

Minutes of Walgrave Parish Council Meeting held on

**Monday 12th February 2018 at 7.30pm in the Baptist Chapel
Schoolroom, Gold Street**

Councillors Present

Meg Timlin (Chair) Mike Graham (Vice Chairman), Sue Phelan, David Gwinn

Clerk – Rosie Warne

Public in attendance: 0

Meeting commenced at 7.30pm

- 18/025 Apologies:** to receive and accept apologies and to approve reasons for absence.
Apology received and accepted from Councillor B Evans (previous engagement),
Councillor K Dillon (previous engagement), B Hamilton (previous engagement), J King
(work commitment) and A Street (previous engagement)
- 18/026 Declarations of interest:** to receive any declarations of interest under the Council's Code
of Conduct related to agenda items:
- Councillor Timlin declared a pecuniary interest in the Village Hall planning
application as her husband is the architect of the plans
- 18/027 Approval and signing of the minutes:** to approve and sign the minutes of the meeting
8th January 2018 and Planning meeting 5th February 2018 – Minutes were approved by
the Council and signed by the Chairman
- 18/028 Public address to the Council:**
Neighbourhood Watch – Councillor Timlin read out an email from Fay Knight.
Residents are encouraged to report suspicious individuals and vehicles and also to ensure
sheds and outhouses are secure.
- 18/029 Action points/points for tracking:** to receive report
The following action points/points for tracking were completed and closed: **18/006,**
18/010, 18/011, 18/014, 18/017
The following action points/points for tracking remain outstanding: **17/87.1, 17/174.5,**
17/201.4, 18/017
- 18/030 Correspondence: to agree response/action to correspondence received**
Matters arising from circulated red wallet. None.
- 1. Police Commissioner meeting dates** – Clerk to email Councillors with dates and to
ask if any Councillors will be attending
 - 2. Village Hall – hard copies of deeds received** – Clerk to check contents of the deeds
against what information she is holding. Any missing information to be photocopied and
then deeds to be returned to the solicitors. Clerk to bring copy of the deeds to the March
meeting
 - 3. NCC Highways – Ian Boyes – proposed installation of bollard by school** –
Councillors agreed to the proposed installation of the bollard and Clerk to contact Ian
Boyes to accept and to also request the installation of an additional two bollards

4. Footpath Working Party – email ref resurrection – There are currently no members left on this working party and Clerk to write to resident to advise this and to invite her to a meeting to present her proposals for consideration

5. Footpath running from the Mere down to Holcot – information for Councillors - noted

6. WCF Chandlers – posters with information regarding village oil buying group – noted

Prior to the commencement of the discussion regarding DA/2018/0062 Councillor Timlin withdrew from meeting and this item was chaired by Councillor Graham

18/031 Planning

To consider and agree a response to:

DA/2018/0062 – single storey side and rear extension at Walgrave Village Hall, Newland Road, Walgrave – Councillors agreed to support this application

Councillor Timlin re-joined the meeting

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 – Application approved by DDC

DA/2017/1120 – construction of two storey extension, new double garage, construction of drive and re-opening of existing access onto Highway – Application approved by DDC

18/032 Cemetery Working Party – Councillor Graham provided an overview and following discussions it was agreed to carry this item forward to the March meeting

18/033 New Councillors – Councillor Timlin advised that a poster has been sent for inclusion in the newsletter and will be arranging for posters to be displayed to make residents aware of the vacancies

18/034 Mowing Contract – update on progress – Clerk advised that one quote has been received and has chased for outstanding quotes. Item will be discussed further at the March meeting

18/035 Newsletter – items needed by 13th February 2018 – Items to be included in the newsletter were discussed and will be actioned accordingly

18/036 To agree a date for Annual Parish Meeting 2018 and invitations – Councillors agreed that this meeting will take place on Monday 23rd April 2018. Invitees were discussed and Clerk will arrange to send the invites out and to book the hall

18/037 Emergency Plan update – Councillor Timlin will action this with Councillor Evans and further discussions to take place at the March meeting

18/038 GDPR – initial update – Clerk provided an overview of the training courses she has attended and advised that NCALC will be providing Parish Councils with a toolkit and templates to assist them in meeting these regulations. Councillor Graham advised that there is an article in the recent NCALC update and encourages all Councillors to read this

18/039 Updating of Financial Regulations – to include cheque signing and reconciliation procedure – The update of the Financial Regulations was agreed and Councillor Graham will undertake the amendments.

18/040 Repairs required to Church Clock – To discuss call out fee £150.00 and agree actions – Councillors discussed this and agreed that they will fund the call out fee and once the report has been received further discussions will take place

18/041 Speeding on Newlands Road – Item to be carried forward to the March meeting

- 18/042**
- 1. To receive financial report** – Councillors agreed the financial report
 - 2. Councillor to verify bank reconciliation and to report to Council** – Councillor Phelan advised that she will need to verify the January reconciliation to the bank statements at the March meeting
 - 3. To review budget against performance** – Councillors in agreement and no problems anticipated
 - 4. To note 5 year plan** – Councillor Graham has updated the 5 year plan and it is noted that with a 2% increase annually that funding will be available for the purchase of the cemetery extension
 - 5. To approve payments** and Chair and other to sign payments as listed and totalling £639.71 Listed payments approved by Council and signed by the Chair.

£480.15	Clerk salary February £394.00 Clerk expenses February £38.00 Clerk travel expenses 2 x £14.85 = £29.70 (main meeting and planning meeting) and £18.45 (attending GDPR training course)	1429
£98.00	NCALC – GDPR training course	1430
£61.56	Aylesbury Mains – lighting repairs	1431
£639.71	Total	

- 18/043 Councillor and Sector.** To receive report and agree actions:
- Councillor Phelan advised that she has reported pot holes in her sector
 - Councillors to monitor the growth of trees in the spring and report should they start to obscure streetlights

- 18/044 Regular reports:** to receive any other reports *for information only*.
Maximow – Clerk to contact Maximow to ask for them to cut back the shrubbery in the ditch as per the contract
WWC – Councillor Phelan advised that the Walgrave Festival will not be taking place this year

- 18/045 Agenda:** to request items for inclusion on the agenda for the next meeting
All carried forward items as per the minutes

- 18/046** Forthcoming meetings:
To note the date of the next meeting: 12th March 2018
To note the date of the meetings for 2018: 9th April, 14th May, 11th June, 9th July, 10th September, 8th October, 12th November, 10th December
Annual Parish Meeting – 23rd April 2018
Meetings commence at 7.30pm in the Baptist Chapel, Gold Street.

Meeting closed by 8.45 pm

All reports can be made available upon request to the Clerk

ACTION POINTS AND POINTS FOR TRACKING
FOLLOWING MEETING

ACTION POINTS

Agenda item	Who	Action Point
18/030	RW	To copy documents from village hall deeds as necessary. Bring copies to March meeting
18/030	RW	Police Commissioner meeting dates – to send to Councillors and enquire if anyone attending any of the meetings
18/030	RW	Bollards – to contact Ian Boyes to agree to installation and to ask for 2 additional bollards to be installed
18/030	RW	Resurrection of Footpath Working Party – Clerk to respond to resident
18/035	RW/All	All newsletter items to be submitted
18/036	RW	Annual Parish Meeting – book hall and send out invites
18/037	MT/BE	To review Emergency Plan and update information
18/038	RW	To encourage Councillors to read NCALC update on GDPR
18/039	MG	To update the Financial Regulations
18/040	RW	To arrange for Smiths of Derby to attend a call out to investigate church clock
18/044	RW	To contact Maximow to request that the shrubbery in the ditch is cut back as per contract

POINTS FOR TRACKING

Agenda item	Who	Action Point
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 – Clerk advised that all policies approved have been uploaded and recommends that approved financial reports are uploaded monthly
17/174.5	RW	Clays Court to respond to email from DDC
17/201.4	BH	To consider wildflower seeds for Pocket Park
18/010	MT	To put together a document outlining the duties of the Chair
18/017	BE	To report damaged sign at chicane on Kettering Road