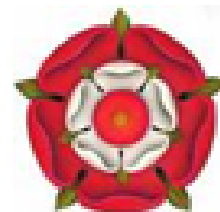


Old Parish Council

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MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 9th October 2024.**

Present:

Cllr Colin Smart (Chair)
Cllr Rosemary Bury

Cllr Mariah Hocking
Cllr Alex Hocking

Cllr Lynn Pilley
Cllr David Gwinn

Meeting Commenced: 19:30

Year Month Item	The following business was transacted:
2024 10 01	To receive and approve apologies for absence. <i>RESOLVED: Cllr Green and Cllr Moodie sent their apologies.</i>
2024 10 02	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. <i>RESOLVED: There were no declarations of disclosable pecuniary interest.</i>
2024 10 03	That the minutes of the meeting held on the 11th September 2024 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: It was noted that Cllr Gwinn's presence at the meeting wasn't recorded on the Minutes. The Chair added Cllr's Gwinn's name, Council approved the Minutes and the Chair signed them.</i>
2024 10 04	Public participation session. Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting. <i>RESOLVED: No public present.</i>
2024 10 05	To receive the Clerk's report. <i>The Clerk presented a report which highlighted the action points which were outstanding from previous meetings: It was confirmed that a template for the website would not need to be purchased. The Clerk gave Council information received regarding presenting the Clerk's salary. Clerk's payments will now appear in Agendas and Minutes as "Staff Costs" but more specific information will be available in the monthly reconciliation and finance figures. Councillors were advised that the structure of the website will be shown at the end of the meeting. Council were informed that tests had been completed with integrating emails with outlook and gmail. Both store emails in the cloud which may not be in the UK. AP: To contact NCALC about other Parish's emails. (Clerk) Council were advised that new email addresses had been created for all Councillors and Clerk. All sections of the Risk Assessment have been reviewed. The information will be collated and the Risk Assessment will be presented in November's meeting. Council received a report from Cllr Moodie regarding information he had gathered regarding drone flying. It was agreed that the issue was not within the Council's remit. AP: To write to the resident who contacted with the issue. (Clerk) Council were advised that the following items were deferred to November's meeting: storage options, Microsoft Office 2021 licence and Council laptop quotes, obtaining a debit card and savings account.</i>
2024 10 06	Finance To receive financial and budget report as of 1st October 2024.

	<i>RESOLVED: The Clerk gave a report for the current expenditure and presented a forecast for the rest of the financial year.</i>														
2024 10 07	To present and approve the bank reconciliation as of 1st October 2024. <i>RESOLVED: Council were presented with the bank reconciliation for September payments and as of the 1st of October the bank balance was £23,011.35. Cllr M Hocking approved and signed.</i>														
2024 10 08	To approve the renewal of the Society of Local Council Clerks (SLCC) membership. <i>RESOLVED: Council approved the renewal.</i>														
2024 10 09	To approve payments: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Staff Costs (SO) - October 2024</td> <td style="text-align: right;">£371.28</td> </tr> <tr> <td>Cllr A Hocking - Website Payment</td> <td style="text-align: right;">£9.99</td> </tr> <tr> <td>SLCC Membership -</td> <td style="text-align: right;">£105</td> </tr> <tr> <td>Grass Cutting - T J Whittaker (Invoice 1830)</td> <td style="text-align: right;">£240</td> </tr> <tr> <td>NCALC Training Invoice (Invoice INV-3996) £30 + £6 VAT</td> <td style="text-align: right;">£36</td> </tr> <tr> <td>Cllr Bury - Royal British Legion Poppy Wreath</td> <td style="text-align: right;">£19.99</td> </tr> <tr> <td>EON - Street Lighting Maintenance (Invoice 125701) £68 + £13.60 VAT</td> <td style="text-align: right;">£81.60</td> </tr> </table> <p>Payments made under prior approval: Yu Energy (DD) (Invoice 02011360) £12.93 + £0.65 VAT £13.58 (DUE 8/10/24) Yu Energy (DD) (Invoice 02011361) £52.68 + £2.63 VAT £55.31 (DUE 8/10/24)</p> <p>To agree who will authorise the payments. <i>RESOLVED: Council were informed that Cllr A Hocking - Website Payment (Domain Name) was £10.78. Council approved all payments.</i> AP: To set up the SLCC Membership, Grass Cutting, NCALC, EON, and Cllr A Hocking and Cllr Bury payments. (Clerk) AP: To authorise the SLCC Membership, Grass Cutting, NCALC and EON payments. (RB&EG) AP: To authorise Cllr A Hocking payment. (RB&EG) AP: To authorise Cllr Bury payment. (AH&EG)</p>	Staff Costs (SO) - October 2024	£371.28	Cllr A Hocking - Website Payment	£9.99	SLCC Membership -	£105	Grass Cutting - T J Whittaker (Invoice 1830)	£240	NCALC Training Invoice (Invoice INV-3996) £30 + £6 VAT	£36	Cllr Bury - Royal British Legion Poppy Wreath	£19.99	EON - Street Lighting Maintenance (Invoice 125701) £68 + £13.60 VAT	£81.60
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2024 10 10	To review the Asset Register. (Clerk&CS) Council were shown a proposed new Asset Register spreadsheet that automates the reporting and keeps track of items as they are disposed of. (See item 2024 10 22). Council received a proposal for the planters and Council laptop be disposed of from the Asset Register. Council approved this. Council discussed having a policy/procedure that details the steps needed to dispose of assets such as laptops. AP: To check through last years payments to see whether any purchases fall in to the criteria to be placed on the Asset Register. (Clerk) AP: To add a column to the spreadsheet to note the minute number and date of the meeting where amendments are made and an additional column to state the reason for the disposal ie. lost/broken. (CS) AP: To create a policy/procedure for the disposal of items such as Council laptops. (AH)														
2024 10 11	To discuss village street lighting: (CS) 1. Cherry Hill. 2. Village Centre. 1. Following correspondence received from eON, who have confirmed that the lights were not dimming correctly and that engineers will make alterations to the lights, Council agreed that the residents that had been in touch should be contacted to thank them for their help. Council also agreed that the website should include the information. AP: To write to the residents. (Clerk) 2. Council were advised that the Councillors conducting the survey will work on what questions to ask residents. AP: To receive an update next meeting. (EG&AH)														

2024 10 12	To assign a Councillor representative for the forthcoming public consultation of the Local Nature Recovery Strategy with West Northamptonshire Council. <i>RESOLVED: Cllr Pilley volunteered for the role.</i>
2024 10 13	To review the 2024-2025 budget and the allocations of spending. <i>Council were advised that funds could be reallocated to different budget lines. Councillors were asked to think of ideas for projects that could be undertaken by Council. Council received a proposal to allocate £500 to purchase a Council laptop. Council approved this proposal.</i> AP: To present to Council ideas for projects. (ALL)
2024 10 14	To review and discuss the 2025-2026 budget. (Clerk) <i>Council were presented with the draft budget. Some amendments were suggested and an amended draft will be presented in November's meeting.</i> AP: To update the draft budget. (Clerk)
2024 10 15	To arrange for a working party for the war memorial. (Clerk) <i>RESOLVED: Cllr Pilley and Cllr Gwinn agreed to lead the working party and to complete the risk assessments.</i> <i>Council received a proposal for the grass contractor to be asked to cut the grass around the war memorial prior to Remembrance Sunday. Council agreed this proposal.</i> AP: To write the card on the remembrance wreath. (MH) AP: To contact the grass contractor. (RB)
2024 10 16	To receive a report on West Northamptonshire Council's Tree Strategy Consultation. (RB) <i>RESOLVED: Council received a report on the consultation.</i>
2024 10 17	To receive the results of the surveys regarding Green Hill Solar Farm. (Clerk) <i>RESOLVED: Council were informed that 38 surveys had been returned. 34 surveys said that they would like to receive more information on the project. Council agreed for a press release to be displayed on the village notice board, website and Facebook, that includes information on the project and to advise of events being held (Stop Greenhill Solar: Walgrave 26th October 11:30-13:30 and Greenhill Solar: 7th December).</i> AP: To write the press release and send to all Councillors. (AH)
2024 10 18	To receive an update on the website. (AH) <i>Council agreed to hold a workshop for all Councillors to look at the website in further detail.</i> AP: To schedule a workshop. (AH)
2024 10 19	To agree a Councillor to investigate a traffic calming grant. (CS) <i>Deferred to November's meeting.</i>
2024 10 20	To agree a new date for the village tidy. (CS) <i>RESOLVED: Council agreed to reschedule until next year.</i>
2024 10 21	To discuss Councillor responsibilities. (CS) <i>Cllr Smart advised that he would send a list of Council responsibilities and asked for Councillors to add their suggestions to the list.</i> AP: To bring to the next meeting. (Clerk)
2024 10 22	To review and approve the following policies/procedures: (Clerk) <ul style="list-style-type: none"> ● Financial Reserves - <i>Deferred to November's Meeting.</i> ● Asset Register - <i>Deferred to November's Meeting.</i> ● Press and Media Policy - <i>RESOLVED: Council approved for the line "The only social media channel that we will utilise as a Council is Facebook."</i> AP: To update the policy. (Clerk) ● GDPR Policies: <i>Deferred to November's Meeting.</i> <ul style="list-style-type: none"> ○ Data Protection Policy. ○ Retention Policy. ○ Assessment of Personal Details Held.
	Councillors' Report: <ul style="list-style-type: none"> ● <i>Cllr A Hocking - Reported that the Meet the Councillors page on the website is out of date and will need updating for the new website.</i> ● <i>Cllr M Hocking - Advised that Anglian Water repaired a leak that was reported.</i>

	- <i>Advised that the Playground Inspection has been completed and the gate has been repaired.</i>
	Highways Report: <ul style="list-style-type: none"> • <i>A new sign has been fitted at the entrance to the village on Walgrave Road.</i> • <i>Highways have been advised about two dead sycamore trees at Cherry Hill.</i>
	Correspondence: <ul style="list-style-type: none"> • Message from WNC asking for residents opinions on pharmaceutical services. https://westnorthants.citizenspace.com/public-health/pharmaceutical-needs/ • Great Cransley Draft Neighbourhood Plan - Statutory Consultation. Residents are able to review and comment on the draft neighbourhood plan: www.greatcransley.co.uk/neighbourhoodplan <p><i>Received after the Agenda was received:</i></p> <ul style="list-style-type: none"> • Reporting of sewerage smell near Bridle Lane - <i>Council were advised that the issue was reported and Anglian Water visited the site 07/10/2024.</i> • Resident querying shrub maintenance at Cherry Hill. - <i>Council were advised that shrub maintenance will be completed shortly. AP: To reply to resident to advise them.</i>

End of Meeting 21:45

Signed.....
Date.....

DRAFT