

Great Oxendon Parish Council

Village Hall, Main Street, Great Oxendon

Minutes of the Ordinary Meeting held on Monday 12th February 2024 at 7.30pm

Present: Cllr Patel-Brown (Vice-Chair), Cllr Barker, Cllr Hogarth, Cllr Rumsey, Cllr Lindsay-Smith.
Ward Councillor: Cllr Parker. One member of the public.

Due to the absence of the Chair, the Vice-Chair led the meeting.

361. Apologies for Absence were received: Cllr Steedman, Cllr Irving-Swift, Cllr Harris

362. Declaration of Personal and Prejudicial Interests under the Councils Code of Conduct related to business on the agenda – None.

363. Minutes of the Ordinary Meeting held on 8 Jan 2024 and Extraordinary Meeting held on 22nd Jan 2024
Approved. Prop: Cllr Barker, Sec: Cllr Hogarth

364. Matters arising from the Minutes of the Meeting held on 8 Jan 2024

- i. **(345i) Plant a Tree for Jubilee** – A tree has been selected. A quote for **£100 +VAT** was approved (£70 purchase, £30 installation/delivery). Approved. Prop: Cllr Barker, Sec: Cllr Rumsey. Cllr Lindsay-Smith to action.
- ii. **(345ii) Councillor Vacancies x2 – Noted:** A reminder there are 2 casual vacancies for Parish Councillors. For more information please contact the Clerk or alternatively come along to a meeting to see what it is all about.

365. Open Forum

One member of the public was present.

Ward Councillor Parker addressed the Chair.

A new draft of the West Northamptonshire Local Plan is due to go to consultation in April time. The Local Plan has changed in that it is valid up to the year 2041 rather than 2050. Approx 40,000 houses have already been allocated to sites.

A Zoom meeting is due to take place (Clerk to attend) which will look at settlement hierarchies and village confines. Parish Councils will be asked to comment via a survey on these classifications in due course.

Update re drain works on Main Street have found a pipe with a fracture and another with a blockage. Removal of tree roots from a pipe is required. Works to continue. Next stage estimated to continue within 2-3 weeks.

A member of the public addressed the Chair.

In relation to agenda item general village maintenance, the member of the public expressed a concern for the state of the banks and verges along the A508 Harborough Road. It was confirmed that these verges are owned by Highways and the Parish Council is paid a small contribution annually by WNC to maintain any grass verges, not blocked by parked vehicles, that reside directly alongside the main road only.

Clerk will report the concerns to WNC but also residents are encouraged to report overgrown trees etc to Highways via the Street Doctor/Fix my Street. Link to website can be found here <https://fixmystreet.northamptonshire.gov.uk/>

366.Policies

- i. Asset Register
- ii. GDPR Policies
 - 1. Data Breach Policy
 - 2. Data Protection Policy
 - 3. Privacy Policy
 - 4. Record Retention
 - 5. Subject Access Request Procedure
 - 6. Acceptance Notice of NCALC as DPO
 - 7. ICO Registration Certificate
- iii. Website Accessibility – Our website provider has carried out an assessment and confirmed all is compliant.

All policies listed above were approved. Prop: Cllr Barker, Sec: Cllr Hogarth

367. Grass Mowing Contract 2024/25 – It was agreed to continue with the current contractor for the new year. Councillors were asked by the Clerk to continue to monitor the state of the verges. Approved. Prop: Cllr Rumsey, Sec: Cllr Lindsay-Smith

368. General Village Maintenance – It was agreed that a review of the village was required to create a list of requirements. Update due at next meeting.

369. WNC Planning Briefing: S106/CIL & Unpaid CIL – Clerk attended Zoom session re information on CIL. A query was put to Councillors of any known outstanding payments for works that have commenced. Clerk noted properties that may attract a payment and will follow up. It was noted that self-build properties are exempt from paying CIL.

370. Village Hall & Public Meetings – Sound system – Deferred to next meeting due to Councillor absence.

371. Finance

Date of Meeting: 12th February 2024

Payments to be Approved not yet Paid

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
01/02/2024	Mrs Sarah Smith	Parish Clerk Salary - Feb24	351.06	0.00	351.06
31/12/2023	Great Oxendon Village Hall	Village Hall Hire for Meetings 2023	205.00	0.00	205.00
01/02/2024	M King	Bus Shelter Clean - Jan'24	40.00	0.00	40.00

Payments to be Approved - Paid via Direct Debit

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
11/01/2024	BT Group PLC	Telephone and Broadband - Jan24	34.00	5.59	39.59

Payments to be Approved - Awaiting Invoice

DATE	PAID TO	DESCRIPTION	NET	VAT	TOTAL
	Roy Goode Services	Safety barrier Repairs	975.00	0.00	975.00

- i. The monthly payments were approved – see list above. Invoices were circulated prior to the meeting and were signed. Payments are processed as per the Internal Controls policy found on the website.

Approved. Prop: Cllr Barker, Sec: Cllr Lindsay-Smith

- ii. Resolution of additional payments not listed above or those paid by direct debit. Approved. Prop: Cllr Barker, Sec: Cllr Lindsay-Smith

As per the Internal Control policy, the Clerk has delegated powers to spend up to £500 on day to day running expenses.

- i. The accounts to 31st January 2024 were presented. These consisted of:
 - 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. Bank Statements

The accounts were circulated prior to the meeting. All documents were approved and signed.

Approved. Prop: Cllr Lindsay-Smith, Sec: Cllr Hogarth

372. Planning and Licensing Consultations:

Planning

- **Golden Paddock, Braybrooke Road** – Awaiting planning committee date.
- **Wormslade Farm, Clipston Road** – Objection letter sent on behalf of PC on 30/01/24.

It was noted that a planning application for Morton House, Farndon Road had been received today and an extraordinary meeting will need to be held to discuss before the 1st of March 2024. Clerk to action.

Consultations

All consultations listed below were noted.

- i. **WNC Consultation: Local Cycling and Walking Infrastructure Plans** - We are asking people to share views on the draft proposals for Brackley, Daventry, and Towcester Local Cycling and Walking Infrastructure Plans. **This consultation closes midnight Sunday 25 February 2024**
- ii. **Harborough District Council** – Four public consultations regarding strategic and local planning.
 - Issues and Options (Reg 18) - To seek views on the development options for a new district-wide Local Plan
 - Call for Sites 2024
 - Great Easton Conservation Area Appraisal
 - Local List on Non-Designated Heritage Assets (proposed additions)

For all West Northamptonshire Consultation details please visit - <https://westnorthants.citizenspace.com>

373. Update from Councillors with regards to Areas of Responsibility

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

Three documents are due to be presented to the Parish Council. A consultation statement which summaries the timeline of events and meetings held by the Neighbourhood Plan committee, secondly the Regulation 14 responses template and a final draft of the Neighbourhood Plan itself. All will require a resolution for approval before submission to West Northamptonshire Council. Clerk will arrange an extraordinary meeting so this can be actioned before March.

Next steps - West Northamptonshire Council will receive the plan and it will be examined by an independent examiner. After any changes are made, the plan will then be circulated ahead of a referendum in the Parish where residents will be able to vote to adopt the plan or not. It is estimated this will be organised for late summer all being well.

The Clerk submitted a planning enforcement notice to West Northamptonshire Council re works that have begun on creating a new entrance at Justin Park on the A508.

ii. **Highways** – Councillor Rumsey/Councillor Lindsay-Smith

- Potholes – A bad pothole on the A508 near the island was reported previously and filled today. Councillors will continue to monitor this.
- Speed Sign – New Highways Post - Expected installation 8-10 weeks from December. Clerk will chase for another ETA.
- Drain – Main Street – Item discussed under Open Forum. Work has started and is due to continue throughout February.

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

- Bench Refurbishment – Ongoing – Delay due to weather. Expected to be continued in the Spring.

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

Figures for December 2023 – 90 reported crimes
Great Oxendon – 3 crimes reported, all Justin Park

v. **Environment**

- Cllr Steedman – Nesting sites for Swifts – Deferred due to Councillor absence.

vi. **Community Engagement and Communication** – Councillor Patel-Brown – More village welcome books will be required. Cllr Patel-Brown to action.

vii. **Lighting** - Councillor Patel-Brown – None

viii. **Audit and Compliance** – None

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

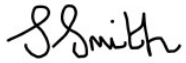
It was noted that Cllr Rumsey is handing in her notice with last meeting being March. The vacancy will be advertised from March.

375. Date and Time of Next Meeting – The next meeting will be held on **Monday 11th March 2024** at 7:30pm at the Village Hall, Great Oxendon.

For Note - Dates of Future Meetings

Mon 11th Mar 2024
Mon 8th Apr 2024

376. The meeting was closed at 20:33



Mrs Sarah Smith, Parish Clerk
Great Oxendon Parish Council

Email: parishcouncil@greatoxendon.org

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

Date & Signature of Chairman

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29.02.24