



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 19th October 2022 at 7.30pm**

Present: Cllr P Steel (Chair), Cllr A McFadyen, Cllr S Sinfield, Cllr R White and Cllr C Wilson

Also Present: Mrs S Wong (Clerk) Unitary Cllr L Bowen and 1 resident

| Item No | |
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| 171/2022 | Record Attendance and receive apologies of absence Apologies were received from Cllr D Mobley (unwell) and Cllr S Collins (on holiday). |
| 172/2022 | Invite Declarations of Interest in respect of items on the agenda Declarations of interest were received from the Chair Cllr P Steel with regards agenda item 185/2022 - Planning applications WNN/2022/0985 - Detached stable building – Land off Barn Corner. |
| 173/2022 | To receive and approve for signature the minutes of the Ordinary Parish Council Meeting held on the 5th October 2022. It was Resolved the Minutes of the Ordinary Parish Council Meeting held on the 5 th October having been previously circulated, were approved as a true record of the meeting and signed by the Chair Cllr P Steel. This meeting was the rescheduled September meeting, which was postponed due to the death of our Monarch, Queen Elizabeth II. |
| 174/2022 | Clerk Vacancy – Receive recommendations from the Interviewing Panel and agree which applicant to appoint The Interview Panel has carried out the interviews for the Clerks position. All applicants that applied were interviewed. A points system was used to assess each applicant's suitability for the role. The applicant that scored the highest, was also the applicant that the panel felt would be most suited to the role. This recommendation was put forward to members of the PC. It was Resolved to appoint Mrs Amy Holt for the role of Clerk working 15 hours a week and to start the week commencing 21 st November 2022. All were in agreement. Action: The Chair will make contact with Amy to offer her the role and if the position is accepted the current Clerk will prepare the Clerks Contract of employment. |
| 175/2022 | Agree to instruct Barbara Osborne Payroll Services from November 2022 It was Resolved to appoint Barbara Osborne Payroll Services from the end of November 2022 all were in agreement. |
| 176/2022 | Receive Reports from West Northamptonshire Councillors Unitary Councillor Lizzy Bowen was in attendance, and gave a brief report on matters relating to West Northants Council. Lizzy will check the progress of the two planning applications relating to Land off Barn Corner. |
| 177/2022 | Discuss any Correspondence Roy Hayward Commercial Fire Services has contacted the Clerk to say the annual inspection of the fire extinguishers is due. It was agreed that the inspection should take place. Action: Clerk to arrange a date for the inspection to be carried out. |

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| 178/2022 | <p>Discuss and agree to adopt a social media Policy and agree wording of policy A draft social media policy was circulated to all members prior to the meeting. It was Resolved to adopt the policy. It was agreed to add “The Chair will cover posting to social media in the Clerks’ absence, should the need arise”.</p> |
| 179/2022 | <p>Financial matters</p> <p>a. Review Financial Statement as at 19/10/22 agreed to Bank Reconciliation The Clerk reported the Bank Balance to date as reconciled to the bank statement was as follows: Current Account £97,721.94 This is ear marked as follows: Playing Field £4,471.81, Community Projects £60,571.00, Club House build £3,647.43 and Council Funds £29,031.70 No income was received in October.</p> <p>b. Propose Payments for transfer and Sign Cheques agreed by the Council Resolved to approve the October payments to be made on October 20th 2022 (Appendix A).</p> <p>c. Sign new Barclays Mandate (The Clerk, Chair and Cllrs AM and ES) Resolved to add Cllrs AM and ES to the Barclays Bank mandate. All were in agreement. The Clerk, the Chair and Cllrs AM and ES signed the mandate form. Action: Clerk to send the form to Barclays to be processed.</p> |
| 180/2022 | <p>Discuss and agree the next steps with the Club House matters</p> <p>a. Discuss and agree renewal contracts for Glk Soccer & Collingtree Cricket Club This agenda item has been deferred until fixtures have been sent to the Clerk from GLK and Collingtree Cricket Club.</p> <p>It was noted that GLK are offering hot food at the sports pavilion at the weekend whilst matches are being played. Permission hasn’t been sought from GLK to do this this. Action: Clerk to contact GLK and ask if they have a food hygiene rating as they are charging money for the food. Also, any electrical cooking equipment that they are using needs to be annually PAT tested.</p> <p>b. Discuss and review any Caretaker applications No applications have been received to date.</p> <p>c. Discuss and agree that the toilet project is to continue and discuss and agree the amended quote for the amended quote for the foundation works for installing the outside toilet It was Resolved to accept the updated quote for the foundations works and continue with the toilet project. Action: Clerk to look into adding the toilet to the PC’s insurance and looking into the delivery of said unit, and check it can be delivered to soft ground.</p> |
| 181/2022 | <p>Community Projects</p> <p>a. CILS Community Projects – Approve quotes for the installation of the pole for the new VAS sign It was Resolved to accept the quote from E M Pell for the installation of a pole for the new VAS sign to be sited along Windingbrook Lane, Collingtree Park. All were in agreement.</p> <p>The Clerk has spoken to NCALC with regards to not getting anywhere with WNC regarding outstanding S106 / CILS monies due to be paid to Collingtree Parish Council. NCALC have suggested the PC allows WNC until March 2023 to carry out their internal investigations to find out what is owed.</p> <p>b. Approve electricians quote to install the defibrillator at the sports pavilion Lee Warren Electrical Contractors fitted our previous defibrillator unit at the village hall. Lee has kindly offered to fit the new unit at the sports pavilion at no cost, for a mention in the PC’s</p> |

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| | <p>next edition of the newsletter. All were in favour. Action: Clerk to arrange the installation date.</p> <p>c. Approve H&S sign for the basketball net Councillors were circulated costs for a H&S sign for the basketball net prior to the meeting. It was Resolved to accept the quote from Nordis Signs. Action: Clerk to place the order for the new sign.</p> <p>d. Discuss and approve quotes to install lighting at the playing field This item had been deferred until the next meeting as only one quote has been received, two more are to follow.</p> |
| 182/2022 | <p>Receive updates and discuss any Playing Field matters Cllr D Mobley has been unable to arrange the removal of the trailer, goal posts and a metal gate from the storage container at the playing field. It was Resolved that Rob Flight would arrange the removal and disposal on behalf of the PC instead.</p> |
| 183/2022 | <p>Receive updates and discuss any roads, common areas and footpath matters</p> <p>a Receive any update from Cllrs Steel / Collins following the Vistry Liaison Meeting The Vistry Liaison meeting was held on Thursday 13th October. 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.</p> <p>b. Receive any updates with regards to dust coming from the Segro and Vistry sites Nothing new to report.</p> <p>c. Receive any flooding updates Nothing new to report.</p> |
| 184/2022 | <p>Receive updates and discuss any Street lighting Matters 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 home owners who cut some of the foliage away from the ground up, but refused to remove the foliage that was blocking the light coming through from the lantern. Therefore, the Clerk has contacted the WNC Enforcement Team, who are writing to said households instructing them to carry out the required works.</p> |
| 185/2022 | <p>Planning Matters</p> <p>WNN/2022/0985 – Detached stable building and hardstanding, affecting the public right of way KG2 – Land off, Barn Corner, Northampton. – The Parish Council has no comments to make regarding this application at this time.</p> <p>WNN/2022/1070 – Outline planning application (with some matters reserved) for demolition of existing dwelling and construction of new dwelling with scale, landscaping and elevation details – 18 Belfry Lane. The Parish Council has no comments to make regarding this application at this time.</p> |
| 186/2022 | <p>Discuss any recent updates on the Northampton Gateway Segro / Ashfield development Nothing new to report</p> |
| 187/2022 | <p>Progress any matters arising from the previous minutes not covered by items on agenda No matters arising.</p> |
| 188/2022 | <p>Date of the next meetings –The General Parish Council Meeting Wednesday 17th November RESOLVED to hold the next General Parish Council meeting on Wednesday 17th November 2022. The meeting is to be held in the Sports Pavilion / Club House building at 7.30pm</p> |
| | <p>Close: The meeting closed at 10.05pm.</p> |

Signed byDate

179//2022 Financial Matters

b. Review Financial Statement as at 19/10/2022 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 | 819.99 | 0.00 | Shirley Wong | Salary Oct - 10 hrs pw @ SCP30 £17.87ph =£774.37 7.5 Hours Overtime 0.5 Sept and 7 hours Oct @ £134.03 Tax -£123.40 & NI £0.00 Office costs & Broadband £35 | LGA 1972 s 112 |
| B/T | 203.26 | 9.68 | Eon | Electricity Costs at the Playing Field 1.8.22 to 30.9.22 | Open Spaces Act |
| B/T | 286.00 | 0.00 | Hampton Print | Newsletters x 520 | LGA 1972 s 112 |
| B/T | 4482.00 | 747.00 | Morelock Signs | Vas Sign | Highways Act |
| B/T | 738.00 | 123.00 | Brixsecure | Annual monitoring of alarm and annual sim contract | LGA 1972 s 112 |
| B/T | 525.00 | 0.00 | First Fencing | Remainder of costs for kissing gates | Open Spaces Act |
| CHQ 964 | 146.03 | 0.00 | HMRC | S Wong – Tax £123.40 | LGA 1972 s 112 |

Total of payments £7,200.28