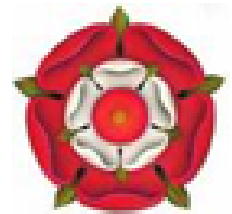


Old Parish Council

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MINUTES

Minutes of the Annual Meeting of Old Parish Council held on **Wednesday 8th May 2024**.

Present:

Cllr Ed Green (Chair)

Cllr Rosemary Bury (Vice Chair)

Cllr Colin Smart

Cllr Mariah Hocking

Cllr Alex Hocking

Cllr Andrew Moodie

Cllr Lynn Pilley

Four Members of the public.

Meeting Commenced: 19:30

Year Month Item	The following business was transacted:
2024 05 01	To elect the Chair for 2024/2025. <i>RESOLVED: Cllr Smart was elected Chair.</i>
2024 05 02	To sign the Chair's declaration of acceptance of office. <i>RESOLVED: Cllr Smart signed the declaration.</i>
2024 05 03	To receive and approve apologies for absence. <i>RESOLVED: Cllr Gwinn sent his apologies.</i>
2024 05 04	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 05 05	To elect the Vice Chair for 2024/2025. <i>RESOLVED: Cllr A Hocking was elected Vice Chair.</i>
2024 05 06	That the minutes of the meeting held on 10th April 2024 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Council approved the minutes and the Chair signed them.</i>
2024 05 07	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>Two members of the public requested to speak during item 12, Council approved this request. A resident commented on the pot holes in the village. Cllr Pilley advised that she would give an update on this in the Highways Report later in the meeting. A resident enquired about No Mow May. Council advised that they will consider it next year.</i>
2024 05 08	Finance: To receive financial and budget report as of 1st May 2024. <i>RESOLVED: Council were presented with the financial and budget report. The Clerk advised that the balance of the bank account as of 30th April was £19,423.10.</i>
2024 05 09	To present and approve the bank reconciliation as of 1st May 2024. <i>RESOLVED: Council were presented with the bank reconciliation for April payments. Cllr M Hocking approved and signed.</i>

2024 05 10	<p>To approve payments:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - May 2024</td> <td style="text-align: right;">£345.28</td> </tr> <tr> <td>Clerk Home Working (SO) - May 2024</td> <td style="text-align: right;">£26</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>NCALC Membership</td> <td style="text-align: right;">(£304.01)</td> </tr> <tr> <td>NALC Membership</td> <td style="text-align: right;">(£30.41)</td> </tr> <tr> <td>Internal Audit - £220+ £44 VAT</td> <td style="text-align: right;">(£264)</td> </tr> <tr> <td>Data Protection Officer Fee - £12 + £2.40 VAT</td> <td style="text-align: right;">(£14.40)</td> </tr> <tr> <td></td> <td style="text-align: right;">-----</td> </tr> <tr> <td>NCALC Total Payment -</td> <td style="text-align: right;">£612.82</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Sarah Gresly - Annual Parish Meeting Items</td> <td style="text-align: right;">£6.97</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Cllr Green - War Memorial Painting - £49</td> <td style="text-align: right;">£49</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Grass Cutting - T J Whittaker - Invoice 1653</td> <td style="text-align: right;">£240</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Received after Agenda was published and Payments made under prior approval:</td> <td></td> </tr> <tr> <td>Yu Energy (DD) (Invoice 01670749) £56.22 + £2.81 VAT</td> <td style="text-align: right;">£59.03</td> </tr> <tr> <td>Yu Energy (DD) (Invoice 01670748) £13.14 + £0.66 VAT</td> <td style="text-align: right;">£13.80</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>To agree who will authorise the payments.</td> <td></td> </tr> <tr> <td><i>RESOLVED: The Clerk advised that the YU Energy invoices were received after the Agenda was published. Council approved all payments.</i></td> <td></td> </tr> <tr> <td>AP: To set up NCALC, War Memorial Painting & Grass Cutting payments. (Clerk)</td> <td></td> </tr> <tr> <td>AP: To set up Clerk APM Items payment. (AH)</td> <td></td> </tr> <tr> <td>AP: Authorise NCALC, War Memorial Painting & Grass Cutting payments. (AH)</td> <td></td> </tr> <tr> <td>AP: To authorise Clerk APM Items, NCALC, War Memorial Painting & Grass Cutting payments. (RB)</td> <td></td> </tr> </table>	Clerk Salary (SO) - May 2024	£345.28	Clerk Home Working (SO) - May 2024	£26	 		NCALC Membership	(£304.01)	NALC Membership	(£30.41)	Internal Audit - £220+ £44 VAT	(£264)	Data Protection Officer Fee - £12 + £2.40 VAT	(£14.40)		-----	NCALC Total Payment -	£612.82	 		Sarah Gresly - Annual Parish Meeting Items	£6.97	 		Cllr Green - War Memorial Painting - £49	£49	 		Grass Cutting - T J Whittaker - Invoice 1653	£240	 		Received after Agenda was published and Payments made under prior approval:		Yu Energy (DD) (Invoice 01670749) £56.22 + £2.81 VAT	£59.03	Yu Energy (DD) (Invoice 01670748) £13.14 + £0.66 VAT	£13.80	 		To agree who will authorise the payments.		<i>RESOLVED: The Clerk advised that the YU Energy invoices were received after the Agenda was published. Council approved all payments.</i>		AP: To set up NCALC, War Memorial Painting & Grass Cutting payments. (Clerk)		AP: To set up Clerk APM Items payment. (AH)		AP: Authorise NCALC, War Memorial Painting & Grass Cutting payments. (AH)		AP: To authorise Clerk APM Items, NCALC, War Memorial Painting & Grass Cutting payments. (RB)	
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2024 05 11	<p><i>Accounts and Audit for Year Ending 31st March 2024:</i></p> <ul style="list-style-type: none"> • To receive and note the year ending accounts and budget for 2023/2024. • To receive and note the Annual Internal Audit Report 2023/2024. • To receive and complete the AGAR Annual Governance Statement 2023/2024. • To approve the AGAR Annual Accounting Statements 2023/2024. <p><i>RESOLVED: Council were presented with the year ending accounts and budget. Chair and Clerk completed and signed the Annual Governance & Accountability Return (AGAR) Annual Governance Statement.</i></p> <p>AP: To send the certificate of exemption to external auditor. (Clerk)</p> <p>AP: To arrange publication of the Notice of Public Rights and Publication of AGAR. (Clerk)</p> <p>AP: To send AGAR information to Councillors. (Clerk)</p>																																																				
2024 05 12	<p>To receive an update on the Cherry Hill lighting.</p> <p><i>The Clerk advised that EON had given a quote for a site visit to check the dimming of the lights for £175+ VAT. Council requested a sub committee to communicate with EON. If lights were found to be in order Council agreed payment to EON for the site visit. Council were requested to consult with all Cherry Hill residents before making a decision to make changes to the lights.</i></p> <p>AP: To contact EON to confirm contact details can be passed to the sub committee. (Clerk)</p> <p>AP: To add to June's Agenda.</p> <p>*The Clerk advised that EON had given a quote for a site visit of £175 + VAT which would be payable if lights were found to be in Specification and dimming properly.</p> <p>The council was informed that the Cherry Hill lights should be at 10 lx as per the national guidelines in EN 13201:2015. Dimming to 60% after 10pm.</p> <p>The Council was advised by Councillor Smart and Peter Patton that the Lux levels at the lights were 25lx at 11pm.</p> <p>The council agreed that the Cherry Hill lights should be at 10 lx as per the national guidelines in EN 13201:2015. Dimming to 60% after 10pm.</p> <p>The Council Nominated a Sub committee (Cllr A Hocking, Cllr Smart, Cllr Pilley & Peter Drabble) to Liaise with EON directly to get this done. The Sub committee was requested to</p> <p>A) Confirm the Specification Ordered by the Council to confirm it was 10Lx & dimming to 60%</p>																																																				

	<p>B) Have EON supplier Check and rectify if needed. Council authorised to spend the £175 +VAT if that was what was needed to get EON Supplier attendance. The Subcommittee to Consult with Cherry Hill residents throughout. AP: Clerk to pass EON contact details to Subcommittee chair. (Clerk) AP: Clerk to pass Order and Spec to Subcommittee chair. (Clerk) AP: Subcommittee to liaise with EON to confirm Spec, have lights tested and reset. (AH)</p>
2024 05 13	<p>To receive an update on the Green Hill Solar Farm, following attendance of a meeting. (LP) <i>Council were given an update on the meeting and it was agreed that three Councillors will attend the next meeting to receive further information..</i> AP: To attend the next meeting with further information. (AM, MH &LP)</p>
2024 05 14	<p>To discuss the D-Day Celebration Plans. <i>RESOLVED: Council confirmed that they will arrange for the proclamation and a tribute to the Armed Forces to be read. Council also confirmed that a beacon will be lit. Council suggested asking the White Horse if they'd like to be a part of the event.</i> AP: To speak to the White Horse to see if they would like to be involved. (EG)</p>
2024 05 15	<p>To discuss the Village Tidy Up arrangements/1st June. <i>RESOLVED: Council confirmed that Cllr Smart will head the group in the village centre and Cllr Pilley will head the group at Cherry Hill. Council agreed to partake in The Big Help Out on the 8th of June and for Councillors to suggest projects to be considered in the village.</i> AP: To create a list of jobs to be completed as part of the Village Tidy Up. (ALL) AP: To pass over all of the equipment. (Clerk&EG) AP: To suggest projects for The Big Help Out and send to Cllr M Hocking. (ALL) AP: To enquire with residents to help on The Big Help Out. (MH,CS&LP)</p>
2024 05 16	<p>To receive a request from a resident regarding planting on Cherry Hill green. <i>RESOLVED: After discussion, Council did not approve the request regarding the Council land on Cherry Hill front green.</i> AP: To add item regarding ground maintenance to September's Agenda. (Clerk) AP: To notify resident of the decision. (Clerk)</p>
2024 05 17	<p>To propose for a member of Council to take on the role of the Police Liaison Representative. <i>RESOLVED: Cllr Moodie agreed to take on the role and will liaise with Peter Drabble, head of Neighbourhood Watch.</i> AP: To notify NCALC of the new Police Liaison Representative. (AM)</p>
2024 05 18	<p>To discuss Community Connect: a new welfare and wellbeing service for rural Northamptonshire communities. <i>RESOLVED: Council agreed to pass the information to Parish Charities as it is more applicable to them.</i> AP: To give Parish Charities the details on Community Connect. (DG)</p>
2024 05 19	<p>To receive the playground inspection report. (MH) <i>RESOLVED: Inspection report has been received by all Councillors. It was confirmed that the fence repair work had been completed.</i></p>
2024 05 20	<p>To discuss the draft of West Northamptonshire Council Local Plan (LP) <i>RESOLVED: Council agreed that it was not necessary for a response to be given to the Local Plan.</i></p>
2024 05 21	<p>To receive further information on tree and shrub planting. (RB) <i>Council were advised that some shrubs at Cherry Hill had been cut down without permission. Council agreed for the shrubs to be looked at and check whether they will regrow. Council agreed for new shrubs to be planted if necessary.</i> AP: To look at the cut shrubs and replant where appropriate. (LP&RB)</p>
2024 05 22	<p>To discuss the grass cutting along Walgrave Road, from Cherry Hill to Walgrave. (LP) <i>Council were advised that the contractor cuts the field side verges three times a year and roadside verges every three weeks.</i> AP: To put together proposals for the grass cutting and bring to the next meeting. (ALL) AP: To circulate a map to Councillors. (CS)</p>

2024 05 23	<p>To receive an update from the Parish Charities regarding their website (reference to changing to .gov.uk). (DG)</p> <p><i>Council were advised that Parish Charities are still using the Parish Council website and that a meeting with Charities had been arranged. Council agreed to not change to a gov.uk website.</i></p> <p>AP: To attend meeting with Parish Charities. (AH)</p>
	<p>Councillors Report:</p> <ul style="list-style-type: none"> ● <i>Cllr Bury advised that the defibrillator has been repaired.</i> ● <i>Cllr Bury advised that Cllr Gwinn reported that Parish Charities are happy for a tree to be planted on their newly acquired land.</i> ● <i>Cllr Green advised that the war memorial railings have been painted.</i> ● <i>Cllr M Hocking advised that the playground swings had been cleaned.</i> ● <i>Cllr A Hocking advised that he will liaise with Peter Drabble regarding updating the website with Neighbourhood Watch information.</i> ● <i>Cllr Moodie reported that he had noticed on two occasions that unauthorised traffic control notices had been placed during cycle races.</i>
	<p>Highways Report:</p> <p><i>Council were advised that there have been 21 items which have been reported to Highways. Highways have investigated and given estimated dates for repairs. Five items have already been completed. The Highways report will be made available on the website.</i></p> <p>AP: To add the Highways report to the website. (Clerk)</p>
	<p>Correspondence:</p> <ul style="list-style-type: none"> ● <i>Enquiry about No Mow May.</i> ● <i>Request regarding planting at Cherry Hill (included with item 2024 05 16).</i> ● <i>Receipt of information from a resident to inform of the light level readings at Cherry Hill.</i> ● <i>Complaint regarding the road surfacing following a cycle race going through the village.</i> ● <i>(Received after Agenda was published) - A further response from resident regarding the state of uneven and dangerous footpaths, overhanging shrub growth from residents gardens and hedgerows. A Councillor will walk around the village with the resident.</i>

End of Meeting 21:39

***Amendments to minutes made and approved at Council Meeting held on the 12th June 2024**

Signed.....

Date.....