

CRICK PARISH COUNCIL

MINUTES OF FULL COUNCIL MEETING

On Monday 20 June 2016 at 7.30pm

The Old School, Church Street, Crick, Northamptonshire, NN6 7ST

Tel: 01788 823040 Email: clerk@crickparishcouncil.org.uk

Present:

Chairman: Roger Lowe
Councillors: Cllr. Fursman, Cllr. Bennett, Cllr. Jamieson, Cllr. Cooper, Cllr. Harding, Cllr. Goodger,
Cllr. Hughes, Cllr. Slater, Cllr. Tolfts
Clerk: Josie Marlow
Public: 7 Members of Public

| MINUTES | | Action |
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| APOLOGIES | | |
| 16/771 | None to report. | |
| <i>The Chairman closed this session of the meeting to allow the public to speak.</i> | | |
| PUBLIC PARTICIPATION | | |
| 16772 | The following issues/views were received from the Public: a. A member of the public requested if the owners of Hill Farm House on the High Street could be contacted and asked to cut back their shrubs. The Chairman agreed for the Clerk to make contact. b. A member of the public asked if Council could find out what was happening with the Main Road development fence, as it looks to be encroaching on parish owned land. The Chairman agreed for this to be looked into. c. District Councillor Lomax was in attendance and had circulated her report prior to the meeting. | |
| DECLARATION OF INTERESTS | | |
| 16/773 | There were no Declarations of any Disclosable Pecuniary or Other Interests reported. | |
| 16/774 | There were no Dispensations or written requests for dispensation of DPI to consider. | |
| MINUTES | | |
| 16/775 | Council RESOLVED to Chairman Lowe authorising the minutes of 26 May 2016 as a true and accurate record. Proposed by Cllr. Slater and seconded by Cllr. Jamieson. | |
| ITEMS FROM PREVIOUS MINUTES | | |
| 16/776 | <u>Cranbrook Cottage Street Light (item 16/733)</u> Council received a report from the Clerk prior to the meeting and agreed to the recommendation for a new street light column to be installed and connected outside of Cranbrook Cottage and for E.on to be the preferred supplier at a total cost of £1,300 exc VAT. Proposed by Cllr. Goodger and seconded by Cllr. Hughes. The Clerk is to contact the owners of Cranbrook Cottage with an update. | JM |
| 16/777 | <u>Playing Field (item no. 16/737)</u> <ul style="list-style-type: none">▪ Council RESOLVED to agree to pay for Option 1 of the Mancraft quotation, i.e. Main Road boundary fence replacement at £2,225.00 +VAT. Details of which were circulated prior to the meeting. Proposed by Cllr. Fursman and seconded by Cllr. Goodger.▪ Chairman Lowe reported that DDC Planning Department had advised Costain to extend their current car park at the compound, as per their original planning conditions. Therefore the car park installation at the playing field will not take place.▪ Chairman Lowe reported that he had been in consultation with the Chairman of the Playing Field Association concerning their request for a grant of up to £2750.00 for new play equipment, which would comprise of a modern climbing tower or junior skate park. As both of these pieces of equipment would be in excess of £10k, Council agreed a full proposal is required before a decision can be made. Chairman Lowe is to attend the next Playing Field Association meeting to notify them of this decision and discuss the matter with them further. | RL |

| GENERAL MATTERS | | |
|-----------------|--|---------------------|
| 16/778 | <p><u>Shrubs & Commemorative Trees on Bury Dyke (16/765)</u></p> <ul style="list-style-type: none"> ▪ Cllr. Fursman reported that the tree outside of Oak Cottage is dead and that it is not a good site for one of the May Queen trees to be planted, as its replacement. ▪ The Clerk reported that pictures had been taken of the bush and sent DDC Planning department to query if the bush is of protected status or not. As yet, the Clerk is waiting for a report from Rachel Booth and proposed this item be deferred to the July meeting. ▪ Cllr. Fursman reported that the Oak tree on Oak Lane is getting bigger with electrical cables now going through it and is very much a hazard. Council agreed for Cllr. Fursman to gain a quote from a tree surgeon, to enable Council to consider the future of the tree. This item is to be deferred to the July meeting. | <p>JM</p> <p>WF</p> |
| 16/779 | <p><u>Street Lighting Update (16/732)</u></p> <p>The Clerk reported that the contract for supply and installation of the LED lights had been authorised and that installation will commence the second week of July, with the hope that all 120 lights will be converted within 1 to 2 weeks from that date.</p> | - |
| 16/780 | <p><u>A428 Canal Bridge</u></p> <p>Cllr. Hughes reported that a meeting had taken place with NCC, DDC, Crick PC, The Canal and Riverside Trust concerning the need for a pedestrian bridge. At the meeting it was agreed that an Engineer is to review the wooden pedestrian bridge at Foxtan Locks, to raise a report concerning their recommendations and costs.</p> <p>County Councillor Malcolm Longley is confident that this is an affordable option with total costs at circa £150k. As there is already £100k in the bridge fund, further funds will need to be raised. It is felt that the adoption of a design similar to that used at Foxtan Locks would be the lowest cost and be most acceptable from a Heritage point of view. The chosen design will have to receive Planning permission from NCC rather than DDC.</p> <p>Ian Boyes of NCC Highways is continuing to review the speed check results.</p> | BH |
| 16/781 | <p><u>Defibrillator</u></p> <p>Council RESOLVED to the purchase of new pads for the defibrillator at a cost of £58.00 +VAT.</p> | JM |
| 16/782 | <p><u>Hi-Vis Jackets</u></p> <p>Council RESOLVED to the purchase of 20 x hi-vis jackets for the volunteer litter picking team at a cost of £94.00 with the text, Crick Too Lovely To Litter printed on the back.</p> | JM |
| 16/783 | <p><u>Sports Field</u></p> <ul style="list-style-type: none"> • Council RESOLVED to authorise the payment of the Bernhards Landscapes invoice for £27,410.00 +VAT (£32,892.00), for the construction of the new cricket pitch. £5,000 of which was ring fenced for this purpose last financial year, along with the remaining £5,549 funds left over from the £20k power connection, which brings the balance to be paid to £16,861. This balance will be covered by the Cricket Club and Sports Field Association funds, which has already been transferred to the PC. Proposed by Cllr. Bennett and seconded by Cllr. Hughes. • Cllr. Goodger reported that the Wilf Simms pavilion had officially been opened and that a retention payment of circa £8k is due in March 2017 to AMJ Construction. • Cllr. Goodger reported that the cricket pitch had been completed by Bernhard Landscapes and that the first match will be played on it by the end of the year. The original chosen contractor couldn't make the dates for installation, hence Bernhards being awarded the contract instead. • Cllr. Goodger also reported that the Sports Field will be a charitable incorporated organisation within the next 3 months, at which point the PC can transfer ownership of the MUGA, Pavilion and all assets over to the new organisation. It has been set up to encompass 1 nominated trustee from the PC, which needs to be decided at the July meeting. | <p>JM</p> <p>JG</p> |
| 16/784 | <p><u>Crick Allotment Grant Application</u></p> <p>Council RESOLVED to authorise the payment of £400 (as budgeted), for the grant application received from the Allotment Association. Proposed by Cllr. Cooper and seconded by Cllr. Hughes.</p> | JM |
| 16/785 | <p><u>Ageing Well</u></p> <p>Cllr. Jamieson reported that she had not received any further updates and asked for this item to be deferred to the July meeting.</p> | JM |

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| 16/786 | <u>Memorial Bench (Janet Hopkins)</u> Council RESOLVED to the memorial bench to be installed on the POS on Main Road, near to the playing field. | JM |
| 16/787 | <u>2016 to 2018 National Salary Awards</u> Council noted and RESOLVED to the Clerk receiving a 1% pay increase for 2016/17 and 2017/18, which is to be backdated to 1 st April 2016 (as budgeted), as per the information received from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) concerning revised salary scales for 2016/17 and 2017/18. Proposed by Cllr. Jamieson and seconded by Cllr. Hughes. | - |
| 16/788 | <u>Trees</u> <ul style="list-style-type: none"> • Council RESOLVED to a budget of up to £50 for the purchase of 5 new May Queen Oak trees. The Clerk reported she would be happy to donate 2 young Oak trees she had grown from seed for this purpose. Proposed by Cllr. Jamieson and seconded by Cllr. Slater. • The total amount of May Queen trees will be 8 with the 5 new trees, including the 3 trees to be moved from Bury Dyke. All trees are to moved/planted in autumn. • Cllr Fursman reported that the tree on Rectory Close is dead and needs cutting down. Council agreed to this proposal but asked the Clerk and Cllr. Fursman to find out whose land it sits on before getting a tree surgeon out to sort the tree. | WF/JM WF |
| 16/789 | <u>Centenary of The Somme</u> Cllr. Tolfts reported he'd arranged for a service to take place at St Margaret's Church at 6.30pm on 1 st July 2016, with wreath laying, a bugler and for a commemorative plaque which has been created, to be laid on the memorial. Council requested the Clerk to notify Rugby FM of the service details for them to advertise it on air and to add it to the community diary on the PC website. Council agreed that after the service the commemorative sign can be used to signify the area of land which is to be named in honour of the Battle of the Somme and for the naming to be deferred to the July meeting, to allow for more time to consider an appropriate area within the parish for this purpose. | JM |
| 16/790 | <u>A428 Canal Bridge Donation</u> Council RESOLVED to the Chairman and Clerk authorising the letter of donation acceptance from Blue Energy, to receive a donation of £14k towards the canal bridge project. | JM |
| 16/791 | <u>Burial Ground</u> Council RESOLVED to the purchase of a pack of grave indicators for the numbering of graves in the burial ground, at a cost of £46.80. | JM |
| 16/792 | <u>58 Kingstyle Close</u> The Clerk reported that a meeting had been held with Mr & Mrs Jones, who had signed an agreement for the Payback Team to be utilised to remove the current fence and reinstate it in line with the legal boundary. The Payback Manager Lissa Green is to meet with the Clerk on 19 th July at 58 Kingstyle Close to complete a health and safety visit prior to booking a date for the works to be completed and that Bill Garvin will help the team on the day to complete the works. | JM |
| 16/793 | <u>Street Naming</u> Council RESOLVED to submit the name Richie Grove to DDC for the Main Road development. This is due to the fact there were the two Richie brothers who served in the war, who are named on Crick's Roll of Honour. | JM |
| 16/794 | <u>Crick History Society Heritage Board</u> Council RESOLVED to a budget of up to £750 for the purchase of a heritage a board, from the £1,000 received from David Wilson Homes for this purpose. Thus leaving some money in the budget to buy a second board for Fallowfields/Bury Dyke. Council agreed not to donate the boards to Crick History Society but to add them to the PC Asset Register. Proposed by Cllr. Goodger and seconded by Cllr. Jamieson. | JG |
| 16/795 | <u>Grass Cutting</u> Council RESOLVED to add the section of grass on Well Hill Close to the grass cutting schedule at an extra cost of £10.00 per cut +VAT. The Clerk is to notify the residents and Stephen Hartwell. | JM |
| 16/796 | <u>Elms Farm POS</u> Council agreed to Chairman Lowe approaching Glenda Parkes to see if she would be willing to sell the land or a part of the land to the PC and if so, for how much. | RL |

| PLANNING | | |
|---|---|----------------|
| 16/797 | <p><u>Planning Application DA/2016/0489 – Plot 4, Coleman Close, Crick</u></p> <p>Council agreed to the no comment response concerning the work to a tree on Coleman Close, subject to Tree Preservation Order DA 459.</p> | JM |
| COUNCILLOR UPDATES ON AREAS OF INTEREST | | |
| 16/798 | <p><u>Barratt Homes</u></p> <p>Chairman Lowe reported that he had not attended any meetings with Barratts recently or received any correspondence from them, but would be contacting them to arrange a meeting due to the footpath on the playing field nearing commencement.</p> | RL |
| 16/799 | <p><u>David Wilson Homes</u></p> <p>Cllr. Jamieson reported that the plans and risk assessment paperwork had been received concerning the footpath on Oak Lane, but the Clerk was still waiting for a date from DWH. The road name for the four executive homes off of Fallowfields is Webb Close and DWH plan to finish on site in August, as most of the properties are now sold.</p> | JJ |
| 16/800 | <p><u>Highways Reporting/Updates</u></p> <p>Cllr. Hughes reported the following after completing an annual review with Highways:-</p> <ul style="list-style-type: none"> ▪ Pavements - Highways agreed a list of pavements which are in a poor state of repair, but currently have no money to make any repairs. ▪ Road Sweeping - the road-sweeper is a DDC issue and needs to be taken up with them. The Clerk is to request a road-sweeper to visit Crick. ▪ Signage - the Clerk reported she had agreed with the NCC team to clean the signs and had also contacted the Tesco Community team to help with this matter, but had yet to hear from either. Cllr. Hughes suggested the Clerk contact Iain Smith of Highways concerning the NCC team. ▪ Flooded Footpaths – Highways agreed to look into the flooding of the footpath near the BT exchange, but refused to look into the footpath by Elms Farm as it is under the jurisdiction of Rights of Way. The Clerk is to contact ROW concerning this matter. ▪ Potholes & Reinforcements – there is no money left in the budget to tackle either the potholes on the A428 roundabout or reinforcements required for the carriageway. ▪ Post Office Layby – Highways agreed to complete works to the layby. ▪ Blocked Ditches – Highways agreed that the blocked ditch at High Leys is their responsibility and will sort the problem out. ▪ Highways agreed that more work needs to be done to the Main Road junction with Bucknills Lane and the Kilsby lane. ▪ An unofficial brown pipe has appeared, coming from the house off of Kilsby lane, which needs to be looked into. ▪ Co-op Parking – Ian Boyes of Highways will chase this. ▪ Traffic Calming – an NCC Traffic Engineer is to be visit the village to see what is feasible, with parking being a priority. ▪ The Oak Lane road surface is in a poor state of repair and needs to be looked into. | JM JM JM |
| 16/801 | <p><u>DRAFT Neighbourhood Plan</u></p> <p>Cllr. Hughes and Cllr. Jamieson reported as follows:-</p> <ul style="list-style-type: none"> • The grant application was successful and the funds have been received, but only for a small amount of £2115.00. • Draft Version 11 has been circulated to council members and an informal review was being held with Tom James and Jane Parry of DDC. • The 3rd Residents Survey and Business Survey have gone out with all results having been collated by Colin Mynott, with final analysis being finalised. • The DDC Housing Needs Survey has not yet been published for review. • The Steering Group will be holding an NP exhibition at the Scarecrow Weekend on both days, to allow the public to view the draft plan and ask questions / make comments. • Council agreed that the Pre-submission Draft Neighbourhood Plan needs to be formally approved at the July meeting. | JJ/BH |

| COUNCILLOR UPDATES ON AREAS OF INTEREST | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 16/802 | <u>Crick Business and Estates Group Meeting</u> Cllr. Goodger agreed to attend on behalf of the PC and circulate his findings thereafter. | | | JG | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/803 ACCOUNTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Accounts for Payment – Current Account</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Council RESOLVED to all payments being made as stated in the below table. • The BACS payments authorisation form was authorised by Chairman and Vice Chairman. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ref. | Payee | Description | Amount | Power to Pay | | | | | | | | | | | | | | | | | | | | | | | | |
| ONLINE PAYMENTS VIA BACS TRANSFER & CHEQUE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BACS | Josie Marlow | Clerk's June salary | £1002.15 | LGA 1972 S112 | | | | | | | | | | | | | | | | | | | | | | | | |
| BACS | Autella Payroll Services | Qtr 1 invoice 8746 | £37.68 | LGA 1972 S112 | | | | | | | | | | | | | | | | | | | | | | | | |
| BACS | E.on Energy Solutions Ltd | Church Street light repairs Inv. 065340 | £37.97 | LGA 1957 S113 | | | | | | | | | | | | | | | | | | | | | | | | |
| BACS | Stephen Hartwell | Grass cutting services Inv. 445 | £1,412.40 | Open Spaces Act 1908 SS9 & SS10 | | | | | | | | | | | | | | | | | | | | | | | | |
| BACS | Stephen Hartwell | Grass cutting services Inv. 451 | £1,232.40 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 501123 | Adrian Dollar | Tree surgery services at the playing field | £240.00 | Open Spaces Act 1908 SS9 & SS10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501124 | Bernhards Landscapes Ltd | Cricket Pitch construction Inv.2866 | £32,892.00 | LGA 1976 S19 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501125 | Mr A C Sinclair | Cricket Youth Club leader services (Jan-Apr 2016) | £440.00 | LGA 1972 LGA 2000 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501126 | Roger Lowe | 2016 Chairman's Allowance | £300.00 | LGA 1972 s15 & 34 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501127 | Community Heartbeat Trust | New pads for defibrillator Inv. 1703 | £53.00 | Public Health Act 1936 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501128 | LDJ Solicitors | 58 Kingstyle Close legal fees Inv. 80743 | £350.40 | Prosecution of Offences Act 1985 s18 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501129 | Cricket Allotment Association | 2016 Grant payment | £400.00 | Small Holdings & Allotments Act 1908 ss 23,26, 42 | | | | | | | | | | | | | | | | | | | | | | | | |
| 501130 | HMRC | Qtr 1 NI Contribution | £405.40 | LGA 1972 S112 | | | | | | | | | | | | | | | | | | | | | | | | |
| D/D | NEST Pension Scheme | Employers & Employee Payments | £19.76 | LGA 2004 & 2008 | | | | | | | | | | | | | | | | | | | | | | | | |
| D/D | ICO Data Protection | Annual data protection fee | £35.00 | Freedom of Information Act Data Protection Act 1998 | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/804 | <p><u>Income</u> Council noted the below income.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Income Received</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>05/05/16</td> <td>DirectPlus Account</td> <td>Untaxed interest</td> <td>£4.45</td> </tr> <tr> <td>12/05/16</td> <td>DirectPlus Account</td> <td>HMRC VAT Refund</td> <td>£25,393.76</td> </tr> <tr> <td>16/05/16</td> <td>DirectPlus Account</td> <td>Burial Fee – Frances Page</td> <td>£110.00</td> </tr> <tr> <td>25/05/16</td> <td>DirectPlus Account</td> <td>David Wilson Homes – Crick History Society Roll of honour board</td> <td>£1,000.00</td> </tr> <tr> <td>27/05/2016</td> <td>DirectPlus Account</td> <td>Groundwork Grant</td> <td>£2,115.00</td> </tr> </tbody> </table> | | | | Date | Account | Income Received | Amount | 05/05/16 | DirectPlus Account | Untaxed interest | £4.45 | 12/05/16 | DirectPlus Account | HMRC VAT Refund | £25,393.76 | 16/05/16 | DirectPlus Account | Burial Fee – Frances Page | £110.00 | 25/05/16 | DirectPlus Account | David Wilson Homes – Crick History Society Roll of honour board | £1,000.00 | 27/05/2016 | DirectPlus Account | Groundwork Grant | £2,115.00 |
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| 27/05/2016 | DirectPlus Account | Groundwork Grant | £2,115.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/805 | <p><u>Balance of Accounts</u> Council noted all of the below balances.</p> <p>a). DirectPlus Account £49,247.12 b). Community Fund Account £1,500.44 c). Fixed Rate Deposit Account £32,776.98</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/806 | <p><u>Accounts Ratification</u></p> <ul style="list-style-type: none"> ▪ The Clerk reported that all of the VAT refunds for the AMJ invoices have now been received. ▪ The Clerk reported that the annual ICO Data Protection renewal will take place at the end of June with the direct debit of £35.00 being taken at that time. | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| CIRCULATIONS TO NOTE | |
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| 16/807 | Council noted all circulations. |
| 16/808 | ITEMS FOR NEXT AGENDA |
| | <ul style="list-style-type: none"> ▪ Co-option of a new Councillor ▪ Naming of a field in honour of the Battle of The Somme ▪ Approval of the Neighbourhood Plan ▪ Ageing Well ▪ Review of trees on Bucknills Lane ▪ PCSO Report |

In the absence of further business the meeting closed at 20.45pm.

Parish Council Meeting to be held on Monday 18 July 2016 in The Old School at 7:30pm

Signed:

Roger Lowe – Chairman to Crick Parish Council

Date: 18/07/2016