

Great Addington Parish Council

Minutes of the meeting held on Wednesday 19th May 2021

Present at the meeting

Councillors: Cllr M Scott (in the Chair), Cllr C Johnson, Cllr D Barclay, Cllr H Hoier, Cllr D Cole

In attendance: Mrs D Cummins (Clerk/RFO)

21/220 Election of Officers

a) **To elect the Chairman for 2021/22.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr M Scott be elected as Chairman for 2021/22. The Chairman then signed the Declaration of Acceptance in the presence of the Clerk.

b) **To elect the Vice-Chairman for 2021/22.**

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr A Fischelis be elected as Vice-Chairman for 2021/22.

21/221 To receive and accept apologies for absence.

Cllr Fischelis sent apologies.

21/222 Declaration of interest by any Councillor who has a Disclosable Pecuniary Interest or other interest in any of the following agenda items.

Cllr Helen Hoier declared an interest in item 21/225 b) To appoint Internal Auditor 2021/22

21/223 To receive information requests/comments from members of the public in accordance with the Freedom of Information Act 2000 and Standing orders.

There were no information requests/comments received

21/224 To resolve to exclude members of the public from the meeting when agenda items containing confidential information are transacted.

This procedure was not required as there were no agenda items identified by this Council as containing confidential information

21/225 Financial Appointments

a) To appoint the Internal Controllers for 2021/22

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr A Fischelis and Cllr C Johnson be appointed as the Internal Controllers for 2021/22.

b) To appoint the Internal Auditor for 2021/22

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Northants CALC Internal Audit Service be appointed as the Internal Auditor for 2021/22.

21/226 Governance

a) To approve any amendments to this councils' governing documents

To be deferred to the next meeting

b) To approve any proposed amendments to this councils' delegation arrangements

Delegated arrangements to continue.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the Clerk may continue to use discretion when dealing with business items (depending on the importance/relevance to this Council and/or to Great Addington)

and circulate details to members of the Council of any action taken/recommended provided that full compliance with current legislation and governing documents is maintained.

c) To appoint representatives of this council to external bodies

(i) JAG

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr D Barclay be appointed as the JAG representative for 2021/22.

(ii) Police Liaison rep

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr D Barclay be appointed as the Police Liaison representative for 2021/22.

(iii) Addington Playing Field Association

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr C Johnson and Cllr M Scott be appointed as Addingtons Playing Field Association (APFA) representatives for 2021/22.

(iv) Great Addington Memorial Hall Committee

It was acknowledged that as the Council is not a trustee of the Memorial Hall, it is not required to appoint an elected member as its representative.

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that Cllr Hoier be appointed as the Great Addington Memorial Hall Committee (GAMHC) representative for 2021/22.

c) To confirm dates and times of ordinary council meetings 2021/22

RESOLVED that it be proposed, seconded and with all members present; **CARRIED** that the dates and times of ordinary Council meetings for 2021/22 will be the second Wednesday of each month at 7.30 pm subject to there being sufficient business to transact and/or unless amended by resolution.

21/227 Approval of Minutes. To approve the Minutes of the Council Meeting held 17th March 2021 as a correct record

RESOLVED that these minutes be proposed, seconded with all members present. Confirmed as being a correct record of the meeting held on Wednesday 17th March 2021 and signed by the Chairman.

21/228 Minor Items:

a) **To receive a report from Unitary representatives**

Verbal report received from Cllr Maxwell

b) **To receive and note applications/decisions notified by NNC Planning Services**

None received

c) **To receive and note correspondence/reports/publications from other organisations (Circulated previously)**

Correspondence was received and noted.

21/229 Finance

a) **To receive and approve the monthly financial statements and bank reconciliation.**

RESOLVED that this council's net bank balance of £21,486.27 on 28th April 2021 reconciles to its receipts and payments.

b) **To confirm insurance cover in respect of all insured risks.**

RESOLVED that having reviewed its requirements regarding the range and value provided within the three-year agreement with BHIB Ltd, this Council's insurance cover is appropriate and adequate in respect of all insured risks

To approve payments in accordance with relevant legislation

RESOLVED that the monthly schedule of payments and the total expenditure of £327.07 be proposed and seconded with all members in favour.

APPROVED by this Council following confirmation that the proposed transactions have been budgeted accurately.

- (i) Payment of the Clerk's reimbursement for 2020/21 renewal of domain name supplied by SiteGround Hosting Ltd and CleanTalk Inc (£17.94 inclusive VAT at 20%) and the purchase of a banner for GA School from Print a Banner (£33.00 inclusive VAT)– PAY 000179 - £50.94 – (Local Government Act 1972 s 111)
- (ii) Payment to JME Services (INV7862) – PAY000180 - £176.40 inclusive of 20% VAT(Local Government Act 1972, s 215)
- (iii) Payment to E.ON for street lighting energy – PAY000181 £99.73 inclusive of 5% VAT (Parish Councils Act 1957, s 3)

21/230 To note the latest details of this Council's Action Plan; receive and note reports prepared by Champions of projects.

- (i) **Traffic calming measures.** – Deferred to the next meeting as Cllr Fischelis was not in attendance.
- (ii) **Neighbourhood plan.** An even is planned to consult with the community later this year. **RESOLVED** Cllr Scott will contact Nick Palmer to organise a working group meeting.
- (iii) **Footpath improvement.**
Cllr Barclay confirmed that she has completed several walk around the village and that signage throughout Great Addington is good. **RESOLVED** that Cllr Scott will provide Cllr Barclay with roundels for any that may need replacing. The clerk to follow up query about replacing the gate at the Manor House.
- (iv) **Village enhancement.**
 - a) **Phone box** – The bookcase is now in place along with books and seeds. It is suggested that it would be helpful to display a Sandwich Board just outside to say that it is open.
 - b) **Scheme of Works** – Cllr Scott advised that a meeting with contractor has had to be rescheduled and a further report will be available for the next meeting.
 - c) **Arthurs seat** – The bench has been chosen and we understand relevant permission to site the bench has been received. **RESOLVED** The clerk to contact Cllr Fischelis for an update.

21/231 Community

- a) **To receive and note issues of concern raised by residents:**
Road safety outside the school – The banner is now in situ, however Cllr Cole noted it is not clearly visible from the road. **RESOLVED** to review placement of the banner in consultation with the school.
- b) **New families welcome pack for the village**
Cllr Johnson advised that she needs all councillors to input into the document. **RESOLVED** that Cllr Johnson will email round to all councillors requesting their final feedback and input into the document.
- c) **To approve the Council's copy for the May 2021 issue of Saints Alive! and the local press.**
 - Telephone Box book and seed exchange
 - Dates of future Parish Council meetings
 - Considerate parking
 - Speeding
 - Link to the website and newsletters
 - List of new Councillors and vacancy
 - Dorothy Maxwell contact details

21/232 To receive meeting/training reports from Councillors (where not otherwise specified on the agenda)

None received

21/233 To confirm any additional business to be included on the agenda of the next meeting

The village lead for Neighbourhood Watch would like the County Organiser to attend a future meeting of the Council.

RESOLVED the Clerk will contact them to arrange a suitable date.

AGAR to be added to be added to the next meeting

All items as agreed in the minutes

21/234 To confirm the list action items from this meeting

21/235 To confirm the date and time of the next meeting of the Council

RESOLVED that the next meeting of the Council is scheduled for Wednesday 9th June at 7.45pm at the Memorial Hall, Great Addington.

The Chairman thanked everyone for their support and contributions over the last 12 months and in particular to Sam Barclay who served as a councillor representing Great Addington Parish Council on JAG meetings.

The Chairman closed the meeting at 9.05pm.

These draft minutes are subject to the Council's approval on Wednesday 9th June 2021

Action Log

Action Number	Date set	Action	Progress
20/067	27/05/2020	Obtain sign to advertise Village surgery	Progress once surgeries can commence
21/186	20/01/2021	Explore possibility of kissing gate on the footpath opposite the village pub	In progress
21/186	20/01/2021	Placement of memorial bench in the village – 'Arthurs Seat'	In progress
21/187	20/01/2021	Purchase of litter pickers	In progress
21/214 (i)	17/03/2021	Progress potential double yellow lines by the church, in consultation with local homeowners.	In progress
21/214 (ii)	17/03/2021	Date to be confirmed for Neighbourhood Plan meeting	In progress
21/226 a)	19/05/2021	List of Governing documents to be presented to the next meeting	In progress
21/230 (ii)	19/05/2021	Cllr Scott to contact Nick Palmer to confirm dates for Village Consultation on the Neighbourhood Plan.	In progress
21/230 (iv)	19/03/2021	Scheme of works for the village – meeting with potential contractor	In progress
21/231 b)	19/03/2021	Finalise new families welcome pack	In progress
21/231 (i)	19/05/2021	Review placement if the banner outside the school	In progress
21/233	19/05/2021	County wide Neighbourhood Watch C0-Ordinator to be invited to a future meeting	In progress