

Minutes of Walgrave Parish Council Meeting held on

**Monday 10th September 2018 at 7.30pm in the Baptist Chapel
Schoolroom, Gold Street**

Councillors Present

Mike Graham (Chairman), Jane Adams, Barbara Evans (Vice Chair), Brian Hamilton, Sue Phelan (Vice Chair), Andrew Street

Clerk – Rosie Warne

Public in attendance – Sergeant Stephen Coleman and PCSO Steve Sangster

Meeting commenced at 7.30pm

- 18/172 Apologies:** to receive and accept apologies and to approve reasons for absence.
Apology received and accepted from Councillor Dillon – personal reasons, Councillor King – personal reasons and Councillor Woolnough – previous engagement
- 18/173 Declarations of interest:** to receive any declarations of interest under the Council’s Code of Conduct related to agenda items: None
- 18/174 Approval and signing of the minutes:** to approve and sign the minutes of the meeting 9th July 2018 – Minutes were approved by the Council on a proposition by Councillor Evans, seconded by Councillor Adams and all Councillors in agreement. Minutes were signed by the Chairman
- 18/175 Public address to the Council:** Sergeant Coleman and PCSO Sangster attended the meeting to discuss the parking issues in the village and the NCC Highways proposal for double yellow lines. The Parish Council was advised that the Police will ticket if necessary. A leaflet outlining parking general rules and advice was provided and this will be put on all noticeboards and in the newsletter. Also reported was 2 burglaries at the same property and notified that patrols have been increased. Residents are asked to report any suspicious activity to the Police.
Regarding parking issues Councillor Graham advised that parking issues/complaints should be directed to the Police and NCC Highways.
- 18/176 Action points/points for tracking**
The following action points/points for tracking were completed and closed: 18/135, 18/138, 18/14, 18/152, 18/153, 18/154, 18/156. 18/157, 18/161, 18/162, 18/165, 18/168, 18/169
The following action points/points for tracking remain outstanding: 18/037, 18/110, 18/160

- 18/177** **1. To receive financial report** – Financial report was agreed on a proposition by Councillor Evans, seconded by Councillor Hamilton and all Councillors in agreement
- 2. Councillor to verify bank reconciliation and to report to Council** – Councillor Phelan will verify bank reconciliation when she meets with Clerk this month
- 3. To review budget against performance** – Councillors approved the budget against performance on a proposition by Councillor Evans, seconded by Councillor Hamilton and all Councillors in agreement
- 4. NCALC Clerk salary increase** – Councillors approved the NCALC recommended salary increase on proposition by Councillor Street, seconded by Councillors Evans and all Councillors in agreement
- 5. To approve payments to the sum of £821.99** – Councillors approved the payments on a proposition by Councillor Street, seconded by Councillor Evans and all Councillors in agreement

£446.85	Clerk salary £394.00 Clerk expenses £38.00 Travel Expenses £14.85	453
£42.00	NCALC – Chairman training	454
£46.44	Clerk back dated payment following pay increase	455
£146.70	Lonsdale – newsletter printing	456
£140.00	Maximow – purchase of additional materials	457
£821.99		

- 18/178** **Future of the website** – Clerk provided documentation outlining the proposal and Councillor Phelan proposed to proceed with Axis, seconded by Councillor Adams and all Councillors in agreement. Clerk to now proceed with this and to provide an implementation plan for the October meeting

- 18/179** **Pocket Park Works (disabled access)** – Councillor Hamilton provided a written proposal prior to the meeting. Following discussions Councillor Hamilton proposed that the Parish Council proceed with the works as outlined, this was seconded by Councillor Phelan and all Councillors in agreement. It was agreed that work should proceed immediately and Clerk to contact NCC (Ian Boyes) to confirm this action

- 18/180** **Safety Assessment of memorials** – Councillor Street advised that he and Councillor Evans undertook an assessment of the memorials and confirms that the report provided by Stamps and Sons is correct. Clerk requested to write to the owners informing them of the need to undertake the repairs at their expense and to provide details of the estimates received from Stamps and Sons.

- 18/181** **NCC Highways Walgrave parking restriction proposals** – Highways provided the Parish Council with proposals and is seeking the support of the Parish Council. Councillor Hamilton proposed that the Parish Council support this initiative, seconded by Councillor Evans and all Councillors in agreement. Clerk to respond to NCC

- 18/182 Correspondence**
- 1. Matters arising from emails:** None
 - 2. Holcot Parish Council concerns regarding downgrading of gritting routes which include school routes** – Clerk to write to NCC Highways supporting the concerns
 - 3. OMBBH – future meeting dates** - noted
 - 4. Replacement of substation in Walgrave** – noted
 - 5. Settlements and Countryside Local Plan Part 2 consultation – display of posters** - noted
 - 6. Local Government Reform update – bulletin 4** – noted
 - 7. Townsend Close – Horse Chestnut Tree** – resident has written to Parish Council to request the removal of this tree. Discussions took place and Councillors agreed that this tree belongs to DDC and not the Parish Council. Clerk to write to resident and advise this and to provide details of the best contact at DDC
 - 8. Fire Service engagement with Walgrave** – Councillor Evans provided an overview of her discussions with Mr Bridgewater (Watch Commander) and following discussions it was agreed that details will be passed to Councillor Street for WWC to engage further
 - 9. Church Clock chiming problems – to discuss bringing forward the service date** – Following discussions it was agreed Clerk would contact the church for an update and to advise that in future they will need to gain prior approval from the Parish Clerk to change service date and that the Parish Council will pay the service charge but not repair charges
 - 10. Clerks and Councils Direct** – circulation
 - 11. Countryside Voice** – circulation
 - 12. Newsletter – items required for November edition** – Clerk to add as an agenda item for the October meeting
- 18/183 Planning**
- 1. To consider planning applications received:** None
 - 2. To receive update**
Approval DA/2018/0537 – Construction of hard tennis court and high chain link fence at White Lodge Farm, Kettering Road, Walgrave
DA/2018/0099 – land east of Walgrave Pocket Park – to discuss community benefit/enhancement as part of the new proposal – It was agreed that this would be discussed at a planning meeting together with new applications on 25th September 2018
- 18/184 Cemetery Working Party** – Councillor Street reported on the following:
- Extension – no update received and Parish Clerk requested to write to the land agent
 - General Repairs – Maximow have done an excellent job and Clerk to write to thank them
 - Repairs to the wall – Councillor Street recommended that prior to undertaking any repairs that the front area needs to be cleared. Councillors agreed that this was a sensible option and Councillor Street to put together a project plan including costings
- 18/185 Vacancy on Parish Council** – A vacancy remains on the Parish Council and it was agreed that Councillors Graham and Phelan will work together to write an article for the newsletter
- 18/186 Area outside Royal Oak** – Councillor Evans presented her proposal and it was agreed that Councillor Evans can now proceed with obtaining quotes
- 18/187 DDC Community Grants/Rural Fund** – noted

18/188 Regular Reports

Maximow – Clerk to ask Maximow to cut back the sycamore tree in the ditch

Aylesbury Mains – Clerk to report light not working on the corner of Gold Street

VH & PFA – Councillor Evans advised that have now seen sight of the original deeds and copies have been taken. Councillor Evans will arrange for a digital copy to be sent to the Clerk

WWC – Councillor Street advised that weekly shopping trips and outings continue to be arranged. A meeting is being held with other Parish Councils to discuss proposals to assist residents with transport issues – this will be an open discussion

18/189 Councillor and Sector

Lights – Clerk requested that all Councillors check that lights are working and advise of any which need repair before darker nights commence

Noticeboards – Councillor Graham asked for a volunteer to assist and Councillor Street agreed to assist

Northhall – continue to get complaints about parking as discussed earlier. Councillor Graham advised that Parish Council are aware of the parking problems throughout the village and suggested that the only way to resolve this would be to consider building a car park, however, to move projects forward need more Councillors and volunteers to be proactive

18/190 Agenda: to request items for inclusion on the agenda for the next meeting: Councillors to ensure that any reports or proposals are shared with Councillors prior to the meeting

1. Solar Farm, Hannington – to investigate the offer to fund Walgrave village improvement projects

18/191 Forthcoming meetings:

To note the date of the next meeting: 8th October 2018

Additional Meetings - Planning Meeting 25th September 2018 and Finance Meeting 16th October 2018

To note the date of the meetings for 2018: 12th November, 10th December
Meetings commence at 7.30PM in the Baptist Chapel, Gold Street

Meeting closed by 9.45pm

All reports can be made available upon request to the Clerk

Signed that the minutes are a true and accurate record

Chair _____

Dated _____

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

ACTION POINTS

Agenda item	Who	Action Point
18/178	RW	To proceed with the establishment of new Parish Council website
18/179	RW	To email Ian Boyes to confirm to proceed with disabled access to Pocket Park
18/180	RW	To establish “ownership” of unstable graves and write regarding repairs
18/181	RW	Parking restrictions proposal – Clerk to respond to NCC
18/182	RW	Horse Chestnut tree – respond to resident
18/182	BE	To pass Fire Service engagement emails to WWC (AS)
18/182	RW	Clock chiming – Clerk to email for an update
18/182	RW/All	Newsletter – agenda item and articles
18/184	AS	Proposal for the clearing of front area to cemetery
18/184	RW/AS	Cemetery Extension – to write letter to Land Agents
18/184	RW	Clerk to thank Maximow for their work in cemetery
18/185	MG/SP	To write article for newsletter regarding Councillor vacancy
18/186	BE	To get quotes for the proposal for area outside Royal Oak
18/188	RW	To ask Maximow to cut back sycamore in the ditch
18/188	BE	To send digital copy of Village Hall plans to Clerk
18/189	All	To inspect streetlights and report to Clerk any which need repairing

POINTS FOR TRACKING

Agenda item	Who	Action Point
18/037	RW	To review Emergency Plan and update information - ongoing
18/110	RW	Documentation received and Clerk to continue with documentation to add signatory and register for online banking
18/160	RW	Removal of telephone box