

# Great Oxendon Parish Council

Village Hall, Main Street, Great Oxendon

Minutes of the Ordinary Meeting held on Monday 11<sup>th</sup> October 2021 at 7.30pm

**Present:** Cllr Steedman (Chair), Cllr Barker, Cllr Patel-Brown, Cllr Rumsey, Cllr Lindsay-Smith, Cllr Hogarth

**Also Present:** N/A

27. **Apologies for Absence were received:** Cllr Parker, Cllr Harris, Cllr Irving-Swift
28. **Declaration of Personal and Prejudicial Interests** under the Councils Code of Conduct related to business on the agenda – None received.
29. **Minutes of the Ordinary Meeting held on 13 Sept 21.** Approved with changes to #19 Reassignment of responsibilities to read 'Highways' only and #21, Distribution to village mailing list to website only as Parish Council does not currently hold a mailing list. Prop: Cllr Barker, Sec: Cllr Rumsey
30. **Matters arising from the Minutes of the Meetings held on 13 Sept 2021**
  - (20) **Bank Mandate** – New HSBC form needs to be completed after the meeting and require signatures from all signatories including the Clerk. Clerk to sign and submit to HSBC for processing.
  - (22) **iv. Audit 2020/21** – For Note: Clerk submitted the new Certificate. Clerk awaiting confirmation of no further action.
  - (25) **Bus Shelter** – Resolution to approve the quote from J Reedman for repair works to the bus shelters. Provisional date for works to be carried out 22/11/21. Northampton bus shelter £ 494.25 + VAT, Market Harborough bus shelter £ 723 +VAT  
Prop: Cllr Lindsay-Smith, Sec: Cllr Patel-Brown
31. **Open Forum** – No members of the public in attendance.
32. **Appointment of Vice-Chair** – Cllr Simon Patel-Brown volunteered to take the position of Vice Chairman.  
Prop: Cllr Lindsay-Smith, Sec: Cllr Barker
33. **Policies - Internal Control Document** – The document was circulated, signed, and adopted. Clerk to publish on the Parish Council website.
34. **Policies - Financial Regulations 2021** – The document was circulated, signed, and adopted. Clerk to publish on the Parish Council website.
35. **Grants Funding Discussion for Village Projects**

The Chairman introduced the idea of obtaining grants to fund projects in the village and invited the Councillors to discuss.

Up to 5k is available towards a speed sign from the Road Safety Community Fund from the Police, Fire and Crime Commissioner for Northamptonshire. The Clerk recently completed an application for a speed sign for the nearby village of Maidwell for 2 speed signs along the busy A508.

Cllr Hogarth explained that the current sign still functions however after contacting the original manufacturer learnt that it was an old model and is no longer supported. If the sign could be updated to flash 30 mph rather than the 40 mph that it was originally set up to do, it could be re-used somewhere else in the village. Cllr Hogarth will investigate and advise whether this would be possible.

Clerk to circulate more information on the Grant and what the project would entail.

The Kelmars Wind Farm Fund was discussed. The Chairman had learnt that the village Community Garden group had recently received some money from this fund and again there was an opportunity for it to be used for the right project for the village. A short discussion was had regarding new footpaths, replacement of benches and refurbishment of existing footpaths.

It was agreed that the Chairman and Clerk will read up on the criteria documentation and share with Councillors at a future meeting.

### **36. Budget/Precept 2022/23**

Due to the Chairman being absent from the November meeting, the Clerk circulated a proposal to all Councillors prior to the meeting. The Precept must be resolved at the General meeting scheduled for 10<sup>th</sup> January 2022 at the latest as submission to West Northants is expected mid-January.

A short discussion was had on the day to day running costs of the Parish Council. The Clerk will update these to the best of her knowledge using the NCALC guidance recently issued last week.

The Grass mowing contract was discussed, and it was agreed the budgeted figure needs reducing. An amount for the Platinum Jubilee was discussed and an additional amount to be added for repairs to benches. Cllr Hogarth explained what may be required for the defibrillator – training, battery replacement and/or new pads and will advise accordingly.

The Clerk will revise the budget proposal and present at the next meeting in November for further discussion.

A discussion was had on CIL money, separate to the budget. Clerk to investigate whether the Parish Council is due a payment.

### **37. CiLCA Training for Clerk**

An opportunity has arisen for the Clerk to attend a Certificate in Local Council Administration (CiLCA) course hosted by NCALC starting next March 2022 at a discounted rate as well as an opportunity to split 50/50 with Maidwell with Draughton PC. The proposed cost would be £329. The council agreed to support the Clerk with the request and will budget accordingly.

Prop: Cllr Barker, Sec: Cllr Rumsey

**38. Finance:**

- i. Resolution to approve the monthly payments (listed below) – including the removal of Invoice for Bus Shelter cleaning – On hold until after bus shelter repairs carried out. Defer to December payments list.

Approved. Prop: Cllr Patel-Brown, Sec: Cllr Hogarth

Date of Meeting: 11 Oct 2021

**Payments to be Approved not yet Paid**

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
10/09/2021	Your Locale	Neighbourhood Plan Consultant - Invoice 2	3,500.00	700.00	4,200.00
01/09/2021	Leicestershire Gardens	Inv 21/144 - Mowing for Aug21	230.00	0.00	230.00
15/09/2021	Eon Energy Solutions Ltd	Quarterly Street Light Maintenance - to end Sept21	37.37	7.47	44.84
01/10/2021	Mrs Sarah Smith	Parish Clerk Salary - Oct21	293.80	0.00	293.80
01/10/2021	Mrs Sarah Smith	Expenses - Amazon 50% A4 Copy Paper & Printer Ink	14.71	2.95	17.66
01/09/2021	Matt King	Bus Shelter Cleaning (Invoice to be received)	40.00	0.00	40.00

**Payments to be Approved - Paid via Direct Debit**

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
11/08/2021	BT Group PLC	Broadband & Telephone - Direct Debit	29.95	5.99	35.94
11/09/2021	BT Group PLC	Broadband & Telephone - Direct Debit	29.95	5.99	35.94
01/10/2021	HMRC	HMRC - Employer Tax Jul-Aug21	34.80	0.00	34.80

- i. Receive the accounts to 30<sup>th</sup> Sept 2021
  - a. Receipts
  - b. Expenditure
  - c. Bank Reconciliation
  - d. Statement of Reserves
  - e. Neighbourhood Plan Grants Expenditure
  - f. Spend v Budget
  - g. Copy of Payments to be Approved
  - h. HSBC Bank Statement – Community Account
  - i. HSBC Bank Statement – Reserve Money Manager Account

All Accounts were signed and approved. Prop: Cllr Barker, Sec: Cllr Hogarth

**39. Planning and Licensing Consultations:**

- i. For Note - Discussed at previous meeting on 13 Sept 21. WND/2021/0068 Hemsby House, 29 Main Street, Great Oxendon – Listed Building Consent for replacement windows. **Deadline passed 1<sup>st</sup> October 2021. Noted.**

**40. Update from Councillors with regards to Areas of Responsibility**

- i. **Neighbourhood Plan** – Councillor Hogarth

Cllr Hogarth updated the Council on progress of the Neighbourhood Plan.

The committee meeting was held on the 23rd of September 2021 to review the framework of the draft of the NP document template of which was agreed. An Open Event is due to be held Saturday 16<sup>th</sup> October 2021 at the Village Hall.

There was concern over the costings, whether the project would run over its 10k allocated grant. More information is required from the Your Locale consultant to confirm this.

The rate of return of the questionnaires distributed to all residents of the village was 58% and the analysis of which would be available for viewing at the Open Event or on request.

**ii. Highways**– Councillor Rumsey

Clr Rumsey reported all the potholes discussed in the previous meeting via the Street Doctor website online. All were reviewed by West Northamptonshire Council and email confirmation was received that no further action required at this time.

The overgrown/almost impassable public pathway was also reported and WNC replied with a scheduled site inspection on the 5<sup>th</sup> October 2021.

**iii. Public Rights of Way** – Councillor Barker and Councillor Lindsay-Smith

Nothing to report

**iv. Police & Community Safety** – Councillor Barker

Clr Barker provided an update on the Police and Community Safety numbers.

In Aug 2021, 510 crimes were reported vs 696 in 2020.

An update was given on the crime statistics of the surrounding villages and confirmed Great Oxendon had zero. All crime figures are available to view on the Northants Police crime map which can be found online.

**v. Environment**

Nothing to report

**vi. Community engagement and communication** – Councillor Patel-Brown

Nothing to report.

**vii. Lighting** - Councillor Patel-Brown

Nothing to report.

**viii. Audit and Compliance** – rota basis

The new Internal Controls document was adopted previously in the meeting (see Item 33)  
The Clerk will confirm the procedure to be followed before scheduling in the first review.

**41. Urgent Matters for report only** (Notified to the Chairman before the meeting)


- i. Discussion about Chair for meeting on 8<sup>th</sup> November due to Chairman absence  
Vice Chairman appointed as per item 32 who will Chair the next meeting.
- ii. Outstanding Election Expense forms check – legal requirement to return form even if expenses are zero. Noted.
- iii. Reminder – please set up your outlook email addresses (as per Internal Auditor recommendations) ASAP. Noted.

42. Date and Time of Next Meeting – The next meeting will be held on Monday 8<sup>th</sup> November 2021, 7:30pm at the Village Hall, Great Oxendon.

**For Note - Dates of Future Meetings**

Monday 8th November 2021  
Monday 13th December 2021  
Monday 10th January 2022  
Monday 14th February 2022  
Monday 14th March 2022  
Monday 11th April 2022

43. The meeting was closed at 9:27 pm.



Mrs Sarah Smith, Parish Clerk  
Great Oxendon Parish Council

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Date & Signature of Chairman

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14.10.21