

HARTWELL PARISH COUNCIL

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Minutes of the Hartwell Parish Council's meeting held on Thursday 14th July 2016 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Councillors – Barker (Chairman), Jones, Budden, Dawson, Harris, Turner
Sarah Fuller - Clerk

Also Present: 1 x member of the public and County Councillor Michael Clarke

467/2016	Apologies for absence received and accepted from Councillor Heron.
468/2016	No declarations of interest were received.
469/2016	Public participation session – no enquiries were made
470/2016	Reports from outside bodies:
a)	County Councillor Michael Clarke gave the following update: Northamptonshire County Council runs Adult education courses which will commence in September 2016. The courses are on the County Council website. Women's cycle race was a great success. It was won by a British lady called Lizzie Armitstead. Highways are still a high priority and the road budget is being protected as much as it can be. 31 schools need to be build over the next 4/5 years due to the county's growth. 21000 additional school places over the next four years. All new schools are now academics apart from the primary school although Hartwell is an exception.
b)	District Councillor John Budden gave the following update: A lot of children's activities are taking place around the county during the summer holidays. The grass verges from Stoke Bruene to Ashton were extremely overgrown but these have now been cut back.
c)	Mrs Buck was unable to attend the meeting but sent in the following report:- The church's Insurance company have decided which quote they will pay on then reclaim from the third party. As the rules have changed on when the church need to apply for a Faculty to have the work done they can go ahead with the repair without further delay. However the PCC will have to meet at the beginning of August to look at the second quote to have the remainder of the fence repaired at the same time at the cost of the PCC. The church gardener has purchased a new ride on mower and is now back on track with the grass cutting in the churchyard they had been aware that it has not looked at its best whilst he has been trialling the new mower. But it is now set up to do the job right. The parish council would like to send their best wishes to Mr Buck for a speedy recovery.
d)	To receive an update from Mr George Jones relating to highways and footpaths around the village. End of September/October Blacksmiths Way and Amberley Road are to be patched by Highways. Salcey Avenue potholes have been reported. Footpath along Grafton Close (between nos 1-5) has been reported and is currently being monitored by NCC. Regarding installation of Kissing Gates, it is the responsibility and decision of the land owner. A kissing gate costs around £1000. With regards access for dogs, again it is the land owners' decision/responsibility to put something in. The stiles that are broken should be repaired by the land owner.
471/2016	Updates
a)	Councillor Barker provided an update on the Executive Planning Committee meeting held on 14/07/16.
b)	Cllr Barker provided councillors with an update regarding the lighting report produced by Aylesbury Mains and updated by Mr Simon Smith. Aylesbury Mains did not provide a report for School Lane and Cross's Grange. Some of the hedges

	<p>need to be cut back to enable Aylesbury Mains to be able to review the lamps. The hedges are the landowner's responsibility. Could Aylesbury Mains advise Council which lamps need replacing. Resolved: Clerk to obtain information relating to PLL and LED lighting to pass onto council for their consideration. Clerk to put lighting maps on the councillors section of the website. Clerk to send council's thanks to Mr Smith for his hard work which is very much appreciated. Clerk to write to the land owners and ask them to cut back their hedges. Clerk was advised to get in touch with Steve Lilly at County Hall, Lighting Officer who maybe able to offer some advice and assistance. Clerk to report all DNO lamps to Western Power. Clerk to ask AM to come out and report on the lamps in School Lane and Cross's Grange.</p>			
472/2016	Correspondence/communication			
a)	Email received regarding an overgrown hedge along the alleyway leading from Ashton Road into Robins Close. Clerk has reported this to NCC using Street Doctor and they are now dealing with the matter.			
b)	Email received objecting to the installation of a dog bin at the top of Forest View. Without consent of the adjacent landowners, the parish council will not be able to get a licence to install a dog bin. Councillor Barker will get in touch with the parishioner who made the original suggestion to have one placed there.			
c)	Email received regarding the field at the end of Stoneway - as the parish council do not own the land, they cannot have it cleared however they will continue to try and locate the owner. Resolved: Clerk to contact writer and inform her of the above.			
d)	Roade Historical Society would like to borrow the parish council's display boards. Resolved: agreed. Clerk will contact the historical society to arrange collection.			
e)	Email received asking the parish council to nominate volunteers within the village to attend a Tea Party. Resolved: The parish council would like to put forward the following people. Nathan Clewes, Simon Smith, Judy Webster, Derek Hawley, Friends of the School, Leaders of the Scouts, Guides etc.			
f)	Email received from Andy at Court Couriers. Unfortunately when he provided the quote to paint the fence along Stoneway, it was for labour only. He had not included materials. The new quote is £275 plus vat. There will be additional costs for materials for cemetery bench and gates and post approximately £30. Resolved: additional costs approved.			
473/2016	The minutes of the full parish council meeting held on 09/06/16 were approved as a true and accurate record of that meeting.			
474/2016	Finances (approved by Councillor Dawson, Internal Financial Controller)			
a)	As at 30/06/16 Total sum of monies held with Santander £48,417.81, Unity Trust Bank £37,283.38 and National Saving & Investments £3,451.51. £9,030.56 un-cleared cheques.			
b)	<p>Resolved: staff salaries (before PAYE) were approved as set out below:-</p> <ul style="list-style-type: none"> • July - Clerk £606.32 (to inc. 4hrs overtime & 8hrs training for May, June £139.92) Mr Jacquest £158.40 (to inc. 10hrs overtime £72) – Mr Wain £108 – Total payable before PAYE £872.72 • August salaries Clerk £466.40 – Mr Jacquest £86.40 – Mr Wain £108– Total payable before PAYE £660.80 			
c)	To consider invoices for payment (as set out below & any rec'd prior to the meeting)			
	Payee	Details	Power to Pay	Amount
	M Fuller	Clerk's salary	LGA 1972	£484.80
	M Fuller	Travel expenses – petrol 89.4 miles @ 45p	LGA 1972	£40.23
	R Wain	Litter Officer's salary	LGA 1972	£86.40
	A Jacquest	Cemetery caretaker's salary	LGA 1972	£190
	A Jacquest	Expenses – petrol	LGA 1972	£5.83
8746	AH Contracts	Emptying dog bins	Open Spaces Act 1906	£84
	John Budden	Land Registry search – land at end of Stoneway	LGA 1972	£41.99

H132856BDB	E-on	Street lighting electricity 01/04 – 30/06/16	Highways Act	£1346.26
4807	Barbara Osborne	Payroll services Apr-Jun	LGA 1972	£60
120441	SLCC	Local Council Administration (10 th Edition) reference book for clerk	LGA 1972	£76.60
14319	Allseasons	Grass cutting to village areas and Community Centre field	Open Spaces Act 1906	£696
	HMRC	PAYE Apr-Jun	LGA 1972	£112
Total invoices to be paid £3,224.11				
d)	Councillors to note E-on are increasing their Deemed Contract rates from 01/07/16. Current cost per kWh £12.40p which will rise to £14.40p per kWh. Councillors to decide if they feel it is worth the clerk investigate other utility companies and fixed rate contracts? Resolved: Clerk to go ahead and investigate. Councillor Budden to make enquires with Ashton Parish Council and pass on information to Clerk. Clerk will speak with the clerk to Roade Parish Council to find out more about ESPO.			
e)	Councillors resolved to accept the Quarterly budget against spending April – June 2016 that the clerk had provided. Spending is in line with budget.			
f)	Councillors to note the clerk had previously purchased back up software from Mozy £92.27. Due to difficulties experienced with the software, the clerk received a full refund. Clerk will pay a personal cheque for this amount into the council's bank account. This was duly noted by councillors.			
475/2016	<u>Internal Audit Report</u>			
a)	Internal Audit Report dated 17 th June 2016. Resolved: to accept the report.			
476/2016	Councillors to consider the information provided by the clerk regarding her CILCA training and signing the learning agreement previously circulated. Resolved: to accept the learning agreement.			
477/2016	<u>M1 Community Benefit Fund</u>			
a)	Councillors to consider information received so far relating to the land at the top of Stoneway and to consider what projects to undertake this coming year to utilise the community benefit money of £7,168.25. Resolved: to spend the money on repairing and replacing street lights around the village.			
478/2016	<u>Council policies</u>			
a)	Model Standing Orders – resolved: Adopted.			
b)	Model Financial Regulations – resolved: Adopted			
c)	Review of Effectiveness of Internal Audit – resolved: Adopted			
d)	Financial Risk Assessment – resolved: deferred until September meeting. Clerk to purchase a fireproof cabinet which is to be stored in the council's container.			
479/2016	<u>Cemetery</u>			
a)	Permission to erect a headstone – (Mcearneny) Resolved: clerk to obtain further information relating to the picture of the Owl i.e. dimensions prior to giving their approval.			
b)	Permission to place a plaque. – (Graham) Resolved: approved.			
c)	Councillors would like to purchase a flowering cherry tree in recognition of Mr and Mrs Jacquest's loyal and dedicated service to the cemetery. Resolved: purchase a flowering Cherry tree £48 from Acorn Nurseries, Emberton. This will be ordered later in the year by Councillor Barker.			
d)	Councillors agreed the wording for the plaque as follows:- This tree was planted by Hartwell Village in recognition of the loyal and dedicated service of Mr and Mrs Jacquest who together tended to this cemetery. Councillors would like the clerk to order a oval plaque together with wooden from Timpson. No smaller than 10cms x 6cms.			
e)	Councillors would like to hire Jason Smith, contractor to cut the grass in the cemetery. Clerk to			

	contact him to arrange the first cut on 1 st August at a cost of £40.
480/2016	Councillors to consider providing feedback on the proposals for new strategic rail freight interchange (SRFI) where the West Coast Main Line meets the Northampton loop line to the south West of Northampton and between the villages of Blisworth and Milton Malsor. Resolved: send letter of objection from parish council incorporating Councillor Heron's comments.
481/2016	Councillors to consider setting up a Community Grant working group. Resolved: Councillors Jones, Budden, Harris and Barker. Councillor Barker to send out possible dates using Doodle.
482/2016	Councillors to consider replacing the existing concrete street lamps along Salcey Avenue with the monies received from the M1 Wind Farm community grant 2015/16. Resolved: clerk is to take advice from Aylesbury Mains and provide information to councillors for consideration before final decision is made.
483/2016	Councillors to arrange a village walkabout in August. Resolved: Councillor Barker to send out possible dates using Doodle. Clerk's apologies were accepted. Clerk to be informed if any of the council's property requires a risk assessment.
484/2016	<u>Village Grass Cutting</u>
a)	Councillor Barker provided an update regarding her recent meeting with the contractor who mows the village verges and the recreational field. Resolved: Duly noted
b)	Councillors are to consider points raised by the contractor in relation to his company being unable to properly mow the verges due to obstructions/overgrown hedges etc. Information provided to councillors via email from Councillor Barker. Resolved: Councillor Barker will provide contractor with a note which can be placed on vehicles obstructing the verge.
c)	Councillors to consider article for Hartbeat regarding the grass cutting to the village and the difficulties experienced by the contractor. Resolved: to accept Councillor Dawson's wording for the article in Hartbeat which was previously circulated via email.
485/2016	<u>Pocket Park</u>
a)	Councillors are asked to consider incurring expenditure of £275 to have the grass mowed. Resolved: agreed
b)	Councillors are asked to consider the information provided to them previously regarding the options for the set up of the park. Option 1 for the pocket park to be run separately from the parish council. Option 2 for the pocket park to be a committee of the parish council. Councillors have been previously advised as to what both options entail. Resolved: Councillors prefer option 1 and would need a lease drawn up. Matters differed to September meeting. Councillor Barker to gather further information so matter can be concluded at the September meeting.
486/2016	Councillors to consider purchasing the village website domain name www.hartwellvillage.org.uk which will expire on 01/10/16. This can then be directed to the council's new website. Resolved: clerk to contact owner and make request.
487/2016	Councillors to consider whether they wish to participate in South Northants Council's Planning Policy Consultation which runs until 12/08/16. There are two sections Sustainability Appraisal Consultation and the Strategic Housing and Economic Land Availability Assessment. Details sent to councillors via email on 05/07/16. Resolved: Councillor Budden to make further investigations and recommendation to the clerk prior to the deadline of the 12 th August.
488/2016	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 employment related matters. This session of the meeting was used relay personal information. No decisions were made.
	Meeting closed 21:43