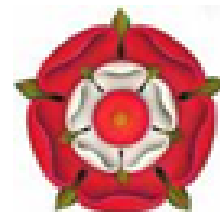


# Old Parish Council

12 Charles Close  
Old  
NN6 9RQ

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## MINUTES

Minutes of the meeting of Old Parish Council held on **Wednesday 11th September 2024.**

Present:

Cllr Colin Smart (Chair)  
Cllr Rosemary Bury  
Cllr Ed Green

Cllr Mariah Hocking  
Cllr Alex Hocking  
Cllr Andrew Moodie

Cllr Lynn Pilley

One member of public.

Meeting Commenced: 19:30

Year Month Item	The following business was transacted:
2024 09 01	To receive and approve apologies for absence. <i>RESOLVED: All Councillors were present.</i>
2024 09 02	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. <i>RESOLVED: There were no declarations of disclosable pecuniary interest.</i>
2024 09 03	That the minutes of the meeting held on the 7th August 2024 be approved by Council and signed by Chairman as a true and correct record. <i>RESOLVED: Council approved the Minutes and the Chair signed them.</i>
2024 09 04	Public participation session. Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting. <i>RESOLVED: Peter Drabble, representative from Neighbourhood Watch, expressed that the Meet the Police event organised by Cllr Moodie (as Police Liason Representative (PLR)) and himself went well. Mr Drabble conveyed that Cllr Moodie is doing a brilliant job in the PLR role.</i>
2024 09 05	To receive the Clerk's report. <i>The Clerk presented a report which highlighted the action points which were outstanding from the previous meeting.</i> <i>Cllr M Hocking advised that she would send the terminology for the Press and Media Policy by Friday.</i> <i>Cllr Smart advised that the gate has been looked at and a fix is being investigated. <b>AP: Cllr Smart and Cllr Green to look at fix.</b></i> <i>Cllr Smart reported that EE were not able to help with the mobile signal.</i> <i>Cllr Smart advised that a policy regarding the asset register has been sent to all Councillors and will be presented for approval in October's meeting. Cllr Smart also advised that he is updating the asset register document to mechanise the reporting.</i> <i>All Councillors have received a copy of the questionnaire being sent to residents regarding the Green Hill Solar Farm proposed project. Council suggested some final amendments and an email address for replies was created. Each resident will receive a questionnaire through their letterbox.</i>
2024 09 06	Finance: To receive financial and budget report as of 1st September 2024.

	<p><i>RESOLVED: The Clerk presented the financial and budget report to Council. Council discussed whether the forecast expenditure is still correct, particularly whether all of the funds that are allocated for specific budget items are planned to be spent</i></p> <p><b>AP: To reassess the allocation of the budget at next month's meeting.</b></p>																				
2024 09 07	<p>To present and approve the bank reconciliation as of 1st September 2024.</p> <p><i>RESOLVED: Council were presented with the bank reconciliation for August payments. Cllr M Hocking approved and signed.</i></p>																				
2024 09 08	<p>To approve payments:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><i>Clerk Salary (SO) - September 2024</i></td> <td style="text-align: right;"><i>£345.28</i></td> </tr> <tr> <td><i>Clerk Home Working (SO) - September 2024</i></td> <td style="text-align: right;"><i>£26</i></td> </tr> <tr> <td><i>Information Commissioner's Office Renewal -</i></td> <td style="text-align: right;"><i>£40</i></td> </tr> <tr> <td><i>Cllr Bury - Hammerite Paint for Defibrillator -</i></td> <td style="text-align: right;"><i>£11.29</i></td> </tr> <tr> <td><i>Grass Cutting - T J Whittaker (Invoice 17987)</i></td> <td style="text-align: right;"><i>£240</i></td> </tr> <tr> <td><i>Cloud Next - Website Hosting (Invoice 227886) £99.99 + £19.99 VAT</i></td> <td style="text-align: right;"><i>£119.98</i></td> </tr> <tr> <td><i>Yu Energy (DD) (Invoice 01864093) £13.49 + £0.67 VAT (July 24)</i></td> <td style="text-align: right;"><i>£14.16</i></td> </tr> <tr> <td><i>Yu Energy (DD) (Invoice 01864094) £48.47 + £2.42 VAT (July 24)</i></td> <td style="text-align: right;"><i>£50.89</i></td> </tr> <tr> <td><i>Yu Energy (DD) (Invoice 01932055) £13.46 + £0.67 VAT</i></td> <td style="text-align: right;"><i>£14.13</i></td> </tr> <tr> <td><i>Yu Energy (DD) (Invoice 01932056) £49.22 + £2.46 VAT</i></td> <td style="text-align: right;"><i>£51.68</i></td> </tr> </table> <p>To agree who will authorise the payments.  <i>Council approved all payments. Cllr Bury received a cheque (000870).  Council were informed that Cllr Smart, Cllr Bury and the Clerk had attended training regarding confidential agenda items. Council were advised that the Clerk's salary should be reported as 'Staff Costs' on the Agenda and Minutes. Clerk agreed to gather confirmation of the procedure.</i></p> <p><b>AP: To set up the ICO Renewal, Grass Cutting and Cloud Next Payments. (Clerk)</b>  <b>AP: To authorise the ICO Renewal, Grass Cutting and Cloud Next Payments. (RB&amp;EG)</b>  <b>AP: To confirm the procedure regarding presenting the Clerks Salary on Agendas. (Clerk)</b></p>	<i>Clerk Salary (SO) - September 2024</i>	<i>£345.28</i>	<i>Clerk Home Working (SO) - September 2024</i>	<i>£26</i>	<i>Information Commissioner's Office Renewal -</i>	<i>£40</i>	<i>Cllr Bury - Hammerite Paint for Defibrillator -</i>	<i>£11.29</i>	<i>Grass Cutting - T J Whittaker (Invoice 17987)</i>	<i>£240</i>	<i>Cloud Next - Website Hosting (Invoice 227886) £99.99 + £19.99 VAT</i>	<i>£119.98</i>	<i>Yu Energy (DD) (Invoice 01864093) £13.49 + £0.67 VAT (July 24)</i>	<i>£14.16</i>	<i>Yu Energy (DD) (Invoice 01864094) £48.47 + £2.42 VAT (July 24)</i>	<i>£50.89</i>	<i>Yu Energy (DD) (Invoice 01932055) £13.46 + £0.67 VAT</i>	<i>£14.13</i>	<i>Yu Energy (DD) (Invoice 01932056) £49.22 + £2.46 VAT</i>	<i>£51.68</i>
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2024 09 09	<p>To discuss village street lighting:</p> <ol style="list-style-type: none"> <li>1. Cherry Hill.</li> <li>2. Village Centre.</li> </ol> <p><i>1. Council were informed that a light meter has been obtained to take further readings. Council are awaiting report from eON following testing of a light unit. Council were advised that the cost of one shield to obscure a light would be £95 (excluding VAT). Clerk to ascertain if more than one shield can be fitted to a light. Council to consult with neighbouring residents regarding the shields, prior to any changes being made.</i></p> <p><i>2. Council were informed that a resident has expressed a view that the light levels in the Village Centre are too low. Council were advised that in 2021 the Council at the time, had the wattage reduced from 18 to 13 on 5 lanterns following comments from residents. Council agreed to consult residents to gain their views on the Village Centre lights. Council were asked whether the use of solar lights would be appropriate in the village centre.</i></p> <p><b>AP: To receive readings from the light meter for Cherry Hill, review and then notify eON.</b>  <b>AP: To consult residents in the Village Centre for their opinions on the lights. (AH&amp;EG)</b></p>																				
2024 09 10	<p>To receive a request for Cloud Based Storage. <b>(Clerk)</b></p> <p><i>Council were informed that Council documents are currently stored and accessed via a cloud based storage using the Clerk's personal storage. Council agreed that documents should be stored in Council's own storage and were informed that a one off purchase of Microsoft Office 2021 would offer the ability of creating and editing documents.</i></p> <p><i>Council agreed for the Clerk to investigate quotes for laptops to purchase a Council laptop.</i></p> <p><b>AP: To present to Council options for storage, including cloud based and hard drives. (Clerk)</b>  <b>AP: To present to Council quotes for a Microsoft Office 2021 license and Council laptop. (Clerk)</b></p>																				
2024 09 11	<p>To discuss the West Northamptonshire Council grass cutting grant specification. <b>(Clerk)</b></p>																				

	<p>Council were informed that despite chasing, there had been no update from West Northamptonshire Council (WNC).</p> <p><b>AP: To provide an update at the next meeting. (Clerk)</b></p>
2024 09 12	<p>To give consideration to the following Planning Application: 2024/3771/FULL Single storey side extension 6 The Bungalows, Scaldwell Road, Old, NN6 9RB <i>RESOLVED: Council agreed that they had no objections.</i> <b>AP: To notify WNC's planning department. (Clerk)</b></p>
2024 09 13	<p>To receive the list of projects for the Village 'Tidy Up' on Sunday 22nd September. <b>(CS)</b> <i>RESOLVED: Council were presented with the list of projects that would be undertaken as part of the Tidy Up.</i> <b>AP: To create a flyer to be put on the notice boards. (CS)</b></p>
2024 09 14	<p>To receive an update on the website. <b>(AH)</b> <i>RESOLVED: Council were informed that the hosting has been purchased with the domain name of oldparishcouncil.uk. A holding page has been put on the website, whilst the website is created. Councillors will be sent some options regarding the structure, to discuss at October's meeting. Council were informed that new email addresses had been created and research will be completed on how to integrate these for the next meeting.</i> <b>AP: To send to Councillors and Clerk options for the structure of the website. (AH)</b> <b>AP: To look in to how to integrate the new email addresses. (AH)</b></p>
2024 09 15	<p>To receive the Playground Report. <b>(MH)</b> <i>RESOLVED: The playground report was received. Wood preserver will be applied during the village Tidy Up. It was reported to Council that vegetation has started to grow through the fence from the neighbouring property.</i></p>
2024 09 16	<p>To discuss antisocial behaviour and seek advice from Neighbourhood Watch. <b>(RB)</b> <i>Council were advised that residents reported incidents of a drone being flown over them in their garden for approximately two hours at a weekend, making the resident feel uncomfortable. Cllr Moodie advised that as part of his PLR role he will investigate whether there are any regulations regarding this and advise on how to deal with this sort of situation.</i> <b>AP: To investigate whether the PLR can assist. (AM)</b></p>
2024 09 17	<p>To approve the purchase of a Remembrance Day Poppy Wreath. <b>(RB)</b> <i>RESOLVED: Council received a proposal for the purchase of a Poppy Wreath, with £25 being budgeted for this year. Council approved the purchase.</i> <b>AP: To purchase a Poppy Wreath. (RB)</b></p>
2024 09 18	<p>To receive an update on banking arrangements regarding payments, to discuss various options. And to receive a proposal to open a savings account for Council. <b>(Clerk)</b> <i>RESOLVED: Council approved a sub account to be set up and a debit card to be obtained for the Clerk to make purchases. Council agreed for £150 maximum to be transferred to the debit card. Purchases are to be reported/reconciled monthly (if required) as petty cash. Council agreed for the debit account to be topped up to £150, when required, which will be approved at the next Council meeting. Council agreed to open a savings account with a 30 day notice period.</i> <b>AP: To obtain a debit card. (Clerk)</b> <b>AP: To open a 30 day notice savings accounts. (Clerk)</b> <b>AP: To amend Financial Regulations to include Petty Cash - item 2024 09 21. (Clerk)</b></p>
2024 09 19	<p>To approve digital bank mandates to be allowed as procedure. <b>(Clerk)</b> <i>RESOLVED: Council approved for digital bank mandates to be part of procedure.</i></p>
2024 09 20	<p>To approve Clerk's attendance of an NCalc training session: Changes to Employment Law. <b>(Clerk)</b> <i>RESOLVED: Council approved the Clerk to attend the training session and to report to Council after the training.</i> <b>AP: To book the training session. (Clerk)</b></p>
2024 09 21	<p>To review and approve the following policies/procedures: <b>(Clerk)</b></p> <ul style="list-style-type: none"> <li>● Financial Regulations.</li> </ul>

	<p><i>RESOLVED: Council approved the new Financial Regulations, with the inclusion of the Petty Cash sections.</i></p> <p><b>AP: To update the website with the new policy. (Clerk)</b></p> <ul style="list-style-type: none"> <li>● GDPR Policies: <ul style="list-style-type: none"> <li>○ Data Protection Policy.</li> <li>○ Retention Policy.</li> <li>○ Assessment of Personal Details Held.</li> </ul> </li> </ul> <p><i>Deferred to next meeting, once Councillors and Clerk have received the updated documents.</i></p> <p><b>AP: To send documents to Councillors and Clerk (AH)</b></p> <ul style="list-style-type: none"> <li>● Risk Assessment.</li> </ul> <p><i>Council were informed that the Clerk and Cllr A Hocking had worked on the finance section of the document, but this will need to be reviewed with the agreement to a debit card. Council agreed for the following topics to be assigned:</i></p> <p><i>IT - Cllr A Hocking</i>  <i>Operations - Cllr Pilley</i>  <i>Governance - Cllr Smart.</i></p> <p><b>AP: To email document to Councillors and Clerk. (AH)</b>  <b>AP: To look at agreed section. (AH/LP/CS)</b></p>
	<p>Councillors' Report:</p> <p><i>Cllr Bury - Reported that the approved sign regarding green waste has been displayed at Cherry Hill inner green. Cllr Bury also reported that the shrubs need trimming. <b>AP: Grass contractor to be contacted for shrub maintenance. (RB)</b></i></p> <p><i>Cllr Moodie - Reported on the Meet the Police event and advised that were many projects to consider for the future. Cllr Moodie also reported to Council that it is legal for Council to display a sign regarding parking opposite the pub. <b>AP: To bring proposal regarding sign to November's meeting. (AM)</b></i></p> <p><i>Cllr Pilley - Reported that the 20mph signs are ready to be displayed. <b>AP: To source cable ties for the signs at Faxton End/Charles Close. (EG)</b></i></p> <p><i>Cllr M Hocking - Reported that she had notified Anglian Water of an issue with a verge.</i></p>
	<p>Highways Report:</p> <p><i>There was no update regarding Highways.</i></p>
	<p>Correspondence:</p> <ul style="list-style-type: none"> <li>● Received from resident: Village Street Lighting - <i>Following from item 09, Council agreed for the Clerk to refer the resident to the minutes for an update on the topic. <b>AP: To respond to resident.</b></i></li> <li>● Leisure Facilities enquiry from WNC. Added to the website.</li> <li>● Correspondence received to notify: Mill Lane will be closed 23-25th October to allow Anglian Water to install an air valve. <b>AP: To display Anglian Water poster on the Village Centre noticeboard and send to Cllr Pilley to display on Cherry Hill Facebook page.</b></li> </ul> <p>Added since the Agenda was published.</p> <ul style="list-style-type: none"> <li>● <i>Correspondence from Homestart regarding promoting their services. Homestart Kettering covers the local area, rather than the Daventry area who sent the email.</i></li> <li>● <i>Complaint from resident regarding the cutting in Charles Close. Council noted the residents comments.</i></li> </ul>

**End of Meeting 21:36**

Signed.....

Date.....