

**Minutes of Meeting of Roade Parish Council
held on Monday 13th July 2009 at 7.30 p.m.
at the Village Hall**

Present: Susan Mallock (Chair)

Malcolm Beech (Vice Chair)	John Gwilt
Myra Inglis Rick Thake	Stephen Miller
Pam Bottomley	

Clerk : John Marshall

2009/ Public Session:

45. Issues raised by the public were as follows;

- NCC Cllr Ingram provided a brief *resume* of some of the organisational changes that had taken place at NCC, post election.
- Dis Cllr Clarke identified the key issues and provided a ‘forward look’, following adoption of the West Northants Emergent Joint Core Strategy.
- Dis Cllr Townsend provided an update on current issues being discussed within SNC, that are relevant to Roade. These included the identification of strategic land, suitable for development as employment areas and the lack of consultation by NCC with neighbouring parishes, over the proposed development by Agrivert, within Courteenhall parish
- alleged sale of land by the Parish Council
- concern over the chaos caused by recent resurfacing works on the A508.

Cllr Mallock closed the public session at 8.10pm

46. Declarations of Interest:

There were none

47. Acceptance of Apologies for Absence:

Apologies were accepted from Cllr Dudman (family and work commitments), Cllrs Lowther (ill-health).

48. Attendance Register:

All present had signed the Register

49. Approval of the Minutes of the Meeting of 8th June 2009:

Cllr Beech proposed approval of the Minutes; all in favour

50. Matters arising from the Minutes:

The Clerk provided a verbal update on ‘Actions Taken’ since the previous Meeting; there were no questions. Other matters arising were dealt with as Agenda items in their own right.

51. Village Lead Technician’s Report:

The Report had been previously circulated. Cllr Mallock reported briefly on the Meeting held between the Youth Group and herself and Cllr Miller, where litter had been identified as an issue. The Youth Group, under Jenny Evans’ leadership wish to organise a litter pick within the village. The Clerk was asked to arrange for liaison between Jenny Evans and the Village Lead Technician.

Clerk

52.

New Parish Council Committee Structure:

a) Composition and Membership of new Committees. Cllr Beech then circulated details of the Councillor membership of the new Committees (details appended). At their request, Cllr Bottomley's name was added to the Finance and Admin Committee and Cllr Gwilt's name was deleted from the Open Spaces Committee.

Cllr Beech went on to propose that the remit for the topics of lighting and public transport be transferred from the Planning and Policy Committee to the Communities Committee and that the topics of IT and the website be added to the Communities Committee. All in favour.

Cllr Beech also proposed an amendment to Standing Order 42 b), relating to the Emergency Committee. SO 42 b) would now read;

'In order to ensure that Councillors or Council Officers / employees do not act alone or make decisions in isolation an Emergency Committee consisting of a minimum of any three members of the Council will be formed. The Chairman, Vice Chairman and the Clerk, if available, must be present. The Emergency Committee will have delegated powers to incur expenditure on behalf of the Council to a maximum of £3,000.'

SMa

With 6 in favour and 1 abstention, the amendment was approved. Cllr Mallock agreed to incorporate the amendment into the master copy of Standing Orders.

b) Dates and Venues. Cllr Beech provided details of the dates and venues for the first meeting for each Committee. These are;

- Mon. 20th July - Communities Comm. Cripps Centre 7.15 for 7.30 start.
- Tues. 28th July - Open Spaces Comm. Methodist Hall 7.15 for 7.30 start
- Thurs. 23rd July - Finance & Admin Comm. Methodist Hall 11 a.m.
- Tues. 4th August - Planning & Policy Comm. Methodist Hall 7.15 for 7.30 start.

Cllr Beech undertook to arrange for notices of each meeting to be posted on the village Notice Boards.

MB

Cllr Bottomley asked how the non-Councillor membership of the Open Spaces and the Communities Committees was to be determined. She stressed the importance of a transparent approach, with all members of the community being able to put their name forward. Cllr Beech agreed, indicating that this would be a matter for each Committee to deal with, but that there would be wide publicity, through a 'flyer' in Roade News and notice boards.

53.

Reports from Outside Bodies:**a) Neighbourhood Watch**

The Report had been previously circulated. There were no questions. Cllr Gwilt drew particular attention to the recent break-in at the Post Office. Cllr Mallock reported that the Post Office had been granted permission by SNC Planning, for the installation of external security shutters at the Post Office ahead of obtaining Planning Permission.

b) Youth

Cllr Mallock's report of a recent Meeting with the Youth Group had been previously circulated. The Communities Committee was asked to consider including representation from the Youth Group within its membership.

Comm
C'tee

54.

Advisory Groups:**a) Planning:**

i. New applications. S/2009/0617/P in respect of 2 The Green was considered; response to be 'no observations'.

Clerk

ii. Planning Update. Updates were provided in respect of S/2009/0386/P, 55 Hartwell Road, S/2009/0396/P, r/o 25 Churchcroft (both approved) and S/2009/0438/P, 40A Stratford Road, referred to Development Control Committee.

iii. Planning Information Cllr Mallock referred to the report from herself and Cllr Gwilt on the West Northants Emergent Joint Core Strategy 2009, previously circulated. There were no questions

b) Street Lighting.

The Clerk advised that a letter had been received from e.on, introducing their street light maintenance and repair service. In the interest of ensuring that we obtain 'best value' from our contractors, the Clerk was asked to take up the offer of a consultation visit and meeting with e.on; Cllr Thake agreed to attend.

**Clerk
RT**

There was also a discussion regarding the reporting of street lighting defects and the commissioning of repairs by Aylesbury Mains Ltd (AML). It was agreed that in future, all reports of defective lighting would be referred to the Clerk, who would then 'pool' the work and commission the repair(s) by AML, thereby minimising the call-out charges that we pay. Cllrs Thake and Gwilt agreed to make the necessary changes to Roade News information pages.

**Clerk
RT
JG**

(c) Parish Plan Monitoring Group.

Cllr Gwilt reported on an NCC-organised Emergency Planning Seminar that he had attended with Cllr Mallock. It provided guidance so that each Parish Council might prepare an Emergency Plan. It also included an update on the latest government advice on dealing with swine flu. The matter was referred to the Communities Committee to progress.

**JG
Comm
C'tee**

d) Footpaths

Cllr Thake reported on an e-mail exchange that he had had with David Baines, Estate Manager at Courteenhall regarding the (mis)use of footpaths across the estate and conservation issues. Mr Baines had agreed to submit an article for a future edition of Roade News but in response to his suggestion;

1. for the Council to erect footpath information maps; this was referred to the Parish Plan Monitoring Group, part of the Communities Committee
2. for an Estate Open Day, the Clerk was asked to write in support

**Comm
C'tee /
PPMG
Clerk**

55.

Finance:

a) Financial report:

Cllr Thake reported the position as;

Cash at bank	£31,893.65
Youth	£ 2,080.88
Cash available to PC	£29,812.77

CllrThake drew attention to the declining level of Youth funds held by the Council. Cllr Mallock advised that she was aware that the Youth Group had applied for (and had possibly secured) commitments to further funding for the Group; there was also the outstanding sum of £1300 promised by NCC Cllr Ingram that was yet to be paid. Cllr Mallock undertook to discuss the matter with Jenny Evans

SMa

b) Bills for payment and receipts

Cllr Thake proposed acceptance of the Schedule of Payments set out below; Receipts are shown in the second table. All in favour.

BT Payment Services Ltd	50		93.11
Aylesbury Mains Ltd	51		27.97
Young's Nurseries	52		53.55
IRH Servicing & Repairs	53		138.00
AH Contracts	54		30.93
N & P Garden Services	55		1,940.00
BACA Workwear & Safety	56		222.81
Aylesbury Mains Ltd	57		90.55
Court Couriers	58		439.02
WJM Marshall	59		592.17
H Geddes	60		439.12
J Evans	61		315.85
Post Office Ltd	62		372.38
Roade Village Hall	63		250.00

LP Finn		25.00
Co-Op Funeral Care		10.00
HMRC		1,052.38

c) Cllr Thake then proposed that the matter of delegated spending authority for the Clerk / RFO and for the Village Lead Technician was ripe for resolution. He proposed the following resolutions;

'The Clerk / RFO has delegated authority to incur expenditure, without prior approval of the Council, of up to £400 in total per calendar month, with no single purchase or item of expenditure to exceed £200, always provided that approval is obtained at the next available ordinary Meeting of the Council.'

All in favour.

'The Village Lead Technician has delegated authority to incur expenditure, without prior approval of the Council, of up to £100 in total per calendar month, with no single purchase or item of expenditure to exceed £50, always provided that approval is obtained at the next available ordinary Meeting of the Council.'

All in favour.

Correspondence:

56. Details of the correspondence received since the last meeting had been previously circulated to Cllrs with the Agenda. The Clerk gave a *resume* of the correspondence and added details of correspondence received since the Agenda was posted. In particular;

- the resignation of Cllr Mann was noted and accepted. The Clerk to write to Bill Mann, thanking him particularly for his work with the Youth Group. SNC to be advised of the vacancy. Clerk

- it was noted that the Council's 0870 'phone number was about to expire. The Council agreed to revert to the local number – 01604 861976 – and to purchase an answerphone to cover the periods when the Parish Office is not staffed. Cllrs Gwilt, Mallock and Thake undertook to ensure that the information in Roade News was amended to reflect this change. Clerk
RT/JG
/SMa

Items for inclusion on the next Agenda, Monday 10th August:

57. - non-Councillor membership of Committees; Cllr Bottomley
- future organisation of website and IT matters.
Cllr Mallock closed the Meeting at 10.10pm