

**Minutes of Walgrave Parish Council Meeting held on**

**Monday 8<sup>th</sup> January 2018 at 7.30pm in the Baptist Chapel  
Schoolroom, Gold Street**

**Councillors Present**

Meg Timlin (Chair) Mike Graham (Vice Chairman), Barbara Evans, Julie King (arrived at agenda item 18/005), Sue Phelan, David Gwinn, Andrew Street

**Clerk** – Rosie Warne

**Public in attendance:** 0

Meeting commenced at 7.30pm

- 18/001    Apologies:** to receive and accept apologies and to approve reasons for absence.  
Apology received and accepted from Councillor K White (illness) and Councillor B Hamilton (illness)
- 18/002    Declarations of interest:** to receive any declarations of interest under the Council's Code of Conduct related to agenda items:
- Councillor Evans declared a non-pecuniary interest in the Village Hall planning application as she is a committee member
  - Councillor Street declared a pecuniary interest in the Village Hall planning application as his property is a neighbouring property
  - Councillor Timlin declared a pecuniary interest in the Village Hall planning application as her husband is the architect of the plans
- 18/003    Approval and signing of the minutes:** to approve and sign the minutes of the meeting 11<sup>th</sup> December 2017 – Minutes were approved by the Council and signed by the Chairman
- 18/004    Public address to the Council:** None
- 18/005    Action points/points for tracking:** to receive report  
The following action points/points for tracking were completed and closed: **17/224.5, 17/224.6, 17/230, 17/235, 17/116.1, 17/174.6 & 17/212**  
The following action points/points for tracking remain outstanding: **17/87.1, 17/174.5, 17/177, 17/201.4**
- 18/006    Correspondence: to agree response/action to correspondence received**  
**Matters arising from circulated red wallet.** None.
1. **Letter from Wilson Brown Solicitors re Village Hall Deeds – do we continue to store these with Wilson Brown Solicitors** – Councillors discussed and agreed that Clerk should request to see the original copies of the Deeds and once reviewed by Parish Council the deeds would be returned to Wilson Brown Solicitors for safe storage
  2. **Brixworth Neighbourhood Plan for Councillor perusal** - [http://www.brixworth-np.org.uk/bnpwp/wp-content/uploads/2016/12/Made-Version-Brixworth-Neighbourhood-Plan-December-2016\\_compressed.pdf](http://www.brixworth-np.org.uk/bnpwp/wp-content/uploads/2016/12/Made-Version-Brixworth-Neighbourhood-Plan-December-2016_compressed.pdf) - noted

- 18/007 Planning**  
To consider and agree a response to:  
**Application for construction of a two storey extension, new double garage, construction of drive and re-opening of existing access onto highway at New Lodge Farm, Kettering Road – DA/2017/1120** - Councillors considered the plans and the application and agreed there were no comments to be made  
**To receive update and agree any actions regarding undetermined applications, including but not limited to:**  
**DA/2017/0088 – construction of 10 dwellings at Land off Poachers Close, Walgrave** – DDC have still not published the decision – this was due to the S106 agreement not yet having been signed
- 18/008 Cemetery Maintenance** – Councillor Street advised that a meeting will be organized to assess the footpaths and to put together a programme for spring
- 18/009 Cemetery Land Extension** – No further updates
- 18/010 New Chair from May 2018** – Further discussions took place and it was agreed that Councillors would actively assist in the search for new Councillors. Councillor Timlin will put together a report on the duties she performs as Chair to give a greater insight into the role. Councillor Timlin, Mike Bailey and the Clerk will produce an article for inclusion in the newsletter, on the website, Facebook and on noticeboards
- 18/011 Mowing Contract** – Clerk advised that tender request were sent out in December with a response date of 16<sup>th</sup> February and that she has recently sent letters to contractors to ensure they have received the tender pack. Clerk to check with NCALC the procedure in opening tenders.
- 18/012 Village Hall Planning Application** – Councillors Timlin and Street retired. Councillor Graham chaired the item. Councillor Evans advised that planning application is being submitted now due to the 20% increase in planning charges by DDC and that grants have been applied for to proceed with the works. Councillor Evans proposed that the Parish Council would submit the planning application on behalf of the village hall, seconded by Councillor Quinn and all Councillors in agreement. It is also noted that this payment is a one-off payment by the Parish Council. Cheque for £557.50 was approved and Councillor Evans will arrange to transfer the funds from Village Hall Committee to the Parish Council tomorrow
- 18/013 Planning Applications – to discuss procedure covering need for hard copies of plans and extra meetings** – Discussions took place and the following was agreed:
- Clerk will continue to request hard copies of the planning application from DDC
  - Clerk will always request an extension to the response date if needed
  - All plans will be discussed at Parish Council main meetings
  - Additional meetings will be called if required for large developments and/or should a Councillor request a meeting
- 18/014 Brown bins in Cemetery – to discuss the implication of charges for the emptying of these bins** - £40.00 charge comes into force in the new financial year and following discussions it was agreed that brown bins are used and Parish Council will need to pay this charge, however, Clerk will contact DDC to see if there are exemptions to this charge

- 18/015**
1. **To receive financial report** – Report provided and queries responded to by Clerk
  2. **Councillor to verify bank reconciliation and to report to Council** – Councillor Phelan advised that she has verified the bank reconciliation to 31<sup>st</sup> December 2017
  3. **To review budget against performance** – Councillors in agreement and no problems anticipated
  4. **To approve the budget and precept for the financial year 2018/2019** – Following discussions the budget for 2018/2019 was approved by Councillors and Councillor Graham proposed that a precept figure of £22497 is approved by the Parish Council, this was seconded by Councillor Quinn and all Councillors in agreement
  5. **To approve payments** and Chair and other to sign payments as listed and totalling £2538.76 Listed payments approved by Council and signed by the Chair.

|                 |  |      |
|-----------------|--|------|
| £461.70         | Clerk salary December £394.00<br>Clerk expenses December £38.00<br>Clerk travel expenses 2 x £14.85 = £29.70   | 1424 |
| £74.40          | Aylesbury Main – light shield installation   | 1425 |
| £65.00          | Walgrave Baptist Chapel – room hire 6.5 hours @£10.00  | 1426 |
| £1273.46        | Old Parish Council – paid Walgrave grass cutting invoice in error and this is refund – Clerk provided evidence of payment and invoice and payment was agreed following discussions | 1427 |
| £106.70         | Maximow – final invoice cemetery   | 1428 |
| £557.50         | Daventry District Council – fee for submission of Village Hall planning application  | 1412 |
| <b>£2538.76</b> | <b>Total</b>   |      |

**18/016 Councillor and Sector.** To receive report and agree actions:

- Councillor Street advised that vehicles are again parking on the green and that a new gate has been fitted to Atterbury’s Field
- Councillor King reported that she has had discussions with a resident of Townsend regarding the silver birch tree and the horse chestnut which are both causing damage and advised that the resident contact the housing association as these are not Parish Council trees

**18/017 Regular reports:** to receive any other reports *for information only*.

**Cemetery** – Councillor Timlin advised that if no funeral director in attendance then Clerk will need to attend the interment

**Highways:**

- Sign has been damaged at the chicane on Kettering Road and Councillor Evans will report this to Ian Boyes together with chasing 30MPH sign and cemetery chevrons
- Pot holes – it was agreed that Councillors would inspect their sector and report any problems directly to Streetdoctor

**18/018 Agenda:** to request items for inclusion on the agenda for the next meeting

Finance meeting 15<sup>th</sup> January – online bank statements and bank reconciliation at meetings

**18/019** Forthcoming meetings:

**To note the date of the next meeting:** 12<sup>th</sup> February 2018 – Full Council meeting, 15<sup>th</sup> January – Finance Committee meeting

**To note the date of the meetings for 2018:** 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May, 11<sup>th</sup> June, 9<sup>th</sup> July, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November, 10<sup>th</sup> December

Meetings commence at 7.30pm in the Baptist Chapel, Gold Street.

Meeting closed by 9.30 pm

All reports can be made available upon request to the Clerk

**ACTION POINTS AND POINTS FOR TRACKING**  
**FOLLOWING MEETING**

**ACTION POINTS**

| <b>Agenda item</b> | <b>Who</b>  | <b>Action Point</b>   |
|--------------------|-------------|---|
| 18/006             | Clerk       | Contact Wilson Brown to see original copy of village hall deeds and then return them for safe storage |
| 18/010             | MT          | To put together a document outlining the duties of the Chair  |
| 18/010             | Clerk/MT/MB | To produce an article regarding Councillor vacancies  |
| 18/011             | Clerk       | To contact NCALC about tender opening procedure   |
| 18/014             | Clerk       | To contact DDC to see if there are any exemptions to brown bin charge                                 |
| 18/017             | All Cllrs   | To inspect their Sector for potholes and report to Streetdoctor                                       |
| 18/017             | BE          | To report damaged sign at chicane on Kettering Road   |

**POINTS FOR TRACKING**

| <b>Agenda item</b> | <b>Who</b>             | <b>Action Point</b>  |
|--------------------|------------------------|--|
| 17/87.1            | Clerk                  | Review transparency code and council's adherence to it – Clerk to discuss with Mike Bailey what should be on the website – ongoing |
| 17/174.5           | RW                     | Clays Court to respond to email from DDC   |
| 17/177             | Cemetery Working Party | To undertake an assessment of the footpaths  |
| 17/201.4           | Cllr Hamilton          | To consider wildflower seeds for Pocket Park   |