

COLLINGTREE PARISH COUNCIL

C/O 33 Friars Avenue, Delapre, Northampton. NN4 8PY

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Draft Minutes of the Full Council Meeting of the Parish Council held on Wednesday, 11th May 2016 in the Village Room, High Street, Collingtree, NN4 0ND at 7.30 pm

PRESENT

Chairman – Councillor Malcolm Brice
Councillor Ted Anderson
Councillor Trini Crake
Councillor Tony Stirk

Vice Chairman – Councillor Mark Underwood
Councillor Karen Hopkins
Councillor Colin Stevenson

IN ATTENDANCE

Mrs S Wong – Clerk

3 Residents,
Borough Councillor Michael Hill

095/2016 To Receive Apologies

Apologies were received from Borough Councillor Jonathan Nunn and County Councillor Phil Larratt who were both attending other meetings.

096/2016 To invite Declarations of Interest

No declarations of interest were declared.

097/2016 To approve and sign Minutes of the 9th March 2016

The draft minutes of the Full Council Meeting held on the 9th March 2016 were approved and signed by the Chairman as an accurate record of events.

098/2016 To discuss any Matters Arising from the Previous Minutes

A new suggestion for placing planters in the village was made by Malcolm Brice on the right hand side of the road, near the kerb of the playing field. **Action:** Clerk to contact the highways licencing department to apply for siting authorisation.

No start date has been received for the traffic regulation order of £3,100 for waiting restrictions on Watering Lane. **Action:** Clerk to chase up. The PC are not prepared to pay for the order if works do not start before October, which would have been the normal time line to implement the order.

The Clerk has sent a letter to the three adjoining properties in Turnberry Lane and Belfry Lane that back onto a blocked culvert asking them to remove the wooden fencing that is blocking the culvert and tidy the overgrown area. No responses have been received to date. **Action:** Clerk to visit the site and send a further letter to the householders if works have not taken place. The relevant drainage authority will be contacted if householders continue to ignore the Parish Councils requests.

The developers that are responsible for replacing a false acacia tree at Toms Close are the same developers that were to install a drop path as part of the application conditions on planning application N/2014/0301.

Action: Clerk to contact NBC Planning department to request an inspector visit the site and chase the developers to install the drop path. Councillors have agreed on a new location for planting the replacement acacia tree as there is nowhere in the original location to plant a tree. It was suggested near the gate of the playing field. Clerk to pass the location on to Helen Howard at NCC Highways.

099/2016 Correspondence**Discuss and Agree renewal of Insurance Premium.**

Prior to the meeting the Clerk circulated three insurance quotes for the renewal of the insurance policy. Councillor Brice announced the Parish Council are currently tied into a three year Insurance deal, currently serving the third year, therefore the council will be unable to go with the cheapest quote. **Action:** The Clerk to enquire with Came and Co if the council are able to get out of the contract or not?

Notification of Rail Central Community Consultation exhibitions. Rail Central is a proposed new strategic rail freight interchange in Northamptonshire. The site is where the West Coast Mainline meets the Northampton Loop Line to the south west of Northamptonshire and between the villages of Blisworth and Milton Malsor. Eight public exhibitions are being held during May 2016. Details of these exhibition have been displayed on the village noticeboards and Just Collingtree website.

As the Parish Council owns the land that the Tennis Club is run from, the Tennis Club has enquired if the Parish Council could pay for the re-marking of the tennis courts and claim the vat back. The Tennis Club will pay back the costs less the vat. It was **resolved** to look into this.

Update – Since the meeting the Clerk has made enquiries and has been informed the Parish Council are legally unable to do this.

100/2016 To receive a report from Police Representatives

No police representatives were in attendance. No recent crime has been reported in the Parish in the last month.

101/2016 Financial Matters

A. Review Financial Statement - Prior to the meeting, the Clerk circulated a current copy of the 2016/2017 Accounts as at 11th May 2016. The current bank balance stands at £29,349.40. This includes the first precept payment of £9000 received from NBC for the financial year 2016 / 2017.

B. Propose Payments and Sign Cheques and agree Clerks pay increase of £300**Cheques raised outside of the Meeting**

Monies must be paid out only in pursuance of statutory powers (SP) vested in the Parish Council.

Date	Cheque No	SP	Description	Value
20.3.16	100753	10	Street Lighting Maintenance Jan to Mar 2016	£150.96
31.3.16	100754	7	A H Contracts – Waste Removal Mar 2016	£80.70
Total of Cheques raised outside of the meeting				£231.66

Cheques raised at the Meeting

Date	Cheque No	SP	Description	Value
11.5.16	100755	7	A H Contracts – Waste Removal April 2016	£64.56
11.5.16	100756	10	Street Lighting Electricity Jan to Mar 2016	£619.04
11.5.16	100757	8	NCALC – Membership and Audit Costs	£554.11
11.5.16	100758	8b	S Wong – Salary April & May 2016	£550.00
11.5.16	100759	8b	HMRC – S Wong Tax and NI	£110.00
11.5.16	100760	8	Malcolm Brice – Repairs	£65.98
11.5.16	100761	11	Newitt & Co Ltd – Basketball post & net	£689.38
Total of Cheques raised at meeting				£2653.07

Incoming Receipts

Date	Description	Value
18.4.16	Tennis Club – Contribution towards tree cutting costs on the Playing Field	£1000.00
22.4.16	NBC – 1 st Precept Payment for 2016 / 2017	£9000.00

26.4.16	GLK Soccer – Payment for playing field hire from Sept 15 to March 16	£495.00
Total of value of receipts received		£10,495.00

Key: Spending Powers

1. Allotments – power to provide – Smallholdings and Allotments Act 1908, ss, 23, 26, 42 2. Bus shelter – power to provide and maintain – Local Government (LG) Act 1954, s, 4 3. Clocks – power to provide – Parish Councils (PC) Act 1957, s, 2 4. Crime prevention – power to finance – LG and Rating Act 1997, s, 31 5. Drainage – power to deal with ponds and ditches – Public Health Act 1936, s, 260 6. Land – power to acquire or dispose of – LG Z Act 1972, ss, 126, 126, 127, 139 7. Litter bins – power to provide – Litter Act 1983, ss, 5,6 8. Parish Council Finance – Accounts and Audit regulations 1996, 8b Payment of clerk’s salary LG Act 1972, s, 112 9. Parish property – power to direct as to custody – LG Act 1972, s, 226 10. Public lighting – power to provide – PC Act 1957, s, 3, HA 1980, s, 301 11. Recreation – power to acquire land and to manage and control it – LG Acts 1972, 1976 Public Health Acts, 1875,1890,1961 12. Roadside seats – power to provide – PC acts 1957, s, 1 13. Roadside trees – power to plant – Highways Act (HA) 1980 s, 96 14. Roadside verges – power to maintain – HA 1980, s,96 15. Planning – right to be notified of planning applications – T & C Planning Act, Sched 1, para 8 16. Public footpaths – power to repair and maintain – HA 1980,ss, 43,50 17. Traffic calming – power to contribute – LG & Rating Act, 1997, s26, 18. Donation to the police – Police Act 1990

It was **resolved** that the invoices be paid.

The Clerk has worked for the Parish Council for a year now and will shortly become a fully qualified Parish Council Clerk. Councillors **resolved** to award the Clerk a £300 pay increase in support of this. As the Clerks salary cheque and payslip has already been prepared a back dated payment to the 1st April 2016 will be made in June pay.

Bold Dragon Cricket Club hired the Cricket Ground on Saturday 7th May 2016. Councillor Hopkins has received £15 cash for hire of the Cricket Ground. **Action:** Clerk to bank the cash.

C. Discuss and Agree to create a Website to meet the requirements of the Transparency Code

From 1st April 2015 the Transparency Code requires the online publication of key spending and governance information for smaller bodies with an income or expenditure less than £25,000. The Parish Council has displayed relevant information on the Just Collingtree website to meet transparency needs. It was **agreed** that the Clerk should have full access and management of a Parish Council website to fully meet the requirements of the Transparency Code. The council will however continue to support the Just Collingtree website and submit relevant documents to be published. Thanks was given to Rod Sellers for allowing the council to use the website for uploading of documentation.

The Clerk has obtained a quote for £69.90 for a ten year domain name. It was **resolved** to purchase a ten year domain name. A free website can be created through Hugo fox who provide websites to Parish Councils free of charge. It was **resolved** to use Hugo fox as the website provider.

102/2016 Receive Updates and Discuss any Roads and Footpaths Matters

The road has been resurfaced along Windingbrook Lane and Rowtree Road including the speed humps which were previously reported as in poor condition via NCC Street Doctor online reporting system.

The footpath is very overgrown outside number 3 Lodge Avenue. **Action:** The Clerk to contact the home owner and request immediate action is taken.

There is a foot path over the motorway bridge that is very overgrown. **Action:** Councillor Brice to provide Clerk with exact location details for this to be reported through the NCC Street Doctor online reporting system for action.

103/2016 Receive Updates and Discuss any Street Lighting Matters

A new street lighting column has now been installed outside number 3 Lodge Avenue. An insurance claim is

currently in progress. No action has been taken against the workmen that caused the damage due to lack of physical evidence, the Police were not interested in pursuing a criminal damage report against Master Paving.

104/2016 Discuss any Playing Field Matters

- a. Discuss and Agree installing a fence and gate to prevent vehicles needlessly accessing the pavilion when the ground is wet.**

A quote for £875 plus vat has been received to install fencing and install a gate (a gate the PC has in its possession) to prevent vehicles access to the pavilion. It was **agreed** to defer the discussions until the Chairman Councillor Underwood has his second meeting with GLK Soccer and other groups to resolve certain issues. If GLK Soccer cease using the field there will no longer be an issues with vehicle access.

GLK have paid their £495 invoice for the use of the playing field from Sept 2015 to March 2016. **Action:** Clerk to prepare a final invoice of the season for hire of the playing field during April and May 2016.

- b. Agree to appoint the Annual Play Equipment Inspection.**

It was **resolved** to instruct Play safety Ltd to carry out the annual play equipment safety check. Last year’s price was £81.60. This year’s price has increased to £84.00 including vat. It was **resolved** to instruct Play safety Ltd to carry out the annual play equipment safety inspection.

- c. Agree quote for new Basketball Post and Netting.**

A quote for £689.36 has been received for the purchase a basketball post and net for the playing field. It was **resolved** to purchase the equipment. **Action:** Clerk to place the order. A cheque for £689.36 was raised at the meeting to go with the official purchase order.

105/2016 To Discuss any Planning Matters

No planning matters to discuss.

106/2016 Date of Next Meetings

The next Full Council Meeting and will be held on the new 6 weekly date of Wednesday 22nd June 2016 at 7.30pm at the Village Room.

The Meeting ended at 9.15pm.

Signed

Dated.....