

Great Oxendon Parish Council

Minutes of the Parish Council Meeting held on 12 July 2021.

Held at:

Great Oxendon Village Hall, Great Oxendon.

Present: Councillor Steedman, Councillor Barker, Councillor Patel-Brown, Councillor Rumsey

Apologies: Councillor Debbie Jones, Councillor Carolyn Jones, Councillor Lindsay Smith

Absent: NA

Also Present: Rhiannon Stafford (Parish Council Clerk)

Members of the Public: 1

2501 Welcome

Councillor Steedman welcomed everyone the July 2021 meeting of the Great Oxendon Parish Council held in Great Oxendon Village Hall.

2502 Apologies for absence and acceptance of apologies for absence

Apologies were received, and accepted, from Councillor Debbie Jones, Councillor Carolyn Jones and Councillor Lindsay-Smith

2503 Declarations of any Personal & Prejudicial Interests

No Counsellor declared an interest in any agenda items.

2504 Minutes of the Meeting 23 June 2021

Councillor Rumsey pointed out an error in the minutes of the Parish Council meeting on 23 June 2021. The Clerk will amend the minutes.

2505 Public Open Forum Session

No members of the public wished to address the council.

2506 Finance

The Parish Council approved the payments for June 2021. Councillor Rumsey proposed and Councillor Patel Brown seconded.

7 July 2021 (2021 - 2022)

Great Oxendon Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16 Telephone and Broadband	11/06/2021		HSBC Community Acc		LGA 1972 s111	BT	S	29.95	5.99	35.94
14 Street Light Maintenance	29/06/2021		HSBC Community Acc		PCA 1957 s3	EON Energy Solutions Ltd	S	37.37	7.47	44.84
13 Insurance	29/06/2021		HSBC Community Acc		LGA 1972 s142	BHIB Councils Insurance	E	390.17	0.00	390.17
12 Grass verge cutting	29/06/2021		HSBC Community Acc		HA 1980 +96	Leicestershire Gardens	Z	560.00	0.00	560.00
15 Village Hall Hire	29/06/2021		HSBC Community Acc		Local Government Act 1972, s.	Arthingworth Village Hall	Z	20.00	0.00	20.00
Total								1,037.49	13.46	1,050.95

The Clerk presented the year-to-date budget, bank reconciliation and reserves report and the Council noted they were accurate.

2507 Council Policy Document Requirements and the Annual Review of existing policy documents

The Council reviewed the proposed Code of Conduct and approved it. Proposed by Councillor Barker and seconded by Councillor Hogarth. This policy will be applied immediately and will replace the existing policy.

The Council reviewed the Asset Register and provided the following updates:

- The number of lamp posts in the village number 13 and this is to be reflected on the Asset Register
- There are two speed activated signs and this is to be reflected on the Asset Register
- There are eight litter bins and this is to be reflected on the Asset Register
- An additional bench was added to the village this year and this is to be reflected on the Asset Register

It was decided that the insurance sum should be reviewed in light of these changes to the Asset Register. Each Councillor took the action to consider the insurance valuation of Assets as follows:

- Councillor Barker will provide an estimate for the village benches, bins, gazebos and the War Monument
- Councillor Carolyn Jones will provide an estimate for village Bus Shelters
- Councillor Patel Brown will provide an estimate for village lamp posts
- Councillor Steedman will provide an estimate for village Phone Box
- Councillor Hogarth will provide an estimate for village defibrator and speed activated signs
- Councillor Steedman offered an estimate of £1000 for the Council Laptop

The Council then reviewed the list of policy and documents recommended by NCALC. Appendix 1 contains the decisions reached by the council.

2508 To consider and agree the replacement of the Council Clerk and Responsible Financial Officer.

The Council agreed not to advertise the vacancy of Clerk and to invite a previous candidate who applied for the position in 2020, to interview for the position. Councillors Steedman, Hogarth and Debbie Jones will interview the applicant.

2509 Planning & Licensing Consultations

The Council considered the following planning applications:

WND/2021/0180. The planning application for a single storey extension to form self-contained annexe for the incidental use as guest suite for the pub at The George, Harborough Road, Great Oxendon, Northamptonshire, LE16 8NA.

WND/2021/0144 (Amended). The planning application for an amendment to planning permission DA/2009/0116 (Change of use of land for holding leisure, tourism and charitable events) to enlarge site area to include land to northwest and eastern side and increase number of show days from 18 to 30 days and extend build and breakdown days from 70 to 90 days per calendar year at Kelmarsh Hall, Main Road, Kelmarsh, Northamptonshire, NN6 9LY

The Council had no objections to either application and the Clerk will submit their feedback to that effect.

2510 To receive an update from Councillors with regards to their areas of responsibility

Councillor Hogarth gave an update on the Neighbourhood Plan.

- The group had recently ran a consultation exercise via questionnaire to all residents. It was noted that over 70 responses were received both online and via paper.
- The planned open event had not taken place due to the continued Covid restrictions. The group are still keen to hold an event and will organise once social restrictions are reduced.

- The Council has received a grant of £10,000 towards the cost of developing the Neighbourhood Plan, and the consultants had submitted an invoice for work completed to date. This will be reflected in next month's Council expenditure

Councillor Barker reported that there had been an increase in the use of footpaths in the past 18 months. He also noted that a resident had erected a sign discouraging people from using one of the footpaths in the village; and the sign has since been removed. Councillor Barker said he would walk that footpath once the 19 July 2021 had passed, and social restrictions had been reduced. Aside from this Councillor Barker had no further issues to report.

Councillor Barker then provided a Police and Community report. He recently attended a county Police and Fire briefing where he learnt the Police's focus will be on improving the quality of life for residents. The service has plans to double the number of neighbourhood police officers, have also invested in 8 drones, off road bikes and are introducing Beat Buses to bring more community policing to rural areas.

Councillor Barker shared recent crime statistics for the Great Oxendon area. In April, 4 crimes had been reported and in May 0 crimes had been reported.

The Council noted that a litter bin has fallen from its fixings on the A508, and the residents of the houses where the bin had been situated have requested it be moved to an alternative location. Councillor Barker will re-site the bin away from the houses. It was noted that fly tipping had occurred on the Braybrooke Road. Councillor Barker said he would report this on Street Doctor.

Councillor Patel Brown reported that the Lighting Upgrades had all be completed.

2511 Question Time

Councillor Kevin Parker (Northants West Council) attended the meeting and introduced himself to the Council. Council Parker is one of the three Councillors for the Brixworth ward for West Northamptonshire. He explained that he is also a Parish Councillor at Brixworth parish and is the Chair of the Planning Committee at West Northamptonshire Council.

2512 Urgent Matters for report only

No matters were raised to the Chair.

Dates of Future Meetings

Monday 9th August 2021
 Monday 13th September 2021
 Monday 11th October 2021
 Monday 8th November 2021
 Monday 13th December 2021
 Monday 10th January 2022
 Monday 14th February 2022
 Monday 14th March 2022
 Monday 11th April 2022

Signed as a true and accurate record.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Councillor Roseanne Steedman Chair
Great Oxendon Parish Council
12 July 2021

Rhiannon Stafford
Parish Clerk
Great Oxendon Parish Council

Tel: 07545 326 410

Email: parishcouncil@greatoxendon.org

Web: <http://www.greatoxendon.org>

4 July 2021

Appendix 1

Local Council Documents & Policies

Policy Type	Agreed Action
Basic Governance	
Standing Orders	Annual review during 2021 for appropriateness
Financial Regulations	Annual review during 2021 for appropriateness
Minute Book	No action needed
Code of Conduct	New policy agreed July 2021
Planning Register	Document to be developed during 2021
Parish Emergency Plan	Document to be developed during 2021
Risk Assessment Policy	Document to be developed during 2021
Risk Assessment Register	Annual review during 2021 for appropriateness
Deeds of Land Holdings	Confirm which solicitors hold the Parish documents
Insurance register	Annual review during 2021 for appropriateness
Publication scheme under the Freedom of Information Act	Document to be developed during 2021
Data protection/information security Policy, Subject Access Request (SAR) disclosure log, Data breach policy and lo	Document to be developed during 2021
Complaints Procedure	Annual review during 2021 for appropriateness
Transparency Code compliance	Annual review during 2021 for appropriateness
Web Site Accessibility Statement	Document to be developed during 2021
Financial Governance	
Accounts	Annual review during 2021 for appropriateness
Invoices and Receipts	Annual review during 2021 for appropriateness
VAT Reclaim Log	Annual review during 2021 for appropriateness
Record of grants made under S137	Annual review during 2021 for appropriateness
Schedule of charges & fees for council Information	Document to be developed during 2021
Employment and Personnel	All documents to be developed during 2021
Environment	
Development Control Policy	Neighbourhood plan to be completed during 2021
Parish Map	Neighbourhood plan to be completed during 2021
Council Management	
Controller documentation (Article 30 GDPR) and List of personal data consents	Document to be developed during 2021