

Moulton Parish Council

Minutes of Parish Council Meeting

Date: 10th January 2023 **Time:** 7.15pm

Location: Moulton Community Centre

Agenda Item:		
01/23	Conduct a Public Session (Duration and content at Chairman's discretion)	
	None required	

Record Attendance, Absence and Apologies from councillors not in attendance. Resolution to accept:

02/23	Councillors (Parish):	Cllr Paul (GP), Cllr Fehnert (SF), Cllr Marshall (JM) Cllr Swallow (YS), Cllr K White (KW), Cllr Swannell (MS), Cllr Bennett (NB), Cllr Curran (CC)
	Councillors (West Northants):	Cllr Warren (MW)
	Executive Officer:	Jane Austin
	Other Attendees:	None
	Apologies:	Cllr Aarons (holiday), Cllr Moss (holiday), Cllr Conway (holiday) Cllr T Morrow (TM)
	Absence:	Cllr S Morrow (SM)

Agenda Item:	Discussion Content:	Action:
03/23	Record any Declarations of Interest on subjects included on this agenda. Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate:	Action:
	Cllr Paul reminded councillors of their duty to declare an interest on agenda items if necessary.	
04/23	Dispensations: To consider written requests for dispensation of DPI	
	None	
05/23	Accept Minutes of Council Meeting held on 6th December 2022. Resolution to accept and sign.	Action:

	It was resolved to accept the minutes of the council meeting held on 6 th December 2022.	
06/23	Report on Previous Agenda Items	
	<ul style="list-style-type: none"> New double yellow lining on Church Street is causing issues for residents. Cllr Curran to meet with residents. 	CC
07/23	Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.	
	Cllr Swannell reported that 500 trees had been received and approximately half had been planted in Crowfields. Cllr Swannell is to use the remainder of his budget to purchase more established trees.	MS
08/23	Planning Related Matters:	Action:
	1. Planning Applications -Planning Committee Responses previously submitted to Planning Authority listed as Appendix 2.	
	All councillors have received a copy of Appendix 2	
	<p>The EO updated council on the Mulberry Homes application –MPC response has been submitted and the case officer is waiting for more information on drainage from the applicant. Cllr Fehnert distributed copies of an email trail between MH and Cllr Fehnert.</p> <p>Cllr Warren is to attend a meeting on 26th January with the new Planning Enforcement Manager at WNC and will bring the MH site and issues with the new school build to his attention.</p> <p>The EO reported receiving several complaints regarding the new school build. The case officer had been informed and was working with the developer to resolve matters.</p> <p>Cllr Warren informed council that Senior Officers at WNC had agreed with MPC’s recollection of the initial criteria for the new schools Admission Policy and a letter of complaint had been sent to the Department for Education.</p>	
09/23	Finance, Administration and Governance Related Matters	Action:
	Recommendations from Finance committee Meeting 3rd January 2023. All councillors have received the draft minutes from the Finance Committee Meeting held on Tuesday 3rd January 2023.	
	1. Approve Payments as Listed in Appendix 1. Resolution to Approve	
	It was resolved to approve and make the payments listed in Appendix 1	EO
	2. Approve Budget for 2023/2024. Resolution to Approve	
	It was resolved to approve the budget for 2023/24. Seven votes for, one against.	EO
	3. Approve Precept Request for 2023/2024. Resolution to Approve	
	It was resolved to request a precept of £431.00 for financial year 2023/24. Seven votes for, one against.	EO
	4. Discuss Quote Received for works to Memorials in Moulton Cemetery. Resolution to Accept and Approve	
	It was resolved to accept and approve the quote received for remedial works to memorials in Moulton Cemetery	EO
	5. Discuss Amends to Café Extension Build. Resolution to Approve	
	It was resolved to accept the quote for additional works required for the café extension build.	EO
	6. Discuss Play Equipment Inspection Reports. Resolution to Agree Actions	
	It was resolved to delegate powers to the Finance Committee and EO to progress quotes and work required on surfacing in the Public Gardens.	FC, EO
	7. Update on S106 monies. Resolution to Agree Actions	
	Cllr Paul reported that outstanding S106 monies were being paid to MPC this week. Some matters were still outstanding and would hopefully be resolved in due course.	
	Finance, Administration and Governance Related Matters Continued:	
	8. Approval of the use of a variable Direct Debit (point 6.7 Financial Regulations). Resolution to Approve	

	It was resolved to approve the use of a variable Direct Debit (point 6.7 Financial Regulations)	EO
	9. Approval of the use of a Banker's Standing Order (point 6.8 Financial Regulations). Resolution to Approve	
	It was resolved to approve the use of a Banker's Standing Order (point 6.8 Financial Regulations)	EO
	10. Approval of the use of BACS or CHAPS (point 6.9 Financial Regulations). Resolution to Approve	
	It was resolved to approve the use of BACS or CHAPS (point 6.9 Financial Regulations)	EO
	9. Approve and Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils). Resolution to Approve and Adopt	
	It was resolved to approve and adopt the Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils.)	EO
	10. Review of Effectiveness of Internal Audit. Resolution to Approve	
	It was resolved to approve the review of Effectiveness of Internal Audit	EO
	11. Annual Review, Approval and Adoption of Risk Assessment/ Risk Management Policies. Resolution to Approve	
	It was resolved to approve and adopt the Risk Assessment and Risk Management Policies.	EO
	12. Annual Review, Approval and Adoption of Council Policies. Resolution to Approve and Adopt	
	It was resolved to approve and adopt the following Council Policies: Appraisals and Appraisals Form, Asset Register and Asset Disposal Form, Bereavement and Special Leave, Burial Ground, CCTV including Access Request Form, Cemetery Regulations and Table of Fees, Climate Change, Code of Conduct, Communication and Community Engagement, Complaints, Co-option, Credit Card, Data Breach, Data Protection, Dignity at Work, Disciplinary, Display Screen Users including checklist, Dog and Litter Bin, Employee Mental Health and Wellbeing, Equality, Diversity and Inclusion, Flexible Working, Freedom of Information, Managing Ill health and Absence, Maternity, paternity and adoption, Safeguarding, social media, digital and electronic communications, Working from home	EO
10/23	Discussion Provision of Football Goals. Resolution to Agree Actions	
	Cllr White presented options for the installation of football goals on open space. It was resolved to support the initiative in principle. Pre application planning advice to be sought before proceeding with the project.	EO
	<u>EXCLUSION OF PRESS AND PUBLIC</u> <i>It is recommended that in view of the confidential nature of the following items, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.</i>	
11/23	Discuss Staff Contracts	

	With immediate effect, it was resolved to employ any new members of staff on a Standard Guaranteed Minimum contract with the exception of the Executive Officer and Assistant Clerk roles which would remain on a National Joint Council contract.	
12/23	Next Meeting Date – Tuesday 7th February 2023 Tuesday 4th April 2023 Tuesday 16th May 2023 (including Annual Parish Meeting) Tuesday 6th June 2023 Tuesday 4th July 2023 Tuesday 5th September 2023 Tuesday 3rd October 2023 Tuesday 7th November 2023 Tuesday 5th December 2023	

Meeting Closed at 8.15pm Copies to: Parish Councillors (13), West Northants Councillors (3),

Chairman's Acceptance Signature.....Date.....

Appendix 1 January Payments

Supplier	Invoice Details	Payment Amount (£ net)
Local Leaflet Drop	Newsletter and leaflet drops	£718.02
Moulton Parish Church	Open air carol service	£500.00
Yellow Bourbon Coffee Roasters	Café coffee	£125.20
Waterdene Foodservice	Café stock (x 3 invoices)	£304.70
Personnel Advice & Solutions Ltd	Consultation/advice	£100.00
Pellys	Property advice	£575.00
Rialtas Business Solutions Ltd	Software changes	£25.00
West Northants Council	Premises Licence - Public Gardens	£70.00
Complete Business Solutions	Various items - paper, ink, printer, postage (x 4 invoices)	£301.46
Lunds Cleaning	MCC window cleaning	£50.00
Ashby Computer Services	Microsoft 365 charges	£106.37
EON Energy Solutions	Street lighting maintenance Q3	£32.71
Play Inspection Company	Annual inspections	£450
Prestige Landscapes	Greenworks, cleaning, litter picking, gritting and gate lock - December 2022	£5,764.74
Codner Creative	Public Gardens lock/unlock	£155
Jurang	Coffee machine cleaning tablets and syrup	£56.42

Glasdon	Topsy Jubilee bin	£292.49
Proludic	Swing bearing	£316.82
700 Refrigeration	Balance due for supply and install a/c to library and nursery	£6,125.00
Northampton Carpet Cleaning	MCC carpet cleaning	£312

Appendix 2 Planning Applications Reviewed by Planning Committee and Responses Submitted to Planning Authority

<p><u>WND/2022/1008</u></p> <p>Description: Work to trees and removal of trees within a conservation area</p> <p>Location: Grosvenor House 16, Chater Street, Moulton, Northamptonshire, NN3 7UD</p>	<p>Awaiting response</p>
<p><u>WND/2022/0898</u></p> <p>Description: Change of use from dwelling to afterschool club.</p> <p>Location: South Bank, Boughton Road, Moulton, Northamptonshire, NN3 7SG</p>	<p>E Buchanan 14/12/22 12/12/22 MPC are very supportive of maintaining facilities for an after school club in Moulton and are mindful of how important this is to the local community. Nevertheless, we recommend refusal of this application due to the lack of provision for suitable parking and the detrimental effect it will have on the local amenity, as the proposed car park for pick-up and drop-off is outside the applicants control and therefore it cannot be conditioned nor enforceable. Should the provisions for parking by the applicant be acceptable to WNC and Highways then we would not have any further objections</p>
<p><u>WND/2022/0964</u></p> <p>Description: Engineering works to public open space in connection with planning approval DA/2018/1042.</p> <p>Location: Land To South Of Boughton Road, Moulton, Northamptonshire</p>	<p>Rebecca Grant 04/01/23 Sent to 04/01/23 Objection</p>
<p><u>WND/2022/1035</u></p> <p>Description: Two storey side extension and single storey rear extension.</p> <p>Location: 4, Ashley Lane, Moulton, Northamptonshire, NN3 7TJ</p>	<p>E Buchanan 22/12/22 19/12/22 MPC recommends approval</p>

<u>WND/2022/1037</u>		T Cantwell 23/12/22
Description:	Formation of vehicular access.	19/12/22 MPC have no objections to this planning application as long as Highways approve the request to install a dropped kerb and the appropriate water drainage measures are approved by the planning officer
Location:	39, Northampton Lane North, Moulton, Northamptonshire, NN3 7QY	
<u>WND/2022/0895</u>		E Buchanan 23/12/22
Description:	Single storey side extension. Change of use of ground floor use to takeaway (sui generis), installation of extraction flue system, internal and external alterations (revised scheme).	20/12/22 MPC recommends refusal of this application due to the lack of suitable parking provisions and the detrimental effect it will have on the local amenity.
Location:	Moulton Library 32, High Street, Moulton, Northamptonshire, NN3 7SR	
<u>WND/2022/1057</u>		Awaiting response
Description:	Two storey and single storey rear extension and single storey front extension	
Location:	6, The Avenue, Moulton, Northamptonshire, NN3 7TL	
<u>WND/2022/1075</u>		Awaiting response
Description:	Single storey front and rear extensions	
Location:	7, Tarrant Close, Moulton, Northamptonshire, NN3 7UT	