



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 20th April 2022 at 7.30pm.**

Present: Cllr P Steel - Chair, Cllr S Collins and Cllr A Minney

Also Present: Mrs S Wong (Clerk) and Unitary Councillor Phil Larratt

Item No	
053/2022	Record Attendance and receive apologies of absence Apologies were received and accepted from Cllr D Mobley (work commitments).
054/2022	Invite Declarations of Interest in respect of items on the agenda No Declarations of interest were received in respect of items on the agenda.
055/2022	To receive and approve for signature the minutes of the Ordinary Meeting held on the 16th March 2022. It was Resolved the Minutes of the Ordinary Meeting held on the 16 th March 2022 having been previously circulated, were approved as a true record of the meeting and signed by the Chair Cllr P Steel.
056/2022	Parish Council Vacancies – Discuss and accept applications and co-option on to the PC No new applications have been received. Two expressions of interest have been received. Interested parties will be invited to apply in writing and to attend the May Parish Council Meeting to discuss their applications.
057/2022	Receive reports from Police representatives The crime report for March has been received. 10 offences in total reported for the area for the month of March 2022 with the main crimes appearing to be vehicle related. It is important for residents to ensure vehicles do not have any valuables left in them or in sight and to ensure vehicle is locked at all times when not in use. Burglary Residential - One incident reported 1 – 15th March in the Turnberry Lane area. Two unknown intruders wearing crash helmets gained access to a garden through a side gate, before being disturbed and leaving on foot. No entry made, nothing taken. Criminal Damage – One incident reported 1 – 5th March in the Toms Close area. Victim believes unknown individuals have punctured her back left tyre on her vehicle. No witnesses, no CCTV, no suspects. However, victim is reporting this as she shares a driveway with her neighbour, and her neighbour said that he has had tyres punctured in the past. Caller believes that this was intentionally punctured as her tyre was brand new, and only 2 weeks old. Vehicle Crime – Five incidents reported, all of which happened in the Turnberry Lane area on the 15th March where an unknown individual has tried a door handle on one occasion but gained no entry to vehicle but on three occasions the unknown individual has gained access to victim's cars, causing damage to the driver's side door, managed to conduct an untidy search, but does not

	<p>take any property. On one additional occasion the unknown individual managed to enter into victim's insecure vehicle and removed an air rifle from within.</p> <p>Other Crime – Three other crimes were reported for the area for the month of March</p> <p>1 – Theft on the 15th March in the Watering Lane area. Unknown person has stolen keg of cooking oil from outside storage area within hotel car park. Unknown witness has seen an unknown male loading the keg into an unknown van, spilling it before driving away.</p> <p>2 – Public order offence on the 15th March in the Windingbrook Lane area. The victim has reported that he has been the target of a racist comment with regards to a friend of his.</p> <p>3 – Public order offence on the 23rd March in the Watermill Way area. Victim Drove past unknown male who made monkey gestures towards her screwing up his face and raising his arms to his chest.</p>
058/2022	<p>Receive Reports from West Northamptonshire Councillors</p> <p>Unitary Councillor Phil Larratt was in attendance and reported the following: West Northants Council has had a successful first year and they have kept with their budget. A 5-million-pound contingency was set aside for the first year and not all of this has been spent. The same contingency amount has been set for the new financial year. WNC are hoping to be able to spend more money this year on services and improvements. The Highways contract is being replaced and will be split into two contracts one for each unitary council. They are currently looking into improving bus services. Phil advised that trees are now being planted at the M1 motorway works next to Collingtree.</p>
059/2022	<p>Discuss any Correspondence</p> <p>West Northamptonshire Council is developing a new Housing Strategy and would welcome views from residents and stakeholders to help it. Therefore a Consultation for the Housing Strategy has been created. The consultation will run from 14th April to Midnight on the 24th May 2022. The link to the consultation is: westnorthants.citizenspace.com/housing-strategy-consultation/</p>
060/2022	<p>Discuss and agree the next steps with the Club House matters</p> <p>a. Discuss and agree next steps with the Tennis Club</p> <p>The Parish Council and Collingtree Tennis Club are no further forward agreeing the terms of the Tennis Clubs contract. It was Resolved the PC, Tennis Club and its members should hold a meeting together so all members are aware of all facts, as it appears there is much confusion amongst members of the Tennis Club. Action: The Chair Cllr P Steel to contact the Tennis Club and arrange a date for the meeting.</p> <p>**Since our Parish Council meeting took place, the Parish Clerk was verbally abused at the playing field by a member of the Tennis Club, and it was apparent he has been misinformed of the details regarding the tennis courts, Club House and Parish Council.</p> <p>***Further to our last Parish Council meeting the Tennis Club held their AGM meeting, the old chair stood down, a new Chair elected and new committee members on board. It is unlikely a meeting between all will take place now before the next Parish Council meeting of the 12th May.</p> <p>b. Discuss and agree to look into hiring an ad hoc Caretaker for the Club House</p> <p>With the growing number of alarm call outs, deliveries being made to the building, increased use of the facilities and the future needs of the building, it was Resolved a caretaker will be required initially on an ad hoc basis. It was agreed to look at offering two hours of cleaning a week at £15per hour and pay for extra hours worked for attending call outs, opening and closing etc. The position to be reviewed every 3-6 months dependant of the growing needs of the job. Action: Clerk to advertise the post.</p> <p>Cllr S Collins advised that some residents from Forward Sports Coaching have been in touch with</p>

	her about booking the Club House for a large number of events. Action: Cllr S Collins to arrange a meeting between them and the PC to discuss their requirements.
061/2022	<p>Financial matters</p> <p>a. Review the year end accounts to 31/03/22 and discuss year end procedures The year end accounts as at 31st March 2022 were circulated to members prior to the meeting. They have been finalised by the Clerk and were agreed by members. £94,816.19 has been carried forward into the new financial year 2022/2023.</p> <p>b. Review Financial Statement as at 20/04/22 agreed to Bank Reconciliation The Clerk reported the Bank Balance to date as reconciled to the bank statement was as follows: Current Account £91,676.00 This is ear marked as follows: Playing Field £2,324.81, Community Projects £61,096.00, Club House build £7,708.01 and Council Funds £20,547.18</p> <p>A cheque for £1450 has been received from Stoke Bruerne Cricket Club for hire of the playing field. Action: To be banked by the Clerk.</p> <p>c. Propose Payments for transfer and Sign Cheques agreed by the Council Resolved to approve payments to be made in April 2022 (Appendix A).</p> <p>d. 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> <p>e. Discuss and Approve if the Clerks Contract hours need increasing and carrying forward of annual leave not taken in 2021 The Clerk has been working on average over 10 hours a week for the last couple of years. The Clerk's contracted hours are 7.5 hours per week. It was Resolved to increase the hours officially to 10 hours per week as of 1st May 2022. The Clerk still has 6 hours of accrued holiday left from 2021/2022. It was Resolved to carry them forward to 2022/2023.</p>
062/2022	<p>Community Projects</p> <p>a. Discuss and agree any extra CILS Community Projects and progress any current projects Projects that are to be expedited first are new kissing gates at Sargeants field, a VAS sign for Collingtree Park, a defibrillator for the sports pavilion. Other projects to take on will be reviewed at a later date.</p> <p>b. Receive any Jubilee Celebrations updates and agree any actions required and quotes submitted Unfortunately, the Parish Council are only able to continue arranging the Jubilee Cream Tea event and sending cakes to the Care Home for the Parish Jubilee celebrations in June, as the help for the playing field Jubilee celebrations has fallen through. It was Resolved that the previous budget of £2000 can still stand. Action: Members of the PC will be meeting with Emma from Jaspers next week to formalise arrangements of the cream tea. Options for bunting, balloons, decorations will be investigated.</p> <p>The 15 baby tree saplings to be planted for the Jubilee have now been received. The Parish Council are donating trees to the primary school, Barchester care home, Glebe Farm Management and a number of saplings will be planted at the playing field. Action: Agreed to look into purchasing and supplying plaques for the trees.</p>

	<p>c. Discuss potential Newsletter ideas – Cllr A Minney Cllr A Minney would like the PC to look into creating a Collingtree newsletter as the previous Collingtree newsletter hasn't been in publication since May 2020. Rather than create a monthly newsletter a quarterly one may be the way to go. Action: Cllrs to look into newsletter layout options and think about who would create the newsletter?</p> <p>It was Resolved to also create a welcome leaflet for the residents that have moved into new Vistry homes at Watermill Way, Rowtree Park.</p>
063/2022	<p>Receive updates and discuss any Playing Field matters Rob Flight has removed the rotten bits of the wooden trail at the play area. Action: Councillors to look at the trail before the May Parish Council meeting to decide if new items need ordering to replace the removed items.</p>
064/2022	<p>Receive updates and discuss any roads, common areas and footpath matters a Receive any update from Cllrs Steel / Collins following the Vistry Liaison Meeting Vistry have submitted their application for outline planning permission N/2013/1035 Phase 2a of the development land south of Rowtree Road and west of Windingbrook Lane. The deadline to respond to the application is 26th April 2022.</p> <p>Councillors approved the minutes of the Vistry meeting held on April 13th can be uploaded to social media and onto the Parish Council website. The next liaison meeting is being held on Thursday 12th May.</p> <p>The Clerk has received a list of names of the residents from Spinney Drive residents that back on to the bridle path, who would like to be informed of any progress on the proposed lighting for the Black Walk bridle path.</p> <p>b. Discuss any flooding matters Nothing new to report.</p>
0652022	<p>Receive updates and discuss any Street lighting Matters The Parish Councils insurers have agreed the claim for the damaged street light outside of 24 Spinney Drive. A payment of £1352.16 (£1602.16 less £250 excess) will be paid to the PC in full settlement of the claim.</p>
066/2022	<p>Discuss any recent updates on the Northampton Gateway Segro / Ashfield development Cllr D Mobley attended the last Segro meeting, but was not in attendance of this meeting to give councillors an update.</p>
067/2022	<p>Discuss any planning related matters including those not yet determined N/2013/1035 Phase 2a of the development land south of Rowtree Road & west of Windingbrook Lane – The Parish Council have no comments or observations to make.</p> <p>WNN/2022/0340 – 9 Lodge Avenue – Rear Extension and raising Ridge and front eaves line to garage - The Parish Council have no comments or observations to make.</p> <p>WNS/2022/0742/DCOR – Requirement 25 (1) – Contamination Risk relevant to works Nos 15, 16 and 17 (Highways Works) (Approval of details pursuant to Schedule 2 requirement of the Northampton Gateway Rail Freight Interchange order 2019) – Location: NGRFI Land West of M1-J15 – as amended FOR INFORMATION ONLY.</p>

	WNS/2022/0567/DCOR – Requirement 15(1) – Lighting for the Estate Office – Works No.4 (3) Estate office (also referred to as the management Suite (Approval of details pursuant to Schedule 2 requirement of Northampton Gateway Rail Freight Interchange order 2019) – Location: NGRFI Land West of M1-J15 – as amended FOR INFORMATION ONLY.
068/2022	Progress any matters arising from the previous minutes not covered by items on the agenda No matters arising.
069/2022	Date of the next meetings – Annual Meeting of the Parish and Annual Parish Council Meetings RESOLVED to move the suggested date of the Annual Parish Meeting from the 27 th April to Wednesday 18 th May and to hold the Annual Parish Council Meeting (Election of the Chair) a week earlier than usual and on the Thursday on the 12 th May. The meetings are to be held in the Sports Pavilion / Club House building at 7.30pm
	Close: The meeting ended at 10.00pm.

Signed byDate

061//2022 Financial Matters

c. Review Financial Statement as at 20/04/2022 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	570.00	0.00	Rob Flight	Maintenance Services March 2022	Open Spaces Act
B/T	825.44	0.00	Shirley Wong	Clerks Salary April 7.5 hours pw @ £580.78 8 Hours Overtime March /April @ £139.67 Holiday pay £213.03 Tax £128.40 & NI -£14.64 Office costs & Broadband £35 pm	LGA 1972 s 112
B/T	44.99	0.00	Shirley Wong Expenses	Printer Toner	LGA 1972 s 112
B/T	275.49	45.91	Southern Electric	Electricity costs 2.3.22 to 1.4.22	Highways Act
B/T	21.01	1.00	Southern Electric	Standing charge 2.3.22 to 1.4.22	Highways Act
B/T	70.37	3.35	Eon	Electricity Costs – Playing Field 1.3.22 – 31.3.22	Open Spaces Act
B/T	576.00	96.00	Abington Glass	Mirrors and replace mortice lock to rear store door	Open Spaces Act Local Government (Misc Provisions) Act 1976 s19
B/T	451.20	75.20	Broxap	Winchester boot & shoe cleaners	Open Spaces Act Local Government (Misc Provisions) Act 1976 s19
B/T	10.00	0.00	Northants Acre	Parish Councillor Network Event 30.3.22 – Sharon Collins	LGA 1972 s 112
B/T	152.65	25.44	EON	Street Lighting Maintenance to 31.3.22	Highways Act
CHQ 895	143.04	0.00	HMRC	Tax £128.40 & NI £14.64 for Mrs S Wong	LGA 1972 s 112

Total of payments £3,140.19