

**Minutes of Roade Parish Council Meeting
held on Monday 10 March 2008 at 7.30 p.m.
at the Village Hall**

Present: Dr John Gwilt (Chairman)

Rev Malcolm Beech	Dave Bennett	Cecil Bottomley
Bill Dredge	Glenn Dudman	Mrs Anna Freund
Mrs Myra Inglis	Dick Johnson	Mrs June McAlear
Mrs Susan Mallock	Bill Mann	Rick Thake

Clerk: Mrs Sylvia Mawby

Minute Taker: Mrs Nicky Hall

The Meeting opened at 7.30 p.m. and the Chairman welcomed all present.

Action

1. **Declarations of Interest:** There were no declarations of interest.

2. **Public Session:**
 - 2.1 *Mr Alastair Inglis of 20 Hartwell Road* thanked Cllr Mallock for her tremendous in-put of time and commitment in putting together the Parish Plan which, without her, the Steering Group would still be struggling to finalise.

 - 2.2 *Mrs Phillips of 43 St Mary's Way* offered thanks to Mr Tim Judkins for the tremendous job his team has made in their first village grass cutting session. A number of councillors had received complimentary comments regarding the standard of work and commended the removal of cuttings.

 - 2.3 *Mrs Phillips* asked whether the large number of houses being constructed on the site of the former Cross's Yard in Hartwell would be taken into account when consideration is given to the planning applications for houses in Roade at both the former Walkerpack site and in The Leys. The Chairman responded that this appeared to be a valid point but that his understanding was that we have to work with each developer separately. District Cllr Whitaker of South Northants Council (SNC) had commented at a meeting on 14 December 2006 that Roade appeared to be in line to receive more than its fair share of housing for the area.
 - 2.3.1 District Cllr Clarke confirmed that the District Council is the local planning authority and the plan making authority in the district, except where West Northants Development Corporation (WNDC) makes any applications. He also noted that the target was to have a 5 year land bank for housing development in the area. An unpublished report identifies a local 3 ½ year supply which means that the district is vulnerable to any speculative applications which may be made.

 - 2.4 *Mrs Phillips* noted that a traffic survey had been carried out in the village – this will be discussed later in the Agenda.

 - 2.5 *Cllr Thake* had received a complaint about an overhanging hedge at 2 Memorial Green (Crimble Cottage) and asked that the Clerk write to the householder.

 - 2.6 *Mr Ray Griffiths of 1 Orchard Way* asked if Cllr Bottomley was in a position to provide any information on the 6' strip of Parish Council-owned land previously discussed. This will be discussed later in the Agenda. The Chairman asked Mr Griffiths to send copies to Cllr Bottomley of papers recently acquired from the Land Registry.

Clerk

- 2.7 *Mr Stuart Shrubbs of 33 Priory Crescent* noted that after works carried out by, he thought, Anglian Water, the resurfacing work in Hyde Close has been carried out very poorly. Cllr Dudman asked Mr Shrubbs to contact Street Doctor (copy to the Clerk) and confirmed that all public utility companies have a six month rectification rule for any resurfacing works.
3. **Apologies:** Apologies for absence had been received from Brian Binley MP and District Cllr Sally Townsend.
4. **Attendance Register:** This had been signed by all Councillors present.
5. **Minutes of Meeting (11 February 2008):**
P1029 item 2.8 Richard Strugnell rather than *Richard Strudmore*.
 With this minor amendment, Cllr Thake proposed, Cllr Freund seconded and with all in favour it was agreed that in terms of accuracy the minutes be signed as a true record.
6. **Matters arising from the Minutes of Meeting (11 February 2008):**
- 6.1 *P1028 item 2.3* Cllr Dudman has looked at a couple of speed equipment installations and asked for any technical specifications to be provided which could be passed on to Aylesbury Mains for their technical support. Cllr Mallock had spoken to Steve Barber of the Casualty Reduction Department who had confirmed that it was not Northants policy to support temporary Speed Indicator Devices (SIDs) although it was also noted that 12 other parishes now wish to install this equipment. Mr Barber asked Cllr Mallock formally to write asking for re-consideration for approval since, if installed privately, they could be removed by Highways.
- 6.2 *P1029 item 2.6* The Chairman confirmed that he had written to District Cllr John Townsend regarding a planning brief for the whole of the village – response awaited.
- 6.3 *P1030 item 6.1* Cllr Dudman confirmed that, in the absence of any Model Track racing, Mr Hillyard and Mrs Nichola have not yet had a conversation on the subject. Cllr Johnson confirmed that the site has been cleared of debris but that the locks on the gates to the area have gone missing.
- 6.4 *P1031 item 6.4* In response to our request for asphalt to be laid by the pedestrian access to the Primary School, Atkins have said this will be looked at in the next financial year. Cllr Clarke noted that with the imminent change of contractor, Highways have informed him that they are looking at formulating a plan for the first 3 months of the next financial year so now would be the best time to make sure that our requirements have been passed on to them.
- 6.5 *P1032 item 10.1* The Chairman has written to Mrs Whitfield as requested regarding the Walkerpack site and a meeting has been arranged for Tuesday 11 March.
- 6.6 *P1032 item 10.6* Cllr Dudman confirmed that the flier regarding the Walkerpack site public meeting had been printed and distributed
- 6.7 *P1033 item 12.3.2* Cllr Bottomley would check whether planning permission is required for change of use from a shop (Country Tackle) to an office.
- 6.8 *P1037 item 22* The sponsored litter bins have now been put in place, suitably inscribed.
- 6.9 Cllrs Thake and Bennett were concerned to note that a number of letters had been sent out by individual Councillors and not via the Clerk. After some discussion it was agreed that in cases of policy, letters should be signed by the Clerk. In the case of queries or enquiries, it was perfectly in order for Councillors to sign letters, provided they made it

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clear that they were writing individually and not on behalf of the entire council.

7. Reports from Outside Bodies:

7.1 Neighbourhood Watch/Police Matters:

Cllr Dredge reported on the following:

- 7.1.1** 13 February: 3 men in Church End asking for scrap metal. They had gone from the village by the time the police arrived.
- 7.1.2** 4 March: A “Nottingham knocker” was spoken to in Hyde Road and warned off by NHW. His Nottingham employer’s phone number was obtained. NHW and the police phoned his employer and banned future visits.
- 7.1.3** 6 March: Burglary in Abbots Way. (House empty because householder in hospital.)
- 7.1.4** 6 March: Police questioned three Romanians acting suspiciously.
- 7.1.5** 6 March: Transit pick up truck with a male, female and child as occupants was seen around the village claiming to offer gardening services. When informed, the Police expressed interest in both vehicle and occupants. The vehicle had left the area by the time the police arrived.
- 7.1.6** 10 March: 2 men and a woman calling door to door in Hyde Road, claiming to collect for an epileptic charity with police permission. They had already been elsewhere in Roade, including Abbots Way. Police attended and established that they had appropriate identity with a recognised charity registered number and that the charity is genuine. However the collectors were told that the police never give permission for such collections. The same trio were in Blisworth on 7 March and had asked potential contributors for bank account numbers; the police attended. They had also been operating recently in Middleton Cheney and were interviewed by Police there. Tara Cooksammy has asked police HQ to put out a PR warning to media.
- 7.1.7** Northants Police have obtained their first conviction based on the use of SmartWater (special identifying clear liquid painted on to property). This can be purchased via NHW for £17.63.
- 7.1.8** The Police are holding a surgery at Roade Library on Tuesday 25 March from 2.00 pm to 5.00 pm – everyone is welcome to discuss any issues which may be giving cause for concern, or simply to chat with members of the Community Police Team.

7.2 Village Hall Charity: Nothing to report.

8. Reports from Advisory Groups:

8.1 Cemetery:

8.1.1 Cllr Beech reported that the Cemetery Advisory Group had met recently. A draft letter to Kent Associates regarding the proposed extension to the cemetery had been included in the circulation box and this letter was now read out to all present. After some discussion, Cllr Beech proposed, Cllr Thake seconded and it was agreed with 11 in favour, Cllrs Dredge and Mallock against, that the letter (as read out) should now be sent to Kent Associates.

8.1.2 Cllr Beech noted that concern had been raised regarding the conifers (yew trees) which are either side of the main path where it meets the Memorial Garden paths. Cllr Bottomley believed that, as they are yew trees, they would take no harm from cutting back as they would “break” even after quite severe pruning. After some discussion it

Clerk

was agreed that advice should be sought from Mr Judkins of Allseasons.

Clerk

8.2 **Lighting:**

Cllr Dudman confirmed that we still awaited MEB to carry out the necessary reconnection work to the light in The Leys. All documentation relating to this has been done, they have been chased, and it is hoped that the work will be completed within the next 3 weeks.

8.3 **Planning:**

8.3.1 Cllr Bottomley reported on the following:

12 Church End – extension to side – no objections.

8 Fox Covert Drive – alteration to one of two proposed dwellings to include conservatory – no observations.

Land to rear of 57 High Street – further amended plans making some alterations to proposed access – previous objections stand regarding narrow vehicular access from High Street, insufficient distance between proposed dwelling and numbers 55 and 57, apparent tandem development, not in keeping with established buildings.

Land adjoining 22 Stratford Road – no observations.

Plainswood Farm – an appeal has been lodged against the decision on the access road.

25 Churchcroft – Cllr Bottomley had circulated a note to all councillors regarding this application. Mr Livingstone at SNC has no plans of any culverts in the area and, after uncovering two manhole covers, an inspection of a 30” pipe appeared to show that the pipe ran at a sharp angle directly to the garden of 4 Orchard Way and then to number 3 and possibly 2 and 1 thereafter. It would appear that the Parish Council’s 6’ strip of land is no longer compromised and therefore this should not be part of any objection to the planning application. Cllr Bottomley reported that the owner of 4 Orchard Way will not object to any vehicle passing over the previously disputed triangle of land at the rear of 25 Churchcroft. Concerns were noted that contractors may bring in heavy machinery across the underground pipe which may lead to problems in the future. It was confirmed that responsibility for the pipe will rest with the landowner across whose property the pipe runs. Cllr Mallock proposed that the Council accepts the amendment to the original objections by omitting any mention of the Parish Council’s strip of land. Cllr Dudman seconded. The Chairman confirmed that any councillor wishing to help Mr Griffiths could do so as an individual. Cllr Thake proposed moving on to next business, Cllr Dudman seconded, and it was agreed, with Cllrs Dredge, Inglis and Johnson against.

8.3.2 *Walkerpack site* - Regarding traffic reviews, Cllr Clarke clarified for the Chairman that in Blisworth the developer had submitted his own report. The Planning Committee was not happy to make a decision based on this report and so commissioned its own report, for which the District Council paid.

8.3.2.1

The Chairman reported that a small team of councillors and residents have been meeting each Monday regarding the Walkerpack site and they have been in regular touch with the senior Planning Officer at SNC. There are still some areas where councillors are not in accord with the developer, including the proposed number of dwellings, traffic, the size of buildings and their location. An independent census of traffic along Stratford Road was undertaken at a cost to the Parish Council of £275, the results of which have now been received. Cllr Mallock reported that the very detailed report took account of traffic going north and south through the village and was split between cars, motorcycles, buses, light goods vehicles and heavy goods vehicles. Cllr Mallock will be circulating a précis of the review which, unsurprisingly, conflicts somewhat with the Taylor Wimpey figures. She has also requested information from Carillion URS regarding M1 closures north and south during the last 2 years which would have affected traffic passing through the village. This information should be available later this week.

8.3.2.2

The Chairman confirmed that a meeting has been arranged with Mrs Whitfield of SNC

for Tuesday 11 March at which he will be presenting a 3D model of the proposed site which has been prepared to scale by Mr Richard Rust. It is evident that there is not enough parking for the number of dwellings and it is likely that there will be problems with the acoustics in the buildings such that it was suggested that they are moved back from the railway line, and from Stratford Road where they are very close to the pathway. The design of the site is urban and very reminiscent of the development at the former Turners site in Northampton, and not appropriate for Roade's rural setting. Strong evidence is being produced by the working group which it is hoped will strengthen our position with the Planning Officer. The Chairman reminded the meeting that an exhibition will be held in the Village Hall on Wednesday 12 (2.00 p.m – 9.00 p.m.) and Thursday 13 March (2.00 p.m. – 7.00 p.m.) followed by a public meeting at 7.30 p.m. on the Thursday evening to which everyone is invited and welcome. Although technically we cannot raise the topic of the imminent application for The Leys at the same time as Walkerpack, the Chairman confirmed that he takes every opportunity to mention it in his discussions with the Planning Officer and it will be raised again at tomorrow's meeting with Mrs Whitfield.

- 8.3.2.3** Cllr Mann was concerned that with the possibility of two large developments in the village, the air quality may well deteriorate to dangerous levels. He was keen to ensure that "hot spots" did not appear, as they had elsewhere in Northamptonshire, since they were notoriously difficult to eradicate.
- 8.3.2.4** Cllr Clarke confirmed that no application for The Leys had yet been received. He also confirmed that each development would have to be considered independently.
- 8.3.2.5** The Chairman hoped to circulate a briefing paper to all Councillors on Tuesday 11 March, which will cover the Council's position on certain key questions.
- 8.3.2.6** All Councillors were encouraged to attend both the exhibition and the public meeting in order to speak to villagers and find out their views. There will be representatives at the public meeting to discuss affordable housing and associated services, and information booklets will be available produced by the various associations in the area. **All**
- 8.4** **Footpaths:** Nothing to report.
- 8.5** **Recreation Field/Churchcroft:**
Cllr Dudman had received a quotation from Allseasons regarding the overgrown flowerbed in Churchcroft. To prune the trees and tidy the bed - £50 (previous contractor charged £140). This would have to be done on an annual basis. Alternatively as a one-off to prune the trees, clear the bed and then lay topsoil and seed - £340. Many local residents were in favour of the latter option. Cllr Dudman also noted that there was a problem where trees were growing round a BT cable which he has discussed with Mr Judkins during a site meeting. Much of the wood appears to be dead and needs to be removed in any case, but any work done will require the presence of a BT engineer to disconnect and reconnect the cable. Allseasons have quoted £300 for this work. After some discussion Cllr Dredge proposed, Cllr Inglis seconded and it was agreed that the quote for £340 to clear and re-seed the Churchcroft flower bed be accepted. Cllr Dredge proposed, Cllr Freund seconded and it was agreed that the quotation of £300 for the work to the trees surrounding the BT cable be accepted. **Clerk**
- 8.6** **IT -Website - broadband/phone:**
Cllr Dudman had discussed with a local computer group who use the Village Hall, the possibility of their wirelessly using any broadband connection which might be installed in the Parish Office. The rent they would pay per session would cover 25-40% of the annual fee for upgrading to broadband. Cllr Dudman and Cllr Thake will discuss the financial mechanics of setting up a direct debit. Cllr Dudman will present a proposal at **GD**

the next meeting.

8.7 Youth:

8.7.1 Cllrs Freund and Mann had attended an extremely useful presentation at Guildhall where they had made a lot of useful contacts. A Youth Meeting is scheduled for the end of this week and, although there is nothing concrete to report at the moment, a great deal of useful work has been carried out in the background.

8.7.2 Cllr Mann reported that a new bank account had been opened with the Co-op but suggested that the bulk of the £10,000 grant should remain in the Parish Council's account until it is needed. Thought needs also to be given to the mechanics of paying any future employee who would, in all probability, be paid through an agency. Cllrs Mann, Freund, Thake and Dudman will discuss this outside the meeting and report back. In the short term, Cllr Thake suggested the insertion of an extra column in the Parish Council's accounts to track Youth funding.

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Clerk

8.8 Elderly & Vulnerable:

Cllr Mann confirmed that everything was in place for the next set of surgeries. Nothing else to report. Cllr McAlear had received complaints about parking in The Ridings but dealt with them on an ad hoc basis. Cllr Mann had received complaints about a car parked in such a way as to block the signs for St Mary's Way. Cllr McAlear was also concerned that road signage was not sufficiently clear to direct traffic to both parts of The Ridings. The Clerk was asked to contact SNC.

Clerk

9. Finance:

9.1 Cllr Thake reported that the carry forward was in the region of £14,800, including the £10k Youth grant.

9.2 *Review and adopt the Internal Audit Service Terms of Reference:* Cllr Thake confirmed that we have to review our internal audit service and approve it by the end of the financial year. We were notified of this requirement only after the last Council Meeting. However all the paperwork (20-25pp) has been circulated and it should be noted that if we reject this, we could fail audit, and if we fail audit, we may not get a precept next year. Cllr Thake therefore proposed that Roade Parish Council has reviewed the Internal Audit Procedures currently in place and finds them fit for purpose. Furthermore we adopt the Internal Audit Terms of Reference for the financial year 2008/09 and future years. Cllr Mallock seconded and with all in favour it was agreed.

10. Risk Assessments - Council Property:

Cllr Dudman reminded Councillors that a requirement of our insurance company is that we carry out an annual risk assessment on the trees for which the Council has responsibility. The Council had agreed with a local Tree Specialist that they would carry out a visual inspection of the Council's trees for no fee whilst working in the village, and would report on any work they deemed necessary. Since this company is no longer operating, it was agreed that Cllr Dudman should ask Allseasons if they would be prepared to take on this work.

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11. Parish Plan Adoption:

11.1 On behalf of the Parish Council, the Chairman echoed the earlier congratulations on a great achievement by the Parish Plan Steering Group. The Chairman was very impressed by the professional appearance of the material which had been circulated and found it to be full of interesting and useful information. He planned to present a copy with the Council's final objections as a back up to arguments against the proposed format of the development of the Walkerpack site. Cllr Mallock proposed that the Parish Plan be adopted as presented, Cllr McAlear seconded and with all in favour it was agreed.

- 11.2** Cllr Mallock noted that an extra £400 was required, as discussed last month, to cover the cost of a print run of 1100 – 1200, with the finished document planned to have a glossy cover, the design for which was yet to be decided (all suggestions to Cllr Mallock, but probably with an emphasis on youth). Cllr Dudman asked that an electronic format be provided as we do have the copyright. This would enable it to be loaded on to the Village Website, and also for further ad hoc copies to be printed if required.
- 11.3** Cllr Dredge asked for official words of thanks from the Parish Council also to be printed in the Plan to highlight the team of people who had put in such a great effort. Cllr Dudman asked that the former Chairman, Nigel Wickens, is also mentioned given his great support of the project during his Chairmanship.
- 11.4** Cllr Dredge proposed, Cllr Inglis seconded and with all in favour it was agreed that an extra £400 be granted to cover the cost of printing.
- 12. High Street Closure: Sunday March 16th 2008 10.30am to 1130am**
The Chairman confirmed that the High Street will be closed between 10.30 am and 11.30 am on Sunday March 16th to allow villagers to take part in the sponsored mile walk, trot, run. All local residents had been informed and given the opportunity to object – none had. The Cock will be open for bacon sandwiches and PCSO Cooksammy will be on hand. Provision for parking has been made at the Primary School.
- 13. Village of the Year Competition:**
Cllr Dudman suggested that it be put on hold this year as there had been no local interest.

14 Bills for Payment and Receipts:

Receipts:		Rct/	£	
Youth Grant			10,000.00	
Interment		308/9	60.00	
Purchase Double Grave, one interment		309/9	180.00	
Memorial Headstone		310/9	25.00	
Memorial Headstone		311/9	<u>25.00</u>	
			10,290.00	
 Cheques for Signature:		Cheque	£	inc VAT
R&G	Weed killer spray playing fld	796	42.16	6.28
BACA	Hardware	797	89.14	13.27
Aylesbury Mains	New Street Lighting	798	7599.26	1131.81
B&Q	Hardware	799	32.94	4.91
NCC Road School	Reprographics – Walkerpark	800	158.25	23.12
Mid-Northants Parishes	Annual Contribution	801	15.00	0.00
1 st Road Guides	S137 grant	802	250.00	0.00
Youngs Nurseries	Mole Deterrent	803	19.99	2.98
Allseasons	Grass Cutting	804	305.50	45.50
Mrs D Dudman	Minutes& cover for Clerk	805	70.00	0.00
	Cheque cancelled	806	0.00	0.00
Hugh Geddes	VTech Salary	807	322.70	0.00
Chris Clayson	Asst VTech Salary	808	19.60	0.00
Andy Johnson	Asst VTech Salary	809	189.10	0.00
Sylvia Mawby	Clerk Salary & Admin costs	810	417.65	0.00
Post Office Counters	HMRC	811	<u>144.93</u>	<u>0.00</u>
			9676.22	1227.87

The Chairman asked that these be taken en bloc. Cllr Inglis proposed, Cllr Beech seconded that they be approved and it was agreed.

15. Correspondence:

A letter had been received from Mr Griffiths regarding 25 Churchcroft; Mrs Heighway had written asking about litter collection round the village and offering to gather it herself. Everyone is encouraged to collect litter when they see it and the Village Technicians spend a lot of time clearing up. It was noticeable in The Ridings that during holidays the littering diminishes significantly. The Chairman had notified the Head Teacher of Roade School that new litter bins had been provided and asked that more pressure be brought to bear on children to keep the village tidy. Cllr Dudman confirmed that there was no Health & Safety implication should an individual wish to clear up litter. However if any “sharps” are found, these should be notified to the Clerk or to Cllr Dudman immediately for professional removal.

16. New Noticeboard in London Road:

Quotations had been received for a new noticeboard but they seemed very high. The Clerk was asked to contact both John Chambers and Frank Eustace to get quotes for a noticeboard in a similar style and size to those currently in use in the village. It was noted that boards are regularly used improperly although if posters advertising items or services useful to the villagers, these could remain. Posters relating to commercial enterprises, particularly from outside the village, would be removed.

Clerk

17. Purchase of Signs to indicate Local Businesses:

To be taken at the next meeting.

18. Replacement of some street signs:

To be taken at the next meeting.

19. Mobile Speed Signs, potential anonymous donation of £3,000

Already discussed.

20. Annual Parish Meeting and Annual Parish Council Meeting

The Annual Parish Council Meeting is normally held at 7.00 pm on the day of the regular May Monthly Parish Council Meeting (this year Monday 12 May). The Annual Parish Meeting is intended for parishioners and is a forum at which local groups and organisations may report back on their year’s activities. This meeting is held separately from any other meeting and preferably in a different location. This year it would also be an excellent opportunity at which to launch the Parish Plan, although copies will ultimately be hand delivered to each household. Going forward, the Annual Parish Meeting would be the ideal opportunity at which to review the Parish Plan. Cllr Dudman will check with Mr Hillyard to see if the Legion would be available on either 8 or 9 May for the Annual Parish Meeting. .

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21. Any Other Business:

The Chairman announced that, although remaining as a Parish Councillor, he planned to step down as Chairman in May.

22. Date of next meeting: Monday 14 April 2008 at 7.30 p.m.

The meeting closed at 10.20 p.m.