

## HARTWELL PARISH COUNCIL

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### Parish Council Minutes 22nd June 2021

Present: Cllrs Jones, Hawley, Heron, Bodman, Foster, South, Sharp

Clerk Lynn Lavender Deputy Clerk Amy Holt

359/2021	To receive and approve apologies for absence <b>None</b>																																								
	<b>Declarations of Interest</b>																																								
360/2021	Declaration of any Disclosable Pecuniary or other interest <b>None</b>																																								
361/2021	Dispensations – To consider written requests for dispensation of DPI <b>None</b>																																								
362/2021	<b>Minutes - Annual meeting minutes of 21/05/21 Agreed and signed</b>																																								
363/2021	<b>Applications for 4 post election vacancies. V Boyce and C Williams were co-opted.</b>																																								
364/2021	<b>Public participation session None</b>																																								
365/2021	<b>Reports received from outside bodies: WNC report circulated.</b>																																								
366/2021	<b>Update on Cllr email addresses Instructions and initial details circulated.</b>																																								
367/2021	<b>Notification of Cyber incident from the National Cyber Security Centre Noted no action required</b>																																								
368/2021	<b>Councillor areas of responsibility/interest</b> Allotments <b>Officers liaise</b> ; Community Centre <b>Officers</b> ; Churchyard <b>Cllr Heron</b> ; Community Safety Group <b>Cllrs Jones, Heron</b> ; Pocket Park <b>Cllrs Hawley, Heron</b> ; Footpaths and Highways Warden <b>Cllr Jones + Cllrs Bodman, Sharp</b> ; Grounds maintenance <b>Cllr Hawley</b> ; Police Liaison <b>Cllr Heron</b> ; Cemetery; Website; Youth <b>This item was deferred in part so that new Cllrs could receive information regarding the requirements and expected input. Roles to be reviewed in September.</b>																																								
369/2021	<b>Adopt WNC Code of Conduct. Deferred check version details</b>																																								
370/2021	<b>Policies review and re-adopt</b> Standing Orders <b>re-adopted</b> Effectiveness of Internal Audit <b>re-adopted</b> Governance + Financial Risk Assessment <b>deferred</b> Financial regulations <b>re-adopted</b>																																								
371/2021	<b>GDPR compliance review and re-adopt</b> a) The Northants CALC DPO Service as the council's Data Protection Officer <b>approved</b> b) The Data Map <b>re-adopted</b> c) The Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy <b>re-adopted</b> d) The Privacy Notices <b>re-adopted</b> e) To note that the council is already registered as a Data Controller with the ICO <b>noted</b>																																								
372/2021	<b>Accounts</b> a) Council's financial position as at 31/05/21. Unity Bank £71858.67 Inclusive of reserves + receipts <b>Noted</b> b) Received £29250 (precept) £8033.05 (20/21 windfarm) <b>Noted</b> c) Update on changes to bank mandate <b>In progress</b> d) Payments <b>Approved</b> <table border="1"><thead><tr><th></th><th>Payee</th><th>Details</th><th>Amount (inc vat)</th><th></th></tr></thead><tbody><tr><td></td><td>ICO</td><td>Information commission fee</td><td>£35.00</td><td>LGA 1972 143</td></tr><tr><td></td><td>Staff</td><td>Salaries + Expenses + HMRC</td><td>£1531.02</td><td>LGA 1972 s112 LGA 1963 s5</td></tr><tr><td></td><td>Aitchison Raffety</td><td>Planning Consultant</td><td>£900.00 £150.00</td><td>LGA 1972 222(B)</td></tr><tr><td>2817</td><td>RTM</td><td>Grass cutting</td><td>£530.34 (£88.39)</td><td>Open spaces 1906 s9&amp;10</td></tr><tr><td>20456</td><td>Aylesbury Mains</td><td>Streetlight maintenance</td><td>£128.88 (£21.48)</td><td>Highways 1980 s270</td></tr><tr><td></td><td>Community Centre</td><td>Room Hire 1<sup>st</sup> Quarter</td><td>£46.50</td><td>LGA 1972 134 (1)</td></tr><tr><td>1320</td><td>CYPN</td><td>Youth sessions x6</td><td>£648.00 (£108.00)</td><td>LGA Misc provisions 1976 s19</td></tr></tbody></table>		Payee	Details	Amount (inc vat)			ICO	Information commission fee	£35.00	LGA 1972 143		Staff	Salaries + Expenses + HMRC	£1531.02	LGA 1972 s112 LGA 1963 s5		Aitchison Raffety	Planning Consultant	£900.00 £150.00	LGA 1972 222(B)	2817	RTM	Grass cutting	£530.34 (£88.39)	Open spaces 1906 s9&10	20456	Aylesbury Mains	Streetlight maintenance	£128.88 (£21.48)	Highways 1980 s270		Community Centre	Room Hire 1 <sup>st</sup> Quarter	£46.50	LGA 1972 134 (1)	1320	CYPN	Youth sessions x6	£648.00 (£108.00)	LGA Misc provisions 1976 s19
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373/2021	<b>Delegated power to pay salaries by 16<sup>th</sup> of each month as per contracts Approved</b>																																								
374/2021	<b>Annual Return for the year ended 31/03/21</b> To consider the Internal Audit Report <b>Reports and actions Noted</b>																																								

	To consider and sign a) Annual Governance Statement <b>Agreed and signed</b> b) Accounting Statements 2020/21. <b>Agreed and signed</b>			
375/2021	<b>Youth Club Sessions continuing outside on the playing field</b>			
376/2021	<b>Update on noticeboards and war memorial</b> .(Deputy Clerk) Cllr Heron to check measurements of posts for notice board Report received on the War Memorial availability of a grant to be explored before decision confirmed.			
377/2021	<b>Provision and placement of a Village Christmas tree 2021</b> (Cllr Bodman) possible locations discussed refer to highways as to suitability of suggested sites.			
378/2021	<b>Initial plans for Remembrance Day Parade 2021 PC to take lead on organisation, meet with groups in September. Clerk to apply for road closure</b>			
379/2021	<b>Cemetery</b> 1 burial agreed by clerk for 23 <sup>rd</sup> June Request for dispensation to reserve plots <b>Agreed</b> Discreet notice re dog fouling to be put near entrance to cemetery			
380/2021	<b>Review of dog bin provision following request for additional bin Deferred</b>			
381/2021	<b>Update on street lighting</b> current maintenance <b>up to date</b> possible change to lights <b>details of numbers etc to be provided for quote</b> (Cllr Jones) Update on inventory for unmetered supply. (Clerk) <b>Deferred</b> Community centre lights on building update (Deputy clerk) <b>HCC to progress</b>			
382/2021	<b>Planning Appeal Update result pending</b>			
	<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 - Appeal Result pending
	<b>Planning applications + Updates Noted</b>			
	<u>WNS/2021/0656/FUL</u>	15 Swyncombe Green Hartwell NN7 2JA	Proposed extensions to existing porch and garage.	25/05/2021 2 - Valid Application (1-10)
	<u>WNS/2021/0640/FUL</u>	8 Robins Close Hartwell NN7 2HZ	Proposed single storey front extension	21/05/2021 2 - Valid Application (1-10)
	<u>WNS/2021/0554/FUL</u>	Marantha 47 Park Road, Hartwell, Northamptonshire, NN7 2HP	Variation of condition 2 (plans) S/2019/2440/FUL (Proposed detached dwelling) to remove chimneys	06/05/2021 4 - Consultations Despatched (1-10)
	<u>WNS/2021/0431/FUL</u>	Ivy Cottage Lower End Hartwell NN7 2HS	Single storey rear extension	23/04/2021 4 - Consultations Despatched (1-10)
	<u>NS/2021/0291/HPD</u>	34 Blacksmiths Way Hartwell NN7 2HY	Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 5.960 m beyond the rear wall of the original dwelling house, maximum height of 3.115 m and height of eaves 2.37 m	06/05/2021 10- Planning permission required)

	WNS/2021/0213/FUL	Salcey Forest Cafe Hartwell Road Hartwell Northamptonshire NN7 2HX	To install a shipping container behind the existing cafe building to house a cycle centre providing cycle hire, a small cycle workshop space for service of the hire fleet and a small display area for sympathetic retail of cycles and essential accessories.	23/04/2021	4 - Consultations Despatched (1-10)
	WNS/2021/0351/FUL	18 Three Gables Park Road, Hartwell, Northamptonshire, NN7 2HP	First floor rear extension	09/04/2021	10 - Approved
	<u>S/2020/1570/FUL</u>	62 Forest Road, Hartwell, Northamptonshire, NN7 2HE	Dropped kerb	18/09/2020	4 - Consultations Despatched (1-10)
	<u>S/2020/1393/FUL</u>	9 Park Road Hartwell NN7 2HP	Double Storey Front Extension, Demolition of Existing Garage	20/08/2020	6- More info requested (1-10)
383/2021	<b>Updates</b> – Discussion of matters not otherwise on the agenda for information sharing only a) Cllr Jones relating to highways and footpaths around the village. <b>All issues reported. Potholes unlikely to be addressed before September</b> b) Cllr Hawley update on grounds maintenance. <b>Improvement in recent cut. All comments being passed to RTM</b>				
384/2021	<b>Correspondence/communication</b> To consider any received as listed below or prior to meeting. Emails regarding overgrown trees. Action taken by Officers <b>Noted private boundary</b>				
385/2021	Future meeting dates 20 July, 21 Sept, 19 Oct, 16 Nov, 21 Dec, 18 Jan, 15 Feb, 15 March, 19 April <b>Noted</b>				
386/2021	<b>Date of next Full Council meeting 20<sup>th</sup> July 2021</b>				