Link magazine

h) Overgrown hedges on Preston Capes Road

This has been reported to ‘Fix My Street’ (Ref No 3412342) however WNC have declined to take any action stating “Whilst we appreciate your comments, we can confirm that there are no immediate safety concerns relating to this issue that warrant further investigation or repair at this time. However, please be assured that we will continue to monitor the area as part of our routine inspections. State changed to: No further action”

At this point Cllr Collins was called and he gave his financial report over the telephone.

08.04.22 Financial

a) Bank balance at 29th March 2022 is £39,243.78 of which £19,133.00 is held as General & Earmarked Reserves.

It was agreed that invoices should be circulated with the meeting papers.

It was also requested that all correspondence relating to items on the agenda should be circulated with the meeting papers.

b) To approve payment of the following invoices.

It was noted that the value of the invoice from Ben Allee recorded in the agenda as £1,065 was wrong; the total invoice was £1,645. Cllr Venner proposed we accept and authorise the payment of invoices, adjusted to reflect the correct invoice value for Ben Allee, and this was approved.

	Payee	Details	Amount	VAT	Total	Stat.Power
B/P	Mrs M Money	Salary/Expenses	446.75	0.75	447.50	LGA 72 - Sec 112
B/P	Mrs M Money	Arrears of pay – pay award	75.60		75.60	LGA 72 – Sec 112

B/P	NVHMC	Hire of Hall (7/2/22 & 7/3/22)	34.00		34.00	LGA 72 – Sec 111
B/P	Ben Allee	Work to trees in burial ground	1645.00		164500	Open Spaces
B/P	Huws Gray	Handsaw	9.02	1.80	10.82	LGA 72 – Sc 111
B/P	Glebe Pest Control	Removal of moles	130.00		130.00	Open Spaces
B/P	West Northants	Cemetery Rates	82.34		82.34	LGA 72 -Sec 111
Cheque No 52	West Northants	Green Waste Bin for Churchyard	42.00		42.00	Open Spaces

c) Receipts – AMP Grant £245.00; Re-imbursement of Over Payment to The Link £441.00

The overpayment had been refunded to us.

d) National Pay Award

The new rate of pay had been accepted by the Parish Clerk.

e) Internal & External Audit for financial year end 31/3/22

Contact has been received from both the internal and external auditors to deal with the audit for the year ended 31/3/22. The Clerk along with Cllrs Collins & Simpson will deal with these

f) Expenditure v Budget (4th quarter and year end 31/3/22)

The year-end figures were detailed by Cllr Collins and he was congratulated for his efforts in this.

g) Reserves position as at year end 31/3/22

The year-end General and Earmarked Reserves were £19,133, which, adjusted for the 22/23 budgeted shortfall, resulted in an opening balance for 1/4/22 of General and Earmarked reserves of £33,359

h) Completion of Section 1 of the Annual Governance & Accountability Return for 21/22

The Clerk had circulated a draft of the Section 1 AGAR form. The draft was approved, and the Section 1 AGAR form was completed which was then signed by the Chairman and Cllr Hammersley, (as acting Clerk for the purposes of signing in the absence of Mrs Money).

09.04.22 Policy Reviews

a) Financial Risk Assessment

This was approved.

10.04.22 Update on Allotment Renewal Lease

The documents had now been received and they were in the process of being ‘read through’ and checked by Cllr Simpson.

11.04.22 Planning

a) Issues

None.

b) Applications;-

WNC/2022/0192 - Felling of trees in a Conservation area, Land adjacent to Little Trelawne, Mounts Lane.

Supported.

WNC/2022/0186 – Demolition of existing conservatory and construction of single storey rear extension at 10 Lady Close

Supported.

WNC/2022/0180 – Single storey extension to front and rear of Cranford, Preston Capes Road

Supported.

WNC/2022/0231 – Loft conversion with front and rear roof lights at 5 Badby Road

Supported.

a) Decisions

None received at the time the Agenda was circulated.

12.04.22 Health and Safety

a) Burial Ground

The dying Cherry tree at entrance to the burial ground has been felled. There is a pile of wood chips still to remove.

b) Churchyard – Installation of handrails along the slopes leading down to the dip and up towards Mounts Lane.
Awaiting approval from the Church Diocese.

a) Play Area.

No issues were raised.

13.04.22 Grass cutting

To review tender requirements and areas to be cut. Approval of grass cutting contract for this year.

The councillors had walked the village the previous Sunday and agreed the areas to be cut. Cllr Hammersley had since liaised with the proposed new contractor and agreed a 1 year contract with LC Hedging and Grass Maintenance Ltd which was approved. The first cut was on Thursday of last week and no issues were raised. A second cut will take place on April 7th. and fortnightly thereafter. Cllr Hammersley to inform the contractor of key dates in the village such as Open Gardens, Jubilee Celebrations Weekend and Music on the Green.

14.04.22 Annual Parish Meeting (to be on or before 31/5/22)

To fix a date and invite local organisations to provide verbal/written reports

Note: The **Annual Parish Meeting** is a legacy from the Middle Ages, when Local Councils did not exist, and all local decision making was carried out by meetings of the whole community. The Annual Parish Meeting is NOT a Parish Council meeting. It does not have the formality of a Parish Council meeting nor can it make decisions. It is more of an open forum for you to generate discussion, questions and ideas. The Annual Parish Meeting is when reports from district councillors and local groups and or organisations are received.

Cllr Venner will send out invitations to village organisations, The School, The Bell Ringers, The History Society, The Girl Guides, Village Hall Committee, The W.I and our PCSO asking them to present a report to be read out or better still a verbal report. The meeting will take place on **May 26th at 7.30pm** in the village hall. Any other organisations that would like a “slot” please let the Clerk know

It was agreed that as in previous years the provision of ‘nibbles’ and drinks would be organised. Cllr Collins would be consulted as previously to organise this.

15.04.22 Items for discussion at next meeting (which is the Annual Parish Council Meeting)

Note:- The **Annual Meeting of the Parish Council** is held in May of each year where the Chairman and officers are elected.

a) Code of Conduct

16.04.22 Date of Next Meeting

Monday 9th May 2022 at 7.30.p.m. in the Village Hall.

The meeting closed at 8.52pm.

Contact information

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