

HARTWELL PARISH COUNCIL

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Annual Parish Council Minutes 21st May 2020

Present: Cllrs Jones, Hawley, Heron, Burrows, Budden and Boyce

NCC Cllr Clarke

Deputy Clerk Amy Holt

Clerk Lynn Lavender

	Annual Meeting
066/2020	Cllr Jones was Elected Chairman, Declaration of Acceptance of Office to be signed.
067/2020	Cllr Heron was Elected Vice Chairman.
068/2020	Cllr Burrows was appointed Internal Controls Councillor
	Full Council Meeting
069/2020	Apologies for approved Cllrs Barker, Halliwell
	Declarations of Interest
070/2020	Declaration of any Disclosable Pecuniary or other interest None
071/2020	Dispensations – To consider written requests for dispensation of DPI None
072/2020	Minutes - To agree and sign FC minutes of 12/03/20 Deferred to June meeting
073/2020	Public participation session 3 minutes max per person 15 mins total None
074/2020	Update on Covid-19 response including website Cllr Heron is organising the food box collection. The hub has relocated from Towcester to Roade. Process working well Uptake is low. Website information is useful and clear
	Reports from outside bodies: 5 mins max per person
075/2020	County Councillor Michael Clarke NCC Covid-19 response main business. Reorganisation delays as staff doing crisis wok
076/2020	District Councillor John Budden SNC Covid-19 main business. Planning committee working via virtual meetings
077/2020	Update relating to St John the Baptist Church. None received
078/2020	Co option To receive and action applications for co option to the council None
	Councillor Appointments
079/2020	Councillor liaison Allotments, Cllr Burrows; Community Centre, Clerk; Churchyard, Cllr Heron; Community Safety Group, Cllrs Heron, Jones; Pocket Park, Cllrs Heron, Jones, Hawley; Footpaths and Highways Warden, Cllr Jones; Cemetery, Cllr Budden; Website, Cllr Hawley; Youth, Cllr Hawley; Library, Cllr Burrows.
080/2020	Pension Clerk+Payroll provider nominated to be responsible for ensuring employee pension information is kept up to date and to correspond with the Pension's Regulator
081/2020	Policies reviewed and re-adopted Standing Orders Effectiveness of Internal Audit Governance + Financial Risk Assessment Financial regulations
082/2020	GDPR compliance reviewed and re-adopted a) The Northants CALC DPO Service as the council's Data Protection Officer b) The Data Map c) The Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy d) The Privacy Notices e) To note that the council is already registered as a Data Controller with the ICO
083/2020	Accounts
a)	Council's financial position as at 29/04/20. Unity Bank £33068.55 Santander £31753.84 Noted
b)	Received £27500 precept £771.87 NCC mowing Noted

c)	Retrospective approval of payments Approved				
		<u>Payee</u>	<u>Details</u>	<u>Power to Pay</u>	<u>Amount (inc vat)</u>
	April	Staff	Salaries + Expenses	LGA 1972	£1674.61
		HMRC	PAYE		£405.14
		B Osborne	Payroll		£64.50
		CYPN	Youth service		£432.00 (£72.00)
		ICCM	Cemetery Institute fees		£95.00
	2191	RTM	Grass cutting		£530.34 (£88.39)
		Eon	Electricity		£2383.86 (£397.31)
	19834	Aylesbury mains	Streetlight repair		£143.04 (£23.84)
		Ncalc	Membership + Audit fees		£1003.87
		HCC	YC room hire		£135.00
		HCC	PC room hire		£97.00
	May	Staff	Salaries + Expenses	LGA 1972	£1322.57
		RTM	Grass cutting		£530.34 (£88.39)
					£420.00 (£70.00)
	Staff	Zoom licence Mthly		£14.39	
084/2020	Pension Update and to consider researching options Nest & Aviva ongoing				
085/2020	Planning applications Updates +new applications Cllr Budden to call in applications as appropriate				
	<u>S/2020/0795/FUL</u>	Land Adjacent Amber View Folly Lane Hartwell NN7 2HT	Demolition and removal of domed barn and outbuilding and replacement with Stable and storage barn	13/05/2020	4 Consultations Despatched (1-10)
	<u>S/2020/0739/FUL</u>	Lords Close Folly Lane Hartwell NN7 2HT	Rear extension, dormer window to side to enable loft conversion. New pitched roof to garden room	04/05/2020	5 Site Visit Complete (1-10)
	<u>S/2020/0710/FUL</u>	3A Forest Road Hartwell NN7 2HE	Single storey side extension	30/04/2020	4 Consultations Despatched (1-10)
	<u>S/2020/0550/FUL</u>	Whitcroft 65 Park Road Hartwell NN7 2HP	Two storey and single storey side extensions, two storey rear extension. Two pitched roof dormers to front and two pitched roof dormers to rear	06/04/2020	4 Consultations Despatched (1-10)
	<u>S/2020/0397/FUL</u>	9 Park Road Hartwell NN7 2HP	Two storey part single storey front/side extension, 3 front dormers and 4 new windows at the rear	16/03/2020	5 Site Visit Complete (1-10)
	<u>S/2020/0424/LDP</u>	Cleveland House 41 Forest Road Hartwell NN7 2HE	Certificate of Lawfulness for Proposed Development comprising of Single Storey Rear Extension	13/03/2020	10 - Approved
	<u>S/2020/0356/FUL</u>	3A Forest Road Hartwell NN7 2HE	Single-storey side extension and loft conversion to create self contained annexe	28/02/2020	10 Application Withdrawn
	<u>S/2020/0192/FUL</u>	2 The Folly Folly Lane Hartwell NN7 2HT	Single storey front extension, two storey rear extension, rear conservatory to rear elevation, conversion of part of outbuilding to self contained annexe and internal	10/02/2020	10 - Approved

			alterations to existing property		
<u>S/2020/0190/FUL</u>	Firtrees 6 Wood Lane Hartwell NN7 2HG		Single Storey Front and Side Extension and Garage Extension	10/02/2020	10 - Approved
<u>S/2020/0157/MAO</u>	Land North of Ashton Road Hartwell		Outline application for the erection of up to 55 dwellings, landscaping, open space and associated works including access, with all other matters reserved.	05/02/2020	10 - Refusal
<u>S/2020/0095/FUL</u>	90 Forest Road Hartwell NN7 2HE		Porch, two storey side, single storey rear extension	23/01/2020	10 - Approved
<u>S/2020/0058/FUL</u>	3 Church Close Hartwell NN7 2HU		Single storey extension to rear to replace conservatory	20/01/2020	10 - Approved
<u>S/2020/0040/FUL</u>	Grange Bungalow 11A Park Road Hartwell NN7 2HP		Single storey side extension	14/01/2020	10 - Approved
<u>S/2019/2440/FUL</u>	Marantha 47 Park Road Hartwell NN7 2HP		Proposed Detached Dwelling. Demolition of existing garage and proposed new garage for existing property (47 Park Road).	13/12/2019	5 – Site Visit Complete (1-10)
086/2020	Cemetery Update + New applications. (Deputy Clerk) No funerals, 1 initial inquiry re interment of ashes. Remaining up to date with ICCM guidelines				
087/2020	Update on street lighting current maintenance Aylesbury Mains (AM) doing urgent repairs Update on inventory for unmetered supply. Weston Power have queries waiting for AM to respond Consider information received about Community centre car park lights decide on actions Deferred				
088/2020	NHB Update on Playing field Work on field due to begin Monday 18th May				
089/2020	Future bus routes and finance. No future information due to crisis current timetables on website				
090/2020	Updates – Discussion of matters not otherwise on the agenda for information sharing only				
a)	Cllr George Jones reported on highways and footpath issues around the village.				
b)	Cllr Budden requests a discussion be timetabled regarding the relevance of Hartbeat				
091/2020	Correspondence/communication To consider any received as listed below or prior to meeting Covid-19 information added to website				
092/2020	Date of next Full Council meeting 18th June 7pm				

Copies of all council papers are available on request. Requests should be made to the clerk at least 48 hours prior to when they are required.