



OLD PARISH COUNCIL

Chairman: Colin Smart Clerk: To be appointed

Minutes of the Meeting held on Wednesday 13th March, commencing at 7:30pm in the Community Centre, Townson Close, Old, Northamptonshire

Councillors Present:

R Bury, S Gohil (Late)
C Smart, J Robson

Members of the Public: 1

Minutes taken by: R Bury/Typed by C Smart.

- 1/3/19 To accept apologies and approve reasons for absence
Councillors Beckett, Moore and Haughney, offered their apologies.
- 2/3/19 Declarations of Interest: To receive any declarations of interest under the Councils
Code of Conduct related to agenda items
Councillor Gohil excused himself from Planning.
- 3/3/19 Representations from members of the public - **None**
- 4/3/19 Minutes: **approved** the minutes of the meeting held February 13th 2019
- 5/3/19 Matters Outstanding

Agenda item	Who	Action Point
4/1/2019	CS	Litter pick to be published for 7 th April at 10:00 am - Done JR & RB to act as co-ordinators
6/1/2019	SG	Follow up on implementation of Posts for Speed Monitor. - Done See Highways
9/1/2019	CS	Install lock on Cherry Hill defibrillator - Done
10/2/19	CS	install new litter bin for Cherry Hill - Done - see 10/3/19
12/2/19	CS	Inform Church of N Moore Attendance. - Done
18/1/2019	CS	Thank Robsons for Xmas lights. - Done
13/2/19	CS	Liase with N CALC re vacancy for Clerk. - Done - See 11/3/19
14/2/19	SG	Confirm Trustee Nominee still wants role. - Done
15/2/19	CS	Meeting Dates :Update Website and add to Newsletter. - Done
18/2/19	NM	Playground Inspection for Feb to Clerk. - NOT DONE !
17/2/19	CS	Reconciliation's Available. - Done
18/2/19	SG	Highways OK with Charities working on Memorial Step. - Not OK See 18/3/19c

Signed by Chairman:

Date:

- 6/3/19 Planning: To receive updates and agree any actions
DA/2019/0097 Pear Tree Cottage, Mill Lane, Old, Northamptonshire, NN6 9YA
- **No Objections**
- DA/2019/0124 Granary Barn 5, Red Hill Court, Old, Northamptonshire, NN6 9QR
- **Whilst No Major objections, will not support due to change of character and potential parking issues.**
- 7/3/19 Playground: To receive latest inspection
**Councillor Moore absent .. Inspections for Feb and March now Late ...
Councillor Moore to provide to Clerk ASAP . Legal risk involved.**
- 8/3/19 Community Defibrillator – **Inspection Complete.. No Issues.**
- 9/3/19 Mobile Speed Monitors
**Councillor Gohil progressed Highways on Posts. The Contractor has paperwork and work should be completed within a month.
Councillors Gohil & Smart will install units when Posts avail
Councillor Gohil will undertake the rotation and care of units.**
- 10/3/19 Replacement litter bin for Cherry Hill
Councillor Smart advised that in his paperwork “tidy” of Clerks files, found a reference to annual costs for bins to be emptied . Councillor Gohil to advise Daventry of new bins and to find out whether there is cost involved, and how it is billed. Will offset any cost against the Cherry Hill Grasscutting saving.
- 11/3/19 Recruitment of new Parish Clerk
**Councillor Smart advised that according to NCALC we can run indefinitely without a Clerk, if a Councillor takes on the role. Whilst the Chair Can do it .. some oversight would be needed if it were long term.
NCALC agreed that the 17-20 Hrs will be sufficient in future .
Because we have the Audit at end of April, Councillor Smart agreed to continue through till then.
Discussed the requirements and agreed to take more time over finding new Clerk. It was agreed that an experienced Clerk would be preferable. (or someone with business background)
There were no volunteers for Selection Committee, so Councillor Smart will Liase with Councillor Beckett and initiate search for a Clerk.
In Meantime Councillor Smart will continue to:
Identify and Fix Documentation Issues, Put Policy Review Process in Place,
Make Financial processes more Robust, and Process VAT Reclaim**
- 12/3/19 DPO Role
Agreed that NCALC should be subcontracted to this role.
- 13/3/19 Polling Places Review
Posted on Website and Boards, No Issues with existing location.

Signed by Chairman:

Date:

- 14/3/19 Risk Assessment
Discussed and amendments tabled. CRS to update And bring back to next meeting for ratification (drafts to be circulate)
Councillor Smart Requested Volunteers for a Policy Review Committee
- 15/3/19 Street Light Replacement
Still awaiting second Quote. Councillor Smart has some info from NCALC on potential other suppliers .. will follow up .
- 16/3/19 Correspondence
 mini eUpdate - 01/03/19 -Noted
 Civic Voice Survey: Public Participation in the Planning System -Noted
 RSN Time for a Rural Strategy Campaign starts today -Noted
 The Rural Bulletin - 26 February 2019 -Noted
 Friday mini eUpdate - 15/02/19 -Noted
- 17/3/19 Finance

- 1) Reconciliation: **Councillor Smart Reported that he has reformatted the Financial reports and explained new format. Councillor Robson agreed to review and audit reconciliations for this year. (which have been redone in new format)**
- 2) **Councillor Smart Presented the YTD Actuals and explained variances to budget.**
- 3) To approve list of payments totalling £705.69- **Approved**

Invoice Date	Purpose	To	INV	Cheque	Account	Amount
13-02-19	Clerk Salary	A Bardin		949	Clerk salary	173.11
14-02-19	Cherry Bins	C Smart		950	Cherry Hill Dustbins	196.8
14-02-19	Defib Lock	C Smart		951	Defibrillator	50
06-03-19	PAYE Payment	HMRC		952	Clerk Tax	8.6
	Void Cheque			953		
10-01-19	Street Light Maint	EON	88396	955	Street light maintenance	47.93
01-03-19	Electricity Bill	SSE		DD	Street light electricity supply	186.26
17-01-19	Hard Drive For Council Docs	C Smart		954	General expenses	42.99

It was noted that Cheque 953 was voided – amount to EON on Cheque was wrong and Cheque 955 raised to replace. (this is variance to Agenda) . Councillors Smart & Bury Signed Cheques (apart from Cheques to C Smart Which were Signed by Councillor Bury and CRS will Get another councillor to sign in due course. (Note: Councillor Beckett Signed post meeting)

- 18/3/19 Reports:
- a. Trustee Representative : **No report**
 - b. Police and Neighbourhood Watch Co-ordinator: **No Report**
 - c. Highways Representative :
 The Line Marking in village is complete (double Yellow at pub did not get passed)
 Speed Camera Poles up in next Month
 Memorial work will need Highways Contactor/ approval
 - d. Parish Councillors – No Issues to report .
 - e. Community Centre Keys - Holders C Smart, R Bury, S Gohil (for A Bardin)

Signed by Chairman:

Date:

19/3/19 Forthcoming Meeting 2019 – 10th April 2019
Meeting dates for 2019 -, 8th May, 12th June, 10th July, 11th September, 9th October,
13th November, 11th December

NEW ACTION POINTS
FOLLOWING MEETING

Agenda item	Who	Action Point
18/2/19	NM	Playground Inspection for Feb to Clerk .
7/3/19	NM	Playground Inspection for Mar to Clerk .
9/3/19	CS/SG	Install Speed Monitor when Posts Avail
10/3/19	SG	Inform Daventry of new Bins & confirm if additional cost to empty
11/3/19	CS/CB	CS to Liase with CB and start search for new Clerk
11/3/19	CS	Continue Clerk Role and "Sorting" paperwork
14/3/19	All	Volunteers for Policy Review Committee
14/3/19	CS	Make changes as agreed and circulate
18/3/19	SG	Charities to be informed of Memorial Work Requirements

Signed by Chairman:

Date: