



## 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 16<sup>th</sup> November at 7.30pm**

**Present:** Cllr P Steel (Chair), Cllr S Collins, Cllr D Mobley, Cllr S Sinfield, Cllr R White and Cllr C Wilson

**Also Present:** Mrs S Wong (Clerk) Mr Rob Flight and Mrs Amy Holt

Item No	
189/2022	<b>Record Attendance and receive apologies of absence</b> Apologies were received from Cllr A McFadyen (work commitments) and Unitary Cllr L Bowen (unwell).
190/2022	<b>Invite Declarations of Interest in respect of items on the agenda</b> No Declarations of interest were received.
191/2022	<b>To receive and approve for signature the minutes of the Ordinary Parish Council Meeting held on the 19<sup>th</sup> October 2022.</b> It was <b>Resolved</b> the Minutes of the <b>Ordinary</b> Parish Council Meeting held on the 19 <sup>th</sup> October having been previously circulated, were approved as a true record of the meeting and signed by the Chair Cllr P Steel.
192/2022	<b>Introduction of the new Parish Clerk Mrs Amy Holt to members</b> Mrs Amy Holt the new Parish Clerk attended the meeting. Amy will be working 15 hours a week Starting the week commencing 21 <sup>st</sup> November 2022. Amy will be taking over from Shirley Wong who will be leaving this month. Shirley has been the Parish Clerk for the last 7.5 years.
193/2022	<b>Receive Reports from West Northamptonshire Councillors</b> Unitary Councillor Lizzy Bowen was not in attendance. Lizzy reported prior to the meeting that the Electoral Commission have been liaising with authorities over ward boundaries. Lizzy and other Cllrs have recommended that Collingtree Parish be matched with Collingtree Park rather than having them in two unitary wards. This would mean moving Collingtree into the East Hunsbury Ward.
194/2022	<b>Discuss any Correspondence</b> Nothing new to report
195/2022	<b>Financial matters</b> <b>a. Review Financial Statement as at 16/11/22 agreed to Bank Reconciliation</b> The Clerk reported the Bank Balance to date as reconciled to the bank statement was as follows: Current Account £85,786.73 This is ear marked as follows: Playing Field / Club house £6989.67, Community Projects £54,806.02 and Council Funds £23,991.04 Income received in November £4.26 Santander Share dividends and £50 Northampton tennis Club. <b>b. Propose Payments for transfer and Sign Cheques agreed by the Council</b> <b>Resolved</b> to approve the November payments to be made on November 17 <sup>th</sup> 2022 (Appendix A).

	<p><b>c. Discuss and approve draft budget for 23/24 and agree level of precept for 2023/2024</b> The Clerk circulated a draft budget to members. It was <b>Resolved</b> to accept the draft budget subject to some changes to the traffic calming fund and large development fighting fund. It was agreed to set the precept level once the paperwork from WNC and the new household numbers have been received. Household numbers will help the PC make a decision on how much to increase the precept by and amendments to the draft budget will be agreed. Both to be determined in December 2022</p> <p><b>d. Discuss and agree any bank arrangements for making payments if the new banking mandate hasn't been updated by the end of November – Cllrs Steel</b> <b>Resolved</b> to keep the current Clerk on the banking mandate until the updates to the banking mandate have been carried out by Barclays Bank.</p> <p><b>e. Agree budget for purchasing Xmas wreaths, nominate a Cllr to purchase them and agree a date of when to display them– Cllrs Steel</b> <b>Resolved</b> to set a budget of £450 to purchase up to 50 Christmas wreaths. Cllr D Mobley shall source them. Wreaths to be erected as soon as is possible.</p> <p>It was noted Cllr S Collins will be carrying out the 2<sup>nd</sup> Internal financial audit inspection on Thursday 17<sup>th</sup> November 2022.</p>
196/2022	<p><b>Discuss and agree the next steps with the Club House matters</b></p> <p><b>a. Discuss and agree renewal contracts for Glk Soccer &amp; Collingtree Cricket Club</b> It was <b>Resolved</b> that all sports contracts will increase by 10% for the 2023 season. It was agreed to have only two private hire fees instead of three in the new 2023 terms and conditions of the Sports Pavilion hire contract. All were in agreement. <b>Action:</b> Clerk to send out the draft contracts to all sports club for comments.</p> <p>GLK have responded that they are allowed to offer hot food at the sports pavilion at the weekend whilst matches are being played as they are a community club. Information is available on the government website with regards to this. <b>Action:</b> Clerk to further investigate.</p> <p><b>b. Discuss and review any Caretaker applications</b> No applications have been received to date. The vacancy will be featured in the next edition of the newsletter.</p>
197/2022	<p><b>Community Projects</b></p> <p><b>a. Discuss and approve quotes to install lighting at the playing field</b> Members have been circulated 4 different quotes, for different options of lighting for the playing field. Solar bollards are favoured to be the preferred choice by members. <b>Action:</b> Clerk to go back to all suppliers and ask them to quote on solar bollards.</p> <p>The Clerk has found out the outside toilet can be added to the insurance policy for approximately £60. The supplier is unable to deliver the toilet to the decking area of the playing field due to not delivering to soft ground. A quote will be needed to move the toilet from the car park area to the decking area. It was agreed that due to the wet weather and now that it is winter, to defer the start of the project to spring as the wet weather is going to make it impossible to carry out the ground works needed first. All were in agreement.</p> <p><b>b. Discuss what the next social inclusion event should be</b> It was <b>Resolved</b> Cllrs P Steel and S Collins will research afternoon tea and game ideas with the intention of holding another event in mid-January.</p>

	<p><b>c. Discuss ideas for the next Newsletter and what date it should be printed by</b> It was <b>Resolved</b> to publish the next Newsletter in January 2023. Cllr C Wilson and the new clerk Amy Holt will liaise together to decide on the template and content. Items to feature in the newsletter will include the Caretaker vacancy, the new defibrillator at the playing field and the new vehicle activated speed sign for Collingtree Park.</p>
198/2022	<p><b>Receive updates and discuss any Playing Field matters</b> Rob Flight has now removed and disposed of the trailer, goal posts and a metal gate from the storage container at the playing field. The basketball sign has now been received. Rob Flight to secure it into place. The Annual health and safety inspection is due. <b>Action:</b> Clerk to book in the inspection.</p>
199/2022	<p><b>Receive updates and discuss any roads, common areas and footpath matters</b> <b>a. Receive any update from Cllrs Steel / Collins following the Vistry Liaison Meeting</b> The Vistry Liaison meeting was held on Thursday 10<sup>th</sup> November. The minutes circulated by Paul Carvey, were agreed as a true reflection of the meeting and are to be uploaded to social media and the parish website. <b>b. Receive any flooding updates</b> Nothing new to report.</p>
200/2022	<p><b>Receive updates and discuss any Street lighting Matters</b> Following complaints about a street light in Ash Lane that is covered in foliage and restricting the light coming through. The Clerk made contact with the WNC Enforcement Team. Works are still to be carried out. <b>Action:</b> Clerk to contact the Enforcement officer again.</p>
201/2022	<p><b>Parish Councillor reports</b> <b>a. Discuss options for improving communications and document access – Cllr Wilson</b> This agenda item has been carried forward until the next meeting to give Cllr C Wilson time to get costs together to use the cloud services of a number of providers.</p>
202/2022	<p><b>Planning Matters</b> <b>a. WNN/2022/1204</b> – 12 Toms Close – Single storey rear ext, two storey side ext, demolition of existing single garage and erection of detached double garage. The Parish Council has no comments to make regarding this application at this time. <b>b.WNN/2022/1130</b> – 36A Ash Lane – construction of triple garage with office over. The Parish Council has no comments to make regarding this application at this time. <b>c.WNN/2022/1130</b> – 33 Ash Lane – Extended driveway for access to Hutchcraft Way No 3 &amp; 4 and timber garage to no 5. The Parish Council has no comments to make regarding this application at this time. <b>d.Receive an update on the introductory meeting held by the Harworth Group with regards to proposals for a new employment space near junction 15 of the M1 &amp; agree the PC’s next steps</b> Cllrs P Steel and C Wilson attended the online zoom meeting with the Harworth Group, also attended by a couple of surrounding parish councils. Cllr P Steel reported that this meeting was really to test the waters from parish councils on how they may respond to the proposed application. The Harworth Group do not have any information on the impact of anything with regards to the proposal that won’t be submitted until late 2023. <b>Action:</b> The Chair Cllr P Steel will contact Unitary Cllr L Bowen with regards to reservations against the proposal and to see what Lizzy advises.</p>
203/2022	<p><b>Discuss any recent updates on the Northampton Gateway Segro / Ashfield development</b> Nothing new to report</p>

204/2022	<b>Progress any matters arising from the previous minutes not covered by items on agenda</b> No matters arising.
205/2022	<b>Date of the next meetings –The General Parish Council Meeting Wednesday 14<sup>th</sup> December Resolved</b> to hold the next General Parish Council meeting on Wednesday 14 <sup>th</sup> December 2022. A week earlier than usual. The meeting is to be held in the Sports Pavilion / Club House building at 7.30pm
	<b>Close:</b> The meeting closed at 9.35pm.

Signed by .....Date .....

## 195//2022 Financial Matters

## b. Review Financial Statement as at 16/11/2022 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	600.00	0.00	Rob Flight	Maintenance Services Oct 2022	Open Spaces Act
B/T	1483.79	0.00	Shirley Wong	Final Salary Nov - 10 hrs pw @ new pay scale SCP30 £18.87ph =£817.70 15 Hours Overtime 2 Oct and 13 hours Nov @ £283.05 Back Pay – new pay £1pm = £391.31 Holiday pay – 19 hours £367.97 Tax -£313.80 & NI -£97.44 Office costs & Broadband £35	LGA 1972 s 112
B/T	258.62	43.10	Southern Electric	Electricity Costs 4.10.22 to 1.11.22	Highways Act
B/T	20.48	0.96	Southern Electric	Standing Charge 4.10.22 to 1.11.22	Highways Act
B/T	57.00	9.50	Commercial Fire Services	Annual Fire Inspection	Open Spaces Act
B/T	1775.98	296.00	Safelincs	Defibrillator for the playing field	Open Spaces Act
B/T	30.00	5.00	Nordis signs	Basketball Sign	Open Spaces Act
B/T	563.32	0.00	HMRC	S Wong – Tax £313.80 and NI £94.44 = £411.24 Employers Ni £152.08	LGA 1972 s 112

**Total of payments £4,789.19**