



Collingtree Parish Council

Minutes of the **Ordinary Meeting of Collingtree Parish Council** held in the Sports Pavilion, the Playing Field, Watering Lane, Collingtree on **Wednesday 12th May at 7.50pm.**

Present: Cllr P Steel (Chair), Cllr A Minney, Cllr S Collins, Cllr D Mobley, Cllr A MacFayden and Cllr E Sinfield

Also Present: Mrs S Wong (Clerk), WNC Councillor Lizzy Bowen and Rob Flight

Item No	
080/2022	<p>To receive and approve for signature the minutes of the Ordinary Meeting held on the 20th April 2022.</p> <p>It was Resolved the Minutes of the Ordinary Meeting held on the 20th April 2022 having been previously circulated, were approved as a true record of the meeting and signed by the Chair Cllr P Steel.</p>
081/2022	<p>Parish Council Vacancies – Discuss and accept applications and co-option on to the PC</p> <p>It was noted there is still one vacancy on the Parish Council. One expression of interest has been received. The Clerk is still awaiting the follow up application email.</p>
082/2022	<p>Receive reports from Police representatives</p> <p>The crime report for April has been received.</p> <p>Burglary Residential - One incident reported Between 1st and 2nd April in the Belfry Lane area whilst victim was in the property, unknown persons have gained entry to property by smashing panel of bi-fold doors with unknown item. No items stolen and no blood scene. Nothing seen.</p> <p>Burglary Non-Residential – nothing reported</p> <p>Criminal Damage – One incident reported On the 19th April in the Watering Lane area Male has checked into a hotel. He has then removed several fire extinguishers from the wall and broken the safety seal off them. He has stated he has done this to "leave his trace".</p> <p>Vehicle Crime – Nothing Reported</p> <p>Other Crime – There were a total of 8 incidents reported for the month of April 3 of which were assaults.</p>
083/2022	<p>Receive Reports from West Northamptonshire Councillors</p> <p>Unitary Councillor Lizzy Bowen was in attendance and reported the following: West Northants Council has had a successful first year and they have kept with their budget. £100 Million in reserves have been carried forward. There are 145 parishes in Northamptonshire looked after by West Northants Council.</p> <p>Now in their 2nd year, West Northants Council are experiencing difficulties within the planning department as they are short of staff. A new £30 Million Highways contract has been negotiated. 4 Hotels are currently being used to house Ukrainians and Afghans.</p>
084/2022	<p>Discuss any Correspondence</p> <p>The Clerk received information on Monkey Challenge Walls. Councillors agreed the walls might be a good solution when replacing equipment in the play area. To be looked at again in the future</p>

	<p>when ideas for the play area are up for discussion. Costs of the walls range from a 5M single sided wall £2,950 plus vat to a 10M double sided wall at £6,650 plus vat.</p>
085/2022	<p>Discuss and agree the next steps with the Club House matters</p> <p>a. Discuss and agree next steps with the Tennis Club and agree Northampton Tennis Coaching hire contract</p> <p>The Parish Council and Collingtree Tennis Club are no further forward agreeing the terms of the Tennis Clubs contract. The Parish Council are now seeking legal advice with regards to making the use of the Tennis Courts more assessable to all Collingtree residents and not just sole use being offered to the Collingtree Tennis Club. It was Resolved to use the services of Wellers Headley solicitors again as they advised the PC previously on Playing Field / Tennis Club matters. All were in agreement. Action: The Clerk will seek advice from Wellers Headley and once our position is clarified, then a meeting with the Tennis Club and their new Chair Wendy Herdman will be arranged.</p> <p>It was Resolved the Northampton Tennis Coach Simon Gallo can have a separate contract with the Parish Council to hire use of the Sports Pavilion toilets on Monday evenings and Saturday mornings only. A contract will be drawn up and a key to the building given to Simon. Initially a 3-month contract will be drawn up. All were in agreement.</p> <p>It was Resolved more security fobs to the building will be required and extra keys cuts. All were in agreement for these to be ordered.</p> <p>b. Discuss and review any Caretaker applications</p> <p>No applications have been received to date.</p> <p>c. Discuss and agree hire contract for Forward Sports Coaching</p> <p>The Parish Council have received an enquiry from Forward Sports Coaching whom may be interested in hiring the Sports Pavilion to run school holiday camps, Sunday workshops (approx. 6-8 per year), week day sessions and also weekday after school sessions. The Chair Cllr P Steel and Cllr S Collins met with Amber and Craig from Forward Sports Coaching to discuss their proposal and a suggested proposal of their school holiday camps was circulated to members prior to the meeting.</p> <p>It was Resolved the Parish Council would be happy to allow Forward Sports Coaching to hire the building for their events at a cost of £15 per hour. However, as a good will gesture a 50% discount will be applied to their first summer workshop. All were in agreement. Action: The Clerk will make contact with Forward Sports Coaching with regards to agreeing the costs and hire contract.</p>
086/2022	<p>Financial matters</p> <p>a. Propose Payments for transfer and Sign Cheques agreed by the Council</p> <p>Resolved to approve payments to be made in May 2022 (Appendix A).</p> <p>It was noted that the payroll reports in 2021/2022 did not show that Employer National Insurance payments were due. This was due to the Clerks increased hours. The Clerk now knows to run an additional report every month to obtain the Employers NI Contributions due. Therefor a cheque for £207.64 has been raised for Employer NI Contributions outstanding to HMRC for the period 2021/2022. A cheque for £71.90 has been raised for the Employer NI Contributions due for April and May 2022.</p> <p>b. Review Financial Statement as at 12/05/22 agreed to Bank Reconciliation</p> <p>The Clerk reported the Bank Balance to date as reconciled to the bank statement was as follows:</p>

	<p>Current Account £107,085.90 This is ear marked as follows: Playing Field £3,774.81, Community Projects £61,096.00, Club House build £6,669.06 and Council Funds £30,363.76</p> <p>A payment of £3.65 has been received from Santander dividends.</p> <p>c. Discuss internal and external audits for the year end 31/03/2022 The Internal and external audits for the year ending 31st March 2022 and now due. It was also noted that PKF Littlejohn will carry out the external audit after Tina Charteress has completed the internal audit inspection.</p> <p>d. Chair and Clerk to sign off the Accounting Statements and Annual Governance Statement for the year end 31st March 2022 It was RESOLVED to agree the completed Annual Governance Statement and Accounting Statements for the year ending 31st March 2022. All Councilor's received copies of the documentation prior to the meeting.</p> <p>e. Agree dates for the 30-working day period for the Exercise of Public Rights (13.6.22 to 22.7.22) It was RESOLVED to agree the dates to display the Public of Rights Notice. The period for the exercise of public rights to view the Parish Council accounts for the year ending 31st March 2022 is between 13th June to 22nd July 2022.</p> <p>f. Adoption of Responsible Financial officer It was Resolved to appoint the Clerk as the Responsible Financial Officer for the current year.</p> <p>g. Adoption of Internal Auditor It was RESOLVED to adopt Tina Charteress as the NCALC Internal Auditor and Cllr S Collins to carry out the quarterly Internal Controls.</p> <p>h. Discuss and Agree to issue a grant to the Allotment Association Deferred until two more quotes for costs have been submitted to the Parish Council from the Allotments Association.</p>
087/2022	<p>Community Projects</p> <p>a. Discuss and agree any extra CILS Community Projects and progress any current projects Deferred until the June PC meeting. Now the PC has more Councillors on board, the PC can be more proactive starting Community Projects</p> <p>b. Receive any Jubilee Celebrations updates and agree any actions required and quotes submitted It was Resolved to offer wine with the free over 70's jubilee cream teas. Councillors agreed to set a budget of up to £500 to purchase table cloths, balloons, bunting etc to decorate the village hall and the village. All were in agreement.</p> <p>c. Discuss potential Newsletter ideas – Cllr A Minney Following on from previous discussions at the last PC meeting Cllr Minney drafted a Village Newsletter and a Welcome Newsletter for the new residents at Watermill Way, Rowtree Park. Cllrs resolved to use these two newsletters. The Clerk received a quote for £16.40 plus vat to print 55 leaflets. It was Resolved to accept the quote for printing costs.</p>

088/2022	Receive updates and discuss any Playing Field matters To look in July at ideas for new play equipment.
089/2022	Receive updates and discuss any roads, common areas and footpath matters a Receive any update from Cllrs Steel / Collins following the Vistry Liaison Meeting The Chair Cllr P Steel and Cllr S Collins met with Paul Carvey at Vistry today for the latest Vistry Liaison meeting. Items discussed included the Windingbrook Lane Junction and the bridge over the stream over the footpath that requires some repair works. The minutes of the meeting will be received shortly and will then be uploaded to social media and the PC website. b. Discuss any flooding matters Nothing new to report.
090/2022	Receive updates and discuss any Street lighting Matters Nothing new to report.
091/2022	Discuss any recent updates on the Northampton Gateway Segro / Ashfield development The latest Segro meeting is being held this evening so there are no representatives from Collingtree PC able to attend.
092/2022	Discuss any planning related matters including those not yet determined WNN/2022/0458 – Extensions and alterations – 158 Windingbrook Lane. The PC has received a number of emails of concern with regards to this application. The PC will write to the Planning department with the following comments: We note that there are 28 homes at the end of Windingbrook Lane which we believe were built for the over 55's. We question if this property lies within these 28 properties and we would ask the planning investigate that the application covenants are reflective of the original conditions. WNN/2022/0497 – removal of existing conservatory and replacement with new single storey rear extension, single storey side extension linking to converted garage and loft. Conversion with Rear Dormer and Skylights – 113 Windingbrook Lane. The Parish Council have no comments to make regarding this application.
093/2022	Progress any matters arising from the previous minutes not covered by items on the agenda No matters arising.
094/2022	Date of the next meetings – Annual Meeting of the Parish and General Parish Council Meetings RESOLVED to hold the Annual Parish Meeting on Wednesday 18 th May and to hold the next General Parish Council Meeting on Wednesday 15 th June. The meetings are to be held in the Sports Pavilion / Club House building at 7.30pm
	Close: The meeting ended at 10.10pm.

Signed byDate

086//2022 Financial Matters

c. Review Financial Statement as at 12/05/2022 and propose payments and sign cheques

Monies must be paid out only in pursuance of statutory powers (SP) vested in the Parish Council.
RESOLVED balances as presented are accepted. **RESOLVED** the following accounts be paid.

Payment method	Amount	Inc VAT	Payee	Details	Power
B/T	616.29	0.00	Rob Flight	Maintenance Services April 2022	Open Spaces Act
B/T	909.85	0.00	Shirley Wong	Salary May - 10 hrs pw @ scp30 £17.87ph =£774.37 13 Hours Overtime 9 April and 4 May @ £232.31 Holiday pay 3.5 hrs £53.61 Tax £154 & NI -£31.44 Office costs & Broadband £35 pm	LGA 1972 s 112
B/T	283.93	47.32	Southern Electric	Electricity costs 2.4.22 to 3.5.22	Highways Act
B/T	21.18	1.00	Southern Electric	Standing charge 2.4.22 to 3.5.22	Highways Act
B/T	69.08	3.29	Eon	Electricity Costs – Playing Field 1.4.22 – 30.4.22	Open Spaces Act
B/T	1352.40	225.20	Eon	Replacement Street Light O/S 24 Spinney Drive	Highways Act
B/T	1321.52	0.00	Arthur J Gallagher	Insurance renewal	LGA 1972 s 112
CHQ 896	207.64	0.00	HMRC	Employers NI / Contributions 2021/2022	LGA 1972 s 112
CHQ 897	71.90	0.00	HMRC	Employers NI Contributions – S Wong April £26.41 & May £45.49	LGA 1972 s 112
CHQ 898	185.44	0.00	HMRC	S Wong – Tax £154 & NI Contributions £31.44 May 22	LGA 1972 s 112

Total of payments £5,039.23