

# Old Parish Council

Orchard Cottage  
Chapel Lane  
Old  
NN6 9RD

Telephone: 01604 781 081  
Email: [oldparishcouncil@gmail.com](mailto:oldparishcouncil@gmail.com)  
Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 13th April 2022.**

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Barrie Grant  
Cllr Rosemary Bury (Vice Chair)                      Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:02

Year Month Item	The following business was transacted:																
2022 04 01	To receive and approve apologies for absence. <i>RESOLVED: Apologies received from Cllr O'Connell and Cllr A Hocking.</i>																
2022 04 02	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. <i>RESOLVED: There were no declarations of disclosable pecuniary interest.</i>																
2022 04 03	That the minutes of the meeting held on 9th March 2022 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Cllr Green signed minutes for 9th March 2022.</i>																
2022 04 04	Public participation session. <i>No attendees for public participation.</i>																
2022 04 05	Finance: To receive financial and budget report as of 11th April 2022. <i>RESOLVED: Cllr Green received and signed financial and budget report.</i>																
2022 04 06	To present and approve the bank reconciliation as of 11th April 2022. <i>RESOLVED: Cllr Green received and signed bank reconciliation.</i>																
2022 04 07	To discuss repair and maintenance of Speed Awareness Camera and approve spend on repair. <i>Council to contact Manufacturers before invoice processed.</i> <b>AP: Payment for speed camera not to be processed until conversation with company has taken place.</b>																
2022 04 08	To approve payments: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - April 2022</td> <td style="text-align: right;">£276.38</td> </tr> <tr> <td>Clerk Home Working (SO) - April 2022</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>Clerk Backdated Salary - 1st December 2021 - 31st March 2022</td> <td style="text-align: right;">£19.76</td> </tr> <tr> <td>Speed Awareness Camera: Repair £248.23 + VAT £49.65</td> <td style="text-align: right;">(£297.88)</td> </tr> <tr> <td style="padding-left: 40px;">Site visit £105 + VAT £21</td> <td style="text-align: right;">(£126)</td> </tr> <tr> <td style="text-align: right;"><b>Total Payment:</b></td> <td style="text-align: right;"><b>£423.88</b></td> </tr> <tr> <td>SSE/Swalec (April DD) £114.74 + VAT £5.73</td> <td style="text-align: right;">£120.47</td> </tr> <tr> <td>NCALC Clerk Training</td> <td style="text-align: right;">£184</td> </tr> </table>	Clerk Salary (SO) - April 2022	£276.38	Clerk Home Working (SO) - April 2022	£18.00	Clerk Backdated Salary - 1st December 2021 - 31st March 2022	£19.76	Speed Awareness Camera: Repair £248.23 + VAT £49.65	(£297.88)	Site visit £105 + VAT £21	(£126)	<b>Total Payment:</b>	<b>£423.88</b>	SSE/Swalec (April DD) £114.74 + VAT £5.73	£120.47	NCALC Clerk Training	£184
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	<p>Grass Cutting (2021) (£250.93)  Grass Cutting (April 2022) (£413.89)  <b>Total Payment: £664.82</b></p> <p>ACRE Subscription £35</p> <p>Received after Agenda:  EON Highway Lighting £66.56 + VAT £13.31 £79.87</p> <p>RESOLVED: Payments authorised, bar Speed Awareness Camera as per point 2022 04 07.  Council approved ACRE subscription renewal.  Cheque given for Filing Cabinet Keys invoice to Cllr Green for payment that had been approved in March's meeting but had not been processed.</p>
2022 04 09	<p>To receive update on removal of village sign.  Cllr Grant advised that an individual who can take the sign down has been found. Council acknowledged that the green needs to be made safe whilst the sign is being painted.  <b>AP: Date to be arranged for sign to be taken down and communicated within Council for storage of sign to be organised and transport to Artist to be arranged. (BG)</b></p>
2022 04 10	<p>To approve letter to Cherry Hill Residents.  Council approved letter to Cherry Hill Residents in relation to parking.  Council approved Clerk to purchase paper and cartridge for printing purposes after quotes were presented.  <b>AP: To print letters and arrange distribution to residents. (RB)</b>  <b>To purchase paper and ink cartridge. (Clerk)</b></p>
2022 04 11	<p>To receive update regarding Queen's Green Canopy tree planting.  Cllr Bury has completed research in to which specimen of tree to be purchased. Not available to order until end of August.  <b>AP: Tree to be ordered once available. Location for tree to be finalised. (RB)</b></p>
2022 04 12	<p>To receive update in regards to blockage of outflow pipe on Scaldwell Road, near the entrance to the village.  Highways have confirmed that they are still investigating. They will communicate what the findings are and how it will be resolved.</p>
2022 04 13	<p>To receive update on Clerk telephone line.  Due to Cllr A Hocking's absence unable to receive update.  <b>AP: To add to next meeting's Agenda. (Clerk)</b></p>
2022 04 14	<p>Closure of the meeting to the public and press.  No public or press in attendance so no closure required.</p>
2022 04 15	<p>To discuss Staffing, including bank account and email access.  Clerk's review is scheduled for 25th April and these points will be discussed during meeting.</p>
2022 04 16	<p>Re-opening of the meeting to the public and press.  No public or press in attendance so no re-opening required.</p>
2022 04 17	<p>To receive, discuss and approve Clerk training contract.  Due to Cllr A Hocking's absence unable to receive update.  <b>AP: Clerk training contract to be emailed to all Councillors so they have opportunity to read prior to May's meeting.</b>  <b>To add to next meeting's Agenda. (Clerk)</b></p>
2022 04 18	<p>To discuss Annual Parish Meeting on 29th April 2022.  A list of organisations to contact to invite to speak at meeting was given to Clerk. Agreed a maximum of 10 minutes per speaker. Food and drink is to be arranged. Council approve cost of £130 for wine and food.</p>

	<p><b>AP: Invitation to be printed. (Clerk)</b>  <b>Invitation to be delivered to all residents. (Volunteer)</b>  <b>Invitation to be emailed to all organisations and request their RSVP. (Clerk)</b></p>
2022 04 19	<p>To update on insurance of new Jubilee Tree Seat. To investigate the guarantee from worker and bench manufacturer.  <i>Council agreed how great the bench looks. Insurance company have advised that this item will be included in the total value insured. Bench manufacturer can give no guarantee due to public use.</i>  <b>AP: To investigate what maintenance the bench requires. (EG)</b>  <b>To add bench to asset register. (Clerk)</b></p>
2022 04 20	<p>To discuss floral display for the flower festival and cost.  <i>Church have been in contact to advise that they would like floral arrangement from Council for Jubilee Celebrations to be at the Church for Thursday. Council agree that quotes need to be received for discussion.</i>  <b>AP: Quotes to be received for floral arrangement for next meeting. (RB)</b></p>
2022 04 21	<p>To give consideration to the following Planning Application:  WND/2022/0164  Single Storey rear extension  46, Cherry Hill, Old, Northampton, NN6 9EN  <i>RESOLVED: Council agreed that they had no objection to the planning application.</i>  <b>AP: To respond to West Northants Council (WNC) Planning Team to advise of no objection. (Clerk)</b></p>
2022 04 22	<p>To seek approval for new pads for Cherry Hill defibrillator.  <i>Communciation received to advise that the pads for the defibrillator need to be renewed. Cllr Bury presented three quotes and Council approved purchase to be made.</i>  <b>AP: To purchase pads for defibrillator. (RB)</b></p>
	<p>Councillor's Report -</p> <p><i>We have received notification of the play area inspection. It will take place some time in June. Cllr M Hocking due to conduct a playground inspection. Playground maintenance can potentially be during next Village Tidy Up.</i>  <b>AP: Risk Assessment document to be sent to Cllr M Hocking to produce a Playground Maintenance specific assessment. (Clerk)</b>  <b>Date for Village Tidy Up to be discussed at May's meeting. (Clerk)</b></p>

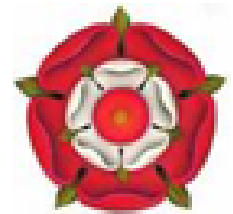
	<p>Correspondence -</p> <p>Proposed Gigaclear Rollout: <i>Council were made aware of the notice.</i></p> <p>Letter from resident: <i>Council discussed letter and a response will be sent.</i> <b>AP: To respond to resident. (EG to draft response and Council to agree)</b></p> <p><i>Broken Bollard has been reported.</i> <b>AP: To contact Liason Officer at WNC to arrange fixing. (BG)</b></p> <p>Highways response RE Faxton Close: <i>Highways responded to advise that they were unable to arrange a 20mph speed limit.</i> <b>AP: To respond to resident to advise this. (EG)</b></p>
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**End of Meeting 21:02**

**Signed.....**

**Date.....**

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## MINUTES

Minutes of the annual meeting of Old Parish Council held on **Wednesday 11th May 2022.**

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Barrie Grant  
Cllr Rosemary Bury (Vice Chair)                      Cllr Alex Hocking

Meeting Commenced: 19:04

Year Month Item	The following business was transacted:						
2022 05 01	To elect the Chair. <i>RESOLVED: Cllr Green to continue as Chair and signed the Declaration of Acceptance of Office form.</i>						
2022 05 02	To receive and approve apologies for absence. <i>Apologies received and approved for Cllr M Hocking. Apologies received from Cllr O'Donnell during the meeting.</i>						
2022 05 03	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>						
2022 05 04	That the minutes of the meeting held on 13th April 2022 be approved by Council and signed by Chairman as a true and correct record, subject to amendment for payment reduction to payment change to TWM (Speed Awareness Camera). <i>RESOLVED: Cllr Green signed minutes after an amendment was made to reflect the payment reduction.</i>						
2022 05 05	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 attendees for public participation.</i>						
2022 05 06	Finance: To receive financial and budget report as of 10th May 2022. <i>RESOLVED: Cllr Green signed financial and budget report.</i>						
2022 05 07	To present and approve the bank reconciliation as of 10th May 2022. <i>RESOLVED: Cllr A Hocking signed and approved the bank reconciliation.</i>						
2022 05 08	To approve payments:  <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - May 2022</td> <td style="text-align: right;">£276.38</td> </tr> <tr> <td>Clerk Home Working (SO) - May, 2022</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>Grass Cutting (April Cut 2 2022)</td> <td style="text-align: right;">£250.89</td> </tr> </table> <i>Food and Accessories for Annual Parish Meeting:</i>	Clerk Salary (SO) - May 2022	£276.38	Clerk Home Working (SO) - May, 2022	£18.00	Grass Cutting (April Cut 2 2022)	£250.89
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Clerk Home Working (SO) - May, 2022	£18.00						
Grass Cutting (April Cut 2 2022)	£250.89						

	<p style="text-align: right;">Cllr Grant - £15.73 Cheque number 000856 Cllr Bury - £51.43 Cheque number 000857</p> <p>Speed Awareness Camera: Repair £170 + VAT £34 (£204) Site visit £105 + VAT £21 (£126) <b>Total Payment: £330</b></p> <p>(Payment approved last month but reduced cost due to no longer paying for battery)</p> <p>SSE/Swalec (May DD) - £118.32 + VAT: £5.91 £124.23</p> <p>To agree who will set up the payments. To agree who will authorise the payments. <i>RESOLVED: All payments were authorised.</i> <b>AP: Cllr Green to set up new payments and Cllr A Hocking to authorise.</b></p>
2022 05 09	<p>To seek Council approval to add S. Gresly, Clerk and RFO to the Bank Account as an Administrator. <i>RESOLVED: Council approve Clerk to be added to the Bank Account.</i> <b>AP: Bank Mandate to be completed. (EG)</b></p>
2022 05 10	<p>To receive update in regards to blockage of outflow pipe on Scaldwell Road, near the entrance to the village. <b>(BG)</b> Cllr Grant advised that Highways have been in contact to say that they had completed video scanning at the site and are awaiting results from it.</p>
2022 05 11	<p>To receive update on Clerk telephone line. <b>(AH)</b> Cllr A Hocking advised that the phone line is ready to commence. <b>AP: Payment options to be investigated and invoice details to be sent to Clerk to add to June's Council meeting. (AH)</b></p>
2022 05 12	<p>To receive quotes and approve purchase of floral arrangements for the Jubilee Celebrations. <b>(RB)</b> <i>RESOLVED: Cllr Bury presented quotes from three companies. Council gave approval for Cllr Bury to purchase the floral arrangement.</i> <b>AP: Floral company to be contacted to organise the arrangement. (RB)</b></p>
2022 05 13	<p>To discuss date for Village Tidy Up. <i>RESOLVED: Date agreed for 28th May - 11am meet times arranged for Jubilee Tree and Cherry Hill Bus Stop.</i> Council agreed that it would be good if the upcoming scheduled grass cutting on the 13th of May be postponed to closer to before the Jubilee. <b>AP: Litter pickers and bin bags to be passed to each group. (EG)</b> <b>Website to be updated with information. (Clerk)</b> <b>Contractor of grass cutting to be contacted to see if schedule can be changed. (Clerk)</b></p>
2022 05 14	<p>To review and approve the following policies:</p> <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Retentions Record Policy</li> <li>• Complaints Procedure</li> </ul> <p><i>RESOLVED: Council approved the policies.</i> <b>AP: Website to be updated with new review date. (Clerk)</b></p>
2022 05 15	<p>To confirm Police Liason Representative. <b>(Clerk)</b> <i>RESOLVED: Cllr Grant confirmed that he is the Police Liason Representative.</i></p>
2022 05 16	<p>To give consideration to the following Planning Application: WND/2022/0309 Single storey and two storey rear extension. Bales Barn, Broughton Road, Old, Northamptonshire, NN6 9TY <i>RESOLVED: Council agreed that they had no objection to the planning application.</i> <b>AP: To respond to West Northants Council (WNC) Planning Team to advise of no objection. (Clerk)</b></p>
2022 05 17	<p>To receive, discuss and approve Clerk training contract. <b>(AH)</b></p>

	<p><i>RESOLVED: Council approved training contract.</i>  <b>AP: Training contracts to be completed for Clerk's training. (Clerk)</b></p>
2022 05 18	<p>To receive update on maintenance of Jubilee Bench. <b>(EG)</b>  <i>RESOLVED: The manufacturer of the bench has advised that it does not need treating and purely needs to be cleaned regularly.</i></p>
2022 05 19	<p>To receive Playground Inspection report. <b>(MH)</b>  <i>RESOLVED: Playground Inspection report received.</i>  <b>AP: Working party will undertake maintenance as part of Village Tidy Up on the 28th May.</b></p>
2022 05 20	<p>To receive update on village sign. <b>(BG)</b>  <i>Painting of village sign is to be postponed until after the Jubilee celebrations.</i></p>
2022 05 21	<p>To receive update on Council tree survey by Moulton College. <b>(BG)</b>  <i>Cllr Grant advised that Moulton College has been in touch to say that the survey has been completed and the plans and recommendations are currently being worked on. Council will be given a copy.</i></p>
2022 05 22	<p>To receive update on the Annual Parish Meeting (APM).  <i>RESOLVED: Council agreed how well the APM had gone and received great feedback from residents. Council would like to thank the volunteers that helped with the meeting.</i></p>
2022 05 23	<p>To receive details on Clerk's Interim Review.  <i>RESOLVED: Clerk is entitled to 3 hours holiday per month. Council approved 3 hours holiday for each month, so working hours would be reduced to 23 from May 22.</i></p>
	<p><i>Councillor's Report:</i></p> <ul style="list-style-type: none"> <li>● <i>Cllr A Hocking advised that the Vicar of St. Andrews had been in touch about advertising services on village website. Council approved this to be added.</i>  <b>AP: Church services to be added to website. (Clerk)</b></li> <li>● <i>A bollard has been seen to be broken.</i>  <b>AP: Highways to be contacted and made aware. (EG)</b></li> <li>● <i>Cllr Bury advised that the price of the pads for the defibrillator has changed. New batteries are also required to be purchased. Council approved the purchase of the new pads and batteries.</i>  <b>AP: New pads and batteries to be purchased. (RB)</b></li> <li>● <i>Remaining plants from the remaining grant from the Plant a Plant project to be planted in the near future.</i></li> <li>● <i>Shrubbery is growing in front of the Defibrillator unit in Cherry Hill, almost blocking the view of the unit. Council agreed that the shrubbery can be cut.</i>  <b>AP: Shrubbery to be arranged to be cut by a volunteer. (RB)</b></li> </ul>
	<p><i>Correspondence:</i></p> <ul style="list-style-type: none"> <li>● <i>Letter in relation to Old Pools Gorse - Cllr A Hocking has been in touch with Old Parish Charities, who are the land owners. Old Parish Charities are investigating themselves.</i>  <b>AP: Resident to be replied to. (AH)</b></li> <li>● <i>Communication received from Old Cricket Club about their visibility on the website.</i>  <b>AP: Webpage for Old Cricket Club to be updated. (AH)</b></li> </ul>

**End of Meeting 21:04**

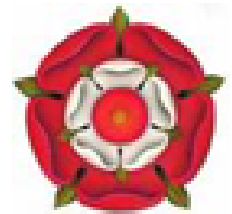
Signed.....

Date.....

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## MINUTES

Minutes of the Extraordinary Financial meeting of Old Parish Council held on **Monday 20th June 2022**.

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Barrie Grant  
Cllr Rosemary Bury (Vice Chair)

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:31

**Prior to the start of the meeting Cllr Bury requested that agenda item 2022 06 EM10 be discussed before 2022 06 EM7 due to payment needing to be approved in this meeting.**

Year Month Item	The following business was transacted:
2022 06 EM1	To receive and approve apologies for absence. <i>RESOLVED: Cllr M Hocking and Cllr A Hocking sent their apologies.</i>
2022 06 EM2	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>
2022 06 EM3	That the minutes of the meeting held on 11th May 2022 be approved by Council and signed by Chair as a true and correct record. <i>RESOLVED: Cllr Green signed the minutes.</i>
2022 06 EM4	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 attendees for public participation.</i>
2022 06 EM5	Finance: To receive financial and budget report as of 6th June 2022. <i>RESOLVED: Council was presented with financial and budget report.</i>
2022 06 EM6	To present and approve the bank reconciliation as of 6th June 2022. <i>RESOLVED: Cllr Bury signed and approved the bank reconciliation.</i>
2022 06 EM10	To review and discuss the insurance policy. <i>RESOLVED: The Clerk presented two quotes for insurance. Council approved for new three-year contract with BHIB.</i> <b>AP: Cllr Green to be given bank details of insurance provider to organise payment. (Clerk) Insurance to be cancelled with the current provider. (Clerk)</b>



2022 06 EM7	<p>To approve payments:</p> <table border="0"> <tr> <td><i>Clerk Salary (SO) - June 2022</i></td> <td style="text-align: right;">£276.38</td> </tr> <tr> <td><i>Clerk Home Working (SO) - June 2022</i></td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td><i>Clerk Expenses - Paper &amp; Ink Purchase</i></td> <td style="text-align: right;">£16.59</td> </tr> <tr> <td><i>Cllr Green - Drinks for Annual Parish Meeting</i></td> <td style="text-align: right;">£23.70</td> </tr> <tr> <td><i>Cllr Bury - Replacement Defibrillator Pads (CH) £199.57 + VAT £39.92</i></td> <td style="text-align: right;">£239.49</td> </tr> <tr> <td><i>Cllr Bury - Jubilee Floral Arrangement (Incl. Delivery) £42.50 + VAT £9</i></td> <td style="text-align: right;">£51.50</td> </tr> <tr> <td><i>SSE/Swalec (June DD) £107. 58 + VAT £5.37</i></td> <td style="text-align: right;">£112.95</td> </tr> <tr> <td><i>Michael Cawley Grass Cutting (£250 + £413)</i></td> <td style="text-align: right;">£663</td> </tr> <tr> <td><i>Insurance (received after Agenda was produced)</i></td> <td style="text-align: right;">£536.83</td> </tr> </table> <p>To agree who will set up the payments.  To agree who will authorise the payments.  <b>RESOLVED: All payments were authorised.</b>  <i>Cllr Green received a cheque for his payment (000859).</i>  <i>Cllr Bury received a cheque for her two payments (000858).</i>  <b>AP: Cllr Green to set up new payments and Cllr Bury to authorise.</b></p>	<i>Clerk Salary (SO) - June 2022</i>	£276.38	<i>Clerk Home Working (SO) - June 2022</i>	£18.00	<i>Clerk Expenses - Paper &amp; Ink Purchase</i>	£16.59	<i>Cllr Green - Drinks for Annual Parish Meeting</i>	£23.70	<i>Cllr Bury - Replacement Defibrillator Pads (CH) £199.57 + VAT £39.92</i>	£239.49	<i>Cllr Bury - Jubilee Floral Arrangement (Incl. Delivery) £42.50 + VAT £9</i>	£51.50	<i>SSE/Swalec (June DD) £107. 58 + VAT £5.37</i>	£112.95	<i>Michael Cawley Grass Cutting (£250 + £413)</i>	£663	<i>Insurance (received after Agenda was produced)</i>	£536.83
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2022 06 EM8	<p><i>Accounts and Audit for Year Ending 31st March 2021:</i></p> <ul style="list-style-type: none"> <li>● To receive and note the year ending accounts and budget for 2021/2022.</li> <li>● To receive and note the Annual Internal Audit Report 2021/2022.</li> <li>● To receive and complete the AGAR Annual Governance Statement 2021/22.</li> <li>● To approve the AGAR Annual Accounting Statements 2021/2022.</li> </ul> <p><b>RESOLVED: Year Ending Accounts and budget and Annual Internal Audit Report were presented to Council.</b>  <i>Council approved and Chair and Clerk signed AGAR Annual Governance Statement 2021/2022.</i>  <i>Council approved and Chair and Clerk signed AGAR Annual Account Statements 2021/2022.</i>  <i>Council would like to note their thanks to the Clerk for the work spent on the Accounts and Audit.</i>  <b>AP: To send Exemption Certificate to External Auditor. (Clerk)</b>  <b>To update website with finance information, including the Notice of Public Rights and Publication of Annual Governance &amp; Accountability Return. (Clerk)</b>  <b>To place Notice of Public Rights on village noticeboards. (Cllr Bury and Cllr Green)</b></p>																		
2022 06 EM9	<p>To discuss meetings to commence at 19:30 during Summertime.  <b>RESOLVED: Council approved meetings to commence at 19:30.</b></p>																		
	<p>Councillor's Report:</p> <ul style="list-style-type: none"> <li>● Bollard in Cherry Hill is still damaged. <b>AP: Cllr Green is to chase update.</b></li> </ul>																		
	<p>Correspondence:</p>																		

**End of Meeting 20:30**

Signed.....

Date.....



	<p>NCALC Annual Membership - £491.93 + VAT £40 £531.93</p> <p>Cllr Green: Litter Pickers - £4.00 x 3 £12.00</p> <p>Received after Agenda published:</p> <p>SWALEC/SSE - £111.16 + VAT £5.55 £116.71</p> <p>M Cawley - Grass Cutting £250.89</p> <p>NCALC Training: (Year-end Accounts and Code of Conduct) - £68 + VAT £13.60 £81.60</p> <p>August Payments:</p> <p>Clerk Salary (SO) - August 2022 £276.38 Clerk Home Working (SO) - August 2022 £18.00</p> <p>To agree who will set up the payments. To agree who will authorise the payments.</p> <p><i>Council discussed the NCALC Annual Membership fee and noted that there had been an increase in previous years. Council agreed not to process the payment at present and to enquire if there is a breakdown on the fee.</i></p> <p><b>AP: To contact NCALC. (Clerk)</b> <i>All other payments were authorised.</i></p> <p><b>AP: Cllr Green to set up new payments (excluding his own) and Cllr A. Hocking to authorise. Cllr Bury to set up Cllr Green's payment and Cllr A. Hocking to authorise.</b></p>
2022 07 09	<p>To request confirmation that all Councillors have completed Register of Interest forms. <b>(Clerk)</b> <i>Cllr Green and Cllr Bury confirmed the Register of Interest form had been completed. Cllr Grant gave completed form to Clerk to send to West Northamptonshire Council (WNC).</i></p> <p><b>AP: Cllr M. Hocking, Cllr A. Hocking and Cllr O'Connell to complete forms and send to Clerk. Clerk to send completed forms to WNC when received.</b></p>
2022 07 10	<p>To give consideration to the following Planning Application: WND/2022/0473 Garage conversion to provide habitable space within the roof and construction of proposed dormer window. Single storey side extension. Increased roof height to part of the property and enlargement of dormer with additional balcony (revised scheme) Penny Farthing Cottage, Harrington Road, Old, Northamptonshire, NN6 9RJ <i>RESOLVED: Council agreed that they had no objection to the planning application.</i></p> <p><b>AP: To respond to West Northants Council (WNC) Planning Team to advise of no objection. (Clerk)</b></p>
2022 07 11	<p>To discuss amendment of Council communication via address and telephone. <i>RESOLVED: Council agreed that Council communication now be sent to the Clerk's address and to no longer use a telephone line.</i></p> <p><b>AP: To update village website with new address and remove telephone number.</b></p>
2022 07 12	<p>To receive comments and an offer from a resident in relation to Cherry Hill grass cutting. <b>(RB)</b> <i>Council requested for this item to be included in item 2022 07 18.</i></p>
2022 07 13	<p>To review and approve the following policies and procedures:</p> <ul style="list-style-type: none"> <li>● GDPR Privacy Notice</li> <li>● Absence Management Policy</li> <li>● Disciplinary Policy</li> <li>● Standing Orders</li> </ul> <p><i>RESOLVED: All policies and procedures were approved.</i></p> <p><b>AP: To update village website with date of review for each policy and procedure. (Clerk)</b></p>

2022 07 14	To discuss NCALC training courses. <b>(Clerk)</b> <i>Clerk advised Council of some upcoming training available.</i> <i>RESOLVED: No one wished to attend courses.</i>
2022 07 15	To review and approve the Asset Register. <i>RESOLVED: Council reviewed and requested for some items to be taken off of the register that were no longer assets.</i> <b>AP: To update the Asset Register and update the village website. (Clerk)</b>
2022 07 16	To receive and take action on the ROSPA report. <i>RESOLVED: Council received ROSPA report and agreed that the recommendations be undertaken.</i> <b>AP: To follow up on recommendations by report.</b>
2022 07 17	To discuss holiday cover. <i>RESOLVED: Council agreed to arrange for holiday cover for any roles they undertake and to advise Clerk of any holiday dates.</i>
2022 07 18	To discuss grass cutting. <i>Council discussed letter from resident regarding grass cutting at Cherry Hill.</i> <b>AP: To obtain a quote from current contractor to find out the additional cost of grass cutting in Cherry Hill. To be added for discussion at the next meeting. (Clerk)</b>
	<i>Councillor's Report:</i> <ul style="list-style-type: none"> <li>● Cllr Grant advised that Moulton College have completed their tree survey of the village. <b>AP: To send to Councillor's for review and to present in next meeting. (Cllr Grant)</b></li> <li>● Cllr Grant gave an update on the water leak by Scaldwell Road. Camera imaging has been undertaken and a broken pipe has been discovered. Highways have given a timescale of 6 weeks to have it repaired.</li> <li>● Cllr Grant advised that he is having trouble contacting the original contractor to help remove the village sign so will give an update at next meeting.</li> <li>● Cllr Green advised that the broken bollard in Cherry Hill has been replaced with a reflective one.</li> </ul>
	<i>Correspondence:</i>

**End of Meeting 21:02**

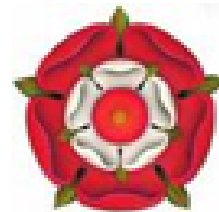
**Signed**.....

**Date**.....

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

Email: [oldparishcouncil@gmail.com](mailto:oldparishcouncil@gmail.com)  
Website: <http://www.villageofold.org>



Minutes of the Extraordinary Planning Meeting of Old Parish Council held on **Wednesday 28th September 2022.**

Present:

Cllr Ed Green Chairman (Chair)  
Cllr Rosemary Bury (Vice Chair)  
Cllr Dominick O'Connell

Cllr Barrie Grant  
Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:00

Year Month Item	The following business was transacted:
2022 09 EPM1	To receive and approve apologies for absence. <i>RESOLVED: Apologies received from Cllr A Hocking.</i>
2022 09 EPM2	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>
2022 09 EPM3	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 attendees for public participation.</i>
2022 09 EPM4	To give consideration to the following Planning Application: WND/2022/0767 Two storey extension to east side of house to form new principal elevation facing south. External insulation and render to existing house and relocation of driveway. Kites Hall Cottage, Mill Lane, Old, Northamptonshire, NN6 9RN <i>RESOLVED: Council agreed that they had no objection to the planning application.</i> <b>AP: To notify West Northamptonshire Council of Council's decision. (Clerk)</b>

**End of Meeting 19:05**

Signed.....

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

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Minutes of the meeting of Old Parish Council held on **Wednesday 28th September 2022.**

Present:

Cllr Ed Green Chairman (Chair)  
Cllr Rosemary Bury (Vice Chair)  
Cllr Dominick O'Connell

Cllr Barrie Grant  
Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:30

Year Month Item	The following business was transacted:										
2022 09/2 01	To receive and approve apologies for absence. <i>RESOLVED: Apologies received from Cllr A Hocking.</i>										
2022 09/2 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>										
2022 09/2 03	That the minutes of the meeting held on 13th July 2022 be approved by Council and signed by Chairman as a true and correct record. To note that the meeting scheduled for 14th of September was cancelled due to Her Majesty The Queen's passing. <i>RESOLVED: Cllr Green signed the minutes for the meeting held on the 13th of July 2022 and noted that the meeting scheduled for the 14th of September was cancelled due to the Her Majesty The Queen's passing.</i>										
2022 09/2 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 attendees for public participation.</i>										
2022 09/2 05	Finance: To receive financial and budget report as of 1st September. <i>RESOLVED: Council was presented with the financial and budget report.</i>										
2022 09/2 06	To present and approve the bank reconciliation as of 1st September. <i>RESOLVED: Cllr M Hocking signed and approved bank reconciliation for the months of July and August.</i>										
2022 09/2 07	The below items added to the Agenda for finance for approval as essential payments made between meetings (totalling £772.27):  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SWALEC/SSE - £114.74 + VAT £5.73</td> <td style="text-align: right;">£120.47</td> </tr> <tr> <td>EON - £66.56 + VAT £13.31</td> <td style="text-align: right;">£79.87</td> </tr> <tr> <td>ICO Data Protection Fee (Cheque 000860)</td> <td style="text-align: right;">£40</td> </tr> <tr> <td colspan="2"><b>NCALC:</b></td> </tr> <tr> <td>Annual Membership, Internal Audit &amp; Data Protection Office Fee</td> <td style="text-align: right;">£531.93</td> </tr> </table> <i>RESOLVED: Council approved these payments.</i>	SWALEC/SSE - £114.74 + VAT £5.73	£120.47	EON - £66.56 + VAT £13.31	£79.87	ICO Data Protection Fee (Cheque 000860)	£40	<b>NCALC:</b>		Annual Membership, Internal Audit & Data Protection Office Fee	£531.93
SWALEC/SSE - £114.74 + VAT £5.73	£120.47										
EON - £66.56 + VAT £13.31	£79.87										
ICO Data Protection Fee (Cheque 000860)	£40										
<b>NCALC:</b>											
Annual Membership, Internal Audit & Data Protection Office Fee	£531.93										

2022 09/2 08	<p>To approve payments:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - September 2022</td> <td style="text-align: right;">£276.38</td> </tr> <tr> <td>Clerk Home Working (SO) - September 2022</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td><b>SSE/SWALEC (September DD) - £114.74 + VAT £5.73</b></td> <td style="text-align: right;"><b>£120.47</b></td> </tr> </table> <p>To agree who will set up the payments. To agree who will authorise the payments. <b>RESOLVED: Council approved these payments. No payments were required to be set up.</b></p>	Clerk Salary (SO) - September 2022	£276.38	Clerk Home Working (SO) - September 2022	£18.00	<b>SSE/SWALEC (September DD) - £114.74 + VAT £5.73</b>	<b>£120.47</b>
Clerk Salary (SO) - September 2022	£276.38						
Clerk Home Working (SO) - September 2022	£18.00						
<b>SSE/SWALEC (September DD) - £114.74 + VAT £5.73</b>	<b>£120.47</b>						
2022 09/2 09	<p>To discuss the quote obtained for Cherry Hill grass cutting and to review overall grass contract. <b>(Clerk)</b> Council received a quote from the current grass cutting contractor to add areas of Cherry Hill onto contract. Council was presented with correspondence from a resident who asked if contract is to be re-evaluated for Cherry Hill to be included. Cllr O'Connell commented that he had received feedback from some residents who wanted to express their happiness with the volunteers work. Council approved to produce a revised grass cutting and shrub trimming contract to include whole village with tender to be issued at a later date. <b>AP: To notify the current contractor of the intention to go to tender. (Clerk)</b> <b>AP: To create a proposal for revising the grass cutting and shrub trimming contract for the whole of the village.</b> Council was presented with correspondence from a resident who was concerned with the health and safety aspect of grass being cut at Cherry Hill. <b>AP: Council will address this.</b></p>						
2022 09/2 10	<p>To approve and sign a bank mandate for the Clerk to have access to the bank account. <b>RESOLVED: Clerk and three members of Council signed bank mandate.</b> <b>AP: To send bank mandate form to the bank. (Clerk)</b></p>						
2022 09/2 11	<p>To receive an update on village sign. <b>(BG)</b> Council was advised that a new individual to remove the sign has been contacted. <b>AP: To update Council once a response has been received. (BG)</b></p>						
2022 09/2 12	<p>To discuss the action points required following ROSPA playground report. <b>(Clerk)</b> Council discussed addressing the recommendations in the report. Update received that the overhanging trees at the back of the swingsets have been cut back by resident since ROSPA inspection was completed. Underneath the swings was recently jet-washed which resolved the slippery surface. <b>AP: To contact owners of house next to playground to ask if they can cut back their tree which is currently overhanging the playground. (Clerk)</b> <b>AP: To inspect points of recommendations from playground report and update to be provided. (MH and EG)</b></p>						
2022 09/2 13	<p>To receive the playground inspection report for August and September. <b>(MH)</b> <b>RESOLVED: Clerk received playground reports for August and September.</b> <b>AP: As above item 2022 09/2 12.</b></p>						
2022 09/2 14	<p>To receive the defibrillator report for August and September. <b>(RB)</b> <b>RESOLVED: Clerk received defibrillator reports for August and September.</b></p>						
2022 09/2 15	<p>To receive a report about Queen's Green Canopy Tree. <b>(RB)</b> Council received update that initial location for the tree is no longer suitable. Council approved proposal for the tree to be planted at Cherry Hill. <b>AP: To discuss the planting of the tree with Moulton College. (RB)</b></p>						

2022 09/2 16	<p>To discuss the ward boundaries consultation by Local Government Boundary Commission for England (LGBCFE). <b>(RB/Clerk)</b></p> <p><i>Council received an update from a meeting attended by the Clerk and Cllr Bury on what input LGBCE is looking for from parishes on the ward boundaries.</i></p> <p><b>AP: Councillor's to look at the current ward boundaries to discuss response to LGBCE in next meeting.</b></p>
2022 09/2 17	<p>To discuss the tree report completed by Moulton College. <b>(BG)</b></p> <p><i>Council discussed the tree report and the recommendations received. Schedule of work has not yet been received but Moulton College will be completing all work free of charge.</i></p> <p><i>Council discussed how there were some trees in the playground that also need to be looked at by Moulton College.</i></p> <p><b>AP: To ask for Moulton College to complete survey on trees in playground. (BG)</b></p> <p><b>AP: To write letter of thanks to Moulton College for their work completed so far. (Clerk)</b></p>
2022 09/2 18	<p>To discuss the appointment of Smaller Authorities' Audit Appointments (SAAA) to organise the external audits. <b>(Clerk)</b></p> <p><i>RESOLVED: Council were presented with the information from SAAA about the process of opting out of their appointment of external auditor. Council approved decision to remain with SAAA.</i></p>
2022 09/2 19	<p>To discuss a potential review of the energy supplier. <b>(Clerk)</b></p> <p><i>Council agreed to stay with current energy supplier but for Clerk to make enquiries for alternative provider.</i></p> <p><b>AP: To investigate alternative energy supplier. (Clerk)</b></p>
2022 09/2 20	<p>To discuss the speed camera. <b>(Clerk)</b></p> <p><i>RESOLVED: Council agreed that the speed camera should be moved position to maximise efficiency.</i></p> <p><b>AP: To move position of the speed camera periodically. (MH&amp;AH)</b></p>
2022 09/2 21	<p>To approve the purchase of the Remembrance Day Poppy Wreath. <b>(RB)</b></p> <p><i>RESOLVED: Council approved the purchase.</i></p> <p><b>AP: To arrange purchase of wreath and notify Clerk of payment. (RB)</b></p>
2022 09/2 22	<p><i>Closure of the meeting to the public and press.</i></p>
2022 09/2 23	<p>To discuss staff review.</p> <p><i>RESOLVED: Council discussed how recent review meeting of Clerk had been.</i></p> <p><i>A further review will be completed at the point of Clerk's 12 months of employment.</i></p>
2022 09/2 24	<p><i>Re-opening of the meeting to the public and press.</i></p>
2022 09/2 25	<p>To receive update on the Parish Council 5 Year Plan. <b>(DO)</b></p> <p><i>Council discussed how to gather residents ideas for the 5 Year Plan. Council agreed for it to be advertised in Village Newsletter with the option given to write to council or complete online form.</i></p> <p><b>AP: To look into creation of online form on the village website. (AH)</b></p>
2022 09/2 26	<p>To discuss the support provided to Parish Charities. <b>(DO)</b></p> <p><i>RESOLVED: Cllr Green advised that he had spoken to the Chair of Parish Charities who is happy with the current situation of interaction between organisations. Council noted that it was previously agreed that any important information to go through the Clerk's.</i></p> <p><b>AP: To send minutes from each Council meeting to Parish Charities Clerk. (Clerk)</b></p>
2022 09/2 27	<p>To discuss the field on Walgrave Road. <b>(DO)</b></p> <p><i>RESOLVED: Council discussed that a field on Walgrave Road is currently for sale. Council agreed that they were unable to be involved in this sale.</i></p>
2022 09/2 28	<p>To review the Civility and Respect Pledge. <b>(Clerk)</b></p> <p><i>RESOLVED: Council agreed to sign the pledge. Council discussed how pledge includes training of Councillors and how it may be beneficial for further training.</i></p> <p><b>AP: To sign pledge and add to notes to discuss training budget in next year's budget meeting. (Clerk)</b></p>



2022 09/2 29	<p>To review and approve the following policies/procedures: <b>(Clerk)</b></p> <ul style="list-style-type: none"> <li>● Dignity at Work Policy.</li> <li>● Financial Regulations.</li> </ul> <p><i>RESOLVED: Both policies/procedures were approved.</i></p> <p><b>AP: To update village website with date of review for each policy and procedure. (Clerk)</b></p>
2022 09/2 30	<p><i>Councillor's Report:</i></p> <ul style="list-style-type: none"> <li>● Cllr Grant confirmed that the water leak on Scaldwell Road has been fixed.</li> </ul>
2022 09/2 31	<p><i>Correspondence:</i></p> <ul style="list-style-type: none"> <li>● A letter was presented which was received from a resident of Mawsley in relation to anti-social behaviour at Old Poor's Gorse. <b>AP: To inform resident to contact Parish Charities as they own this area of land. (Clerk)</b></li> <li>● A letter was presented where the resident advised that bindweed was obstructing the pathways at Charles Close. Letter also detailed that the swingsets in the playground were extremely slippery. (please see item 12) <b>AP: To visit Charles Close and to check whether it is Highways responsibility. (BG)</b></li> </ul>

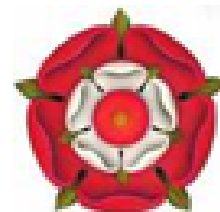
**End of Meeting 21:41**

Signed.....

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

Email: [oldparishcouncil@gmail.com](mailto:oldparishcouncil@gmail.com)  
Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 12th October 2022.**

Present:

Cllr Ed Green Chairman (Chair)  
Cllr Rosemary Bury (Vice Chair)

Cllr Barrie Grant  
Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:32

Year Month Item	The following business was transacted:								
2022 10 01	To receive and approve apologies for absence. <i>RESOLVED: Apologies received and approved from Cllr A Hocking. Apologies received from Cllr O'Donnell.</i>								
2022 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>								
2022 10 03	That the minutes of the extraordinary planning meeting and council meeting that were held on the 28th September 2022 be approved by Council and signed by Chair as a true and correct record. <i>RESOLVED: Cllr Green signed the minutes for both meetings held on the 28th of September.</i>								
2022 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 attendees for public participation.</i>								
2022 10 05	Finance: To receive financial and budget report as of 1st October. <i>RESOLVED: Council was presented with the financial and budget report.</i>								
2022 10 06	To present and approve the bank reconciliation as of 1st October. <i>RESOLVED: Cllr Bury signed and approved bank reconciliation for September.</i>								
2022 10 07	To approve the purchase of 4 x dome caps for playground equipment. <i>RESOLVED: Council approved the purchase of dome caps.</i>								
2022 10 08	To approve payments:  <table><tbody><tr><td><i>Clerk Salary (SO) - October 2022</i></td><td><i>£276.38</i></td></tr><tr><td><i>Clerk Home Working (SO) - October 2022</i></td><td><i>£18.00</i></td></tr><tr><td><i>Michael Cawley - Grass Cutting Sept 1</i></td><td><i>£250.89</i></td></tr><tr><td><i>Michael Cawley - Grass Cutting Sept 2</i></td><td><i>£413.89</i></td></tr></tbody></table> <i>Cllr Green -</i>	<i>Clerk Salary (SO) - October 2022</i>	<i>£276.38</i>	<i>Clerk Home Working (SO) - October 2022</i>	<i>£18.00</i>	<i>Michael Cawley - Grass Cutting Sept 1</i>	<i>£250.89</i>	<i>Michael Cawley - Grass Cutting Sept 2</i>	<i>£413.89</i>
<i>Clerk Salary (SO) - October 2022</i>	<i>£276.38</i>								
<i>Clerk Home Working (SO) - October 2022</i>	<i>£18.00</i>								
<i>Michael Cawley - Grass Cutting Sept 1</i>	<i>£250.89</i>								
<i>Michael Cawley - Grass Cutting Sept 2</i>	<i>£413.89</i>								

	<p><i>Playground Maintenance (Dome Caps) - £11.88 + VAT £2.38      £14.26</i></p> <p><i>EON - £66.56 + VAT £13.31      £79.87</i></p> <p><i>SSE/SWALEC - £118.32 + VAT £5.91      £124.23</i></p> <p>Essential Payment received after Agenda was published:  <i>2commune - Website Hosting&amp;Costs - £470 + VAT £94      £564</i></p> <p>To agree who will set up the payments.  To agree who will authorise the payments.  <i>RESOLVED: Council approved these payments.</i>  <b>AP: Cllr Green to set up EON, 2commune and Michael Cawley payments. Cllr Bury to authorise the payments.</b>  <b>AP: Cllr Green to receive cheque at next meeting for his payment. (RB)</b></p>
2022 10 09	<p>To update Council regarding the purchase of Poppy Wreath. <b>(RB)</b>  <i>Council were advised that the purchase was made via The Royal British Legion.</i>  <i>Council discussed who would present the wreath at the Remembrance Service. Council agreed that an individual who has served or is currently serving in the military would be appropriate. If this is unable to be arranged then Chair has agreed he will present the wreath.</i>  <b>AP: To speak to potential volunteer to present the wreath. (EG)</b>  <b>AP: To add transaction details to payment list for next meeting. (Clerk)</b></p>
2022 10 10	<p>To discuss if Council requires a fiscal efficiency review of the Council. <b>(DO)</b>  <i>RESOLVED: Council was presented with information provided by Cllr O'Donnell in his absence on opinion for a potential review. Council agreed that because of the existing controls in place that there is not a current need for a review.</i></p>
2022 10 11	<p>To update Council on the Queen's Green Canopy project. <b>(RB)</b>  <i>Council received update on the meeting with NCALC. Council approved for Cllr Bury to continue looking at ways that Council can continue to be part of the Queen's Green Canopy project.</i>  <b>AP: To look into further ways to take part in the project. (RB)</b></p>
2022 10 12	<p>To discuss the response to give to Local Government Boundary Commission for England (LGBCFE) in relation to the ward boundaries consultation.  <i>RESOLVED: Council discussed which ward they felt Old would be best represented between Moulton and Brixworth. Council agreed that they felt being a part of the Brixworth ward would be more appropriate for Old.</i>  <b>AP: To send Council's opinion to LGBFCE. (Clerk)</b></p>
2022 10 13	<p>To receive update from inspection of playground following ROSPA report. <b>(MH&amp;EG)</b>  <i>Council received update from the inspection completed by Cllr M Hocking and Cllr Green in response to ROSPA report. Now the mats underneath the swing sets have been cleaned it is felt that the trip hazard is heavily reduced.</i>  <i>Council agreed for invoice to be sent to Parish Charities for half of the ROSPA report charges.</i>  <i>Cllr Green asked for approval for replacing two quick links for the swing set. Council approved this purchase.</i>  <i>The gate has already been adjusted as per the recommendations but will need to be removed from fence to adjust further.</i>  <i>Council agreed that quotes can be obtained for the painting of the swing set.</i>  <i>Council agreed that a wood preserver be put on the damaged wood.</i>  <b>AP: To remove gate to be further adjusted. (EG)</b>  <b>AP: To purchase the quick links for swing set. (EG)</b>  <b>AP: To get quotes for painting the swings. (MH)</b>  <b>AP: To look into availability of wood preserver. (BG)</b>  <b>AP: To contact ROSPA to ask for recommendations on how the mat underneath the swing could be fixed. (Clerk)</b>  <b>AP: To send invoice to Parish Charities for ROSPA Report. (Clerk)</b></p>

2022 10 14	To discuss proposal for revising the grass cutting and shrub trimming contract for the whole village. <i>Clerk presented to Council the proposal for a working group to be put together to work on draft proposal. Council agreed for this to be done.</i> <b>AP: To put together a draft proposal for Council approval for next meeting. (Clerk, BG &amp; RB)</b>
2022 10 15	To receive the playground inspection report for October. <b>(MH)</b> <i>RESOLVED: Playground inspection report was received and presented to Council for October. More details are included in item 2022 10 14.</i>
2022 10 16	To receive the defibrillator report for October. <b>(RB)</b> <i>RESOLVED: Defibrillator report was received for October. The inside light is to be repaired.</i> <b>AP: To repair inside light. (RB)</b>
2022 10 17	To discuss training courses from NCALC. <b>(Clerk)</b> <i>Clerk presented to Council that it is recommended for Council to have a training statement of intent, training plan and training record. Council agreed for Clerk to present proposal at next meeting.</i> <b>AP: To present to Council a proposed training statement of intent and training plan. (Clerk)</b>
2022 10 18	To discuss Council representative for Planning Peer Review held by West Northamptonshire Council. <i>RESOLVED: Council agreed that it was not necessary for a representative of Council to attend.</i>
2022 10 19	To receive update from Chair's attendance at the 75th anniversary NCALC conference. <b>(EG)</b> <i>RESOLVED: Council received an update about the NCALC conference. The Chair felt it was beneficial to have Council represented at this occasion.</i>
2022 10 20	To review and approve the following policies/procedures: <b>(Clerk)</b> <ul style="list-style-type: none"> <li>• Audit Plan</li> <li>• Recruitment Policy</li> </ul> <i>RESOLVED: Council approved both policies.</i> <b>AP: To update website and audit plan with new dates. (Clerk)</b>
	<i>Councillor's Report:</i> <i>Cllr Grant -</i> <ul style="list-style-type: none"> <li>• It has been confirmed that Highways have responsibility for the footpath along Charles Close which a resident contacted Council about.</li> <li>• Moulton College has been contacted about the schedule of the maintenance of trees.</li> <li>• A new contact may have been found for the removal of the village sign.</li> </ul> <i>Cllr Bury -</i> <ul style="list-style-type: none"> <li>• Moulton College has been contacted about the Queen's Green Canopy Trees to discuss planting arrangements.</li> </ul> <i>Cllr M Hocking -</i> <ul style="list-style-type: none"> <li>• Speed camera will be moved to Walgrave Road. <b>(MH&amp;AH)</b></li> </ul>
	<i>Correspondence:</i> <ul style="list-style-type: none"> <li>• A letter has been received from a resident concerned with the speeding along Walgrave Road into the village. Council asked for review of the speed camera monitor to be added to next meeting's agenda.</li> </ul> <b>AP: To investigate the possibility of a mirror being placed as a safety precaution to help traffic coming onto Walgrave Road. (BG)</b>

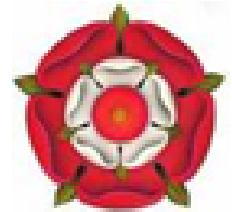
**End of Meeting 21:00**

Signed.....

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

Email: [oldparishcouncil@gmail.com](mailto:oldparishcouncil@gmail.com)  
Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 9th November 2022.**

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Barrie Grant  
Cllr Rosemary Bury (Vice Chair)                      Cllr Mariah Hocking  
Cllr Alex Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:30

One member of the public in attendance.

Year Month Item	The following business was transacted:										
2022 11 01	To receive and approve apologies for absence. <i>RESOLVED: All Councillors Present.</i>										
2022 11 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>										
2022 11 03	That the minutes of the meeting held on 12th October 2022 be approved by Council and signed by Chairman as a true and correct record. <i>Council approved that the minutes were a correct record but will be signed at the next meeting.</i> <b>AP: To bring October minutes to next meeting. (Clerk)</b>										
2022 11 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 attendees for public participation.</i>										
2022 11 05	Finance: To receive financial and budget report as of 1st November. <i>RESOLVED: Council was presented with the financial and budget report.</i>										
2022 11 06	To present and approve the bank reconciliation as of 1st November. <i>RESOLVED: Cllr A Hocking signed and approved bank reconciliation for October</i>										
2022 11 07	To approve payments:  <table><tbody><tr><td><i>Clerk Salary (SO) - November 2022</i></td><td><i>£276.38</i></td></tr><tr><td><i>Clerk Home Working (SO) - November 2022</i></td><td><i>£18.00</i></td></tr><tr><td><i>Cllr Bury - Poppy Wreath - (Cheque number 000863)</i></td><td><i>£17</i></td></tr><tr><td><i>EON Highway Lighting - £66.56 + £13.31 VAT</i></td><td><i>£79.87</i></td></tr><tr><td><i>Michael Cawley - Grass Cutting - October</i></td><td><i>£250.89</i></td></tr></tbody></table>	<i>Clerk Salary (SO) - November 2022</i>	<i>£276.38</i>	<i>Clerk Home Working (SO) - November 2022</i>	<i>£18.00</i>	<i>Cllr Bury - Poppy Wreath - (Cheque number 000863)</i>	<i>£17</i>	<i>EON Highway Lighting - £66.56 + £13.31 VAT</i>	<i>£79.87</i>	<i>Michael Cawley - Grass Cutting - October</i>	<i>£250.89</i>
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<i>Michael Cawley - Grass Cutting - October</i>	<i>£250.89</i>										

	<p>Essential payment invoice received after Agenda was published: SSE/SWALEC - £107.58 + £5.37 <span style="float: right;">£112.95</span></p> <p>To agree who will set up the payments. To agree who will authorise the payments. <i>RESOLVED: It was advised that the EON lighting was a duplicate invoice so did not need to be paid. All other payments approved.</i> <i>Cllr Green received cheque for a payment approved at previous meeting (dome capes) (cheque number 000862).</i> <b>AP: To set up Michael Cawley payment. (Clerk)</b> <b>AP: To authorise Michael Cawley payment. (AH &amp; EG)</b></p>
2022 11 08	<p>To arrange bank mandate for retiring Councillor and previous Clerk. <i>RESOLVED: Council approved for retiring Councillor to be removed from bank.</i> <i>Cllr Bury advised that the bank have informed that previous Clerk had been removed already from the bank account apart from for a bank card. The bank have confirmed that they have cancelled the card.</i> <b>AP: To complete bank mandate for retiring Councillor. (Clerk &amp; EG)</b> <b>AP: To ask retired Councillor to return bank card to Council. (Clerk)</b></p>
2022 11 09	<p>To discuss the Code of Conduct and accept proposal. <i>Cllr Bury proposed for Council to agree to report any breaches of the Code of Conduct by Councillors at each meeting.</i> <i>Cllr Grant asked for the discussion to be continued later on in the meeting.</i></p>
2022 11 10	<p>To discuss the proposed training statement of intent and training plan. <b>(Clerk)</b> <i>RESOLVED: Clerk presented Council with a proposed training statement of intent and training plan. Council agreed that a statement of intent or training plan was not required and Councillors and Clerk will highlight any training requirements as they appear.</i></p>
2022 11 11	<p>To update Council on the Queen's Green Canopy project. <b>(RB)</b> <i>Flyers have been distributed to nearly all residents, with the rest shortly being delivered, asking if residents would like to have a tree as part of the Queen's Green Canopy. The plaque for the tree has been received.</i></p>
2022 11 12	<p>To receive draft budget precept for 2023/2024 Budget. <b>(Clerk)</b> <i>The draft budget was presented to Council. Council discussed each category and whether it needed adjusting, making comparisons with the previous year's budget.</i> <b>AP: To make agreed amendments and present to Council for approval at the next meeting.</b></p>
2022 11 13	<p>To receive the playground inspection report for November and receive an update on action points from previous meeting. <b>(MH)</b> <i>The playground inspection was received and presented to Council.</i> <i>Cllr Bury advised that ROSPA has responded with <del>recommendations</del> [a potential solution]* for a product to be used to resolve gaps in the tiles under the swing. Council approved an investigation into this as an option.</i> <i>Cllr M Hocking advised that she has appropriate paint for the swing sets and will donate to Council for use.</i> <i>Cllr Green advised that there is now 12mm between the gates as recommended by ROSPA report.</i> <b>AP: To send details of the product for potential use on the tiles to Cllr Green. (Clerk)</b> <b>AP: To look into wood preserver. (MH &amp; EG)</b></p>
2022 11 14	<p>To receive and discuss the defibrillator report for November. <b>(RB)</b> <i>RESOLVED: The defibrillator report was received. Council gave permission for the shrubbery to be cut near the defibrillator cabinet. Volunteer has provided risk assessment form and will notify Council once work has been completed.</i> <b>AP: To cut shrubbery at the side of the defibrillator cabinet. (Volunteer)</b></p>

2022 11 15	<p>To receive update on the village sign.  <i>A potential contractor has been contacted to provide a quote for the removal of the village sign and reinstating once painted.</i>  <i>A new local artist local has been contacted about potentially painting the sign. Council are awaiting a quote for this work.</i>  <b>AP: To update Council of quotes at next meeting. (EG)</b></p>
2022 11 16	<p>To receive update on the Parish Council 5 Year Plan.  <i>Cllr M Hocking has agreed to take on this project.</i>  <b>AP: To communicate with other village organisations and investigate entry into the village magazine. (MH)</b></p>
2022 11 17	<p>To review the speed camera training course.  <i>Council agreed for investigation to find out how many people need to be interested in completing the training for the sessions to go ahead.</i>  <i>Cllr A Hocking advised that he had contacted Highways to discuss whether the <del>speed awareness camera</del> [Vehicle Activated sign]* could be moved further along Walgrave Road so that it was more prominent when entering the village.</i>  <b>AP: To update the status of training session at next meeting. (Clerk)</b></p>
2022 11 18	<p>To receive update on the possibility of a mirror being placed as a safety precaution to help traffic coming onto Walgrave Road. <b>(BG)</b>  <i>Cllr Grant advised that a communication has been sent to Highways to arrange a meeting to visit the site and explore what options are available to assist traffic exiting Church Lane on to Walgrave Road.</i>  <b>AP: To provide an update at the next meeting. (BG)</b></p>
2022 11 19	<p>To discuss proposal to reduce cost of street lighting. <b>(RB)</b>  <i>Council discussed the potential for Cherry Hill street lights to be dimmed to fall in line with rest of village and to potentially reduce electricity cost.</i>  <b>AP: To enquire with EON if there is the possibility of dimming the street lights in Cherry Hill. (Clerk)</b></p>
2022 11 20	<p>To discuss proposal for the Village Magazine. <b>(RB)</b>  <i>RESOLVED: Council was advised that the Parish Council meetings are no longer listed in the What's On section of the Village magazine.</i>  <b>AP: To speak to Editor of the village magazine to reinstate the information. (Clerk)</b></p>
2022 11 21	<p>To discuss attendance of the Climate Change Conference held by West Northamptonshire Council requested by a Councillor.  <i>RESOLVED: It was decided that no one would attend the meeting.</i></p>
2022 11 22	<p>To discuss whether training should be undertaken for the Parish Council website. <b>(AH)</b>  <i>Council discussed whether there is a necessity to complete the training for the website. Further details to be obtained.</i>  <b>AP: To enquire whether Parish Charities would be interested in taking part in the potential training session. (Clerk)</b></p>
2022 11 23	<p>To present and discuss the draft proposal for grass cutting and shrub maintenance. <b>(Clerk, RB &amp; BG)</b>  <i>Council was presented with the draft proposal for the grass cutting and shrub maintenance and approved the proposed amendments.</i>  <b>AP: To send notification to current contractor of the end of their contract. (Clerk)</b>  <b>AP: To put together the proposal for a new contract together with the terms and conditions to present to Council. (Clerk, RB &amp; BG)</b></p>
2022 11 24	<p><i>Closure of the meeting to the public and press.</i></p>
2022 11 25	<p>To discuss Clerk's salary. <b>(RB)</b>  <i>RESOLVED</i></p>
2022 11 26	<p><i>Re-opening of the meeting to the public and press.</i></p>
2022 11 27	<p>Councillors Report:  <i>RESOLVED: No reports to receive.</i></p>

2022 11 28	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>● Letter received from volunteers. <i>RESOLVED: Council discussed the letter which advised that the grass cutting volunteers in Cherry Hill will no longer be continuing their work. Council wanted to note their thanks to the volunteers for their work undertaken.</i></li> <li>● West Northamptonshire Council (WNC) Conference with NCALC. <i>RESOLVED: Council approved Clerk's request to attend the zoom session where NCALC and WNC will give information on how Council's will work with WNC in the future.</i></li> <li>● Parish Charities Wreath Query <i>RESOLVED: Council confirmed that Cllr Green had the wreath and would be notifying Parish Charities of the hand over arrangement.</i></li> </ul> <p><b>AP: To notify Parish Charities Clerk. (Clerk)</b></p>
2022 11 29	<p>Following a request for item 2022 11 09 to be delayed until the end of the meeting. Council discussed whether any breaches of the Code of Conduct should be brought to Council meetings in the future. No decisions were made. After a heated discussion, which included the use of threatening language by one Councillor towards another, the Chair then closed the meeting. <i>[There was name calling and personal verbal attacks.]*</i></p>

**End of Meeting 22:25**

**\*Amendments made at December's meeting.**

**Signed.....**

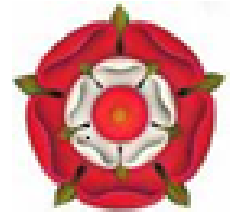
**Date.....**



# Old Parish Council

12 Charles Close  
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NN6 9RQ

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## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 14th December 2022.**

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Mariah Hocking  
Cllr Rosemary Bury (Vice Chair)  
Cllr Alex Hocking

Meeting Commenced: 19:30

Three members of the public in attendance.

Year Month Item	The following business will be transacted:
2022 12 01	To receive and approve apologies for absence. <i>RESOLVED: Apologies received from Clerk and Cllr Grant. Council accepted the reason for the absence. Cllr Bury agreed to take minutes.</i>
2022 12 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: No Declarations</i>
2022 12 03	That the minutes of the meetings held on 12th October and 9th November 2022 be approved by Council and signed by Chairman as a true and correct record. <i>Minutes for meeting held on the 12th October signed by Chair.</i> <i>Minutes for meeting held on the 9th of November not approved.</i> <i>Cllr M Hocking requested changes to items as follows:</i> <i>Item 13 - To read: RoSPA responded with a potential solution.</i> <i>Item 17 - To read: Vehicle activation sign in place of (speed awareness camera).</i> <i>Cllr A Hocking requested the following to be added:</i> <i>Item 29 - "There was name calling and personal verbal attacks."</i> <b>AP: To bring the 9th November minutes to be signed by Chair at the next meeting. (Clerk)</b>
2022 12 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: Three members of the public were present, two of whom wished to address Council.</i> <i>Both confirmed that they were attending in response to Councillor casual vacancy to hear about the role of Councillor and the duties involved.</i> <i>Chair invited them to attend two meetings before request for co-option which would take place at the February meeting.</i>
2022 12 05	Finance: i. To receive financial and budget report as of 1st December. ii. Clerk advised that she has become aware that an invoice payment has been made to a contractor in error prior to council approval at the December meeting. Clarification required as to how the payment was made in error. <i>i. All Councillors confirmed that they had received the financial and budget report.</i> <i>ii. Cllr Green confirmed error was made due to mistake with invoices.</i>

2022 12 06	To present and approve the bank reconciliation as of 1st December. <i>To be presented at next meeting.</i>												
2022 12 07	To approve payments:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - December 2022</td> <td style="text-align: right;">£307.79</td> </tr> <tr> <td>Clerk Home Working (SO) - December 2022</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>Backdated Pay</td> <td style="text-align: right;">£251.28</td> </tr> </table> Michael Cawley - Grass Cutting (November) (£250.89 paid 13.11.22 - see item 2022 12 05 above)  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SSE/SWALEC (SO) - £111.16 + £5.55 VAT</td> <td style="text-align: right;">£116.71</td> </tr> <tr> <td>NCALC VAT Claim back</td> <td style="text-align: right;">£138.40</td> </tr> <tr> <td>Cllr Green - 4 x Quick Links £3.00 each</td> <td style="text-align: right;">£12.00</td> </tr> </table> To agree who will set up the payments. To agree who will authorise the payments. <b>RESOLVED:</b> Payments approved. Cllr Green to receive a cheque (000864) for £12 at next meeting. <b>AP: To set up payment (EG) and to authorise payment (AH).</b> <b>AP: To bring cheque for Cllr Green. (Clerk)</b>	Clerk Salary (SO) - December 2022	£307.79	Clerk Home Working (SO) - December 2022	£18.00	Backdated Pay	£251.28	SSE/SWALEC (SO) - £111.16 + £5.55 VAT	£116.71	NCALC VAT Claim back	£138.40	Cllr Green - 4 x Quick Links £3.00 each	£12.00
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NCALC VAT Claim back	£138.40												
Cllr Green - 4 x Quick Links £3.00 each	£12.00												
2022 12 08	To receive the playground inspection report. <b>(MH)</b> <b>RESOLVED:</b> Inspection was presented. Cllr M Hocking reported that the gates require hinges attention to widen the space. Contractor needed to do this work. <b>AP: To replace number 20 on the sign. (MH)</b>												
2022 12 09	To receive quotes for silicon solution to fill gaps in swing surfaces. <b>RESOLVED:</b> Cllr Green reported that he had inspected the gaps in the playground matting. Requested approval to purchase two tubes of silicon solution at approximately £10 per tube. Council approved this purchase. <b>AP: To make the purchase. (EG)</b>												
2022 12 10	To discuss future RoSPA reports. <b>(Clerk)</b> Item deferred to January Meeting.												
2022 12 11	To receive the defibrillator report. <b>(RB)</b> <b>RESOLVED:</b> Defibrillator report forwarded to Clerk.												
2022 12 12	To agree budget precept for 2023/2024 Budget. <b>(Clerk)</b> <b>RESOLVED:</b> Council agreed to increase budget allowance for grass cutting to £4,500. Council agreed to add cost of repairs to village sign to budget at £1,200. <b>AP: To bring the required form for completion at next meeting. (Clerk)</b>												
2022 12 13	To receive update on the village sign. <b>(EG)</b> Cllr Green advised he had received a quote of £195 for the removal and replacing of the sign prior to painting. Quote has also been received for repainting the sign and post of £990. Council has received a new metal support for the repainted sign free of charge. Council requested that details of the colours to be used on the sign to be shown to Council before painting commences. Timeline to be approximately one month, sign to be removed in preparation. <b>AP: Further information to be presented at the next meeting. (EG)</b>												
2022 12 14	To receive stationary request from Clerk. <b>(Clerk)</b> Item deferred to January Meeting.												
2022 12 15	To receive update on potential to reduce cost of street lighting. <b>(Clerk)</b> Quote not yet received from EoN. <b>AP: To add to January's agenda. (Clerk)</b>												
2022 12 16	To receive and discuss proposal for correspondence received. <b>(Clerk)</b>												

	<i>Item deferred to January Meeting.</i>
	<p>Councillors Report:</p> <ul style="list-style-type: none"> <li>• Village plan - Cllr M Hocking said that she is intending to have discussions with the other group to put together a proposal.</li> </ul>
	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>• The Chair advised that he has received correspondence in relation the Queen's Green Canopy. This will be included with all correspondence in relation to this project in due course.</li> </ul>
	A Councillor requested that the Chair agree that the co-option of two new Councillors was completed at this meeting. He was advised that this was not possible as correct procedure was to be followed by the Clerk and added as an agenda item.
	<b>Addendum: Council received the completed Bank Mandate to remove retired Cllr O'Connell which was signed by three Councillors.</b>

**Minutes taken by Cllr Bury**

**End of Meeting 20:36pm**

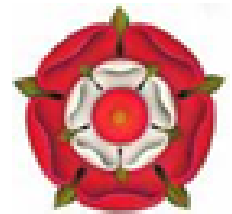
**Signed.....**

**Date.....**

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

Email: [oldparishcouncil@gmail.com](mailto:oldparishcouncil@gmail.com)  
Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 11th January 2023.**

Present:

Cllr Ed Green Chairman (Chair)                      Cllr Barrie Grant  
Cllr Rosemary Bury (Vice Chair)                      Cllr Mariah Hocking  
Cllr Alex Hocking

Two members of the public

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:31

Year Month Item	The following business was transacted:
2023 01 01	To receive and approve apologies for absence. <i>RESOLVED: No absences.</i>
2023 01 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: No declarations.</i>
2023 01 03	That the minutes of the meetings held on 9th of November and 14th December 2022 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Minutes for the 9th of November signed by Chair.</i> <i>Council agreed an amendment to the minutes for 14th December and then Chair signed.</i> <i>Council confirmed that all payments will be set up by the Clerk who will email the invoices to the Councillors authorising the payment. Councillors to confirm to the Clerk once the action is completed.</i>
2023 01 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: An enquiry was received about how to report potholes. Council advised it can be done online by members of the public but that Council can also report (photos would be beneficial).</i> <i>An enquiry about where to find information about being a new Councillor was received. Clerk advised that she would be sending out all of the necessary information to new Councillors.</i> <i>An enquiry was also received about the flood next to Hamsons. Council confirmed that it has been reported and that Highways are currently looking into how to resolve the issue permanently.</i>
2023 01 05	Finance: To receive financial and budget report as of 1st January 2023. <i>RESOLVED: Clerk presented to Council the financial and budget report.</i>
2023 01 06	To present and approve the bank reconciliation as of 1st January 2023. <i>RESOLVED: Cllr Bury signed and approved bank reconciliation for November. Cllr Grant signed and approved bank reconciliation for December.</i>

2023 01 07	<p>To approve payments:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - January 2023</td> <td style="text-align: right;">£307.79</td> </tr> <tr> <td>Clerk Home Working (SO) - January 2023</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>EoN (Street Lighting Maintenance) - £66.56 + £13.31 VAT</td> <td style="text-align: right;">£79.87</td> </tr> <tr> <td>SSE/SWALEC (SO) - £121.73 + £6.08 VAT</td> <td style="text-align: right;">£127.81</td> </tr> </table> <p>(Amount received after Agenda was published)</p> <p>To agree who will authorise the payments.  <b>RESOLVED:</b> Cheque (000864) was given to Cllr Green (Quick Links - approved in December meeting) Council approved all payments.  <b>AP: Payment for EoN to be set up (Due 14/1/23) and invoice to be emailed to two Councillors (RB&amp;EG) to authorise payment. (Clerk)</b>  <b>AP: Clerk's standing order to be amended to include Salary and Home Working payments together. (EG)</b></p>	Clerk Salary (SO) - January 2023	£307.79	Clerk Home Working (SO) - January 2023	£18.00	EoN (Street Lighting Maintenance) - £66.56 + £13.31 VAT	£79.87	SSE/SWALEC (SO) - £121.73 + £6.08 VAT	£127.81
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EoN (Street Lighting Maintenance) - £66.56 + £13.31 VAT	£79.87								
SSE/SWALEC (SO) - £121.73 + £6.08 VAT	£127.81								
2023 01 08	<p>To agree budget precept for 2023/2024 Budget. <b>(Clerk)</b>  <b>RESOLVED:</b> Council agreed the budget. The precept form was completed and signed by Chair and Clerk.  <b>AP: To send completed precept form to West Northamptonshire Council.</b></p>								
2023 01 09	<p>To discuss if minutes can be signed electronically, allowing clarifications/corrections to be agreed and made during the meetings and avoid delays in signing and publishing, whilst aligning with good environmental practice. <b>(MH)</b>  <b>RESOLVED:</b> Council did not approve the proposal for electronic signing of minutes.</p>								
2023 01 10	<p>To discuss the administration training for the website. <b>(MH)</b>  Council were giving an update on the technical support that 2commune will offer. A proposal was received for the Clerk to complete training to enable further support. Council agreed this proposal.  <b>AP: To contact 2commune about training. To contact Parish Charities about their potential involvement. (Clerk)</b></p>								
2023 01 11	<p>To receive update on the Police speed camera training course. <b>(Clerk)</b>  Council were advised that a minimum of six volunteers would be needed for a course to be put on. Council agreed that residents should be invited to partake in the training.  <b>AP: To advertise invitation for volunteers to the website and noticeboard. (Clerk)</b>  <b>AP: To manage the project. (MH&amp;AH)</b></p>								
2023 01 12	<p>To receive update on the possibility of a mirror being placed as a safety precaution to help traffic coming onto Walgrave Road. <b>(BG)</b>  <b>RESOLVED:</b> Council were advised that Highways have visited the site and informed that a mirror is unable to be placed at the location. Highways confirmed that they will re-paint the existing, worn slow road sign located just before the double yellow lines at the pub and will introduce a new slow painted road sign in the double lines.</p>								
2023 01 13	<p>To present update on Grass Cutting tender. <b>(Clerk, RB &amp; BG)</b>  Council were advised that six contractors will be sent the tender information and invited to quote.  <b>AP: To send tender documents to contractors and Councillors. (Clerk)</b></p>								
2023 01 14	<p>To receive update on potential to reduce cost of street lighting. <b>(Clerk)</b>  Council were presented with two quotes from EoN for making potential changes to lights.  <b>AP: To enquire what would be the potential savings with either option. (Clerk)</b>  <b>AP: To look at whether any applicable grants are available. (Clerk)</b></p>								
2023 01 15	<p>To receive the playground inspection report. <b>(MH)</b>  <b>RESOLVED:</b> The playground report was presented to Council. No significant changes since the previous report.</p>								
2023 01 16	<p>To discuss future RoSPA reports. <b>(Clerk)</b>  Council were advised that Parish Charities had enquired about some items not included in the previous RoSPA report. Council agreed for the Clerk to contact RoSPA.  <b>AP: To contact RoSPA. (Clerk)</b></p>								

2023 01 17	To receive the defibrillator report. <b>(RB)</b> <i>RESOLVED: The defibrillator report was received.</i>
2023 01 18	To receive update on the village sign. <b>(EG)</b> <i>Council were informed that the village sign has been removed and is currently in storage to allow the sign to dry before any paint work is completed. Council were also advised that there may be an increase in the cost of the reinstallation of the village sign due to the ground condition being more complicated than initially considered. Council agreed for contractor to be asked if village sign could be planted in a new spot near the sign to limit complications.</i> <b>AP: To enquire with contractors about public liability, insurance and maintenance agreement. (EG)</b> <b>AP: To find additional quotes for groundwork. (EG)</b>
2023 01 19	To receive and discuss proposal for correspondence received. <b>(Clerk)</b> <i>RESOLVED: Council were presented with a proposal to ensure that all correspondence is dealt with by the Clerk. Council agreed to the proposal.</i>
2023 01 20	To discuss the Jubilee Tree and Tree Survey. To receive update from progress from Moulton College. <b>(RB&amp;BG)</b> <i>Council were advised that Tutors from Moulton College were met to discuss the Jubilee Tree and Tree Survey. The Tutors confirmed the offer to plant the Jubilee tree. They also advised that the College is hoping to do the tree maintenance at the end of March, in line with their educational programme.</i>
2023 01 21	To discuss dog fouling in village public areas. <b>(RB)</b> <i>Council were advised that a resident had been in touch to complain about dog fouling in Cherry Hill. No resolution was agreed.</i>
2023 01 22	To discuss the Parish Council's priorities from the strategic goals of West Northamptonshire Council: <a href="https://www.westnorthants.gov.uk/corporate-plan">https://www.westnorthants.gov.uk/corporate-plan</a> <b>(MH)</b> <i>Council received a proposal to identify some of the strategic goals of West Northamptonshire Council that could align with Council's plans and to present at the next meeting. Council agreed this.</i> <b>AP: To look at the strategic goals from WNC and to send suggestions to Councillors prior to next meeting to enable discussion. (AH&amp;MH)</b>
2023 01 23	To propose that each month Council should identify a news item to go on the website. <b>(MH)</b> <i>RESOLVED: Council agreed that each month a news item may be identified to be put on the website.</i>
2023 01 24	To review and approve the following policies/procedures: <b>(Clerk)</b> <ul style="list-style-type: none"> <li>• Freedom of Information Policy</li> <li>• Internet Banking Policy and Procedure</li> <li>• Equality Policy</li> </ul> <i>RESOLVED: Amendments were made to the Freedom of Information Policy and Internet Banking Policy and Procedure. Council agreed these amendments and approved all three policies/procedures.</i> <b>AP: To make amendments to the policies/procedures and update them on the website. (Clerk)</b>
2023 01 25	To co-opt new Councillors. <b>(Clerk)</b> <i>RESOLVED: Nigel Godbolt and David Gwinn were co-opted as Councillors and signed their Declaration of Acceptance of Office. Their co-option was approved by Council.</i> <b>AP: To send the necessary documents to Cllr Godbolt and Cllr Gwinn. (Clerk)</b> <b>AP: To complete the Declaration of Interest form within 28 days of being co-opted. (NG&amp;DG)</b>
	Councillors Report: <i>No Councillor reports</i>
	Correspondence: <i>Clerk presented to Council a card received from His Majesty, The King. It expressed his thanks to Old Parish Council in the letter of condolence sent following the death of Her Majesty, Queen Elizabeth II.</i> <b>AP: To upload the card to the village website. (Clerk)</b>

End of Meeting 21:57

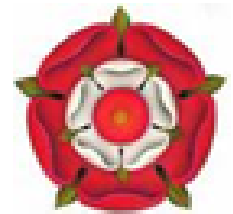
Signed.....

Date.....

# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

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Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 8th February 2023**.

Present:

Cllr Ed Green Chairman (Chair)	Cllr Barrie Grant
Cllr Rosemary Bury (Vice Chair)	Cllr Mariah Hocking
Cllr Alex Hocking	Cllr David Gwinn

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:31

Year Month Item	The following business was transacted:								
2023 02 01	To receive and approve apologies for absence. <i>RESOLVED: Cllr Godbolt sent his apologies. Council approved this.</i>								
2023 02 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: No declarations.</i>								
2023 02 03	That the minutes of the meetings held on 11th January 2023 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Minutes for the 11th of January signed by Chair.</i>								
2023 02 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 members of public present.</i>								
2023 02 05	Finance: To receive financial and budget report as of 1st February 2023. <i>RESOLVED: Clerk presented to Council the financial and budget report.</i>								
2023 02 06	To present and approve the bank reconciliation as of 1st February 2023. <i>RESOLVED: Cllr A Hocking signed and approved bank reconciliation for February.</i>								
2023 02 07	To approve payments: <table border="0" style="width: 100%;"> <tr> <td><i>Clerk Salary (SO) - February 2023</i></td> <td style="text-align: right;"><i>£307.79</i></td> </tr> <tr> <td><i>Clerk Home Working (SO) - February 2023</i></td> <td style="text-align: right;"><i>£18.00</i></td> </tr> <tr> <td><i>2commune Training - £150 + £30 VAT</i></td> <td style="text-align: right;"><i>£180.00</i></td> </tr> <tr> <td><i>SSE/SWALEC (DD) - £107.58 + £5.37</i></td> <td style="text-align: right;"><i>£112.95</i></td> </tr> </table> To agree who will authorise the payments. <i>RESOLVED: Council approved all payments.</i> <b>AP: To set up payment for 2commune and invoice to be emailed to two Councillors (RB&amp;EG) to authorise payment. (Clerk)</b>	<i>Clerk Salary (SO) - February 2023</i>	<i>£307.79</i>	<i>Clerk Home Working (SO) - February 2023</i>	<i>£18.00</i>	<i>2commune Training - £150 + £30 VAT</i>	<i>£180.00</i>	<i>SSE/SWALEC (DD) - £107.58 + £5.37</i>	<i>£112.95</i>
<i>Clerk Salary (SO) - February 2023</i>	<i>£307.79</i>								
<i>Clerk Home Working (SO) - February 2023</i>	<i>£18.00</i>								
<i>2commune Training - £150 + £30 VAT</i>	<i>£180.00</i>								
<i>SSE/SWALEC (DD) - £107.58 + £5.37</i>	<i>£112.95</i>								

2023 02 08	To receive an update on the 5 Year Plan. <b>(MH)</b> <i>It was requested to combine the update with item 20.</i>
2023 02 09	To receive a stationery request from Clerk. <b>(Clerk)</b> <b>RESOLVED:</b> Council approved the stationery request. <b>AP: To order the stationery. (Clerk)</b>
2023 02 10	To receive the playground report. <b>(MH)</b> <i>The playground report was not presented to Council. To follow in due course.</i> <i>It was reported to Council that some fallen down branches had been removed from the playground and disposed of.</i> <b>AP: To inspect the playground. (MH)</b>
2023 02 11	To receive a report on Clerk's website training. <b>(Clerk)</b> <b>RESOLVED:</b> The Clerk advised that the training had been helpful to answer questions on how to use the website and further technical support will now be able to be provided.
2023 02 12	To discuss the invitations to the Annual Parish Meeting. <b>(Clerk)</b> <i>Council agreed for Parish Charities to be contacted to enquire about the location for the meeting and Charities involvement.</i> <i>Council proposed that the meeting could take place on the 21st April, 2023.</i> <b>AP: To contact Parish Charities to discuss the meeting. (Clerk)</b> <b>To discuss a potential leaflet drop at the next meeting,</b>
2023 02 13	To approve the cleaning and tidying of Parish Council land to protect health and safety of residents. <b>(RB)</b> <b>RESOLVED:</b> Council approved that Parish Council land at Cherry Hill could be cleaned following communication from a resident in relation to dog fouling. <b>AP: To investigate who the compost bins belong to. (BG)</b> <b>To clean and tidy the Parish Council land at Cherry Hill. (RB)</b>
2023 02 14	To approve the renewal of ACRE Membership. <b>(Clerk)</b> <b>RESOLVED:</b> Council approved the renewal.
2023 02 15	To receive quotes for grass cutting. <b>(Clerk, RB, BG)</b> <i>Council opened four quotes received prior to the meeting. Council agreed on the contractor for grass cutting.</i> <i>Council approved the contract to be given for a two-year period.</i> <b>AP: To confirm the necessary public liability amount. (Clerk)</b> <b>To contact all companies to notify them of the outcome. (Clerk)</b> <b>To contact the successful applicant, subject to confirmation of public liability amount. (Clerk)</b>
2023 02 16	To receive the defibrillator report. <b>(RB)</b> <b>RESOLVED:</b> The defibrillator report was received.
2023 02 17	To receive an update on the village sign. <b>(EG)</b> <i>Council received a new quote for the sign to be placed next to the original location due to issues with the original hole. Council approved quote.</i> <i>The sign is now with the painter and the pole has been stripped and sanded.</i> <b>AP: To notify contractor that Council have approved the new quote. (EG)</b> <b>To look at options for the material to put on the top of the sign. (EG)</b>
2023 02 18	To discuss the approach to the website. <b>(Clerk&amp;AH)</b> <i>Council were advised that Old Parish Charities has decided to build their own website. Council agreed that a link to Parish Charities website would be available on the website and that the main Parish Charities section on the website should be amended.</i> <i>Council discussed how many people visit the website at the moment and what news should be uploaded to the website.</i> <b>AP: To find out if an additional user can be set up to add news items to the website. (Clerk)</b> <b>To ensure that only news relevant to residents is published on the website. (Clerk)</b>
2023 02 19	To discuss the liaison for Parish Charities. <b>(EG)</b> <b>RESOLVED:</b> Council agreed that the liaison should still be with Clerk and Clerk of Old Parish Charities.



2023 02 20	<p>To decide on the Council's approach to support the strategic goals of West Northamptonshire Council (WNC). <b>(AH&amp;MH)</b></p> <p><i>Council discussed which strategic goals from WNC could be part of the Council's 5 year plan and decided that the following headings would be most relevant: Green and Clean, Connected Communities, Robust Resource Management.</i></p> <p><b>AP: To look at how the goals highlighted can be aligned with the 5 Year Plan and be presented at the next meeting. (AH&amp;MH)</b></p>
2023 02 21	<p>To review and approve the following policies/procedures: <b>(Clerk)</b></p> <ul style="list-style-type: none"> <li>● Data Breach Policy</li> <li>● Data Protection Policy</li> <li>● Subject Access Request Procedure</li> </ul> <p><i>Council discussed whether the Data Breach Policy and Data Protection Policy currently align with Council's practices and decided that further investigation was required prior to approval. Council approved the Subject Access Request Procedure with one amendment (removing the line mentioning faxing).</i></p> <p><b>AP: To look further in to the Data Breach Policy and Data Protection Policy and to present to Council at the next meeting. (AH&amp;Clerk)</b></p> <p><b>AP: To update the Subject Access Request Procedure on the website. (Clerk)</b></p>
	<p>Councillor's Report:</p> <ul style="list-style-type: none"> <li>● <i>It was highlighted that it has been common practice for councillors to provide a contact telephone number and email address as contact points for residents.</i></li> </ul> <p><b>AP: To inform Clerk of any updates.</b></p> <ul style="list-style-type: none"> <li>● <i>Any information for inclusion in the village newsletter is to be sent to Cllr Green.</i></li> <li>● <i>Cllr Green attended the Kings Coronation planning meeting. The King has requested that Monday the 8th May should be a day of volunteering. Council will look at organising a litter picking event for this day.</i></li> </ul>
	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>● <i>Clerk advised that a planning application had been received after the Agenda for this meeting had been published. Therefore an Extraordinary Planning Meeting will take place on Monday the 20th of February.</i></li> <li>● <i>Clerk to contact Clerk of Parish Charities to discuss RoSPA further.</i></li> </ul>

**End of Meeting 21:26**

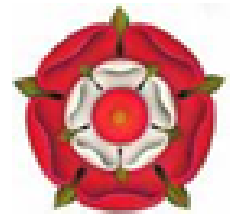
**Signed**.....

**Date**.....

# Old Parish Council

12 Charles Close  
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Website: <http://www.villageofold.org>



## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 8th March 2023**.

Present:

Cllr Ed Green Chairman (Chair)  
Cllr Rosemary Bury (Vice Chair)  
Cllr Alex Hocking

Cllr Barrie Grant  
Cllr Mariah Hocking  
Cllr David Gwinn

Cllr Nigel Godbolt

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:30

Year Month Item	The following business was transacted:
2023 03 01	To receive and approve apologies for absence. <i>RESOLVED: All Councillors present.</i>
2023 03 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: No declarations.</i>
2023 03 03	That the minutes of the meeting held on 8th February 2023 and the Extraordinary Planning Meeting held on the 20th February 2023 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: The minutes for the 8th of February were signed by the Chair. A proposal was received for item 1 on the the Extraordinary Planning Meetings minutes to be amended to "Apologies were received by Clerk prior to the meeting that Cllr A Hocking was unable to attend." Council approved this amendment.</i> <b>AP: To update website with amended minutes for Extraordinary Planning Meeting. (Clerk)</b>
2023 03 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 attendees for public participation.</i>
2023 03 05	Finance: To receive financial and budget report as of 1st March 2023. <i>RESOLVED: Clerk presented to Council the financial and budget report.</i> <b>AP: To include the amount reserved for the playground on the report sent to Council in future. (Clerk)</b>
2023 03 06	To present and approve the bank reconciliation as of 1st March 2023. <i>RESOLVED: Cllr M Hocking signed and approved bank reconciliation.</i>
2023 03 07	To approve payments:  Clerk Salary (SO) - March 2023 <span style="float: right;">£307.79</span> Clerk Home Working (SO) - March 2023 <span style="float: right;">£18.00</span> Clerk's Stationery - <span style="float: right;">£18.25</span>  Cllr Bury - Cheque Number 000865

	<p>Purchase of Queen Platinum Jubilee Tree £54.12 + VAT £10.83 £64.95  Materials for Tree Planting - £60.34 + VAT £8.09 £68.43*</p> <p>SSE/SWALEC (SO) - £104.17 + VAT £5.20 £109.37*</p> <p>Cllr Green - Items for Village Sign Repair £15.87 + VAT £2.05 £17.92</p> <p>Malachai Cribdon - Painting of Village Sign - £990</p> <p>Ollie Deller - Landscaping work for Village Sign - £550  Invoice received after Agenda was published</p> <p><i>*Amount received after the Agenda was published  To agree who will authorise the payments.  Clerk advised Council that as the Responsible Financial Officer, the payment for the Landscaping work for the village sign should not be paid until work is completed and examined by the Council Clerk.  Council still approved the payment.  All other payments were approved by Council.  Cllr Bury received cheque (number 000865) signed by EG and BG.  <b>AP: To set up payment for Cllr Green, Malachai Cribdon and Ollie Deller and invoice to be emailed to two Councillors (RB&amp;BG) to authorise payment. (Clerk)</b>  <b>To set up and authorise Clerk's Stationery payment (RB&amp;BG).</b></i></p>
2023 03 08	<p>To agree the purchase of decorations for the Coronation. <b>(RB)</b>  <b>RESOLVED:</b> Council approved proposal for the purchase of bunting for the Coronation.  <b>AP: To purchase bunting. (RB)</b></p>
2023 03 09	<p>To discuss the invitations and date for the Annual Parish Meeting. <b>(Clerk)</b>  Clerk advised that Parish Charities have informed that the 21st of April is not available at the Community Centre. A request was received to check this date again as it may still be available.  <b>AP: To check dates with Parish Charities. (Clerk)</b></p>
2023 03 10	<p>To review and agree the energy supplier for lighting. <b>(Clerk)</b>  <b>RESOLVED:</b> Council were presented with two quotes from energy suppliers: one from current provider SSE and another benchmark quote from the broker Clear Utility Solutions for Yu Energy. Yu Energy was quoted to be cheaper. Council approved, subject to a full quote being received, for the energy supplier to be changed to Yu Energy for a three year contract.  <b>AP: To notify Clear Utility Solutions of the request to change. (Clerk)</b>  <b>To enquire what the termination charges are for the contract. (Clerk)</b></p>
2023 03 11	<p>To receive an update on the 5 Year Plan. <b>(MH)</b>  Council were advised that a meeting was held with representatives from Parish Charities, the Village Hall and the Church. Discussions were had on projects that would fit in with the three strategic goals that Council agreed at February's meeting. It was confirmed that a consultation with all residents will take place.  <b>AP: To bring an update to next months meeting. (MH)</b></p>
2023 03 12	<p>To receive an update on the village sign. <b>(EG)</b>  Council were shown an image of the painted sign. Council thanked Cllr Green for the work that he has put in with organising the restoration of the sign. Council were advised that the repainted sign will soon be erected.  <b>AP: To notify the Clerk of the date that the sign will be erected so that the information can be advertised to residents on the noticeboards and website. (EG)</b>  <b>To add the date to the Old Facebook group. (EG)</b></p>
2023 03 13	<p>To receive the defibrillator report. <b>(RB)</b>  <b>RESOLVED:</b> The defibrillator report was received.</p>
2023 03 14	<p>To receive the playground report. <b>(MH)</b>  The playground report was received. It was proposed that a working group would work on the 8th of May (village clean up day as part of the Coronation). It was reported that the matting at the swings is starting to get slippery again and will likely need addressing before May.</p>

	<p><i>It was also reported that the fence around the playground requires attention. Clerk advised that the RoSPA report is still being discussed with Parish Charities.</i></p> <p><b>AP: To contact a volunteer resident to jet wash the matting. (DG)</b>  <b>To obtain quotes for the repair of the fence and present at next meeting. (Clerk)</b></p>
2023 03 15	<p>To discuss the No Mow May initiative from West Northamptonshire Council. <b>(Clerk)</b>  <b>RESOLVED: Council agreed not to participate in the initiative this year.</b></p>
2023 03 16	<p>To review the publishing of news articles from West Northamptonshire Council on website. <b>(MH)</b>  <b>RESOLVED: Council approved the proposal that news articles from West Northamptonshire Council (WNC) are to be put into a separate news pages on the website.</b>  <b>AP: To update the website with a new WNC page. (Clerk)</b></p>
2023 03 17	<p>To review and approve the following policies/procedures: <b>(Clerk)</b></p> <ul style="list-style-type: none"> <li>● Data Breach Policy (amendments from previous meeting) <b>(AH)</b></li> <li>● Data Protection Policy (amendments from previous meeting) <b>(AH)</b></li> <li>● Code of Conduct</li> </ul> <p><i>Clerk advised that there is a Data Protection Policy that the National Association of Local Councils (NALC) offer as an example for Councils.  Council agreed to adopt NALC's updated Code of Conduct.</i></p> <p><b>AP: To send the NALC Data Protection Policy to Cllr A Hocking to look over. (Clerk)</b>  <b>To investigate if NALC or Northamptonshire County Association of Local Councils (NCALC) have suggested Data Breach Policies and to notify Cllr A Hocking. (Clerk)</b>  <b>To bring Data Breach Policy and Data Protection Policy to the next meeting. (Clerk)</b>  <b>To update website with the new Code of Conduct. (Clerk)</b></p>
	<p>Councillors Report:</p> <ul style="list-style-type: none"> <li>● <i>Councillors were asked to confirm if they had received the Clerk's review notes.</i></li> <li>● <i>It was reported that the composting bins that were on the green at Cherry Hill had been removed by unknown individuals. The clean up will still be completed on the green.</i></li> <li>● <i>Council were informed that the Jubilee Tree has now been purchased. No date has yet been confirmed for planting.</i></li> <li>● <i>Council were notified by Parish Charities that due the height of the Jubilee Tree in the centre of the village, the Christmas lights may be difficult to put up this year. As the tree is owned by Highways they will need to be contacted for the cutting of the tree.</i>  <b>AP: To contact Highways about the trimming of the tree. (BG)</b></li> <li>● <i>Council were informed that a Groundworker had been in touch about a tree outside of a residents property that they have been asked to remove. Council advised that the land is owned by Highways so the resident will need to speak to Highways to seek permission for this.</i></li> </ul>
	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>● <i>Keep Britain Tidy Campaign - Council were informed of correspondence to take part in the campaign.</i></li> <li>● <i>Correspondence from resident regarding grass contracting - Council were informed of correspondence. It was confirmed that the areas in question were not in the previous contract that had been approved by Council when originally revised in 2021.</i>  <b>AP: To respond to residents letter. (Clerk)</b></li> <li>● <i>Cost of Living Support Hub - Council were advised of the communication from WNC about support to residents.</i></li> <li>● <i>Local Government Boundary Commission - New Wards - Clerk advised that draft recommendations had been published on the new wards for WNC.</i>  <b>AP: To add to next months agenda. (Clerk)</b></li> </ul>

End of Meeting 21:10

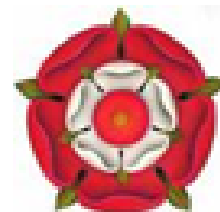
Signed.....

Date.....

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## MINUTES

Minutes of the meeting of the Extraordinary Financial Meeting of Old Parish Council held on **Monday 20th March 2023**.

Present:

Cllr Ed Green Chairman (Chair)  
Cllr Rosemary Bury (Vice Chair)

Cllr Barrie Grant

Meeting Commenced: 14:00

Year Month Item	The following business was transacted:
2023 03 EFM1	To receive and approve apologies for absence. <i>RESOLVED: Apologies received from Cllr A Hocking, Cllr M Hocking, Cllr Godbolt and Cllr Gwinn. Apologies also received from the Clerk, S Gresly. Cllr. Bury took the Minutes of Meeting in the Clerks absence.</i>
2023 03 EFM2	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.</i>
2023 03 EFM3	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 attendees for public participation.</i>
2023 03 EFM4	To sign the Direct Debit Mandate form for the changing of energy supplier. <i>RESOLVED: A Direct Debit Mandate was signed by all 3 Councillors for a new Energy Contract. Cllr. Green requested a further sight of the final details of the Contract and for this to be forwarded to all Councillors prior to the despatch of the Document.</i> <b>AP: To send documents to all Councillors as requested. (Clerk)</b> <b>AP: To send Bank Mandate to Broker. (Clerk)</b>
2023 03 EFM5	To sign the Direct Debit Mandate form to remove the current energy supplier. <i>RESOLVED: The signing of a Direct Debit Mandate to remove the current energy supplier from the Bank account will be presented to Council at the next meeting on the 12th April, 2023, to ensure that final payments have been made.</i> <b>AP: To present Mandate at next Meeting. (Clerk)</b>

End of Meeting 14:15

Signed.....

Date.....