

## **HARTWELL PARISH COUNCIL**

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ESTD 1894

Minutes of the Hartwell Parish Council's meeting held on Thursday 13<sup>th</sup> July 2017 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Chairman Councillor Deborah Barker, Councillor John Budden, Councillor George Jones, Councillor Graham Harris, Councillor Stephen Dawson.

Also present: Parish Clerk – Sarah Fuller, County Councillor Michael Clarke, Mr Ben Childs. Members of the public x 3.

<b>139/2017</b>	To receive and approve apologies for absence. <b>Resolved:</b> Apologies received and accepted from Councillor Turner (work) and Councillor Heron (personal).
<b>140/2017</b>	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). <b>None received.</b>
<b>141/2017</b>	To receive and approve for signature the minutes of the full Parish Council meeting held on 15/06/17. <b>Resolved:</b> The minutes were accepted and signed by the Chairman.
<b>142/2017</b>	<b>Public participation session will take place at 7.35pm</b>
<b>143/2017</b>	Mr Ben Childs has made a request to become a parish councillor. Councillors to consider the co-option of Mr Ben Childs. <b>Resolved:</b> Mr Childs was co-opted. Clerk to send Councillor Childs a Declaration of Acceptance of Office and Register of Member Interests forms.
<b>144/2017</b>	<b>Reports from outside bodies:</b>
<b>a)</b>	<u>To receive an update from County Councillor Michael Clarke on matters relating to Northamptonshire County Council:-</u> <ul style="list-style-type: none"><li>• The new County council met for the first time in late May. Out of 56 Councillors, there are 21 new members.</li><li>• The move to the Council's new HQ at Angel Square. Weekly saving on running costs is £36,000</li><li>• Move to bring the Fire Service and the Police under a single management structure. Consultation commenced.</li><li>• Another successful Ladies Cycle Race, showcasing Northamptonshire to a large audience.</li><li>• A continuation of the journey to a "Next Generation Council". Establishment of Community Interest Companies to assist in new revenue streams. Cost reductions.</li><li>• Need for an additional 30 schools by 2020 to meet needs of the County's growing population. Northamptonshire being the fastest growing county in the country</li></ul>
<b>b)</b>	<u>To receive an update from District Councillor John Budden on matters relating to South Northants Council.</u> Rail Central Interchange at Blisworth and Milton Malsor is down for discussion by the District Council however the decision will be made by Central Government.
<b>c)</b>	<u>To receive an update from Mrs Carol Buck relating to St John the Baptist Church.</u> <u>Mrs Buck was unable to attend but provided the following update via email:-</u> At our last PCC meeting on 26 <sup>th</sup> June it was unanimously agreed to accept the quote presented by HTC Arbor Services of Chapel Farm Hartwell to undertake all the works noted by the consultants who undertook the complete survey of trees and bushes in the churchyard recently. The PCC have issued instruction that all the works, those that would require attention within 6 months and those within 18

	<p>months to be done.</p> <p>We have received permission from the Archdeacon of Northampton Richard Ormston to remove the dead tree along the Ashton Road under Health and Safety grounds all other works do not need permission, there has been a change in the rules for Faculty permission so it is not needed in our case. The timing of the start of the works will depend on Western Power who will have to shut off the electricity for a short spell whilst the works along the Ashton Road that are near the cables can be done. HTC Arbor Services have applied to Western Power to have the services switched off. None of the works can be started until the nesting season ends at the end of this month. The cost of these works is in excess of £3000.00 which will be paid for by the PCC from our Fabric Account.</p> <p>Our Strawberry Tea event takes place this coming Saturday 3pm – 5.30pm outside in the church grounds weather permitting inside if it rains. All cakes are being baked and supplied on a Strawberry Theme, Tea/Coffee and Cake £2.00. All monies raised will go towards the running expenses of the church.</p>			
<b>d)</b>	<p><u>To receive an update from Mr George Jones relating to highways and footpaths around the village.</u></p> <p>The tree outside 62/64 Forest Road has been cut back. After the heavy rain there was quite a bit of water running down by Oakleaf. Sign post to Ashton is still in the hedge and requires removing. Overgrown hedge along the alleyway between Ashton Road and Robins Close has been cut back.</p> <p>Rights of Way officer has been around the village and put codes on some of the signs. The bolt on the gate at the end of the tarmac lane has now been adjusted by himself and Councillor Heron.</p>			
<b>145/2017</b>	<b>Correspondence/communication</b> – to consider any received as listed below and/or prior to meeting.			
<b>a)</b>	<p>Email from Mr Rodgers relating to the cemetery.</p> <p><b>Resolved:</b> Clerk to notify Mr Rodgers the statue of the angel maybe placed on the base of the existing headstone. The parish council would like to send their apologies for any distress caused.</p>			
<b>b)</b>	<p>Email from RTM Landscapes seeking permission to upload photos of village grass cutting to their website.</p> <p><b>Resolved:</b> Clerk to respond asking them to submit photos for approval before uploading them to their website.</p>			
<b>c)</b>	<p>Email from parishioner complaining about the village grass cutting.</p> <p><b>Resolved:</b> Clerk to respond informing them the parish clerk is going to meet with the contractors to discuss.</p>			
<b>d)</b>	<p>Email from RBS Rialtas regarding the account package and further training for the clerk.</p> <p><b>Resolved:</b> Clerk to arrange for further training from RBS Rialtas. Councillor Barker if available will sit in on the training.</p>			
<b>146/2017</b>	<b>Updates</b>			
<b>a)</b>	<p>Councillor Barker to update the Council with regards to the most recent Executive Planning Committee Meeting.</p> <p><b>Resolved:</b> Duly noted.</p>			
<b>b)</b>	<p>Councillor Turner to update Council with regards to his recent meeting with the Youth Club leader. Councillor to consider receiving regular reports from the Youth Club.</p> <p><b>Resolved:</b> Clerk to request report from Youth Club for the September meeting.</p>			
<b>147/2017</b>	<b>Finances</b> (previously scrutinised by Cllr. Dawson, internal financial controller)			
<b>a)</b>	<p>Councillor Dawson to provide summary of Council's finances.</p> <p>Unity Trust £39,069.11 + Santander £62,979.44 - Earmarked funds £54,718.59 = Actual funds available £47,329.96</p> <p>Receipts – VAT £13,006.44 Interment fee £71, NS&amp;I account interest received £27.80, Unity Trust service charge £18. NS&amp;I account was closed and money paid into the Unity Trust bank account £3451.51.</p>			
<b>b)</b>	To consider invoices for payment (as set out below & any rec'd prior to the meeting)			
<u>Payment by</u>	<u>Payee</u>	<u>Details</u>	<u>Power to Pay</u>	<u>Amount (inc vat)</u>
BT	M Fuller	Clerk's salary	LGA 1972	£744.21

			s112	
BT	R Wain	Litter Officer's salary	LGA 1972 s112	£96
BT	HMRC	PAYE	LGA 1972 s112	£256.29
BT	Hartwell Parochial Church	Floodlights – electricity	LGA 1972 s214(2)	£21.58
BT	Barbara Osborne Business Services	Payroll Apr-Jun 17	LGA 1972 s112	£60
BT	RTM Landscapes	Village and Cemetery grass cutting	Open Spaces Act 1906 ss9-10	£459 (76.50)
BT	Hartwell Community Centre	Parish Council lounge hire (Apr-Aug)	LGA 1972 s112	£92
BT	Hartwell Community Centre	Youth club – hall hire (Apr-Jul)	LGA (Misc Prov.) 1976 s19 (d)	£253
BT	A H Contracts	Emptying dog bins	Open Spaces Act 1906 ss9-10	£105 (£17.50)
BT	Aylesbury Mains	Repair to street lighting	Parish Council Act 1957 s2	£56.40 (£9.40)
BT	Aylesbury Mains	Repair to street lighting	Parish Council Act 1957 s2	£94.20 (£15.70)
BT	2commune	Website hosting renewal	LGA 1972 s112	£180 (£30)
BT	Pedder & Summers Ltd	Filing cabinet	LGA 1972 s112	£72 (£12)
BT	Mr R I Lever	Cemetery – ground works	Open Spaces Act 1906 Ss9 & 10	£4,600
BT	Hartwell Pre-School	Donation towards July Fete	LGA 1972 s145 (a)	£220
BT	NCALC	Guide to Neighbourhood Planning	LGA 1972 s112	£8.26
BT	E-on	Street lighting – electricity	Parish Council Act 1957 s2	£1,695.20 (£282.53)

**Invoice total £8,993.14**

<b>c)</b>	Councillors to nominate who will approve the bank transfers. <b>Resolved:</b> Councillor Budden and Councillor Barker
<b>d)</b>	Councillors to agree the following payments in August – Staff wages. <b>Resolved:</b> Agreed.
<b>e)</b>	Councillors to agree payment to the Community Centre relating to the Community Grants awarded 2015-17. Payment to be confirmed with two account signatories. <b>Resolved:</b> Clerk and Chairman can agree to payment for the installation of the combi boiler at the community centre.
<b>f)</b>	Councillors to consider date for Asset walk. Please bring diary. <b>Resolved:</b> Councillor Barker to send out a meeting request for the morning of the 6 <sup>th</sup> or 20 <sup>th</sup> August.
<b>148/2017</b>	<u>Cemetery</u>
<b>a)</b>	Councillors to consider the Cemetery Regulations drafted by the clerk. <b>Resolved:</b> Deferred for decision to September meeting. Clerk to amend regulations to include comments from Councillor Barker and Councillor Dawson then re-circulate.
<b>b)</b>	Councillors to consider the 2nd cemetery letter as drafted by the clerk. (emailed to councillors 29/06) <b>Resolved:</b> Letter agreed and is to be sent to all plot holders. Clerk to laminate letter and attach to Cemetery noticeboard.
<b>c)</b>	Councillors to consider an application for a monument – Geyton (emailed to

	councillors 29/06). <b>Resolved:</b> agreed. Wording needs to be engraved in the same font already on headstone.
<b>149/2017</b>	Councillors to consider the Pocket Park Management Agreement. <b>Resolved:</b> Councillors would like to offer to pay for the grass to be cut once a year. Councillor Barker will make the following amendments: <ul style="list-style-type: none"> <li>• Update park's OS co-ordinates</li> <li>• Include parish council's agreement to cut the grass once a year</li> <li>• Include HM Land Registry Title No. NN131846</li> <li>• 8.3 – the committee will be required to give the parish council 3 months notice if they decide to disband.</li> </ul> Once the amendments are undertaken and agreed by the Management Committee the agreement can then be signed by the committee and clerk.
<b>150/2017</b>	Councillors to consider drafting a Village Design Statement. <b>Resolved:</b> Deferred for decision to the September meeting.
<b>151/2017</b>	Councillors to consider the purchase of a new office chair for the clerk £149.99 plus vat from Pedder and Summers Ltd. <b>Resolved:</b> Clerk had also requested the chair include Coccyx cut out £30, Inflatable air cell seat cushion £40. Approved.
<b>152/2017</b>	Councillors to consider the quotes received from Balfour Beatty and Aylesbury Mains to update the current village street lighting to either PL-L 24w or 36w lanterns and replace the existing concrete columns. <b>Resolved:</b> Council note that clerk has approached both E-on and Electrical Testing Ltd for a quote. E-on did not respond and Electrical Testing Ltd was unable to quote. Council approved the Aylesbury Mains quote for Part A £29,085 (contingency fund £3,120). Councillor Barker to consider further lamps to be replaced up to £30,000. Clerk and Councillor Barker to submit application for New Homes Bonus monies to pay for the improvements before deadline 31/08/17.
<b>153/2017</b>	Councillors to consider what they can do to promote sport in the village. <b>Resolved:</b> Deferred to the next meeting. Clerk to find out what other parishes are doing.
<b>154/2017</b>	This part of the meeting will be closed to the public and press despite the general duty to conduct meetings in public, it will be necessary on this occasion to exclude the public and press as provided in Section 1(2) of the Public Bodies Act 1960. This private session will be held to discuss personnel matters. <b>Resolved:</b> September meeting will move to the 7 <sup>th</sup> .
	Items for next agenda Review Parish Plan Village Design Statement Promoting sports
There being no further business on the agenda, the Chairman closed the meeting at 9.40pm	