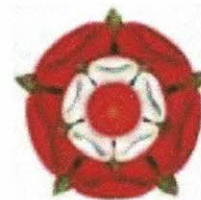


Old Parish Council

Community Centre
Townson Close
Old
Northamptonshire
NN6 9EN

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



Minutes

Minutes of the meeting of Old Parish Council held on **Wednesday 14th April 2021 at 19:30 p.m.** via Zoom

Present:

Cllr Lynn Pilley (Chairman)
Cllr Rosemary Bury
Cllr Ed Green
Cllr Dominick O'Connell

Cllr Steve Bocking (Vice Chairman)
Cllr Sonal Dearden
Cllr Ruth Greenfield

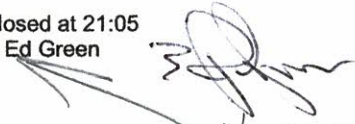
Clerk to the Meeting: Liz Quinn

Year Month Item	Business transacted			
2021 04 01	Resolved apologies for absence accepted from Cllr Allan Withers			
2021 04 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. None			
2021 04 03	Resolved that minutes of the meeting held on 10 th March 2021 are a correct record			
2021 04 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. No public attendance			
2021 04 05	Resolved Report from Old Parish Charities Cllr Steve Bocking reported that David Parton the Vice Chair of the Trustees had resigned and that Peter Patton had been elected to the Trustees. As the Community Centre reopens following lockdown, the Trustees will be considering afresh how best the Centre can be used to meet the needs of the village and would welcome any thoughts from the Council. That the Charities will be in touch with our Clerk about issues relating to the Old Village News being available to view on the new website. There have been two applications so far for the bungalow vacancy - there may be others before the closing date is reached.			
2021 04 06	Planning Applications Wold Farm update: Cllr Lynn Pilley and Cllr Steve Bocking met with Jonny Warner - Planning Enforcement Officer on 29 th March and witnessed significant unacceptable operational activity. This matter is now in the hands of the Planning Enforcement Department. Residents expressed gratitude for the support of Old Parish Council.			
2021 04 07	Finance: Resolved that the financial report is accepted Cllr Lynn Pilley reported that leftover money from the Playground Fundraising Group will be transferred to the PC bank account and is to be ring-fenced for any expenditure for the Playground. Clerk confirmed that this payment has not yet been received.			
2021 04 08	Resolved that the bank reconciliation conducted in February is accepted and no further transactions since then.			
2021 04 09	Resolved: listed payments be approved			
22/03/2021	M Cawley - Grass cutting 17 & 22 March	£349.07		£349.07
01/05/2021	NCALC Subscriptions	£483.17		£483.17
24/03/2021	EoN (<i>reduced by 42.5% - 31 March 2020 £115.85</i>)	£66.56	£13.31	£79.87
15-30/04/2021	April No 1 Salary	£223.70		£223.70
15/04/2021	Home working March	£18.00		£18.00
14/04/2021	Cllr Bury/ Hasset re. Plant Action on Climate Change	£685.40	£137.08	£822.48

Year Month Item	Business transacted
2021 04 10	To review administration of payroll by clerk using free-of-charge HMRC Tools. New information and research show that out of 102 replies 83% parish clerks administer their own payroll. Additionally, clerks at all local parishes administer own payroll, making this a very common and cost-effective practice. Resolved that clerk will administer own payroll
2021 04 11	To discuss allocation of councillor responsibilities post election day Resolved that until others can take on such responsibilities Cllr Lynn Pilley to conduct Playground Inspections and that Cllr Dom O'Connell to maintain the speed sign and that Cllr Steve Bocking to continue liaison with Parish Charities. Cllr Lynn Pilley reported that two people are interested in co-opting onto Old Parish Council. Clerk reported that because there is a technical issue with the specific Bank Mandate to update the registered address, it is not possible to raise a normal mandate. The Bank have advised clerk to write a letter detailing the correct address. Clerk will write this letter and walk it round to 3 current signatories for approval. Cllr O'Connell recommended that proper process be followed to complete bank mandate variations that are appropriately signed due to all the previous errors of the council when attempting to change details before. Cllr O'Connell also reminded council that this is what they had all agreed to as the outcome of the banking investigation. It was agreed that on this occasion only, Cllr Bury to raise Bank Mandates for Cllr Bury and Cllr Green to register for online banking and that on this occasion only, Cllr Bury to raise two further Bank Mandates to remove departing Councillors: Dom O'Connell and Steve Bocking from Old Parish Council Bank Account.
2021 04 12	To ratify successful tender bid by Michael Cawley for the grass mowing contract. Resolved that the bid by Michael Cawley for the grass mowing contract is accepted by unanimous vote from Cllr Lynn Pilley, Cllr Steve Bocking, Cllr Sonal Dearden, Cllr Dom O'Connell, Cllr Ed Green and Cllr Ruth Greenfield. Cllr Rosemary Bury abstained from voting.
2021 04 13	To review and approve Policies: I Code of Conduct, II. Freedom of Information, III. Health and Safety, VI. Press and Media. Resolved that the Policies are approved with the exception of the Code of Conduct which will be reviewed separately by Clerk and Cllr Greenfield. Clerk to check all Policies for references to EU legislation and update as required,
2021 04 14	To adopt the GDPR Privacy Notice and approve inclusion in Website Resolved that the GDPR Notice be approved for inclusion on the website.
2021 04 15	To receive update on Website development. Resolved that inclusion of the village newsletter into the website is yet to be confirmed. There is good collaborative working between Old Parish Council and Old Parish Charities. Clerk reported that development of the website is progressing well and is ready for official launch at the Annual Parish Meeting.
2021 04 16	To discuss Annual General Meeting and the Annual Parish Meeting and agree dates Resolved that the decision on where and when to hold the Annual Parish Meeting will be carried over to the new Council.
2021 04 17	To receive update and progress report - DDC Action on Climate Change: I. bulbs and wildflower planting - Cllr Lynn Pilley II. trees and shrubs - Plant a Plant in Old, project update - Cllr Rosemary Bury I. Resolved Cllr Lynn Pilley reported that 2000 bulbs are potted up to be planted by willing volunteers when weather permits. The wide verge on the Walgrave Road to be harrowed level with wildflower seeds to be set. II. Resolved Cllr Rosemary Bury reported a fantastic response, that 50-60 people responded enthusiastically and now awaiting people's choice from well over 100 trees and shrubs.
2021 04 18	To discuss Tree surgery for trees in Cherry Hill and agree actions Resolved that the tree surgery be delayed until Autumn due to financial constraints
2021 04 19	To discuss planter refurbishment further to offer made last year by Terry Mitchell Resolved previous offer by Terry Mitchell to maintain planters is now withdrawn. Cllr Lynn Pilley to maintain planters on Sciadwell Road and unkempt planter on Broughton Road be removed.
2021 04 20	To discuss letter from Terry Mitchell regarding footpath signage and dog waste issues Resolved Cllr Lynn Pilley reported that most of the faded public footpath waymarkers have been replaced and Julian Glover (footpath warden) will replace the rest in due course. Cllr Pilley reported on discussion with chair of the Charities that the gates to the playing field be left open during the day and be closed by the last club to leave the hall at night.
2021 04 21	To discuss Keep Britain Tidy - Great British Spring Clean 2021 and agree dates between 28 May to 13 June Resolved that the new council will take on coordination of this activity and that Cllr Lynn Pilley will send all equipment to Cllr Ed Green.

2021 04 22	<p>Councillors' Reports</p> <p>Defibrillator; Cllr Rosemary Bury confirmed Defibrillator is OK.</p> <p>Playground; Cllr Pilley confirmed Playground Inspection is OK and that Old Charities are willing to contribute 50% of Inspection costs</p> <p>NHW; Cllr Greenfield reported a new county location system is expected later in the year which may stop data incorrectly attributed to the location of Old,</p> <p>Cllr Lynn Pilley reported that the Environment Agency is responding to the oil spill around the playing field and the tree that caught fire has been made safe.</p> <p>Cllr. Lynn Pilley reported she will continue co-ordination of the Cherry Hill gardening group of volunteers.</p>
<p>Cllr Lynn Pilley expressed her thanks for the support over the past year from outgoing councillors: Allan Withers, Sonal Dearden, Dom O'Connell, Steve Bocking and wished the continuing councillors well for the future.</p>	

Meeting closed at 21:05
Chairman Ed Green



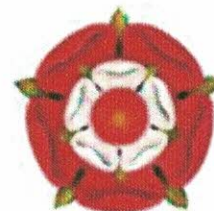
NOT CHAIR

LYNN WAS AT THE TIME

Old Parish Council

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Minutes of the Annual Meeting of Old Parish Council held at the Community Centre on 17th May 2021 at 19:30 p.m.

Present:
Cllr Ed Green
Cllr Rosemary Bury
Cllr Ruth Greenfield
Clerk to the Meeting: Liz Quinn

Year Month Item	The following business will be transacted:
2021 05 01	To elect the Chairman Resolved that Cllr Ed Green be elected as Chairman to the Parish Council. That Cllr Ed Green expressed thanks to the retiring councillors for their hard work during the previous year. Cllr Ed Green also expressed thanks to the Clerk for hard work over the past year.
2021 05 02	To receive and approve apologies for absence Resolved: Apologies accepted from Julian Glover
2021 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. Resolved: None
2021 05 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. Resolved that five members of the public attended the meeting
2021 05 05	To approve and sign as a correct record the minutes of the meeting held on: 21 April 2021 Resolved that the minutes of the meeting held on the 14th April 2021 be signed by the Chairman as being a true and correct record further to amendment that contact details of the previous clerk be removed from the bank account under item 2021 04 11
2021 05 06	To consider Councillor Vacancies Resolved that the following be co-opted onto the council: Julian Glover proposer Cllr Ruth Greenfield seconded Cllr Rosemary Bury Barry Grant proposer Cllr Rosemary Bury seconded Cllr Ruth Greenfield Alexander Hocking proposer Cllr Ed Green seconded Cllr Ruth Greenfield Mariah Hocking proposer Cllr Rosemary Bury seconded Cllr Ruth Greenfield Declarations of Acceptance of Office duly signed by co-opted members and witnessed by the Clerk.
2021 05 07	To receive Parish Charities' Report Resolved Clerk reported that the Charities Clerk has resigned as from the end of June. The vacancy will be advertised throughout the village and Cherry Hill in due course. A new Vice Chairman will need to be appointed to replace David Parton who has resigned as a Trustee. Peter Patton has replaced him on the Trustee Board. Plans are being made for the Community Centre to reopen in line with Covid regulations. The Trustees want to encourage residents to use the centre. A new metal fire escape has now been constructed and erected at the back of the centre. There will shortly be interviews taking place to select a tenant for bungalow 3. Some issues of damp in some of the bungalows is now being addressed.

2021 05 08	<p>Planning: To consider Planning Application DA/2021/0074 Construction of detached triple garage with games above 6, The Bungalows, Observation deadline 18th May 2021</p> <p>Resolved that Clerk to send a response to West Northants Council with the comment that: It's envisaged Hamsons lorries will access the area causing noise and disruption. Residents require assurance the area remains residential and non-commercial. Concern also the proposed building will overlook existing bungalows causing lack of privacy.</p>																		
2021 05 09	<p>To consider DRAFT Old Parish Housing Need Report</p> <p>Resolved that the Report be approved with an amendment to Appendix B and that Clerk to respond to Catherine Day Senior Policy Officer (Housing).</p>																		
2021 05 10	<p>To receive the bank reconciliation</p> <p>Resolved that the bank reconciliation is approved</p>																		
2021 05 11	<p>To approve listed payments:</p> <p>Resolved that the following payments be approved</p> <table border="0"> <tr> <td>31/05/2021</td> <td>May No 2 Salary</td> <td>£225.96</td> </tr> <tr> <td>31/05/2021</td> <td>Home working</td> <td>£18.00</td> </tr> <tr> <td>14/04/2021</td> <td>M Cawley</td> <td>£250.93</td> </tr> <tr> <td>09/05/2021</td> <td>M Cawley</td> <td>£250.93</td> </tr> <tr> <td>26/04/2021</td> <td>SWALEC</td> <td>£121.82</td> </tr> <tr> <td>23/05/2021</td> <td>SWALEC</td> <td>£129.25</td> </tr> </table>	31/05/2021	May No 2 Salary	£225.96	31/05/2021	Home working	£18.00	14/04/2021	M Cawley	£250.93	09/05/2021	M Cawley	£250.93	26/04/2021	SWALEC	£121.82	23/05/2021	SWALEC	£129.25
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2021 05 12	<p>To discuss date and venue of Annual Parish Meeting</p> <p>Resolved that Cllr Ed Green to establish availability of Village Hall before end of May and also liaise with the Charities regarding catering arrangements. That an invitation be sent to village groups once dates and venue are confirmed.</p>																		
2021 06 13	<p>Councillors' Reports</p> <p>Cllr Ruth Greenfield reported that having looked at the issues regarding the stream, the booms have been removed and the tree that caught fire has been removed.</p> <p>Cllr Ed Green reported that the partially blocked sewer down Chapel Lane has been reported to the council by Ed Green</p>																		

Meeting closed at 20:28

Chairman Ed Green

Minutes of Old Parish Council held at the Community Centre on 9 June 2021 at 19.30 pm

Present:

Cllr Ed Green
Cllr Ruth Greenfield
Cllr Rosemary Bury
Cllr Barrie Grant
Cllr Alex Hocking
Cllr Mariah Hocking
Clerk to part of the meeting: Liz Quinn

The following business was transacted:

2021 06 01 To receive and approve apologies for absence.
Resolved that apologies be accepted from Cllr Julian Glover.

2021 06 02 To receive declarations of interest. **Resolved.** None

2021 06 03 To approve and sign as a correct record the minutes of the meeting held on: 17th May 2021 **Resolved** that the minutes of the meeting be signed by the chairman as a true and correct record following minor amendments to items 2021 05 05 to show the minutes approved were for the 21st April, not 14th April and 2021 05 13 to reflect Lynn Pilley checked the issues with the stream.

2021 06 04 Public participation session. There were no public in attendance

2021 06 05 To elect a vice-chair **Resolved:** Cllr Ruth Greenfield was proposed by Ed Green and seconded by Barrie Grant and duly elected as Vice chair

2021 06 06 To receive Report from Old Parish Charities **Resolved:** Steve Bocking reported by email that the Centre continues to operate in line with Government guidelines including Thursday coffee mornings for residents, and the recruitment process for a new Clerk is ongoing - the process for deciding the successful applicant for bungalow 3 also continues. The Trustees are meeting again next week.

2021 06 07 Planning To discuss appeal against planning refusal: Land to the West of Mercedes Avenue, Brixworth DA/2019/0144 and agree action - appeal hearing to be held Tuesday 27th July at 10am via Teams **Resolved:** Council continues to have concerns about the development and will consider it further at the next meeting once Ruth Greenfield has liaised with Scaldwell Parish Council

2021 06 08 Accounts and Audit for Year Ending 31st March 2021

I To receive and note the year ending accounts and budget for 2020/21 **Resolved:** Noted and accepted by council

II To receive and note the Annual Internal Audit Report 2020/21 **Resolved:** The success of the report and thanks to the clerk had been previously noted. However a query remained about the issue mentioned regarding councillor training as three councillors had raised this and the matter had not been satisfactorily explained, leaving the council unclear as to what was meant by the comment and what action was therefore appropriate. The clerk was asked to obtain further information.

III To receive and complete the AGAR Annual Governance Statement 2020/21 **Resolved.** Accepted by council and signed by the chairman and the Clerk with the explanation of Variances updated at line 4.

IV To approve the AGAR Annual Accounting Statements 2020/21 **Resolved** Accepted by council and signed by the Chairman and Clerk.

2021 06 09 Finance To receive budget report **Resolved**

To approve listed payments:

Resolved that the following payments be approved:

SWALEC Direct Debit £129.25 Clerk salary £223.70 Home working £18

2021 06 10 To discuss Insurance renewal and agree actions The clerk raised concerns that the council may be over insured. **Resolved:** To review the position in 6 months time closer to the renewal date in 2022.

2021 06 11 To discuss re-allocation of responsibilities to councillors

Resolved;

Speed sign: Cllr Alex Hocking to take over responsibility, with a handover from Cllr Rosemary Bury

Playground inspection: Cllr Julian Glover to take over from Lynn Pilley

Defib inspections: Cllr Rosemary Bury to continue

Highways: Cllr Ed Green to continue

Police Liaison and Neighbourhood Watch: Cllr Ruth Greenfield to continue

ROAR bin inspections: This is no longer required as a Parish Council check

Footpath warden: Cllr Julian Glover to continue

Charities Trustee liaison: Steve Bocking to continue

Parish Council Notice boards: Cllr Ed Green to be responsible for the main village notice board as previously

Cllr Rosemary Bury to be responsible for the Cherry Hill notice board as previously

Clerk was requested to pass the keys for the boards to the Councillors and Clerk agreed to do so.

Further consideration of line management issues, including a revised contract for the clerk to be carried forward to a future meeting. The Clerk's opinions were heard.

2021 06 12 To discuss councillors' training and agree actions. There was some confusion over the internal Auditor's comments and a discussion followed. **Resolved:** Cllr Rosemary Bury to investigate possibilities for a group training session via zoom for all new councillors and as a further refresher for existing councillors

Clerk left the meeting at 21.00

2021 06 13 To discuss banking authorisations and agree signatories

Resolved: 1. Council to amend the financial policy to enable a nominated full signatory to raise banking mandates.

2. All councillors, should they wish to, should be full signatories

3. Cllr Ed Green to raise mandates for removal of out of date signatories

4. The mailing address for the bank to be clarified once the clerk's position is established.

2021 06 14 To review and approve Policy documents:

I Code of Conduct

II Standing Orders 2021

III Audit Plan

IV Financial Regulations

V Risk Management Policy

Resolved: Cllrs Alex and Mariah Hocking to proof read the documents and bring to the next meeting. The Risk management Assessment (related to the Risk management Policy) should be a living document and will include cover for clerk absence.

2021 06 15 To discuss announcement by EoN to discontinue the manufacture and production of low pressure sodium (SOX) lamps and agree actions **Resolved:** As SOX only affects one lamp that council will wait until it goes wrong before upgrading. The SON lights in Cherry Hill to be raised as an issue at a future meeting.

2021 06 16 To discuss maintenance of the public open spaces in Cherry Hill **Resolved:** As some concerns had been raised about the delivery of the agreement regarding the Cherry Hill greens a document from Lynn Pilley, head of the CH Volunteers will be sent to all councillors.

2021 06 17 To consider how Old PC can engage with The Queen's Green Canopy project **Resolved:** Cllr Rosemary Bury was thanked by the chair for her planting project and she will investigate possibilities and report back to a future meeting.

2021 06 18 To receive feedback from the Annual Parish Meeting and to consider if any actions are required **Resolved:** No action is required but it was noted that in future years, when the situation is more stable, every house will receive a flyer informing them of the Annual Parish meeting.

2021 06 19 Councillors' Reports: Neighbourhood Watch. Cllr Ruth Greenfield noted cold calling stickers are available

Meeting finished at 21.55

Chairman Ed Green

Dates of future meetings:

23rd June Extraordinary meeting. Main issue: Planning

14th July Full meeting of Council

No council meeting planned for August

8th September Full meeting of Council

Old Parish Council



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MINUTES

Minutes of the meeting of Old Parish Council held on **14th July 2021 19:30** at Old Community Centre

Present:

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

Cllr Ruth Greenfield (Vice Chairman)
Cllr Julian Glover
Cllr Alex Hocking
Steve Bocking

Year Month Item	The following business was transacted:
2021 07 01	Apologies for absence accepted from Cllr Dominick O'Connell
2021 07 02	There were no declarations of disclosable pecuniary interest.
2021 07 03	Resolved: the minutes of the Extraordinary meetings held on: 23 rd June 2021 and 7 th July 2021 were both accepted and signed as correct records.
2021 07 04	There were no public present.
2021 07 05	Report from Old Parish Charities: Steve Bocking introduced himself to all councillors and explained his background for the position of Parish Council representative Charities Trustee. The charities are now also without a clerk and are sharing responsibilities between Trustees. Apart from appointing a new Clerk, the Trustees priority has been the reopening of the community centre in line with the national guidelines, and restarting the coffee mornings, lunches etc. Their aim is to develop and open the centre more, possibly with the assistance of volunteers. The weekend cover rota has been discontinued as all Trustees contact details are displayed on the noticeboard and in the village magazine. Councillors are welcome to speak to Steve or Joan Barratt about any issues that they may have. It was agreed that anything the charities wanted to put on the website should be given to Cllrs Alex Hocking and Julian Glover, however there is an issue of password access which has yet to be resolved.
2021 07 06	Councillors Hocking confirmed the laptop is now up to date (2016 version) and secure. Resolved: To await a new clerk to see if they are happy to use their own PC and the council hard drive as the laptop is serviceable but limited. Software will be checked when the new clerk is in place.
2021 07 07	Clerk duties are currently spread amongst councillors and this seems to be working satisfactorily. Resolved: Cllr Bury will continue to monitor the email account, forwarding where necessary and was authorised to dispose of junk mail. Cllr M Hocking will continue to hold the archive and hard copy files. Cllr Greenfield will maintain the financial records and normally prepare meeting agenda and minutes. Cllrs A Hocking and J Glover will continue to work on the website and at this stage did not consider it worth undertaking the training, again to await the new clerk to see if group training is appropriate. Resolved: to agree the advertisement for a replacement which will be sent to NCALC and posted on the website as well as posted on notice boards, including in surrounding villages (Cllr Bury) and also various local Facebook pages (Cllr Glover). Advert responses will go to Cllr Bury.

	Resolved: To advertise for 26 hours and use the generic overall job description for the advert. A more detailed job description will be finalised for appraisal purposes in due course.
2021 07 08	Cllr Green confirmed the mandates had been completed and the account is up to date with four full signatories. Resolved: Cllrs Glover, Grant and A Hocking will be given full signatory powers. Cllr M Hocking will update the banking policy as agreed at the June meeting to show mandates can be prepared by the clerk or a nominated full signatory.
2021 07 09	Finance: Resolved: The financial and budget report were presented and accepted.
2021 07 10	Resolved: The bank reconciliation was accepted.
2021 07 11	Resolved: To approve listed payments: Michael Cawley – May grass cutting £350.93 Michael Cawley – June grass cutting £250.93 Michael Cawley – July grass cutting £250.93 Insurers Cane and Company £749.52 EoN quarter ending 30 th June £79.87 SSE Direct Debits £110.59 and £118.02 Clerk final salary July 2021: £197.85 HMRC –tax on clerk’s salary £217.40 ROSPA - £99.00 As agreed, a request to the Charities for half the ROSPA payment (nett of VAT) had been made.
2021 07 12	Planning: The appeal against planning refusal: Land to the West of Mercedes Avenue, Brixworth DA/2019/0144 Cllr Greenfield had previously circulated detailed submissions from two Scaldwell residents to councillors and apologised for a misunderstanding about the date for submission of additional comments. It was agreed they were excellent submissions and the traffic one had included traffic through Old in the case made and there was little we would have been able to add. Resolved: Cllr Greenfield will pass thanks from the council to the individuals as Old will also be impacted by increased traffic flows if the development goes ahead.
2021 07 13	Resolved: to approve the policy documents as amended and that these should be uploaded to the website: I Code of Conduct II Standing Orders 2021 III Audit Plan IV Financial Regulations V Risk Management Policy
2021 07 14	To check and update the risk management assessment where applicable Resolved: to examine further at a future meeting.
2021 07 15	To have up-date and consideration of proposal re further planting (Plant a Plant in Old). There is a £38.90 credit with the nursery. Resolved: 6-8 shrubs can be planted along the perimeter ranch fence of the playground by Cllr Bury, who will maintain them. State of vegetation will be added to the Playground inspection report.
2021 07 16	To receive update and decide action regarding The Queen’s Green Canopy project. Unfortunately, Cllr Bury has found no grants are available, but is currently considering all

	location options for planting one fairly mature tree. Resolved: Council to reconsider in September.
2021 07 17	<p>Defibrillator report – satisfactory</p> <p>Playground report – to be completed this week by Cllr Glover, now he has the template. He will specifically check the issues raised on the last inspection.</p> <p>Parish Path Warden – Cllr Glover reported the scheme has changed to be less hands on and more report based. He has had training on Street doctor and Fix my Street.</p> <p>Neighbourhood Watch: The matters of priority for the County this year: 1. Anti-social behaviour – there’s a correlation with criminal damage. 2. Knife crime. 3. Serious and organised crime eg drug dealing and people trafficking. 4. Domestic abuse, including behavioural crime such as stalking. Daventry area has additional local matters of priority: 1. Road safety and Road Traffic Offences. 2. Rural Crime. 3. Vehicle Crime. These will be targeted during July-September.</p> <p>Other issues: GDPR forms are to be signed by new councillors.</p> <p>Declaration of interest forms have finally been received by the County.</p> <p>Details of Councillors’ training requirements were confirmed for 12th August.</p> <p>Correspondence had been received complaining of horse-riding early in Cherry Hill. A reply will be sent explaining that there’s nothing the Parish Council can do as Cherry Hill is a public highway.</p>

The meeting closed at 9.18pm

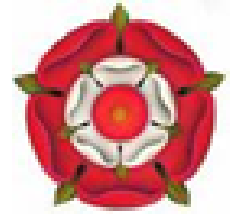
Items for the September agenda (meeting on 8th):

Website	Parish Council post box at Townson Close
Risk management	The Queen’s Canopy
Clerk	Cherry Hill lighting project

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AGENDA

Issued: 23/07/2021
To: All parish Councillors
From: Old Parish Council

Dear Councillor,

You are hereby summoned to the Extraordinary Planning Meeting of Old Parish Council on **2nd August 2021 at 18:30** at the **Community Centre, Townson Close, Old.**

Year Month Item	The following business will be transacted:
2021 08 01	To receive and approve apologies for absence.
2021 08 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.
2021 08 03	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.
2021 08 04	To give consideration to the following Planning Application: DA/2021/0074 (Amended) Construction of detached double garage with games room above. 6 The Bungalows, Scaldwell Road, Old, Northamptonshire, NN6 9RB
2021 08 05	To give consideration to the following Planning Application: WND/2021/0310 Demolition of existing agricultural buildings and construction of 4 dwellings. Red Lodge, Broughton Road, Old, Northamptonshire, NN6 9QA

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MINUTES

Minutes of the meeting of Old Parish Council held on **8th September 2021** at **19:31**
at Old Community Centre

Councillors present:
Cllr Ed Green (Chair)
Cllr Rosemary Bury
Cllr Barrie Grant
Cllr Mariah Hocking

Cllr Julian Glover
Cllr Alex Hocking
Cllr Dominick O'Connell

Year Month Item	The following business was transacted:
2021 09 01	Apologies for absence received from Cllr Ruth Greenfield (Vice Chair). Reason accepted by Council.
2021 09 02	There were no declarations of disclosable pecuniary interest.
2021 09 03	Resolved: the minutes of the Extraordinary Meeting held on 23 rd August 2021 were accepted and signed as correct records.
2021 09 04	There were no public present.
2021 09 05	Report from Old Parish Charities: there was no official report and Steve Bocking (liaison to Old Parish Charities) was unavailable.
2021 09 06	Resolved: Cllr Glover to ask Parish Charities to consider allowing a separate Parish Council post box in Townson Close.
2021 09 07	Resolved: Cllr Green to contact representatives of surrounding local areas and obtain details of existing community transport services, with a view to providing residents with a survey showing the options.
2021 09 08	Resolved: to renew Parish Council's subscription to ACRE (due January 2021).
2021 09 09	Resolved: Cllr Grant and Steve Bury (services offered by Cllr Bury) to act as volunteers to address the overhanging tree issue in Cherry Hill. They will first consult residents living adjacent to the tree at Cherry Hill, to obtain a consensus on how it should be pruned, then carry out the work.
2021 09 10	Finance: Resolved: the financial and budget report were presented and accepted.
2021 09 11	Resolved: the bank reconciliation was accepted and signed by Cllr Bury. Cllr A Hocking to scan in and upload to the website alongside the minutes, then return to Cllr Bury for filing.
2021 09 12	Resolved: to approve listed payments: ACRE subscription £35.00 NCALC training £245.00 M Cawley – August grass cutting £395.89
2021 09 13	The agenda needs to be issued to councillors a couple of days before the 3-day deadline, to allow time to make amendments and uploading to the website. Councillors to be trained, to provide absence cover. Better use of the website was discussed. Cllr A Hocking to liaise with 2Commune to resolve the inconsistency in the training manual. Resolved: assign responsibility for Parish Council administration tasks until Parish Clerk is appointed. These will include uploading the agenda, minutes and financial summary and updating the Parish Council diary. Draft minutes are to be uploaded five working days after each meeting. To send thanks to Lorna McGoldrick.

2021 09 14	A parishioner requested a 20 mile an hour speed limit in Faxton Close. Resolved: Cllr Green to contact the West Northamptonshire Council's highways liaison to seek advice on implementing a 20mph speed limit in Faxton Close.
2021 09 15	A parishioner highlighted a breach of planning conditions relating to planning permission DA2018/0614 . Resolved: Cllr Bury to pass the information to West Northamptonshire Council's planning department.
2021 09 16	The bulbs in the Cherry Hill streetlights will require replacement. Resolved: to replace bulbs when they break, to allow time for more energy-efficient solutions to be developed. Cllr Bury to ascertain whether we have been provided with a time limit for replacements. To save £500 each year as a fund to cover replacement costs. Information is received from West Northamptonshire Council, NCALC and other sources. There is currently no agreed and coordinated way to address any items of relevance. Resolved: topics to be split so that one councillor takes the lead on each topic. Cllr Glover to head up Nature and Environment. Other topics to be decided.
2021 09 17	Cllr Bury provided details of two options for the Queen's Green Canopy tree. Resolved: to buy the larger of the two trees, assuming there is adequate space to plant it. Cllr Glover to liaise with the Parish Charities to ask whether it can be planted to the right of the gates into the playing field. Options for a metal plaque to accompany the tree to be discussed once the position of the tree has been agreed.
2021 09 18	Cllr Glover presented his most recent playground inspection and summarised the actions recommended by ROSPA during its inspection of the playground. There was a delay (out of the Parish Council's control) in the ROSPA report reaching the Parish Council. Cllr O'Connell recommended removing the problem of bird guano on the swings at source, by trimming the overhanging trees, rather than continual cleaning. Resolved: To thank Paul Dicks and Graham Day, via notice boards and in website news, for providing water and jet washing the playground to make the ground surface safe. To update the Parish Council's inspection template to include an additional row for regularly checking the surface is not slippery. Cllr Glover to ask Michael Cawley to trim under the seats. Cllrs Glover and Green to inspect the junior swings to see which chain links are worn and need replacing, before deciding on further action. Cllrs Glover and Green to carry out a joint inspection looking at all the ROSPA recommendations.
2021 09 19	Resolved: Cllr Bury to ask Cllr Greenfield whether she would like to attend the CALC conference and AGM on October 2 nd .
2021 09 20	Resolved: Cllr Bury to e-mail Danny Moody to ask for his advice on the removal of Covid cover from the insurance, so we can put precautions in place.
2021 09 21	Councillors' reports: Cllr A Hocking: flower box by allotments responsibility is under discussion; potential for sponsorship being investigated. Cllr Bury: the outside light on defibrillator is not working. Cllr Bury to investigate. Unauthorised use of Parish Council noticeboard at Cherry Hill. Cllr Green to investigate with Steve Bocking. Cllr Glover: vegetation is obstructing footpaths within the village. Cllr Green to liaise with parishioner about entrance to Red Hill Court. Cllr Green: village litter pick is coming up. Changed to Sunday 19 th September 10-12 and extended to a village tidy, to include things other than litter picking. All councillors asked to publicise event; also to be added to website. Cllr O'Connell: putting new battery in speed camera.
2021 09 22	Resolved: to continue reviewing Parish Clerk applicants.
2021 09 23	Councillors' Off to a Flying Start training was useful, especially for first time councillors. Resolved: to consider new courses in the future.

The meeting closed at 9.14pm

Items for the October agenda (meeting on 13th):

Discuss sponsorship of flower box by allotments

Discuss repair of village sign, possibly as part of Queen's jubilee.

To decide on the Parish Councillors' roles and responsibilities regarding the website and decide on the devolution of the website to stakeholders.

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MINUTES

Minutes of the meeting of Old Parish Council held on **13th October 2021** at **19:32**
at Old Community Centre

Councillors present:
Cllr Ed Green (Chair)
Cllr Rosemary Bury
Cllr Barrie Grant

Cllr Ruth Greenfield (Vice Chair)
Cllr Julian Glover
Cllr Mariah Hocking

In attendance:
Steve Bocking (Parish Charities liaison)

Year Month Item	The following business was transacted:
2021 10 01	Apologies for absence received from Cllr A Hocking and Cllr O'Connell. Reasons accepted by Council.
2021 10 02	There were no declarations of disclosable pecuniary interest.
2021 10 03	Previous minutes. Resolved: the minutes of the Council Meeting held on 8 th September 2021 were accepted and (subsequent to the meeting) signed as correct records.
2021 10 04	There were no public present.
2021 10 05	Report from Old Parish Charities: the use of Parish Council noticeboard at Cherry Hill was unintentional. The spare key is kept on the wall of the shared office. Nothing relevant from the Parish Charities meeting to communicate.
2021 10 06	Planning. Resolved: to respond with "No objections" to planning application WND/2021/0531.
2021 10 07	Parish Council post. Resolved: to accept the offer of the Parish Charities to inform Cllr Green when post arrives and to leave it on the desk in the shared office for us. To enquire about cutting of a second key, so that Council has two (in case of absence).
2021 10 08	Community bus services. Resolved: to publicise the existing community bus service options, including in village newsletter. To continue research and report back at next meeting.
2021 10 09	Maintenance of trees owned by Council. Following item 2021 09 09, the volunteers carried out light pruning of the tree with the resident's approval. Resolved: to start the process for conducting a tree survey, to ascertain the work that will be required, so that we can budget for it. To instigate clear two-way communication with volunteers regarding work with vegetation, so that all parties are aware of their responsibilities. To write to Lynn Pilley, inform her of the tree survey and ask her not to do any tree / large shrub work unless authorised by Council. To continue liaising with potential tree survey provider and bring costs to next meeting.
2021 10 10	Elevated village sign in centre of village. Resolved: to research repair and decoration costs and report back at next meeting.
2021 10 11	5-year plan. Resolved: to consider at next meeting.
2021 10 12	War memorial poppy wreath. Resolved: to make payment upon its arrival (from Walgrave councillor). Delivery of individual poppies to be left in community centre with an honesty box, subject to agreement of Parish Charities.
2021 10 13	Finance. Resolved: the financial and budget report was presented and accepted.
2021 10 14	Bank reconciliation. Resolved: the bank reconciliation was presented and accepted.
2021 10 15	Listed payments. Resolved: to approve listed payments:

Year Month Item	The following business was transacted:
	<p>E.ON lighting maintenance £28.16 E.ON lighting maintenance £79.87 SSE/SWALEC (Sept) £116.71 SSE/SWALEC (Oct) £116.71 M Cawley – September grass cutting £283.89</p> <p>To consult with M Cawley and review the grass cutting contract if required (areas covered and duties). To check line items on future invoices.</p>
2021 10 16	<p>Group training for website. Resolved: to continue with existing arrangements for now, splitting costs with Parish Charities and making website updates on their behalf. To liaise with Parish Charities about website editing situation. To book 2Commune website training (£150) when Parish Clerk has settled in, to enable dual access to website editing.</p>
2021 10 17	<p>Risk assessment schedule. Resolved: to consider at next meeting.</p>
2021 10 18	<p>Speeding in Faxton End and Charles Close. Various options were explored with West Northamptonshire Council. Resolved: to liaise with Parish Charities to consider displaying a “Give way” sign at the village hall car park exit.</p> <p>Speeding / traffic calming generally in the village. Resolved: to ensure the vehicle activated speed sign is used as intended. To consider traffic calming measures at the next meeting, if the proposed development adjacent to Mercedes in Brixworth (DA/2019/0144) is granted planning permission.</p>
2021 10 19	<p>Overhanging vegetation on Harrington Road. Resolved: the additional area of overhanging vegetation does not need to be added to the current grass cutting contract.</p>
2021 10 20	<p>Queen’s Green Canopy project. Liaison with Parish Charities regarding the position of tree has been encouraging. Resolved: to continue liaising with Parish Charities and, once position of tree has been agreed, tree to be purchased (subject to favourable planting times – now or March). To thank the Parish Charities for their consideration.</p>
2021 10 21	<p>Playground. Cllrs Bury, Green and Glover visited the playground separately. Some of the issues raised in ROSPA report were not visible and some were cosmetic only. Cllr Bury noted dog faeces, overgrown nettles, broken/cracked signs, ties hanging off fencing, messy and slippery rubber matting behind the swings (a result of berries falling from overhanging trees) and a tree touching the fence. Resolved: to continue playground inspections and monitor hazards such as dog faeces and nettles. To get quotation for new signs on gates (push-pull), so that payment can be approved at next meeting. To remove ties from fencing. To ask for overhanging trees to be cut back, to prevent matting becoming slippery and damage to fence.</p>
2021 10 22	<p>Report on planning response (item 15 of previous meeting). The fencing in question does not correspond to the details in the planning permission, but it falls under permitted development and so no action can be taken. Resolved: to communicate this response to the resident who raised concerns.</p>
2021 10 23	<p>Councillors’ reports:</p> <p>Cllr A Hocking: carry forward to next meeting (possible sponsorship of allotment flower box).</p> <p>Cllr Greenfield: resigning from Neighbourhood Watch. Cllr Grant volunteered to take on role. Cllrs Greenfield and Grant to arrange handover and inform NALC. Previous village newsletter articles have included COVID-19; it is currently in circulation in the village.</p> <p>Cllr Bury: e-mail about the condition of the tree outside 40 Cherry Hill received; Council to reply to resident that Council is considering the condition of all council-owned trees. The Village Hall committee asked permission to display a poster on the playground fencing, for the Halloween scarecrow trail. Unfortunately we cannot accommodate this, because it encourages the use of Parish Council fencing.</p> <p>Cllr Glover: will continue to respond to surveys on behalf of the Council. Would like environmental ideas from people (Cllr Bury: electrical vehicle charging point. Cllr Greenfield: use of bikes in and through the village.) Path warden scheme set to change; depends on new</p>

Year Month Item	The following business was transacted:
	<p>Highways appointment (will no longer be Kier).</p> <p>Cllr Grant: road markings almost worn away at junction and suspected spring is degrading road surface (and will make it dangerous below freezing) at the top of the hill just past Hamsons.</p> <p>Cllr Green: has previously spoken to Highways about suspected spring; was told it was water running off fields. Will report the issue again.</p>
2021 10 24	Parish Clerk vacancy. Resolved: to discuss in a workshop after this meeting.

The meeting closed at 9.46pm

Appendix 1: Items for the November agenda (meeting on 10th)

- Outcome of action points

Appendix 2: Action points

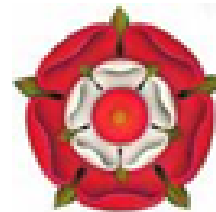
Year Month Item	Person responsible	Action point
2021 10 03	Cllr Green	Sign printed copy of minutes and give to Cllr M Hocking for filing.
2021 10 06	Cllr Bury	Respond with "No objections" to planning application WND/2021/0531.
2021 10 07a	Cllr Green	Liaise with Parish Charities and accept the offer of sorting our post.
2021 10 07b	S Bocking	Enquire about the possibility of getting a second key for the office cut, if one is not found during the key sorting process.
2021 10 08a	Cllrs Green / Glover	Publicise existing community bus service options in village newsletter (and any other useful outlets).
2021 10 08b	Cllrs Green / Glover	Continue research into community bus services and report back at next meeting.
2021 10 09a	Cllr Green	Write to Lynn Pilley to inform her of the upcoming tree survey and ask her not to do any tree / large shrub work unless authorised by Council. Send draft to Councillors prior to sending externally.
2021 10 09b	Cllr Bury	Liaise with tree survey provider and bring costs to next meeting.
2021 10 10	Cllr Grant	Research costs for repair of the village sign.
2021 10 12	Cllr Greenfield	Liaise with Parish Charities regarding leaving poppies and honesty box in community centre.
2021 10 15a	Cllr Green	Speak to M Cawley to see how the grass cutting is going and whether any amendments are required.
2021 10 15b	Cllr Bury	Check line items on future invoices.
2021 10 16	Cllrs Greenfield / Glover	Liaise with Parish Charities (via S Bocking) about the website situation (editing permissions and training).
2021 10 18a	Cllrs Greenfield / Bury	Speak to Parish Charities (via S Bocking) about "Give way" sign at village hall car park exit.
2021 10 18b	Cllrs A and M Hocking	Obtain vehicle activated speed sign equipment from Cllr O'Connell and receive handover from Cllr Bury.
2021 10 20a	Cllr Glover	Continue liaison with Parish Charities regarding the position of the tree and inform Cllr Bury when agreed. Thank the Parish Charities for their consideration.
2021 10 20b	Cllr Bury	Purchase Queen's Green Canopy tree, once position has been agreed

Year Month Item	Person responsible	Action point
		and when planting conditions are favourable (now or March).
2021 10 21a	Cllr Glover	Continue playground inspections, including additional items such as the presence of dog faeces, nettles and slippery areas. Remove old ties from fence.
2021 10 21b	Cllr Glover	Obtain quotation for new signs on playground gate and bring costs to next meeting for approval.
2021 10 21c	Cllr Green	Speak to G Day about cutting back his trees.
2021 10 22	Cllr Bury	Pass on comments from WNC Planning, regarding 14 Charles Close, to the resident who raised concerns.
2021 10 23a	Cllrs Greenfield / Grant	Arrange Neighbourhood Watch handover and inform NALC.
2021 10 23b	Cllr Green	Report worn away road markings and suspected spring to Highways.
2021 10 24	Cllr Bury	Offer the role to the successful applicant, subject to references and attendance at a meeting to observe.

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MINUTES

Minutes of the meeting of Old Parish Council held on **10th November 2021** at **19:30**
at Old Community Centre

Councillors present:

Cllr Rosemary Bury
Cllr Barrie Grant
Cllr Mariah Hocking

Cllr Julian Glover
Cllr Alex Hocking
Cllr Dominick O'Connell

In attendance:

Two members of the public

Year Month Item	The following business was transacted:
2021 11 01	Apologies for absence received from Cllr Green. Reasons accepted by Council.
2021 11 02	There were no declarations of disclosable pecuniary interest.
2021 11 03	Previous minutes. Resolved: the minutes of the Council Meeting held on 13 th October 2021 were accepted and signed (by Cllr Bury in Cllr Green's absence) as correct records.
2021 11 04	Graham Potter provided information about two cherry tree saplings planted at Cherry Hill: a white tree in the centre bed of the centre green and a red tree on the green, adjacent to one planted by contractors that had been vandalised and looked like it was dying, but then recovered. Neighbours were consulted in advance; the Parish Council is being informed now. Cllr Grant expressed concern that underground service locations had not been considered when positioning the trees and that damage could be caused to services as the trees grow. Resolved: to investigate obtaining service plans, before ascertaining whether any further action is required.
2021 11 05	Election of Vice Chair. Resolved: Cllr Bury be elected (proposed by Cllr Grant; seconded by Cllr O'Connell; vote passed).
2021 11 06	New contract of employment for Clerk and new Expenses Policy. No further comments on contract, following workshop. Resolved: to accept the wording of the new contract and the amended expenses policy. To upload expenses policy to the website.
2021 11 07	Raising mandate to change bank details following resignation of Councillor. Resolved: to raise mandate.
2021 11 08	Community bus services. There was a discussion about Cllr Glover looking into DACT (Daventry Area Community Transport) and Cllr O'Connell suggested putting links to local transport options on the website. Resolved: to defer update on community bus services until December's meeting. West Northamptonshire Council bus service survey. Cllr Glover completed this on behalf of the Council and individuals have also completed it. The resulting report was published very recently, so Cllr Glover has not yet read it. Resolved: item closed.
2021 11 09	Update on tree survey (covering only the trees for which the Parish Council is responsible). Cllr Grant met with a representative of Moulton College and they are keen to help us. Nothing urgent needs doing, although one tree has split and one side

Year Month Item	The following business was transacted:
	of it needs removing. We have time to see how they can fit in the work within their curriculum. The initial stage is to commission a tree survey and we will need to meet with Moulton College before next term to initiate the survey. They are not looking for remuneration at this stage. Resolved: to meet with Moulton College again and commission the tree survey. To inform Council when survey is being undertaken, so that photographs can be taken for a news item on the website. To publish survey (inventory and condition report) when completed.
2021 11 10	Update on progress regarding repair and painting of elevated village sign in centre of village. Cllr Grant needs to have a meeting with Cllr Green to discuss ideas for fixing the base before we can obtain a cost. Cllr Bury has a contact who is keen to paint the sign. Cllr A Hocking suggested contact with Sywell Parish Council for a second quote. Resolved: to take photographs of the relief to pass to Cllr Bury's contact so that we can obtain a cost. To speak to Sywell Parish Council representative and ask who painted their sign.
2021 11 11	5-year plan. We need to obtain ideas now so that we can spread the cost over five years' budgets. Ideas so far include LED lighting in Cherry Hill, traffic calming (if required as a result of increased traffic flow from surrounding developments), planters under village sign and wildflower planting. Cllr Bury has checked and no grants are available from West Northamptonshire Council this year. Resolved: to consult village residents via a leaflet and the website (identical information) and collect responses via letter and e-mail. Some structure will be required to ensure that the ideas fall under our jurisdiction, using headings such as environment, etc. To see whether we can include the leaflet as a flyer within the village newsletter.
2021 11 12	Update on grass cutting. The verge of Harrington Road towards Mawsley, due to be cut three times over the year, has been cut three weeks apart. Resolved: to defer update until December's meeting.
2021 11 13	<p>Next year's Budget and Precept. Resolved: to arrange workshop in December (so that new Parish Clerk can be involved) to set next year's Budget and Precept.</p> <p>Financial and budget report. The financial information has not yet been collected from the resigned Councillor. Cllr Bury has put together the information by hand on last month's printed financial and budget report. The bank statement matches the payments. Resolved: to collect all Parish Council paperwork and assets. To follow up with the correct documents next month.</p>
2021 11 14	Bank reconciliation. Resolved: deferred until December's meeting.
2021 11 15	Listed payments. Cllr Bury has asked Cllr Green to set up payments, if approved at this meeting. Resolved: to approve listed payments: 2commune (annual licence payment) £384.00 SSE/SWALEC (Oct) £116.71 M Cawley – October grass cutting £413.89 To liaise with 2commune about paying for support but not receiving it.
2021 11 16	Group training for website. Resolved: for Cllr A Hocking to provide Councillors and Clerk with website training in January.
2021 11 17	Risk assessment schedule and Health and Safety Policy. Resolved: to update risk assessment schedule and review Health and Safety Policy as part of the December workshop covering next year's Budget and Precept.
2021 11 18	Speeding in Faxton End and Charles Close. A resident of Charles Close says that some residents and some Village Hall visitors drive too fast. There has been no

Year Month Item	The following business was transacted:
	<p>contact from the Parish Charities about the possibility of a "Give way" sign at the village hall car park exit. Discussion of options led to a consensus that a face-to-face meeting with Jane Howard (Highways liaison) would be beneficial. Resolved: to defer decision to December's meeting.</p> <p>Speeding / traffic calming generally in the village. Resolved: to ensure the vehicle activated speed sign is used as intended. To consider traffic calming measures at the next meeting, if the proposed development adjacent to Mercedes in Brixworth (DA/2019/0144) is granted planning permission (appeal not yet decided).</p>
2021 11 19	<p>Community volunteering offer from young village resident as part of Duke of Edinburgh Award Scheme, for one hour a week for six months. Cllr Bury confirmed that this is covered by our insurance, but that the tasks should be suitable and the person should be competent. Under-18s should be accompanied, or a lone working policy put in place. Written risk assessments need to be done. Cllr O'Connell noted that the tasks should be ones that are already done and are large enough to be supervised. Resolved: to obtain further information so that we can decide (age of volunteer, what he can do, what his interests are).</p>
2021 11 20	<p>Queen's Green Canopy project. The Parish Charities are planning landscaping around Townson Close and they have an area that might be available where we could plant the tree. Cllr Glover will report back when he hears more. We will need to know how much space, so that we can purchase the correct size of tree. It is now too late in the year to plant trees, so it will not be planted until the spring. Resolved: to continue liaising with Parish Charities.</p>
2021 11 21	<p>Playground. Cllr Glover has inspected the playground and the only item requiring action was the damaged signage. Resolved: to get quotation for new signs on gates (push-pull), so that payment can be approved at next meeting.</p>
2021 11 22	<p>Report from Old Parish Charities. No report received.</p>
2021 11 23	<p>New Microsoft licence for Parish Council laptop. Existing licence has expired, making it impossible to use laptop for tasks such as writing the agenda and minutes. Whether expenditure is required depends on how the new Clerk would like to work and whether there is an existing scheme in place with West Northamptonshire Council. Resolved: to liaise with new Clerk to see whether the laptop will be used. To ascertain whether we can use a shared West Northamptonshire Council licence and, if not, obtain cost of new licence.</p>
2021 11 24	<p>Correspondence regarding the Jubilee Tree seat. Resolved: to defer until December's meeting.</p>
2021 11 25	<p>Closure of the meeting to the public and press. Resolved: to close the meeting at 20:49, to discuss confidential staffing matters.</p>
2021 11 26	<p>Recommendations submitted by Staffing Workshop Group Meeting on 27th October 2021. Discussion of contract and other details with applicant for position of Parish Clerk. Resolved: to approve recommendations and pass contract to successful applicant. To obtain price for metal filing cabinet. To obtain price for soft phone. When position of Parish Clerk has been filled, to liaise with successful applicant and ascertain her phone and laptop preferences so that we avoid unnecessary expenditure.</p>
2021 11 27	<p>Re-opening of the meeting to the public and press. Resolved: to re-open the meeting at 21:15.</p>

Year Month Item	The following business was transacted:
2021 11 28	<p>Councillors' reports:</p> <p>Cllr Glover: has completed all the consultations that have arrived so far. Cllr Bury says that there are no new ones this month. One NCALC update mentioned funding for sustainable projects. Cllr Bury to provide Cllr Glover with her contact at Daventry District Council (as was) in order to ascertain whether the £10,000 grant is still available for an electric vehicle charging point.</p> <p>Cllr Grant: is receiving lots of useful Neighbourhood Watch information and is posting it to the two village Facebook groups. Cllr A Hocking offered to publicise seasonal campaigns on the website.</p> <p>Cllr Bury: has had feedback that the agendas and minutes are not on the website calendar. Cllr Hocking will ensure documents are accessible through the calendar as well as the documents section. Cllr O'Connell suggested putting the website address on the noticeboard.</p>
2021 11 29	<p>Action points from October's meeting not already covered above.</p> <p>2021 10 06: completed. 2021 10 07a: deferred. 2021 10 07b: enquired; awaiting a response. 2021 10 09a: in progress. Cllr Bury to bring in document governing the vegetation volunteering, so that we can review and decide on communication strategy. 2021 10 21c: deferred. 2021 10 22: completed. 2021 10 23: reported; outcome not known. Resolved: to contact Cllr Green to ascertain outcome. If none is forthcoming, Cllr Grant recommends asking the Highways liaison to attend a meeting in Old to see the problems, as this is generally a more successful method. 2021 10 14: completed.</p>

The meeting closed at 9.35pm

Appendix 1: Items for the December agenda (meeting on 8th)

- Outcome of action points
- Vote on whether to change meeting start time from 7:30pm to 7:00pm
- Consider asking Moulton College to plant the Queen's Jubilee tree for us as part of the tree work
- Discuss scope of grass cutting, including the £33 for verge cutting up Harrington Road towards Mawsley three times a year
- Decide whether to put the website address on the noticeboards and, if agreed, in what formats.
- Review vegetation volunteering document and agree on communication strategy and possibility of nominating a landscape monitor.

Appendix 2: Action points

Year Month Item	Person responsible	Action point
2021 11 04	Cllr Grant	Investigate obtaining service plans for the central Cherry Hill green.
2021 11 06	Cllr M Hocking	Upload expenses policy to website.
2021 11 07	Cllr O'Connell	Raise mandate to change bank details and liaise with other signatories.
2021 11 09a	Cllr Grant	Meet with Moulton College and commission tree survey.

Year Month Item	Person responsible	Action point
2021 11 09b	Cllr Grant	Inform Parish Councillors when survey is due to be undertaken.
2021 11 09c	Cllr Grant	Send tree survey to Councillors when completed.
2021 11 09d	Cllr A Hocking	Publish tree survey on website when received from Cllr Grant.
2021 11 10a	Cllrs Grant and Green	Meet and discuss ideas for fixing the base of the village sign.
2021 11 10b	Cllr Grant	Take photographs of relief of village sign and pass to Cllr Bury.
2021 11 10c	Cllr Bury	Pass Cllr Grant's photographs of relief of village sign to lady who was interested in painting the sign.
2021 11 10d	Cllr Bury	Speak to Lorna at Sywell Parish Council to obtain details of who painted their sign. Pass the information to Cllr Grant.
2021 11 11a	Cllr O'Connell	Create leaflet to obtain residents' views on Parish Council spending in the next five years, structured so that ideas fall under our jurisdiction.
2021 11 11b	Cllr Glover	Ask Anne Hickey whether we can include the leaflet in the newsletter.
2021 11 13a	Cllr Bury	Arrange a mutually convenient time for next year's Budget and Precept workshop and book Community Centre.
2021 11 13b	Cllr O'Connell	Collect all Parish Council paperwork (physical and electronic) and assets from resigned Councillor.
2021 11 13c	Cllr O'Connell	Obtain the most recent version of financial and budget report from the resigned Councillor and pass it to Cllr Bury.
2021 11 13d	Cllr Bury	Update financial and budget report electronically, once received from Cllr O'Connell, then bring to December's meeting.
2021 11 15a	Cllr Bury	Tell Cllr Green that payments have been approved and, once Cllr Green has set up the approved payments, authorise them.
2021 11 15b	Cllr Green	Set up approved payments.
2021 11 15c	Cllr O'Connell	Authorise approved payments.
2021 11 15d	Cllr A Hocking	Speak to 2commune about paying for support but not receiving any.
2021 11 16a	Cllr A Hocking	Arrange a mutually convenient time (a Thursday in January) for a couple of hours of website training in the Community Centre.
2021 11 16b	Cllr Bury	Book Community Centre for website training, once the date is agreed.
2021 11 18	Cllrs A and M Hocking	Obtain vehicle activated speed sign equipment from Cllr O'Connell and receive handover from Cllr Bury.
2021 11 19	Cllr Glover	Reply to volunteering offer e-mail asking for more information so that we can look into the safety aspects.
2021 11 20	Cllr Glover	Continue liaising with Parish Charities regarding space available for tree planting.
2021 11 21	Cllr Glover	Obtain quotation for new signs on playground gate and bring costs to next meeting for approval.
2021 11 23a	Cllr A Hocking	Liaise with new Clerk to see whether the laptop will be used.
2021 11 23b	Cllr A Hocking	Ascertain whether we can use a shared West Northamptonshire Council licence for Microsoft and, if not, obtain a price for a new one.
2021 11 26a	Cllr Glover	Obtain price for a new metal filing cabinet.
2021 11 26b	Cllr A Hocking	Obtain price for a soft phone.

Year Month Item	Person responsible	Action point
2021 11 26c	Cllr A Hocking	Liaise with new Parish Clerk and ascertain phone and laptop preferences.
2021 11 28a	Cllr Bury	Provide Cllr Glover with the contact at Daventry District Council re EV charging point grant.
2021 11 28b	Cllr A Hocking	Update website so that minutes and agendas are available through the website calendar as well as the documents section.
2021 11 29	Cllr Bury	Bring in document governing vegetation volunteering, so that Council can review at next meeting.

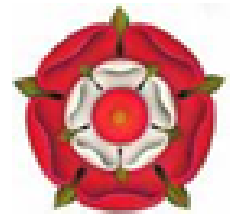
To see these minutes online, go to www.villageofold.org/documents.html or scan this QR code with your mobile phone:



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MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 8th December 2021**

Present:

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

Cllr Alex Hocking
Cllr Mariah Hocking
Cllr Dominick O'Connell

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:34

Year Month Item	The following business will be transacted:
2021 12 01	Resolved. No absences.
2021 12 02	Resolved. No declarations.
2021 12 03	RB signed 10/11/21 minutes as EG was absent for November meeting. AP: Required sign off for 14/7/21 Minutes.
2021 12 04	No attendees for public participation.
2021 12 05	Three Councillor's signed bank mandate to remove retired Councillor. AP: Document to be posted. (DO)
2021 12 06	Resolved. Precept agreed of £16,500 for 2022-2023. Amendments to Risk Assessment and Health and Safety Policy agreed. AP: Clerk to look at website costs in September before renewal date in December.
2021 12 07	Resolved. New meeting time of 19:00 agreed.
2021 12 08	Replacement light purchased for defibrillator. AP: Awaiting suitable weather to fit. (RB)
2021 12 09	Lecturers from Moulton College have confirmed they will provide support for tree maintenance. Moulton College to confirm when this can be done (likely end of January).(BG) AP: Awaiting confirmation of date from College. AP: Clerk to source conveyance paperwork in filing for Cherry Hill POS.
2021 12 10	Details and photographs of village sign has been sent to potential artist. Discussed possibilities of how the sign will be taken down. AP: Awaiting rough estimate from painter for cost of work. (BG)
2021 12 11	Draft of flyer for 5 year plan received. Suggestions made, including to be less specific about items and instead simply include headings. AP: New draft to be made to be added to the website in the new year. Draft to be sent to Councillor's, Village Hall and Parish Charities prior to January meeting. (DO)

2021 12 12	Continue to January's meeting. AP: Update to be given RE grass cutting. (EG)						
2021 12 13	Volunteer documents in relation to grass cutting and shrub maintenance in Cherry Hill presented to Council. AP: Further discussion to be arranged at January's meeting. AP: To review and inspect the composting area on Cherry Hill in POS. (BG)						
2021 12 14	Resolved. Financial Report Received. AP: Clerk to be sent finance document to update electronically October, November and December details. (MH)						
2021 12 15	Resolved. Payments authorised: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Clerk Salary - December, 2021</td> <td style="text-align: right;">£271.44</td> </tr> <tr> <td>Clerk Home Working - December, 2021</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>SSE/Swalec (Direct Debit) - £114.74 + £5.73 VAT =</td> <td style="text-align: right;">£120.47</td> </tr> </table> <p>During meeting item added: To add Direct Debit to SSE/Swalec (November) £116.71 received after publication of agenda. AP: Payments to be set up by Councillor (EG) and secondary Councillor to authorise payments (AH).</p>	Clerk Salary - December, 2021	£271.44	Clerk Home Working - December, 2021	£18.00	SSE/Swalec (Direct Debit) - £114.74 + £5.73 VAT =	£120.47
Clerk Salary - December, 2021	£271.44						
Clerk Home Working - December, 2021	£18.00						
SSE/Swalec (Direct Debit) - £114.74 + £5.73 VAT =	£120.47						
2021 12 16	Website training to be arranged for 20/01/2022. AP: Check Parish Charities can attend.						
2021 12 17	Two speed signs received. Agreed to be placed on Playground property pointing towards Faxton End and Village Hall entrance. AP: Signs to be placed. (RB)						
2021 12 18	Resolved. Speed sign equipment handed over to AH.						
2021 12 19	Received confirmation that the Duke of Edinburgh volunteer would be supervised by parents. Potential jobs discussed. JG AP: To discuss with parents of volunteer the potential jobs available. (JG) Councillor offered to maintain the flower boxes. (BG)						
2021 12 20	Parish Charities offer for The Queen's Green Canopy project tree to be planted outside the Community Centre. No further information as to when space will be available to plant. (JG&RB)						
2021 12 21	Playground visited by two Councillors. Signs agreed to be purchased for the gate. (EG)						
2021 12 22	Chair and Clerk of Parish Council to communicate with Chair and Clerk of Parish Charities on all future matters.						
2021 12 23	Resolved. Clerk confirmed will use own laptop.						
2021 12 24	Correspondence: Council has been advised of a donation for a new Millenium Tree Seat. JG Council awaiting proposal and information from the donors. Confirmation from Council that planning permission for The Hawthorns has been approved. Council also advised that 6 The Bugalows has been refused.						
2021 12 25	Previous Action Points: October Minutes: <ul style="list-style-type: none"> ● 2021.10.07a Resolved. Post to be given to Parish Council Chair and Parish Council Clerk. ● 2021.10.07b Resolved. EG has confirmed he has key for Community Centre Office and can provide access. 						

- 2021.10.07c Resolved. G Day has cut back trees which overhang Playground and has confirmed that he will cut higher up when weather improves.
- 2021.10.23b Highways have been contacted in relation to suspected spring. Fix My Street notification has been placed. Highways have cleared gullies and there is still water.
AP: Road to be inspected by Councillor BG to see if there are other solutions.

November Minutes:

- 2021.11.06 Resolved. Expenses policy has been uploaded to website.
- 2021.11.13b/c Resolved.
- 2021.11.13d Resolved.
- 2021.11.26a Awaiting update on donation of filing cabinet from Parish Charities.
- 2021.11.26b **AP: Clerk to add to January agenda.**
- 2021.11.28a Awaiting response from contact at WNDC regarding EV charging point grant. (RB) Advised Parish Charities are also looking into options for EV charging point. Defer to January's meeting.

End of Meeting 21:32

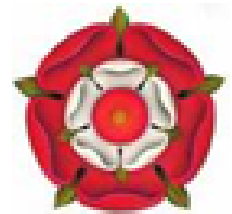
Signed.....

Date.....

Old Parish Council

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MINUTES

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

Present:

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

Cllr Barrie Grant
Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 18:59

Year Month Item	The following business was transacted:
2022 01 01	Apologies received from Dominick O'Connell.
2022 01 02	There were no declarations of disclosable pecuniary interest.
2022 01 03	Cllr Green signed 8/12/21 and 14/7/21 minutes. Clerk highlighted that in 8/12/21 minutes a typing error listed the SSE/Swalec payment as November rather than December. AP: Minutes for 8/12/21 to be uploaded to website. (AH)
2022 01 04	No attendees for public participation.
2022 01 05	AP: To raise Bank Mandate to remove retired Councillor JG. (EG) Two additional Councillor's to co-sign form. (RB and BG)
2022 01 06	Precept form has been completed. Authorised by Cllr Green, countersigned by Clerk. AP: Clerk to send to West Northamptonshire Council by 18th January.
2022 01 07	Resolved. Bank Reconciliation signed and approved by Cllr Green. AP: To send electronic copy of Bank Reconciliation to all Councillors. (SG)
2022 01 08	Resolved. Payments authorised: Clerk Salary (SO) - January, 2022 £271.44 Clerk Home Working (SO) - January, 2022 £18.00 <i>During Meeting items added due to invoices being received after Agenda published:</i> SSE/Swalec (January DD) - £125.32 + £6.25 VAT = £131.57 EON Lighting Maintenance - £66.56 + £13.31 VAT = £79.87 AP: EON Payment to be set up by Councillor (EG) and secondary Councillor (AH) to authorise payment.
2022 01 09	Cllr Bury, Cllr M Hocking volunteered to partake in AMP Working Group with Clerk. Noted the deadline of 31st of March for data to be inputted. AP: To locate the previously created list of Parish Council assets. (SG)
2022 01 10	AP: Cllr Green to confirm if Retired Councillor RG has been taken off of the Bank account.
2022 01 11	Report received for Cherry Hill Defibrillator. Confirmation that new outside light has been fitted. Light

	inside box may need to be replaced. Energy provision of defibrillator discussed. (RB)
2022 01 12	Awaiting confirmation from Moulton College for commencement date of tree maintenance. Conveyance paperwork was unable to be located in the filing cabinet. AP: To chase with Moulton College before February meeting if no reply received. (BG) Enquiry to be made if Solicitor has a copy of the conveyance report. (BG/RB) To sign up to "Linesearchbeforeyoudig" to see if records of any underground assets are recorded. (MH)
2022 01 13	Quote of approximately £1,350 received to paint Village sign. Council approved proposal to repaint sign and voted to approve quote. Highlighted that the 30mph sign entering the village from Mawsley has been damaged. AP: To adjust 30mph sign. (AH)
2022 01 14	Discussion of consultation flyer for the 5 Year Village Plan to continue forward to February meeting.
2022 01 15	Extra payment for grass cutting was due to oversight by the Contractor in billing for previous cuts. AP: To discuss in February's meeting the scope of future cuttings.
2022 01 16	To discuss ground work etc. with volunteers, with regard to the risk assessment forms required. AP: To give Cllr A Hocking a copy of the Risk Assessment. (SG)
2022 01 17	Room has been booked for Website Training on the 20th January. Clerk to Parish Charities will attend. AP: To set up accounts for Clerk and Parish Charities Clerk and chase Councillor's log in details. (AH) Councillor's and Clerks requested to check that log in details work prior to training on the 20th.
2022 01 18	Resolved. 20mph signs have been erected at the Playground.
2022 01 19	Tasks communicated and agreed with parent's of Duke of Edinburgh volunteer. Waiting for weather to commence some of the work.
2022 01 20	Outflow pipe may be blocked near the entrance to the village at Scaldwell Road. Highways will be conducting CT survey to check pipe. AP: To report back at February meeting. (BG)
2022 01 21	Telephone via VOIP (Voice Over Internet Protocol) agreed to be arranged for the Clerk. AP: Contract to be started and invoice to be presented at February's meeting. (AH)
2022 01 22	Requested to obtain from donor the details of design and dimensions for Millenium Tree seat to enable the Parish Clerk to ask Highways to provide any potential requirements for this replacement to be completed. Clerk to present to Council the information at February's meeting. AP: Cllr Green to discuss with donors and present donor's information to Council. (EG) Clerk to contact Highways with this information. (SG)
2022 01 23	Council voted and agreed for Clerk to attend training. AP: Training contract to be sent to Clerk. (AH) Training to be booked through NCalc. (RB)
2022 01 24	Playground report received for September, October and November. Cllr M Hocking volunteered to take on role of Playground Inspection going forward. AP: Cllr Green to give December's report to Clerk.
2022 01 25	Update received in relation to EV charging point. Employee at WNC who is able to assist in the query will be returning from Maternity Leave so will be in contact. AP: To receive update in February. (RB)

2022 01 26	<p>The Speed Awareness camera is faulty. Batteries have been charged multiple times and it has been confirmed that they are holding their charge. Council have agreed that manufacturers are contacted to make an appointment for them to inspect the faulty camera. (RB)</p> <p>AP: Camera to be taken down from current position until fixed. (AH)</p>
2022 01 27	<p>Council are sorry to receive resignation from Julian Glover as a Councillor and wish to thank him for his contributions. A Notice of Councillor Vacancy is to be published due to two recently retired Councillors.</p> <p>AP: To contact WNC to notify them of the Notice. (SG)</p> <p>Notice to be published on both village notice boards. (RB and EG)</p>
2022 01 28	<p>Agreed that there is not currently the need to upgrade the filing cabinets.</p> <p>AP: Clerk to investigate whether replacement keys are available for purchase. (SG)</p>
	<p>Correspondence:</p> <ul style="list-style-type: none"> ● Danny Moody (Chief Executive) of NCalc - Update in regards to remote Council meetings. ● Tree Policy Strategy Task Meeting 2/2/2022 - Cllr Grant volunteered to represent the council.
	<p>Councillor's Report:</p> <ul style="list-style-type: none"> ● To send Parish Charities Clerk the draft meeting minutes from Council meetings. ● Cllr A Hocking has been updating the https://www.villageofold.org/ website with current events. ● Suggestion to offer more of an insight into Parish Council's projects in Old Village Newsletter, for example Queen Jubilee and sign painting. ● Planning application issues with WNC highlighted by Hinton-in-the-Hedges. Clerk to contact Chair of Hinton-in-the-Hedges to suggest contacting Danny Moody for support.

End of Meeting 21:32

Signed.....

Date.....

2022 02 09	<p>Planning Application WND/2021/0904. Council discussed the details of the application and unanimously agreed that they were strongly opposed to it. A letter to West Northamptonshire Council (WNC) would be written to outline Council's opinion and to state that Council did not support the application.</p> <p>AP: Cllr Grant and Cllr Green to compose a letter to be sent to WNC Planning department.</p>
2022 02 10	<p>Update received from Clerk and Cllr Bury on Asset Mapping Project (AMP) with NCALC meeting on Wednesday the 9th of February and the potential grant. Cllr Bury, Cllr M Hocking and Clerk agreed to arrange a date to discuss the project further.</p> <p>AP: Date of meeting to be arranged. Update to be given in March's meeting.</p>
2022 02 11	<p>Report received for Cherry Hill Defibrillator. Light inside box has been removed for replacement of battery and re-positioning in unit. Cllr Bury has spoken to resident whose property the defibrillator attaches onto, resident has kindly confirmed that he does not wish for payment for electricity to the device.</p>
2022 02 12	<p>Cllr Grant has received provisional date for the Tree survey to be completed by students at Moulton College as between 8th and 15th of March.</p>
2022 02 13	<p>Cllr Grant has been in communication with Highways Liaison to enquire whether Highways will be able to assist in the removal of the village sign.</p> <p>AP: Update to be provided in March meeting. (BG)</p>
2022 02 14	<p>Council agreed that all organisations in the village such as Village Hall, Parish Charities and St. Andrew's Church to be consulted on the creation of the consultation flyer for the 5 Year Village Plan.</p> <p>AP: Cllr O'Connell to make contact with the organisations. Update to be provided in March meeting.</p>
2022 02 15	<p>Resolved. Council agreed that the current scope of grass cutting is satisfactory.</p>
2022 02 16	<p>No update, item to be carried over to March meetings.</p> <p>AP: Cllr Hocking to discuss Risk Assessment with volunteers.</p>
2022 02 17	<p>Resolved. Council agreed proposal for Millenium Tree bench.</p> <p>AP: Cllr Green to advise donor family that purchase and fitting of the bench has Council approval and they can now go ahead with the installation of the bench, which they are kindly gifting to the Parish Council.</p>
2022 02 18	<p>Playground report received for January. Report highlighted some points for maintenance. Councillor's agreed to set up a working group for maintenance in the playground.</p> <p>AP: Cllr M Hocking to organise date for group meeting.</p>
2022 02 19	<p>WNC are no longer offering grants for Electrical Vehicle charging points but there is potential in the future.</p> <p>AP: Cllr O'Connell to enquire if Village Hall has a plan for EV point.</p>
2022 02 20	<p>Call out has been arranged with manufacturers to inspect faulty speed awareness camera. Awaiting confirmation of date of appointment. Council approved amount of up to £50 to be spent if camera can be fixed at appointment by the engineer.</p>
2022 02 21	<p>Jubilee celebrations discussed. Council agree the contribution of flowers from the Parish Council for display in Church.</p> <p>AP: To discuss any further ideas for Jubilee celebrations.</p>
2022 02 22	<p>Informed that the Tree Policy Meeting was WNC requesting input on what their tree policies should be.</p>
2022 02 23	<p>Council agreed for transport information to be included on website.</p> <p>AP: Cllr A Hocking and Clerk to add information to website.</p>
2022 02 24	<p>Jubilee Tree needs to be planted in Spring.</p> <p>AP: Cllr Bury to liaise with Parish Charities.</p>

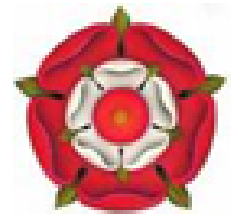
2022 02 25	Resolved. Council approved Year End Accounts and Audit Training for Clerk. AP: Cllr Bury to arrange training. Cllr A Hocking to send Clerk Training Contract to Councillor's.
2022 02 26	Resolved. Cllr Green will continue to produce the Parish Council's contribution to Village Newsletter. Other Councillor's are encouraged to send any input to Cllr Green.
2022 02 27	Cllr Green had received notification from FixMyStreet to advise that the blockage of outflow pipe on Scaldwell Road has been resolved but issue is ongoing. AP: Cllr Grant will chase with Highways.
2022 02 28	Order from and paperwork received for Clerk telephone. Contract is 30 day rolling with no termination fee. Council agree contract to be commenced and payment to be arranged. AP: Cllr A Hocking to change name of customer to Old Parish Council. Cllr Green to set up payment and Cllr A Hocking to approve payment.
2022 02 29	WNC have confirmed that there has been no request for an election from the Notice of Councillor Vacancy published. An advertisement for the role of Councillor to be published online and on notice boards. AP: Clerk to add advertisement to Parish Council headed paper and send to Cllr Bury and Cllr Green to add to noticeboards. Clerk to add to website.
	Councillor's Report: <ul style="list-style-type: none"> • Request for item to be listed on March's agenda for Council to agree date for Annual Parish Meeting and Parish Council AGM. • Cllr M Hocking has reported the missing 30mph sign in Mill Lane and hole in Anglian Water cover at Bridle Road.

End of Meeting 21:13

Signed.....

Date.....

Old Parish Council



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MINUTES

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

Present:

Cllr Ed Green Chairman (Chair)
Cllr Rosemary Bury (Vice Chair)
Cllr Barrie Grant
Cllr Dominick O'Connell
Cllr Alex Hocking
Cllr Mariah Hocking

Clerk to the Meeting: Sarah Gresly

Meeting Commenced: 19:00

Year Month Item	The following business was transacted:
2022 03 01	To receive and approve apologies for absence. <i>RESOLVED: No absences.</i>
2022 03 02	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. <i>RESOLVED: Two Councillor's expressed their interests in point 2022 03 07.</i>
2022 03 03	That the minutes of the meeting held on 9th February 2022 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Cllr Green signed minutes for 9th February 2022.</i>
2022 03 04	Public participation session. <i>No attendees for public participation.</i>
2022 03 05	Finance: To receive financial and budget report as of 8th March 2022. <i>RESOLVED: Cllr Green received and signed financial and budget report.</i> <i>Communication from HMRC had been received to inform that a balance was outstanding for a TAX payment referring to previous Clerk's employment. HMRC have been contacted and have confirmed payment is not due as Clerk is no longer employed by Council. Council approved closure of HMRC account. AP: HMRC account to be closed. (RB)</i> <i>Local Government Association (LGA) have announced that Clerk's have been awarded a pay rise covering 1 April 2021 to 31 March 2022. Council approved Clerk's pay rise to be backdated to when employment started.</i> AP: To add payment in April's Meeting. (Clerk)
2022 03 06	To present and approve the bank reconciliation as of 8th March 2022. <i>Bank reconciliation was shown to all Councillor's but a paper copy was not available.</i> AP: To bring bank reconciliation for March to April Meeting. (Clerk)
2022 03 07	To receive and discuss request from Cherry Hill resident with concerns regarding street parking. <i>Resident's concerns were discussed and previous Highways recommendations were mentioned.</i> AP: To write letter to Cherry Hill residents to remind of the importance in considering where cars are parked. (Clerk) To contact Highways in due course. (Clerk)

	To respond to resident to advise above. (Clerk)										
2022 03 08	To approve purchase of filing cabinet keys at £13.62. <i>RESOLVED: Council approved purchase.</i>										
2022 03 09	To approve payments: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Clerk Salary (SO) - March 2022</td> <td style="text-align: right;">£271.44</td> </tr> <tr> <td>Clerk Home Working (SO) - March 2022</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td>Ed Green - Payment for filing cabinet keys £11.35 plus VAT £2.27</td> <td style="text-align: right;">£13.62</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>SSE/Swalec (March DD) - £104.17 + VAT £5.20</td> <td style="text-align: right;">£109.37</td> </tr> </table> <p><i>RESOLVED: Council approved payments.</i> AP: Ed Green payment to be set up by Cllr Bury and secondary Cllr O'Connell to authorise payment.</p>	Clerk Salary (SO) - March 2022	£271.44	Clerk Home Working (SO) - March 2022	£18.00	Ed Green - Payment for filing cabinet keys £11.35 plus VAT £2.27	£13.62			SSE/Swalec (March DD) - £104.17 + VAT £5.20	£109.37
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Ed Green - Payment for filing cabinet keys £11.35 plus VAT £2.27	£13.62										
SSE/Swalec (March DD) - £104.17 + VAT £5.20	£109.37										
2022 03 10	To give consideration to the following Planning Application: WND/2022/0032. <i>Council agreed that they had no objection to the Planning Application.</i> AP: To write to West Northamptonshire Council (WNC) to confirm no objection. (RB)										
2022 03 11	To give consideration to the following Planning Application:WND/2022/0120. <i>Council agreed that they had no objection to the Planning Application.</i> AP: To write to WNC to confirm no objection. (RB)										
2022 03 12	To update on AMP Working Group. <i>RESOLVED: Cllr Bury and Clerk gave update on training sessions. Council agreed not to take part in the AMP project.</i>										
2022 03 13	To receive Cherry Hill Defibrillator report. <i>RESOLVED: Report received and Cllr Bury confirmed that a new light has been fitted to the outside of the case.</i>										
2022 03 14	To receive update on removal of village sign. <i>Cllr Grant advised that Highways Liason from WNC has given a list of contractors to remove sign. Four contractors have been contacted and awaiting quotes.</i>										
2022 03 15	To receive consultation flyer for approval for the 5 Year Village Plan. <i>Village Hall, Parish Charities and St. Andrew's Church have been contacted about being involved in project. Awaiting response from all organisations. Council agree to a working group to be set up for 5 Year Village Plan.</i> AP: To set up a working group with interested organisations. (DO)										
2022 03 16	To receive update on volunteer risk assessments. <i>RESOLVED: Cllr A Hocking has spoken to lead volunteer and volunteers wil provide Council with all necessary documentation for risk assessment.</i>										
2022 03 17	To receive update on Speed Awareness Camera. <i>Engineer appointment due for 9th of March was cancelled and has been rearranged for 29th March.</i>										
2022 03 18	To receive Playground Report for February. <i>Playground Report for February has been received and report highlighted some points for maintenance. Councillor's who are part of the working group to maintain the playground agreed to contact Clerk with a report on their work.</i> AP: Risk assessments to be organised for members of working group. (Clerk)										
2022 03 19	To receive update on Electric Vehicle (EV) charging point at Village Hall. <i>RESOLVED: The Village Hall does not currently have any plans for a EV charging point.</i>										
2022 03 20	To discuss the Queen's Jubilee Celebration. <i>RESOLVED: A Jubilee page has been created on Council website to communicate any events that are being put on.</i>										

2022 03 21	To receive update regarding Jubilee Tree Planting. <i>Cllr Bury advised that she had discussed with Joan Barrett about the Jubilee Tree being planted on the Village Hall grounds. Research in to the type of tree that will be purchased has been undertaken and awaiting confirmation of location to confirm the species.</i>
2022 03 22	To receive update in regards to blockage of outflow pipe on Scaldwell Road, near the entrance to the village. <i>Cllr Grant has spoken to Highways Liason who has agreed that there is an issue and further investigations will take place.</i>
2022 03 23	To receive, discuss and approve Clerk training contract. AP: Contract to be given to Clerk. (AH)
2022 03 24	To discuss Clerk Training. <i>RESOLVED: Clerk gave update on training sessions that had been completed and that End of Year Audit training is due later this month.</i>
2022 03 25	To receive update on Clerk telephone line. <i>Company had put incorrect contract details so contract is being amended.</i> AP: To let Clerk know once correct details are on account so payment can be organised. (AH)
2022 03 26	To discuss the 'ACRE Events - How to Green Your Community'. <i>RESOLVED: Cllr M Hocking expressed interest in attending this event.</i>
2022 03 27	To discuss the date for the Annual Parish Meeting and Parish Council AGM. <i>RESOLVED: Date for Annual Parish Meeting agreed to be 29th April 2022. Discussed possibility of holding event at the Village Hall.</i> AP: To contact Village Hall to check if there is availability and arrange use. (Clerk) Letter to be prepared to notify residents of the event. (Clerk) <i>Date for Parish Council Annual Meeting agreed to be 11th May 2022.</i>
	Correspondence: <ul style="list-style-type: none"> ● Parliamentary Boundary Review - <i>Details added to website.</i> ● West Northants – Big Conversation - <i>Details added and posted to be placed on Cherry Hill and Village notice boards.</i> ● Correspondence from resident regarding speeding - AP: Chair to respond to resident with communication response from Highways. Council to contact Village Hall to advise of the issues. ● Code of Conduct Training - <i>Cllr M Hocking expressed interest in attending this course. Council approved this training. AP: Training to be organised (RB)</i>
	Councillor's Report: <ul style="list-style-type: none"> ● <i>Cllr M Hocking reported that Anglian water have advised that the water cover at Bridle Road has been replaced and the 30mph sign at Mill Lane has been replaced.</i> ● <i>Cllr Bury brought to the Council's attention the communication from NCALC in relation to Parish Council's being asked to help disseminate communications, such as a call for temporary accommodation, or for assistance in making community buildings available.</i> AP: To communicate this information to notify Parish Charities and Village Hall. (Clerk)

End of Meeting 21:10

Signed.....

Date.....