



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 July 2022 at 7.30pm**

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

Also Present: Mrs S Wong (Clerk) Unitary Councillor Pinder Chauhan, Tom Grabowski – General Manager of the Barchester Care Home and Rob Flight

Item No	
120/2022	Record Attendance and receive apologies of absence Apologies were received from Cllr A McFadyen (On holiday)
121/2022	Invite Declarations of Interest in respect of items on the agenda No Declarations of interest were received.
122/2022	To receive and approve for signature the minutes of the Ordinary Parish Council Meeting June and the Extra Ordinary Meeting held on the 30th June 2022. It was Resolved the Minutes of the Ordinary Parish Council Meeting held on the 15 th June and the Extra Ordinary Meeting held on the 30 th June 2022 having been previously circulated, were approved as a true record of the meeting and signed by the Chair Cllr P Steel.
123/2022	Parish Council Vacancies – Co-option of Christopher Wilson and Richard White on to the PC Following on from our Extra Ordinary PC meeting held on the 30 th June 2022. The PC Resolved to co-opt both attendees Christopher Wilson and Richard White that applied for the position of Parish Councillor on to the Parish Council. Christopher Wilson was in attendance and presented his completed acceptance of Office and Register of Interest forms to the Clerk. Due to holidaying overseas Richard couldn't attend the meeting and will be co-opted at the next PC meeting being held on the 17 th August 2022.
124/2022	Receive reports from Police representatives The crime report for June has been received. Burglary Residential - No incidents reported Burglary Non-Residential – No incidents reported Criminal Damage – 2 incidents reported Vehicle Crime – No incidents reported Other Crime – No Incidents reported. The Clerk has been in communication with Sargeant Nick Paul with regards the malicious Communications that were included in the May report. The Clerk was informed these should not have been included in the report, as they are what the Police would term 'personal crimes'. A malicious communication is a message, written in letter or by electronic message, that, is indecent, or grossly offensive, or a threat, with intent that it causes distress or anxiety to any other person for which that communication is intended. For example, messages sent by text, or using

	<p>Social Media platforms, commonly referred to as ‘Facebook Crime’. These are not crimes that affect the wider community. The incidents referred to are not in the public interest to share, as such there is no further information to share.</p>
125/2022	<p>Receive Reports from West Northamptonshire Councillors</p> <p>Unitary Councillor Pinder Chauhan was in attendance and gave a brief update on flooding matters. Things were moving slowly previously with regards to the £6 million Flooding Innovation money awarded to Wotton Brook from Environmental Health, but now more staff have been hired and more services are being covered inhouse. The application for funding has now been submitted, Pinder hopes to hear back shortly. A community outreach update event will be organised to help promote to affected residents the need to apply for funds. The Environment Agency and representatives from West Northants Council will be taking a walkaround of the area next week.</p> <p>The Golf Club have been asked to keep waterways clear. Works to gullies in Watering Lane have now been carried out. All residents will be invited to the Outreach event, not just affected residents. Pinder continues to hold monthly meetings with the Flood Team. Pinder will get an update letter out to residents asap. Cllr S Collins is happy to hand deliver them to residents. Pinder will also send regular updates to the PC to be included in PC’s newsletters.</p> <p>The Chair Cllr P Steel mentioned the current “Dust” issue affecting residents in both Collingtree Village and Collingtree Park coming from both the Segro/Winvic and Vistry Homes sites. Pinder stated that the Leader of WNC Cllr Jonathan Nunn will be getting in contact to arrange a parish walkabout. It was noted that the PC already has a parish walkabout arranged on Friday 5th August with Cllr Lizzy Bowen.</p> <p>The PC has submitted photographic evidence to Gavin Rafter at Environmental Health of the dust inside and outside of resident’s homes.</p>
126/2022	<p>Discuss any Correspondence</p> <p>Tom Grabowski the new general manager of the Barchester Care Home was in attendance. Tom attended the meeting to introduce himself and promote the facilities of the Barchester Care Home. Residents and the wider community are welcomed to drop into the care home for a coffee and take part in their activities. They also have a large lounge available that can be used to hold meetings in the winter.</p> <p>The Barchester works with Age Concern and local councils. Due to Covid they weren’t able to accept the wider community on site, but this has now passed and everyone is welcome to attend the site and enjoy their facilities.</p> <p>The Chair Cllr P Steel asked if the Barchester would be happy to work with the PC and organise something that would support the wider elderly community that are lonely or isolated? Tom is happy to work with the PC and a meet up will be arranged shortly to discuss options.</p> <p>The Clerk is still receiving complaints with regards the amount of dust that is coming into the village. Social media is full of resident’s dissatisfaction of the perceived lack of effort coming from both the Segro/Winvic and Vistry Homes sites to contain the amount of dust being created from their earth removal works. Action: The Clerk will continue to chase up WNC Councillors for help on the matter and will attend a parish walkaround on Friday 5th August with Councillor Lizzy Bowen.</p>
127/2022	<p>Discuss and agree to adopt a Social Media policy and agree wording of policy</p> <p>The Clerk circulated three example social media policies to Councillors. Councillors need more time to look at them before a model policy can be chosen from the three. Subject to necessary</p>

	amendments to suit the PC and then it can be adopted.
128/2022	<p>Financial matters</p> <p>a. Review Financial Statement as at 20/07/22 agreed to Bank Reconciliation The Clerk reported the Bank Balance to date as reconciled to the bank statement was as follows: Current Account £92,889.05 This is ear marked as follows: Playing Field £4,029.81, Community Projects £61,096.00, Club House build £6,018.81 and Council Funds £21,744.43</p> <p>b. Propose Payments for transfer and Sign Cheques agreed by the Council Resolved to approve payments to be made in July 2022 (Appendix A).</p> <p>It was noted the first quarterly Internal Financial Audit for the financial year to 31st March 2023 will be carried out by Cllr S Collins on the 27th July 2022.</p> <p>NCALC Internal Auditor Tina Charteress carried out the Internal Audit Inspection for the financial period end 31st March 2021 on the 17th June 2022. Her report has been received and was circulated to members prior to the meeting and her comments were discussed. Any necessary recommendations to be actioned will be carried out by the Clerk. External Auditors PKF Littlejohn are carrying out the external audit again, their conclusion is yet to be received.</p>
129/2022	<p>Discuss and agree the next steps with the Club House matters</p> <p>a. Discuss and agree wording of 6 months contract if the term is acceptable to the Tennis Club Parish Councillors Cllr E Sinfield and Cllr S Collins met with Wendy Herdman the Chair of Collingtree Tennis Club earlier today to discuss the PC's 6 month's contract suggestion. Items discussed and agreed by Wendy to be included in the 6 month's contract were as follows: 6 Months to run from 1st August 2022 to 31st January 2023. 15 hours to be invoiced, 12 usage and 3 hours ad hoc toilet access. Unused hours will be carried over into the next contract. No ground rent will be charge on this contract, but the PC reserves the right to charge ground rent in the future. They are happy not to pay ground rent and they will continue to pay their own maintenance charges. There will be two named key holders, keys are not to be shared with others. Wendy has requested that a side letter about the ground rent is issued, as the contract is for pavilion use and not ground rent. Action: Advice will be sought from Wellers Hedley our Solicitors that will be proofing our draft contract. It was Resolved to include all of the above in the contract by all members of the PC.</p> <p>b. Discuss and agree other contract terms if the 6 months contract is not acceptable to the Tennis Club This agenda item was cancelled.</p> <p>c. Discuss and agree pricing structure of hiring playing field / sports pavilion and discounts This agenda item has been deferred until the August meeting.</p> <p>d. Agree to the amendments to terms of Conditions of Hire of Sports Pavilion This agenda item has been deferred until the August meeting.</p> <p>e. Discuss and review any Caretaker applications No applications have been received to date.</p> <p>f. Discuss and agree quotes for foundation works for installing the outside toilet or discuss other options available with regards to installing an outside toilet The Structural Engineer has now attended the site to inspect whether the decking would withstand</p>

	<p>the weight of a container toilet. Unfortunately, it will not! A section of the decking will need to be removed and the toilet sat on a concrete foundation. Action: The Clerk will get quotes for the removal of the decking and the laying of a concrete foundation.</p>
130/2022	<p>Community Projects</p> <p>a. Discuss and agree any extra CILS Community Projects to commence and Councillors responsibilities for each project</p> <p>Deferred until the August PC meeting. Now the PC has more Councillors on board, the PC can be more proactive starting Community Projects. Projects previously agreed on were new kissing gates in Sargents Field, outside toilet at the playing field. Was sign in Collingtree Park, Defibrillator at the playing field and some type of lighting from the pavilion to the car park</p> <p>b. Discuss and agree which Councillor would like to manage the Pc's Newsletter</p> <p>It was Resolved in the first instance that the Chair Cllr P Steel and Cllr C Wilson will take on the task of putting the newsletter together. The Chair will circulate some ideas by email of template designs and suggestions of subjects to be included in the newsletter. All were in agreement.</p>
131/2022	<p>Receive updates and discuss any Playing Field matters</p> <p>Rob Flight updated the PC that the following items kept in the storage container need to be disposed of. Trailer, Goal posts and a metal gate. It was Resolved that Cllr D Mobley would arrange for the removal of the said items. All were in agreement.</p> <p>It was noted that the Saints Cricket Club would be using the cricket pitch on Saturday. Rob Flight agreed to open and close up for them.</p>
132/2022	<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</p> <p>It was agreed to upload the recent Vistry Minutes of the meeting held on the 15th July.</p> <p>Junction Improvement Works – Windingbrook Lane</p> <p>Vistry are still to meet with representatives of the Highways dept. To date this has not been possible due to diary clashes. It is hoped the meeting will take place by the end of July in order to agree the extent of any remedial works required.</p> <p>Phase 2a Residential Application – Planning REF – tbc</p> <p>An application for the next phase of the development was submitted to the planning portal on 1st July. The fee was paid on the 8th July with validation presumably being available from the 11th July It is assumed registration will therefore be on or around the 22nd July i.e., 10 working days after validation. The proposal is for 425 dwellings. A paper copy of the layout was provided to the Parish Councils at the catch up.</p> <p>b. Discuss any flooding matters updates – Unitary Councillor Pinder Chauhan</p> <p>Please see agenda item 125 for an update.</p>
133/2022	<p>Receive updates and discuss any Street lighting Matters</p> <p>Nothing new to report.</p>
134/2022	<p>Discuss any recent updates on the Northampton Gateway Segro / Ashfield development</p> <p>The Chair Cllr P Steel attended the last online Segro meeting on the 5th July. Road audits are to be carried out. With regards to all the dust affecting the parish, Winvic (led by Scott Martin) held a “Surgery” session to discuss local issues including the concerns regarding the construction dust on Monday 18th July from 18.00 to 19.30 at the Hilton Hotel, Collingtree. Unfortunately, the attendance by parishioners was low.</p>
135/2022	<p>Discuss any planning related matters including those not yet determined</p>

	WNN/2022/0731 – Removal of rear conservatory, rear single storey extension, new two storey side extension partially over garage, garage conversion, new porch and removal of extra hanging tiles and provision of Ship Lap UPVC cladding 1 Lake Walk – The PC has no comments or observations to make against this application.
136/2022	Progress any matters arising from the previous minutes not covered by items on agenda No Matters arising.
137/2022	Date of the next meetings –the General Parish Council Meeting Wednesday 17th August RESOLVED to hold the next General Parish Council meeting on Wednesday 17 th August. The meeting is to be held in the Sports Pavilion / Club House building at 7.30pm
	Close: The meeting closed at 9.45pm.

Signed byDate

c. Review Financial Statement as at 20/07/2022 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	1266.51	0.00	Rob Flight	Maintenance Services June 2022 £618.69 Erect 43M of fencing at the play area £650	Open Spaces Act
B/T	910.05	0.00	Shirley Wong	Salary July - 10 hrs pw @ SCP30 £17.87ph =£774.37 16 Hours Overtime 11.5 June and 4.5 July @ £285.92 Tax -£153.80 & NI -£31.44 Office costs & Broadband £35 pm	LGA 1972 s 112
B/T	267.07	44.51	Southern Electric	Electricity costs 2.6.22 to 1.7.22	Highways Act
B/T	20.66	0.98	Southern Electric	Standing charge 2.6.22 to 1.7.22	Highways Act
B/T	100.25	4.77	Eon	Electricity Costs – Playing Field 1.6.22 – 30.06.22	Open Spaces Act
B/T	152.65	25.44	Eon	Street Lighting Maintenance to 30.06.22	Open Spaces Act
B/T	795.80	59.00	Northants Calc	Subscription fees £451.80 Ext Audit Fees 2022/2023 £285	LGA 1972 s 112
B/T	262.13	35.37	Daniel Mobley	Xmas Wreaths and Jubilee Bunting	LGA 1972 s111
B/T	323.32	53.89	PPL PRS Co Ltd	Annual Music Licence for club house	Open Spaces Act
CHQ 901	230.73	0.00	HMRC	S Wong – Tax £153.80 & NI Contributions £31.44 June 22	LGA 1972 s 112

Total of payments £4,329.17