

DRAFT MINUTES: CORBY GLEN PARISH COUNCIL

Draft Minutes of the meeting held on Wednesday 9th September 2015 at the Willoughby Gallery, Corby Glen.

Present: Cllrs Honeywood (Chair), Lamming (Vice Chair), Johnson, Grantham, Muir, Fowler and Fox.

In attendance: Cllr N. Robins and Mrs. S. Parker (Parish Clerk).

Open Forum : for historical purposes the Parish Council noted that Queen Elizabeth II celebrated becoming the longest serving Monarch in British history. Today she celebrated 63 years and 216 days on the throne.

- 1. Apologies for absence:** none received.
- 2. District and County Councillors' Reports:** None noted.
- 3. Minutes of the Parish Council meeting on 8th July 2015:** These were approved & signed as an accurate record.
- 4. Councillors' Declarations of Interest:** none declared.
- 5. Clerk's & Chairman's reports on matters outstanding:**

38/14 Defibrillator for village : Training to take place at the Methodist Chapel on Tuesday September 22nd at 7pm. Clerk to contact local businesses and organisations to invite a representative from each to attend.

27/15 Re-painting the play equipment, and cleaning the play surfaces on the Village Green : Nothing further to report.

31/15 Green Space Mussons Close : Nothing further to report, the Parish Council will consider any planning application submitted as and when it is received.

37/15 Maintenance of River Glen : The Environment Agency has informed the Parish Council that there is no funding available in the budget this year to carry out any maintenance work on the River Glen. They have assured us, however, that they would respond to a potential flood risk such as a blockage in the watercourse.

42/15 Relocation of flag-pole : Planning permission is not required to move the flag-pole under Part 5, Schedule 1 of The Town & Country Planning (Control of Advertisements) Regulations 2007, subject to the pole being used to fly one of the flags permitted. Councillors resolved to trim the adjacent tree to prevent further damage to flags, but costs are to be obtained for re-positioning the pole elsewhere on the Green in the future. The trimming of the tree will occur when tree works are next taking place on the Green.

43/15 Number of Councillors : SKDC has informed the Clerk that there are no guidelines relating to the number of councillors in any parish, the only ruling being that there must be a minimum of 5. The process to increase the number was outlined to councillors, and it was explained this could take up to four years in time for the next ordinary elections. It was not established whether there would be a cost involved to the Parish Council. A brief discussion was had regarding the implications of increasing the number of councillors and Cllr Fowler proposed to consider increasing the number to 9 once the cost implications were known. Proposal seconded by Cllr Muir. Councillors voted against the proposal with Cllr Fowler requesting a recorded vote. Against : Cllrs Honeywood, Lamming, Johnson & Grantham. In favour : Cllrs Fowler, Fox & Muir.

6. Matters to be resolved:

52/14 Grass cutting contract: quotes from three contractors had been circulated and discussed. After taking up further references it was resolved to accept the quote from MCS Groundcare & Garden Services (annual cost £1,630 ex. VAT) and to award them the grass cutting contract from December 2015 - November 2018. Clerk to contact all the contractors and to draw up a contract for MCS. Clerk to inform MCS of certain cutting requirements within the contract.

Clerk to contact Rick Webster to reserve a cut for the week before Remembrance Sunday this year ie w/c November 2nd.

32/15 Updates - Standing Orders: Updated versions of Standing Orders and new Financial Regulations were issued to Councillors over the summer for their consideration. It was resolved to adopt both. Clerk notes that all agendas will be electronically signed with immediate effect as per Standing Orders.

- 7. Circulated correspondence:** none noted

8. **Reports from Committees:**

Planning

s15/1791 - Midlen, Pridmore Road, house extension - no objections
s15/1898 - Baines, Church Street, replacement windows - no objections
s15/2106 - Smith, Swinstead Road, revised scheme - no objections
s15/1987 - Harwood, Coronation Road, new dwelling - no objections but concerns raised

Greens Committee

Apologies were received from Greg Thurlow who hopes to be present at the next meeting.
Feedback from the play area inspection report was discussed, with strimming damage and bolts needing to be checked reported. Maintenance will be carried out by the Greens Committee. The main area of concern is the play surface as the sub base has failed. Quotes required to establish the cost of this work. SKDC has a Community Fund where grants of £500-£10,000 can be applied for. Up to 80% of the total cost can be applied for. Local workshops are available to inform applicants how the process works. Three quotes to be obtained for the October meeting so that funding can be discussed.

9. **Payments and Accounts**

- (i) Bank balances - monthly update approved as set out below
- (ii) Invoices for payment - Councillors resolved to approve payments as set out in schedule below

Opening Bank balance from 1st July 2015	£13,638.53
Income received on bank statement defibrillator donations	£50.00
<u>Invoices cleared on bank statement</u>	
CDPC - Community Cleaner May	£ 116.10
Rick Webster - grass cutting May	£ 242.40
French4Trees tree works	£ 1620.00
Sara Parker - Clerks wages June	£ 293.99
CDPC - Community Cleaner June	£ 116.10
S. Honeywood expenses - Easyspace adfree renewal	£ 31.64
LALC Councillor play area training	£ 24.00
HMRC tax payable	£ 1.80
R. Fox - repairs to Barleycroft/Pridmore lights (work carried out prior to R.Fox being appointed Parish Councillor)	£ 48.20
R.Fox expenses materials for play area surface	£ 23.40
<u>cheques written between meetings</u>	
Rick Webster - grass cutting June	£ 242.40
Sara Parker - Clerks wages July	£ 309.42
CDPC - Community Cleaner July	£ 116.10
Grant Thornton Audit fee	£ 120.00
<u>irregular account activity</u>	
18.8.15 450Euros paid to French Account (suspected bank error being investigated)	£ 335.41
Closing Bank Balance 31.8.15	£10,047.57
<u>Cheques to be authorised/cleared:</u>	
Sara Parker - Clerks wages August	£ 280.02
CDPC - Community Cleaner August	£ 116.10
Andrew Belson tree report	£ 294.00
Rick Webster - July/August grass cutting	£ 363.60
Playsafety Limited play area inspection	£ 78.00
Estimated remaining NatWest bank balance (of which £565.20 dedicated to the defibrillator fund)	£ 8,915.85

Defibrillator Fund (as of September 1st 2015)

Donations made directly into bank account :	£ 390
Cash & Cheques paid into account :	£1,235
Parish Council donation :	<u>£ 500</u>
Total donations banked :	£2,074
Purchases :	
Defibrillator, cabinet and paediatric pads	£1,558.80 (inc. VAT)
Fund remaining :	£ 565.20
(VAT to be reclaimed in October 2015 of £259.80, which will increase fund to £825)	

10. Matters to be further discussed at this meeting:

45/15 Locations for next Archers Survey - Councillors suggested High Street, Tanners Lane and Swinstead Road should be considered as locations for the next Archer Survey, as speeding is an issue on these roads in addition to the A151. Clerk to contact the Road Safety Partnership to ask what their criteria for choosing roads is. Clerk to contact LCC to establish whether our flashing speed signs could be altered to show the actual speed the vehicle is travelling at, and to determine if there would be a cost involved.

46/15 Annual allowance for Greens Committee - The Greens Committee made a request for a working budget so that urgent repairs could be made when required rather than waiting for approval at council meetings. It was resolved to allocate a budget of £250 to the Greens Committee to carry out repairs.

47/17 Policies & Procedures for defibrillator - requirements to check the defibrillator at regular intervals will be ascertained at the training session.

48/15 August 2015 tree inspection - the tree report from Andrew Belson confirmed tree 8801 is suffering from advanced bleeding canker, and it is recommended work should be put in hand to fell the tree although it is not felt to be urgent at this stage. Trees 8810 & 8806 are showing deadwood which needs removing next year. Cllr Fowler also commented on a limb which has fallen off tree 264 on Tanners Lane. Clerk to apply for planning permission to fell 8801, remove deadwood from 8810 & 8806, and to cut back the tree next to the flagpole.

49/15 Irregular bank account activity - A bank error by the NatWest resulted in £335.41 being taken from the Parish Council account on August 18th 2015. The bank's records show Cllr Fox as one of the signatories on the Parish Council account. When he requested to make a payment of £335.41 from his own account, the cashier incorrectly selected the Parish Council's account for the transaction. This amount has been refunded to the Parish Council account and an initial letter of apology has been received which also categorically confirms this was a bank error. Further investigations have been requested to establish how the NatWest systems would allow the Parish Council account to be selected, and to ensure records are corrected to eliminate the possibility of a reoccurrence. NatWest have paid £20.20 in compensation and have offered a hamper as a gift for a local community event. It was resolved to offer the hamper as a Christmas gift to a member of the Parish to be picked at random from the list of electors.

50/15 New salt bins for the village - it was proposed to request 1 new salt bin to be placed on Church Street near the bungalow. As Pridmore Road, St Johns Drive and Walsingham Drive were only adopted recently, there were no provisions for salt bins. It was proposed to ask for 4 salt bins to be placed in the following locations - Outside no. 14 Pridmore Road, opposite 41 Pridmore Road, outside no. 3 Walsingham Drive and near no. 39 St Johns Drive on the corner.

It was resolved to make the request, Clerk to contact Kevin Brumfield at Highways.

51/15 Garden Waste Skip - It was resolved to maintain the garden waste skip service for the village. The skip will be requested for Saturday October 17th 7.30am-11.00am. Clerk to contact BSH.

11. Next meeting confirmed to take place at 8pm at the Willoughby Gallery on Wednesday October 14th 2015.

Meeting closed at 9.16pm

Mrs. Sara Parker - Parish Clerk