

HARTWELL PARISH COUNCIL

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Minutes of the Hartwell Parish Council's meeting held on Thursday 13th October 2016 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Chairman Cllr D Barker, Vice Chairman Cllr S Turner, Cllr G Jones, Cllr S Dawson, Cllr G Harris, Cllr D Heron. Sarah Fuller (Parish Clerk).

Also present: 3 x members of the public

521/2016	To receive apologies Apologies had been received from Councillor J Budden, County Councillor Michael Clarke and Mrs Carol Buck the Church Treasurer.
522/2016	Declarations of interest None received.
523/2016	Public participation session commenced 7.35pm
a)	Councillors to receive a presentation about Speed Indication Display boards (SID) by Harry Shaw of Traffic Technology Limited. Mr Harry Shaw shall attend the next parish council meeting on 10 th November.
b)	Miss McEneaney attended to provide further details regarding the family's headstone application. They wish to use a painting of an owl which her late father had done. The parish council considered the Owl an emblem therefore they would allow it to be sandblasted/etched onto the headstone and lightly shaded.
524/2016	Reports from outside bodies:
a)	To receive an update from County Councillor Michael Clarke on matters relating to Northamptonshire County Council. Cllr Clarke sent his apologies as he was unable to attend the meeting but had emailed the following report:- The County Council has new responsibility for promoting public health across Northamptonshire. The "Wellbeing" Community Interest Company is tasked with getting numbers of smokers down while encouraging sensible attitudes toward alcohol consumption. In similar vein it is campaigning to encourage better diet choices (more fresh food etc) to help in tackling obesity. Northamptonshire suffers from one of the largest percentage of the local population judged to be obese when measured against national yardsticks. There are hotspots in the urban centres and we in South Northants are not considered to belong to these hotspots. Getting people to exercise more is another component of the Wellbeing strategy. One part of the campaign is to challenge people over a weekend to walk 20 million steps, which was an aggregate of everyone's efforts in 2015. The Wellbeing team is still counting the final steps that have been submitted by local people and it will confirm the grand total shortly. However, Wellbeing confirms that this year's target of 20 million steps x 2 - that's 40 million steps in one weekend was achieved. The challenge is an opportunity to remind all involved of the positive health and wellbeing effects of walking. Its part of our public health mass participation plan which encourages behaviour change of those living and/or working in Northamptonshire to lead a more active lifestyle. Encouragement to residents to visit pocket parks and centres like Salcey Forest forms an important part of the Wellbeing strategy. Work on the 2017-18 NCC budget is underway. The draft budget is expected to be published in early December.
b)	To receive an update from District Councillor John Budden on matters relating to South Northants Council. Cllr Budden sent his apologies as he was unable to attend the meeting but had

	<p>emailed the following report:- The District Council is still talking to NCC regarding maintaining green bin emptying without charge. There are ongoing consultations regarding forming our own construction company to build small new homes. Grants comm. £140,000 for upgrade of shop fronts in Towcester. There are two counties in the north of England that are collecting black bins once every 4 weeks.</p>
c)	<p>To receive an update from Mrs Carol Buck relating to St John the Baptist Church. Mrs Buck sent her apologies as she was unable to attend the meeting but had emailed the following report:- The horticulturist and the resident from Oakleaf Care, who built the Cairn, are going to go along to the churchyard to take a look at the damage cause and will endeavour to rebuild it but not using mortar as this is not used when building such pieces. The organ needs repairing and instructions have been given to Kenneth Tickell & Co. Ltd to make such repairs. The bench at the front of the church has been removed, cleaned and re-coated by a kind parishioner at no cost to the church.</p>
d)	<p>To receive an update from Mr George Jones relating to highways and footpaths around the village. Two gates at Lords Close have been reported. Potholes have been repaired along Park Road and two along Salcey Avenue. Another four are still to be repaired and these will be reported again on Street Doctor. Mr Jones spoke to Helen Howard of NCC Highways regarding the chicane at Shutlanger. It appears this was paid for by the Parish Council approximately £25,000. Hartwell Parish Council are very pleased with the standard of patching works that have recently taken place along Amberley Road and Blacksmith's Way. They would like the clerk to send their thanks to Helen Howard, NCC Highways.</p>
525/2016	Updates
a)	<p>To receive an update from Councillor Barker regarding the Executive Planning Committee's recent meeting. Cllr Barker provided an update which was duly noted.</p>
b)	<p>To receive an update from Councillor Barker regarding the progress of the Pocket Park Management Agreement. Cllr Barker provided an update which was duly noted.</p>
526/2016	Correspondence/communication
a)	<p>Mr Lawrence Warner from Countrywide Fencing who will be undertaking work to the War Memorial. They have provided their Public Liability documents and Risk Assessment documents which will enable them to commence work hopefully next week.</p>
b)	<p>Email received from Mrs Liz Smith of Hartwell Playgroup who understands they have missed the deadline to apply for a community grant and wondered what could be done about this. Resolved: Unfortunately the parish council community grants working group have already met with applicants and as the council's budgeting process will shortly commence, the parish council cannot invite a late application on this occasion. It was determined that the Clerk would no longer send out application packs to potential applicants and therefore it would be up to them to apply for a grant application pack. Adverts for grants will go in Hartbeat, noticeboards and website etc at the relevant time.</p>
527/2016	<p>To receive and approve for signature the minutes of the Parish Council meeting held on 08/09/16. Resolved: Accepted and were signed by Cllr Barker as an accurate record of the meeting.</p>
528/2016	Finances
a)	<p>As at 30/09/16 Total sum of monies held with Santander £48,417.81, National Saving & Investments £3,451.51, Unity Trust £44,689.04. Un-cleared cheques</p>

	£3,499.84 net £41,189.20. Cheque number 300169 had been cancelled. Unity Trust Bank service charge £18. Council noted they had received the refund from the clerk for the Mozy software £92.27.			
b)	Staff Salaries Resolved: the payment of £731.81 (before PAYE) for October 2016 was agreed. Clerk's overtime for September 13.5hrs (inc training and travel 5 hrs) was agreed.			
c)	Invoices: Resolved: to pay the invoices as set out below:-			
Chq. No.	Payee	Details	Power to Pay	Amount (inc vat)
300197	M Fuller	Clerk's salary	LGA 1972	£466.40
300198	R Wain	Litter Officer's salary	LGA 1972	£86.40
300199	Aylesbury Mains	Repair to street lamp 105 Park Road	Highways Act 1980 s.301	£56.40 (vat £9.40)
300200	AH Contracts	Emptying dog bins - Sept	Open Spaces Act 1906	£105 (vat £17.50)
300201	Allseasons	Grass cutting – village areas & recreational field Sept 16	Open Spaces Act 1906	£696 (vat £116)
300202	E-on	Electricity for street lighting 01/07-30/09/16	Highways Act 1980 s.301	£1571.10 (vat £261.85)
300203	Allseasons	Grass cutting – village areas & recreational field July 16	Open Spaces Act 1906	£720 (vat £120)
300204	Aylesbury Mains	Repair to street lamp 5 Folly Lane	Highways Act 1980 s.301	£56.40 (vat £9.40)
300205	JAS Landscapes	Mowing to cemetery (sept)	Open Spaces Act 1906	£100
300206	BDO	External Audit expenses	LGA 1972	£396 (vat £66)
300207	Barbara Osborne	Payroll	LGA 1972	£60
300208	Viking	Office supplies	LGA 1972	£115.04 (vat £19.17)
300209	SNC	Litter officer's bin	Litter Act 1983 s.5	£53.23
300210	HMRC	PAYE	LGA 1972	£91
	Total invoices to be paid £4,572.97			
d)	Budget - 2 Qtr Resolved: agreed.			
e)	External Audit Resolved: to accept the External auditor certificate 2015/16. The external auditor did not have any matters to report.			
529/2016	Councillors to consider the draft letters prepared by the clerk in relation to the condition of the cemetery and the village ditches. Resolved: letter regarding the ditches – accepted as drafted with the following added “to your property”. Letter regarding the cemetery – accepted as drafted with the following added “As can be seen, the regulations state” “If you would like to discuss the contents of this letter with the parish council, please contact the parish clerk Miss Sarah Fuller on 07947 723 200 or via email clerk@hartwellparishcouncil.gov.uk ”			
530/2016	Quotes			
a)	Painting of street name signs legs for Stoneway and Wood Lane (4 signs) – not more than £60 Painting of street name signs legs for Hillside, Robins Close, Forest Rd, Amberley Rd (4 signs) – not more than £60. Lay paving slabs (by bench M1 bridge) – contractor recommends this is done once			

	<p>new seat is in place so the slabs are not dislodged – not more than £60 Plus materials for the above approximately £14. Resolved: Agreed</p>
b)	<p>Church floodlights – to upgrade them to LED is approximately £300 plus fitting and vat. To replace the existing light (with a similar one) which has an intermittent fault would cost approximately £160 plus vat. Resolved: The floodlight nearest the path seems to only be working alternate evenings. Clerk to contact AD Electricals to ask if they can undertake a fault finding exercise to find the cause of this. The clerk can approve the work up to £200.</p>
531/2016	<u>Community Grant applications</u>
a)	<p>St John the Baptist Church requested £1440 to assist with the upkeep of the church grounds. Resolved: The parish council realise further cuts maybe needed throughout the year and would therefore like to provide £1500 to take this into account. Clerk to inform Mrs Buck.</p>
b)	<p>Community Centre is trying to raise between £60,000 and £100,000 so the playground equipment can be upgraded. They have asked the parish council to contribute towards the costs. Established funds will assist them with obtaining grants from other sources. Resolved: The parish council agree to provide £6,000 towards the playground equipment but will only provide this to the community centre once quotes have been provided and work has been completed.</p>
532/2016	<u>Cemetery</u>
a)	<p>Councillors to consider headstone application which includes an Owl emblem be applied to the headstone – McEneaney Resolved: This item was discussed and agreed earlier in the meeting under item 523/2016.</p>
b)	<p>Councillors to consider memorial application which includes a motorbike emblem to be applied to the headstone – Bexon Resolved: Councillors require further detailed information to be able to consider this fully. Clerk to contact Mrs Bexon.</p>
c)	<p>Exclusive Rights of Burial – plots are currently leased for 99 years. Councillors to consider reducing this length of time. Resolved: to leave the current lease time of 99 years.</p>
d)	<p>Plot reservations – councillors to consider whether or not to continue allowing the reservation of plots. Resolved: No reservation will be allowed until interment is to take place.</p>
533/2016	<u>Remembrance</u>
a)	<p>Councillors to consider who to ask to present the wreath on Remembrance Sunday 13/11/16. Resolved: The parish council would like to invite Mr Simon Smith in recognition of his long service as a parish councillor.</p>
b)	<p>Councillors to inform clerk if they can attend and whether they will be able to assist with the closure of the roads. Resolved: Cllrs Heron, Turner, Dawson, Barker and Harris are able to attend the parade. Cllrs Budden and Jones will inform the clerk of their availability nearer the date.</p>
534/2016	<p>Councillors to consider date for meeting to discuss the budget for 2017/18 and precept demand. Resolved: As the clerk had not received confirmation from the Community Centre as to when the lounge was free, council could not confirm a date. The clerk will send out a doodle request once the dates are confirmed.</p>
535/2016	<p>Queen's Tea Party 2017 – NCALC nominations. Resolved: The parish council would like to nominate both Cllr Budden and Cllr Jones in recognition of their long service to the parish council (approx 14 yrs).</p>

536/2016	<p>Councillors to consider reading and responding to communication from the clerk on a weekly basis in order to expedite the work of the parish clerk.</p> <p>Resolved: Agreed.</p>
537/2016	<p>Councillors to consider increasing the clerk's hours to 15 hours per week and then review in 6 months.</p> <p>Resolved: Agreed with immediate effect.</p>
	<p>Items for next agenda</p> <p>Presentation from Mr Harry Shaw, Traffic Technology</p> <p>Cemetery Regulations Item 15</p> <p>Pocket Park Management Agreement</p> <p>Community Centre – Roof fund? Councillor D Barker to invite CC committee members.</p> <p>Update on lighting survey</p> <p>Folly Lane – overgrown hedges. Highways?</p> <p>Purchase of land - cemetery/pocket park</p>
<p>In the absence of further business the meeting closed at 9.45pm</p>	