

## **Minutes of the Annual Meeting of Guilsborough Parish Council held in Guilsborough Village Hall**

**Monday, 15 May 2023 at 7.15 pm**

Present: Cllr A Hart, Cllr G Metcalfe, Cllr I Miller, Cllr D O'Neil, Cllr L Phillips, Cllr G Metcalfe, Cllr S Caldwell and Mrs C Holifield (Clerk)

### **077.2023 Election of Chairman and completion of necessary paperwork**

Cllr Hart was willing to stand again as Chairman unless anyone wished to nominate someone else. Cllr O'Neil proposed that Cllr Hart continue as Chairman, seconded by Cllr Miller and it was unanimously resolved to appoint Cllr Hart who accepted the appointment. Declaration of Acceptance of Office was signed. Cllr Hart then took the chair.

### **078.2023 Election of Vice Chairman**

The Chairman proposed and Cllr Metcalfe seconded the continued appointment of Cllr O'Neil as Vice Chairman and it was unanimously resolved to appoint Cllr O'Neil as Vice Chairman. Declaration of Acceptance of Office was signed.

### **079.2023 Public Forum**

There were no members of the public present.

### **080.2023 Resolution to accept apologies for absence**

Apologies were received and accepted from Cllr S Harris and Unitary Cllr Morton.

### **081.2023 Declarations of interest for items on the agenda**

None

### **082.2023 Resolution to consider written requests for dispensations on agenda items**

None received

### **083.2023 Resolution to sign and approve the minutes from the previous meeting held on 3 April 2023**

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minute which the Chairman then signed.

## **084.2023 Officer's Roles and Responsibilities**

After discussion, it was agreed that Councillors would fulfil the following roles:

Village Hall Trustees: Cllr Hart and Cllr O'Neil

Highways: Cllr Phillips

Planning – Cllr Metcalfe and Cllr O'Neil

Tree Warden – Cllr Metcalfe

Staff Committee – Cllr Harris and Cllr Caldwell

Budgets – Cllr Caldwell and Clerk

Internal Audits – Cllr Harris

Parish Website – Cllr Hart and Cllr Caldwell

Playground/Small Playing Field – Cllr Hart

Footpath Warden – Cllr Metcalfe

Parish Assets including Defibrillator and Speed Awareness Devices – Cllr Miller

Street Lighting - Clerk

Schools' Liaison – Cllr Caldwell

GPFA Liaison – Cllr Caldwell

Village Link – Cllr Hart

Police Liaison – Cllr Harris

Church Liaison – Cllr O'Neil

Extreme Weather Wardens – Cllr Phillips and Cllr O'Neil

Emergency Planning Co-ordinators – Cllr Phillips (primary) and Cllr O'Neil (secondary)

## **085.2023 Matters arising (for information only)**

### **085.2023/1 Update on installation of TWM speed awareness device**

Further to discussion it was agreed that the Chairman and Cllr Miller would decide on the location from list of approved locations for installation, complete the necessary form for TWM and then provide the Clerk with the form and some convenient dates for the engineer to visit.

## **086.2023 Village and Other Matters**

### **086.2023/1 Consideration of payment of annual allowance to Chairman**

*The Chairman left the meeting at this point*

After discussion, it was unanimously resolved that the Chairman should be paid an allowance of £300 per year to cover his expenses in carrying out his duties.

*The Chairman returned to the meeting.*

### **086.2023/2 Consideration and approval of risk assessment and internal controls procedures for 2023/24**

It was unanimously resolved to approve the updated risk assessment and internal controls procedures for 2023/24 which had been previously circulated to Councillors.

### **086.2022/3 Adoption of Standing Orders**

It was unanimously resolved to re-adopt the standing orders.

### **086.2023/4 Adoption of Financial Regulations**

It was unanimously resolved to re-adopt the Financial Regulations

### **086.2023/5 Approval of payment of £1,443.85 in respect of Parish share to subsidise the continuation of the bus service**

It was unanimously resolved to make the payment of £1,443.85 to Spratton Parish Council who were co-ordinating the matter on behalf of all participating Councils.

### **086.2023/6 Consideration of Survey report from Cardinus in respect of the Cob Barn and garages**

The Council considered the survey report of the Cob Barn and garages that had been carried out by Cardinus to assess the reinstatement value for insurance purposes. As the reinstatement valuation was less than the current insurance value no further action required.

### **086.2023/7 Approval of continued membership of Northants CALC and payment of annual fee, internal audit fee and Data Protection Officer**

It was unanimously resolved to make payment of £634.01 to Northants CALC to continue membership and provide the annual internal audit and Data Protection service.

## **086.2023/8 Late payment of rentals for Cob Barn and Storage Lock-ups**

The Clerk explained that every year she had problems in getting the rentals paid on time and had to resort to continually chasing the tenants. It was resolved that the rental charged would be deemed a discounted rate and if not paid within 30 days of the Clerk's email/letter requesting the annual/six monthly payment a further 25% would become payable. If not paid within 60 days then the tenancy would cease. Tenants to be advised of this new policy.

## **087.2023 Planning**

### **087.2023/1 New Applications**

#### **WND/2023/0245 – The Old House, High Street, Guilsborough, NN6 8PU**

Construction of two storey extension to annexe

The Council considered the application but had no observations to make.

### **087.2023/2 Completions**

#### **WND/2023/0028 – Bramstead House, Nortoft, Guilsborough**

Two storey side extension, single storey front/side extension, two storey bay windows, rear terrace, Front and rear porches, carport render and cladding (Revisions pursuant to WND/2021/0838 to include a first floor extension, material alterations and changes to front porch detailing)

*Planning permission approved*

## **088.2023 Finance**

### **088.2023/1 Receipts**

The Clerk reported that the half year precept of £16,112.50 had been received into the bank account.

### **088.2023/2 Payments**

It was resolved to approve the following payments:

Details	Invoice Number	Amount (incl VAT were applicable*) (£)	Method of payment
Clerk's Salary – May 2023 including balance owed for April 2023	n/a	603.36	Online
Clerk's expenses and office administration costs	n/a	31.35	Online
HMRC – PAYE payment for a previous year	n/a	1.20	Online
Mark Hazle – Village Mowing (3 cuts)	1456/1473/1493	900.00	Online
Maximow – Mowing Small Playing Field (2 cuts)	180	109.40	Online
Spratton Parish Council – Share of Bus Subsidy	n/a	1,443.85	Online
Gulsborough Village Hall – Room Hire	778/786	40.00	Online
Chairman's Annual Allowance	n/a	300.00	Online
Gulsborough Parochial Church Council – wall repair	01/0423	500.00	Online
Cardinus – Professional survey of Cob Barn and garages	1-42489	1,140.00*	Online
Northants CALC – Annual membership/internal audit fee and Data Protection Officer fee	2849	634.01	Online
Npower – Street light electricity (April 2023)	7010854	217.46*	Direct Debit
HSBC Bank Charges	n/a	5.00	Direct Debit

### **088.2023/3 Bank reconciliation for period ended 30 April 2023**

The Clerk presented the bank reconciliation for the period ended 30 April 2023 showing a balance at bank of £46,921.64.

### **088.2023/4 Consideration of Northants CALC Internal Audit Report**

The Clerk stated that the NCALC internal audit had been completed and a copy of the auditor's report had been circulated to Councillors prior to the meeting the contents of which had been noted. It was agreed that terms of reference would be drawn up for the Playground Fund Raising Group and no purchases should be made with donated monies unless approved at a Parish Council meeting. The topic of dedicated email addresses for Council correspondence was discussed. Clerk to ascertain from NCALC whether this is mandatory.

### **088.2023/5 Approval of Section 1, Annual Governance Statement of AGAR Return for period ended 31 March 2023**

The Council unanimously resolved to approve Section 1 of the Annual Return, after the Chairman had read out the various annual governance statements contained within Section 1 of the Annual Return (previously circulated to Councillors).

### **088.2023/6 Approval of Section 2, Annual Governance Statement of AGAR Return for period ended 31 March 2023**

The Council unanimously resolved to approve Section 2 of the Annual Return (previously circulated to Councillors).

### **088.2023/7 Approval of Public Rights Notice Period**

It was unanimously resolved that the Public Rights Exercise Notice Period would run from 5 June 2023 to 14 July 2023.

### **089.2023 Playground and Fund Raising Group Report**

The Chairman stated all the same as at the last meeting. No meetings of the Fund Raising Group had taken place in the last month.

### **090.2023 Highways**

Cllr Phillips stated that some of the pot holes that had been reported had been repaired but that the standard of the repairs was extremely poor leading to further reports for the same holes being raised only weeks after a repair had been carried out. The problem was County wide. Cllr O'Neil stated he would draft a letter requesting further information about this issue to be sent to Unitary Cllr Morton for him to provide an update at the next meeting.

The problems caused by Anglian Water carrying out 'emergency' works to lead pipes in the village without prior notice was raised. After discussion, it was resolved that the Chairman and Cllr O'Neil would draft a letter of complaint to OFWAT in respect of Anglian Water's complete disregard of the Council's requests for a co-ordinated approach to these repairs so as to cause minimum disruption to residents and road users.

### **091.2023 Street Lights**

The Clerk stated that she had reported street light number 31 In Pells Close.

### **092.2023 Parish Assets Inspection Report**

Cllr Miller stated that he would be taking over the monitoring of the defibrillator. He reported that there was graffiti that required removal on the sub-station on the Cold Ashby Road. Clerk to report to Western Power.

### **093.2023 Footpath Report**

Cllr Metcalfe stated that he had nothing to report this month.

### **094.2023 Tree Warden Report**

Cllr Metcalfe stated that he had nothing to report this month still waiting for Maurice Fitch to trim the cherry trees.

### **095.2023 Items for Village Link**

The Chairman stated that the next issue had just gone to be printed.

### **096.2023 Correspondence received**

- Report on Inshore Wind Farms (to be carried forward to next meeting)

### **097.2023 Items for next meeting – 12 June 2022 at 7.15 pm**

Meeting closed at 8.45 pm