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**Minutes of the Parish Council meeting  
held at 7.30pm on Monday 6<sup>th</sup> June 2022 in the Village Hall.**

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

District Councillor Frost attended for part of the meeting, but there were no other members of the public present

**01.06.22 To receive and approve apologies for absence**

The Parish Clerks apologies were accepted. She is currently off work recovering from a surgical procedure.

**02.06.22 Declarations of Interest for items on the agenda**

There were none.

**03.06.22 To approve and sign the Minutes of the Annual Parish Council meeting held on May 9<sup>th</sup> 2022**

Their approval was proposed by Cllr Hammersley and they were accepted as a true and accurate record of the proceedings.

**04.06.22 Public Time (3 minutes per speaker)**

There were no members of the general public present.

**05.06.22 Vacancies for Parish Councillors**

There had been no enquiries received. Cllr Regan would submit a 'post' onto the Newnham Village Community Group on Facebook re the council's vacancies.

**06.06.22 Traffic Calming**

***a) Data update of Speed Indicator Devices ("SID")***

No data had been downloaded or analysed. The SID at the Bradbury Road/Badby Road junction, which had stopped working, has had a second battery installed. Although the internal indicator light was showing a solid green light, the sign is still not working. The manufacturer has been contacted and we are awaiting their reply.

## 07.06.22 Correspondence & Ad Hoc items

### a) *Blocked Drains/standing water in Bradbury Road*

An email was sent to David Coleman at KierWSP, the company who maintain the WNDC drainage systems, about this ongoing problem, but there had been no reply received. On May 14<sup>th</sup> Cllr Regan asked our District Councillor for help and he replied that he would look into the matter and escalate it if necessary.

### b) *Re-emergence of blockage/standing water in Badby Road, from drainage/ditches behind "Brookside"*

This matter has again been reported on "Fix-my-Street", but as there is a 28 day response, at this time we await their findings.

### c) *Jubilee Celebrations, to include Jubilee Tree planting*

The Cllrs agreed that their thanks should be recorded in the minutes in praise of all those involved in the Jubilee Celebration event. A message of thanks would be posted on the Village Community 'Facebook' page and in 'The Link' magazine. A special 'Thank you' was made in praise of Judith Dorkins, who was the main event organiser and the driving force behind both the preparations for the event and its presentation over the weekend.

The Jubilee Tree Planting exercise was still in process. The PC are looking towards finalising their search for a suitable planting location before the autumn when the 29 sapling trees should be planted in their final position.

## 08.06.22 Parish owned land/assets

### a) *Update of the Asset Register*

This had been completed and was now 'up to date' and will be circulated to the Cllrs.

## 09.06.22 Financial

### a) **Bank balance as at 30th May 2022 is £52,552.89, of which £33,359.00 is held as General & Earmarked Reserves.**

The balance includes £200 of accruals which is for an invoice not yet received relating to the installation of the tree lights outside the 'Romer Arms'.

### b) **To approve payment of the following accounts, and to ratify the payments made to i) Intents Marquees Ltd and ii) Festive Lights Ltd:-**

A proposal to ratify the accounts and pay the invoices was proposed by Cllr Hammersley and approved by the Cllrs.

|     | Payee                                  | Details   | Amount | VAT | Total  | Stat.Power        |
|-----|--|---|--------|-----|--------|-------------------|
| B/P | Mrs M Money                            | Salary/Expenses   | 416.80 |     | 416.80 | LGA 72 - Sec 112  |
| B/P | NVHMC –<br>Inv No                      | Hire of Village Hall<br>on 9 <sup>th</sup> & 26 <sup>th</sup> May<br>2022 | 34.00  |     | 34.00  | LGA 72 - Sec 111  |
| B/P | Information<br>Commissioners<br>Office | Data Protection Fee   | 40.00  |     | 40.00  | Financial<br>Regs |

|               |                                     |  |          |        |          |                  |
|---------------|-------------------------------------|--|----------|--------|----------|------------------|
| B/P           | LCH Hedging & Grass Maintenance Ltd | Grass Cutting x 3 (5 May, 21 May and 25 May 2022)              | 1,050.00 | 210.00 | 1,260.00 | LGA 72 – Sec 111 |
| B/P           | AJ Gallagher Insurance Brokers Ltd  | Mid-term increase to insurance cover for Gates & Fences        | 55.78    |        | 55.78    | LGA 72 – Sec 111 |
| B/P (Pd 13/5) | Intent Marquees Ltd                 | 2 <sup>nd</sup> Deposit for Equipment Hire for Jubilee weekend | 1276.38  | 310.72 | 1,587.10 | LGA 72 – Sec 111 |
| B/P (Pd 19/5) | Festive Lights Ltd                  | Additional lighting for The Green                              | 261.71   | 52.34  | 314.05   | LGA 72 – Sec 111 |

**c) Receipts – VAT refund on 18/5/22 of £2,172.99**

**d) Report from the Internal Auditor on the financial year end 31/3/22**

The Internal Auditors report stated that there were no issues with the Parish Council finances and their preparation for the period to 31 March 2022 was in order.

**At 8.20pm District Councillor Rupert Frost arrived so the meeting was suspended to hear his report.**

A Newnham resident, Steve Ratcliffe (Bibury Cottage) had spoken to Cllr Frost over the last weekend about the flood water which regularly covered the pavement outside his property and occasionally flooded his garden. This was part of an ongoing problem with the drainage system in the village. The standing water on Badby Road, opposite Bradbury Road, had returned once again. Cllr Frost stated that he too had tried to contact David Coleman of KierWSP and also had not received a response from him. He would now escalate the issue to Stuart Timms of Northamptonshire Highways.

The councillors were reminded that there are some Community Grants available to groups in the parish who qualify.

The new Conservation Area document was discussed, although Cllr Simpson had only received a copy this evening and it was 60 plus pages long. It was agreed that a ‘Road Show’ will be organised in the Village for residents.

**At this point, at 8.47pm, Cllr Frost left the meeting.**

**e) Approval of Section 2 of the Annual & Accountability Governance Return (“AGAR”) for the financial year 21/22**

Section 2 of the “Agar” for the year ending 31 March 2022 was reviewed and IT WAS RESOLVED to approve the document which was then signed by the Chair.

**f) Publication of Notice of Public Rights to inspect the accounts for the year ending 31/3/22**

Cllr Simpson will be sending the papers off to the External Auditor on Tuesday 7<sup>th</sup> June. The notice for people to inspect the accounts, will be put up on both the notice board and the parish website. The period runs from 13 June 2022 to 22 July 2022.

## 10.06.22 Policy Reviews

### a) Updated Reserves Policy

The revised Reserves policy was discussed and re-adopted.

### b) Consider a schedule of policies to be adopted/reviewed

It was agreed that this would be circulated to everyone for review.

## 11.06.22 Update on Allotment Renewal Lease

Nothing to discuss. To be carried forward.

## 12.06.22 Planning

### a) Strategic Issues

#### **Draft Newnham Conservation Area Appraisal and Management Plan (2022) – to be published on 6<sup>th</sup> June 2022. A 6 week consultation period ending at midnight on 18<sup>th</sup> July 2022**

An online / virtual presentation event by WNC will take place Tuesday 21<sup>st</sup> June 2022, from 6.30pm to 7.30pm and it will be hosted on Microsoft Teams. WNC say you can hear about the content of the appraisal and management plan and how it can be used by the council, residents and developers. There will also be an opportunity to ask questions about the Newnham Conservation Area Appraisal or the Conservation Area in general.

The consultation document is available on the Village website, on the WNC website or through this link <https://westnorthants.citizenspace.com/conservation-area/newham-conservation-area/>

It was agreed that the Parish Council should facilitate a public meeting to be held in the 'Romer Arms' for public discussion on 22<sup>nd</sup> or 23<sup>rd</sup> June 2022. The meeting for Newnham Residents will be from 7.30pm where residents can have their say and put forward any views they have.

### b) Applications

#### **1) WNC/2022/0307 – Demolition of conservatory, construction of single storey rear extension & porch and installation of 1<sup>st</sup> floor window on side elevation at Montag, Mounts Lane**

Cllr Venner had visited the property to assess any possible negative implications of the proposed building works. The PC would support the application.

### c) Decisions

There were none.

## 13.06.22 Appointment of "go to" HandyPerson

Cllr Regan would complete interviews for the position during this week. It was hoped to appoint someone by the weekend.

## **Health and Safety**

### **a) Burial Ground –**

The water butt and bucket had been damaged and the watering can had been stolen. These would be repaired or replaced after inspection by the 'new' handy person.

Approval was given to an additional inscription for Frank Charles Anderson to be added to plot 207, Fiona Anderson

### **b) Churchyard – i) installation of handrails along the slopes leading down to the dip and up towards Mounts Lane**

We are still waiting for a response from the Church Diocese.

#### **Churchyard ii) Repair & maintenance of public path at the bottom of the dip.**

The handyperson, when appointed, will be asked to look at the area with a view to cleaning the path/cobbles, or if thought necessary, relay those cobbles which are a potential trip hazard.

### **c) Play Area – Rospa Inspection to take place in June**

The new handyperson will be asked inspect the play area once appointed and report any irregularities.

### **15.06.22 Annual Parish Meeting held on 26th May 2022- Review of meeting / items arising.**

As the meeting time was overrunning, it was agreed to carry this forward to the next meeting.

### **16.06.22 Grass Cutting**

#### **a) Update re any current issues**

A few issues had been raised with the contractor and it is hoped they will be resolved in the next fortnightly cut

#### **b) Review & update contract for 2023, to include improvements/usage**

Due to the time, this item would be carried forward.

### **17.06.22 Annual Tree Survey of Trees on The Green**

Cllr Simpson would enquire with the parish clerk to determine the correct procedure.

### **18.06.22 Litter Pick – Sunday 26<sup>th</sup> June at 10am**

#### **a) Request for volunteers to meet outside The Romer Arms for a village litter pick**

Cllr Regan would advertise the event giving details.

### **19.06.22 Items for discussion at next meeting**

#### **a) Permission to pay July accounts in August with ratification at September meeting (as there is no PC Meeting in August)**

This will be included in the Agenda for the July meeting.

### **20.06.22 Date of Next Meeting**

### **Monday 4th July 2022 at 7.30.p.m. in the Village Hall**

The published date was confirmed as correct.

There being nothing else to discuss, the meeting closed at 10.08pm.

## **Contact Information**

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