

Moulton Parish Council

Minutes of Parish Council Meeting

Date: 9th January 2019 **Time:** 7.15pm

Location: Moulton Community Centre

Agenda Item:		
01/19	Election of Chairman	Action
	<p>Cllr C Fountain proposed that, in the absence of the Chair and Vice-Chair, Cllr Paul be elected to take the Chair for the duration of the council meeting.</p> <p>It was resolved to elect Cllr Paul as Chairman.</p>	
02/19	Conduct a Public Session (Duration and content at Chairman's discretion)	
	<p>A resident from Willow Tree Way addressed council with regards to the withdrawal of bus services to and from the west end of the village. The resident explained that one of the reasons that he and his wife had moved to their house was the excellent transport links to and from local shopping and service centres. Services 19, 10 and X10 have been withdrawn leaving the west of the village without access to bus services. Some services still run from the village centre but this is too far a distance to walk for elderly residents. The Chair confirmed that this matter was on the agenda for discussion later</p> <p>A resident from Carey Close highlighted his concerns about a planning application on the agenda. Particular issues are the capacity for coaches/buses at the West Street/Pitsford Road/Boughton Road junction and the correlating poor air quality. The resident spoke of the difficult parking situation in Carey Close and the potential to resite the footpath on the new development.</p> <p>A resident from Browns Close spoke of the difficulty of exiting Browns Close due to poor visibility.</p> <p>Public Session ended at 7.30pm</p>	

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

03/19	Councillors (Parish):	Cllr Douglas (SD), Cllr C Fountain (CF), Cllr Y Swallow (YS), Cllr Morrow (SM), Cllr Curran (CC), Cllr Swannell (MS), Cllr Fehnert (SF), Cllr E Fountain (EF), Cllr Paul (GP), Cllr Ward (TW)
	Councillors (District):	Cllr M Warren
	Councillors (County):	None
	Executive Officer:	Jane Austin
	Other Attendees:	8 residents
	Apologies:	Cllr Aarons, Bennett and Moss (holiday), Cllr Cribbin, Cllr Warren
Absence:	Cllr Brooks (apologies received during meeting)	
		It was resolved to accept the apologies from absent councillors.

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Agenda Item:	Discussion Content:	Action:
04/19	Record any Declarations of Interest on subjects included on this agenda. <i>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:</i>	Action:
	Cllr Paul reminded councillors of their duty to declare an interest on agenda items if necessary. Cllr Swannell declared a personal interest in agenda item 07/19 1a	
05/19	Dispensations: To consider written requests for dispensation of DPI	
	None	
06/19	Accept Minutes of Council Meeting held on 1st November 2018. Resolution to accept.	Action:
	It was resolved to accept the minutes of the council meeting held on 1 st November 2018.	
07/19	Planning Related Matters:	Action:
	1. Agree responses to the following Planning Applications: Resolution to approve actions	
	<p>a) DA/2018/0723 (Amended) Two storey extension and part two storey/single storey single side extension. The Monks Way, 1 Pitsford Road It was resolved to Recommend Approval.</p> <p>b) DA/2018/1000 Siting of shipping container pod for use of veterinary practice for installation of a pet scanner. Abington Park Veterinary Centre, Holcot Centre, Moulton College It was resolved to Recommend Approval</p> <p>c) DA/2018/1055 Construction of single storey extension to rear/side, new entrance porch and pitched roof to replace existing flat roof to side addition. Green Garth, 36, Thorpeville. It was resolved to Recommend Approval</p> <p>d) DA/2018/1067 Formation of vehicular access. 51 Northampton Lane North It was resolved to Recommend Approval</p> <p>e) DA/2018/1075 Change of use from garden centre to veterinary practice (Class D1) The Holcot Centre, Moulton College, Pitsford Road It was resolved to Recommend Approval</p> <p>f) DA/2018/1042 Reserved Matters application (access, appearance, landscaping, layout and scale) for 125 no dwellings, access and associated works, open space and car and coach parking area. Land to South of Boughton Road. It was resolved to submit the following comments: Hedges bordering the site adjacent to the Boughton Road are to be removed. There should be some replacement in this area to retain the rural nature of the site with landscaping other than very few trees shown. Safer Routes to School Footpath. Part of this is outside of the site but it is to be developed by the applicant as part of a S106 agreement. However it is no longer mentioned. The existing PROW crosses the access road at the point where it is widest to allow overtaking buses. Should it be offset to a narrower point and a crossing point installed. DDC should check that the car park lanes are wide enough and turning circles to accommodate buses. The car park shows gates. We would like more information on the proposed gates and also advice was to be sought from the Crime Design Advisor, Northants Police regarding security of the parking area from overnight or long term parking. Although general design principles have been listed and links with village housing featured, there seems to be no information on tile or brick colours</p>	

	<p>or how many dwellings may need to be rendered. The original application for this site contained a 'Pound Lane Strategy' which was devised to remove all MSSC bus and coach movements from the narrow village roads and direct vehicles into the carpark via Boughton Road. Moulton Parish Council are committed to this and would ask that DDC, NCC Highways and MSSC work with MPC to achieve this.</p> <p>g) DA/2018/1127 Construction of detached dwelling and garage (revised scheme). Land to the rear of Patreval, 45 Ashley Lane</p> <p>It was resolved not to submit any comments re: this application.</p> <p>h) C/2016/1200 Outline application for development of up to 125 dwellings, including affordable housing, access and associated works, open space including strategic landscaping, sports pitches and children's play space, car and coach parking area to serve Moulton School and local community.</p> <p>It was resolved not to submit any comments re: this application.</p> <p>i) DA/2018/1136 Alterations to domestic annexe to form three additional bedrooms and a bathroom and occasional use as a holiday let. The Nest, Boughton Road</p> <p>It was resolved not to submit any comments re: this application.</p>	
	2. Report on Recent Planning Decisions - Report only	Action:
	<p>a) DA/2018/0673 37 Ryland Road. Single storey flat roof extension (retrospective). GRANTED</p> <p>b) DA/2018/0878 10 Boughton Road. Demolition of existing garage and proposed single storey extension GRANTED</p> <p>c) DA/2018/0896 Whitby, 4 The Avenue. Proposed new garage and gym/home office to front garden REFUSED</p> <p>d) DA/2018/0914 Land off Sandy Hill Lane at Junction with Overstone Road. Non illuminated free standing sign GRANTED</p> <p>e) DA/2018/0881 Moulton Allotment (Off Rose Tree Close) Boughton Road. Part retrospective application for electrification of entrance gates, installation of 8 driven wells, erection of polytunnel, area of hardstanding, free standing composting toilet, solar panels and small wind turbine. GRANTED</p> <p>f) DA/2018/0964 22 Thorpeville. Demolition of existing conservatory. Construction of single storey rear extension. GRANTED</p>	
	3.	Action:
	a) Update on Developments – Report Only	
	Nothing to report	
08/19	Ongoing Matters Update – Councillors. Report Only	
	<p>Cllr Fehnert has contacted gigaclear and is awaiting a response. Cllr Ward reported that he had received a letter from gigaclear concerning cable laying.</p> <p>Cllr Curran has reviewed the responses from the residents survey regarding war memorials and will proceed with the working party researching the matter.</p> <p>Cllr Paul reported that the review of the Moulton Scene was ongoing.</p>	CC
09/19	Items From Previous Minutes – Receive an Update from Executive Officer	
	The EO reported that the Parish Tour would take place next Wednesday 16 th January.	ALL
10/19	Risk Register – Update on Items Listed. Report Only	
	<p>All councillors had received a copy of the updated Risk Register for October. Cllr Fountain highlighted the following issues and explained that the Risk Register acted as an 'Action List' for ongoing council matters:</p> <p>Library – discuss under agenda item 12/19 6</p> <p>Moulton Neighbourhood Development Plan – The DDC Settlements and Country side Local Plan has been reviewed and a report from the EO would follow shortly.</p> <p>Earmarked Reserves – The financial position will be reviewed thoroughly before the year end and presented to full council at the March pc meeting for a final sign off.</p> <p>Additional security for Moulton – still pursuing funding to support this; Moulton co-op</p>	

	<p>has suggested applying to their community fund for grant funding, Cllr C Fountain and the EO meet with representatives from Shell Garage later this week and Cllr C Fountain and Cllr Swannell to meet with a local resident who may be able to assist with funding.</p> <p>New GP Surgery – GP’s meeting with CCG (County Commissioning Group) and NHSE (National Health Service England) at the end of January to refresh the business case for a new surgery to fit into the current NHS property strategy. A meeting will then be held with MPC and Chris Millar, Leader DDC to discuss the best way forward.</p> <p>Community Centre Alterations - discuss under agenda item 12/19 5</p> <p>2019/2020 Budget - discuss under agenda item 12/19 2</p> <p>New external war memorial – Cllr Curran to progress this.</p> <p>Leisure Centre East – Cllr C Fountain and the EO have completed the consultation</p> <p>AV Equipment – in progress</p> <p>BT Update – Call back today from BT CEO Business Complaints Specialist who is handling our complaint</p> <p>Community Governance Review – An updated response is to be sent to DDC re: inclusion of the SUE into Moulton parish.</p> <p>Highways Issues – Cllr Curran volunteered to represent MPC as the Highways Representative</p> <p>Church Hill wrong way traffic issue - discuss under agenda item 13/19 b</p> <p>Resident Questionnaires discuss under agenda item 12/19 7</p> <p>Business Plan – second draft to be issued shortly</p> <p>Play Equipment - discuss under agenda item 12/19 4</p> <p>Moulton Scene – discussed under agenda item 08/19</p>	
11/19	Report on Daventry District Council Matters by District Councillor Warren	
	Nothing to Report	
12/19	Finance, Administration and Governance Related Matters	Action:
	Recommendations from Finance Committee Meeting 3rd January 2019: All councillors have received a copy of the draft minutes from the Finance Committee meeting held on 3 rd January 2019.	
	1. Approve Payments as Listed in Appendix 1. Resolution to Approve	Action:
	It was resolved to approve and make the payments listed in Appendix 1	EO
	2. Approve Budget for 2019/2020. Resolution to Approve.	Action:
	<p>Cllr C Fountain introduced the budget to council :</p> <ul style="list-style-type: none"> • Its 8 months since we were elected as Councillors. Its 9 months since we were arguing with the then Council about the air conditioning unit. I don’t think any of us realised the responsibility that the Moulton Community Centre would place on us • 48% budget spend is attributable to the Moulton Community Centre. More if some of Jane and Claire’s time is attributed to it. • It needs to earn £22k pm to break even and our income already covers more than half of these costs • We could mothball it/cut the costs and reduce the parish council tax but we would still have a loan o/s requiring c£80k p.a. for the next 57 years to repay • All this is not helped by the demise of Northants County Council who as well as having no money to spend on our roads have reduced our library service and are going to reduce the contribution to the running costs of Moulton Community Centre • Daventry District Council gave the go ahead for Moulton Community Centre to be built and so we need to be given the new block of houses at Overstone to contribute to the running costs of Moulton Community Centre to support the 	

	<p>growth in Northampton North</p> <ul style="list-style-type: none"> • In the meantime we have built a positive budget for our community for 2019/20 which: <ol style="list-style-type: none"> 1. Keeps Moulton Parish Council thriving and expanding 2. Has businesses operating from Moulton Community Centre 3. We plan to repay £241k of the MCC Loan; we are investing in AV equipment and possibly a new kitchen off the main hall. We also have plans to develop office space within the centre. 4. Has a sponsored PCSO based in the community 5. Community Connector 6. Library 7. All at a slightly lower cost per household than last year <p>CLlr C Fountain then went through the whole budget in detail explaining why some items of income or expenditure had been included or removed and the reasons behind it. All councillors agreed it was a realistic and sound budget.</p> <p>It was resolved to approve a budget for 2019/2020 of £539, 316.81</p> <p>A paper was discussed that requests parish council support for three unitary authorities rather than the two proposed. After a short discussion. It was resolved to write in support of three authorities.</p> <p>CLlr Swallow thanked the Finance Committee and Admin team for all the hard work that had gone into producing the budget.</p>	
	<p>3. Approve Precept Request for 2019/2020. Resolution to Approve</p>	
	<p>It was resolved to approve a precept request of £294,424.06 for the financial year 2019/2020.</p>	
	<p>4. Approve Proposals and Recommendations from Play Equipment Working Party. Resolution to Approve</p>	
	<p>CLlr E Fountain (EF), outlined the following:</p> <p>CLlr E Fountain, CLlr Swallow (YS) and the EO had met with the Play Equipment Advisor who was very helpful and provided information on developing play equipment provision in the parish and potential grant funding streams. EF and YS to investigate Outdoor Gym equipment/ Trim Trail for adults. A meeting is to be arranged shortly with Eibe to discuss life of current equipment in the Public Gardens, recommendations for updating some smaller pieces and extending provision to incorporate adult equipment as above. £25,000 is available to spend on 2/3 items of pre school play equipment on the David Wilson 2 site and maintaining/upgrading the equipment in the Gardens. The Finance Committee had previously approved the quotes for the remedial works on Redrow play equipment, Eibe play equipment and a Head Impact Criteria Assessment.</p> <p>The following additional resolution was made:</p> <p>It was resolved to use the £25,000 from DW2 to provide pre-school play equipment at Morning Star Lane and to carry out further remedial works, including greenworks once the results of the Head Impact Criteria Assessment had been carried out and updating of the Eibe equipment in the Public Gardens.</p> <p>It was resolved to further investigate the provision of adult equipment in the Gardens and grant funding to purchase the equipment.</p>	<p>EF, YS, EO</p> <p>YS, EF, EO</p>
	<p>5. Consider Potential Alterations to Community Centre. Resolution to approve actions</p>	

	All councillors had received a copy of the proposals and costing. It was resolved to agree the concept in principle, forward funding the project using CILS monies and withdraw the suggestions for the extension of the café area at this time.	
	6. Discuss Library Update and NCC Consultation. Resolution to Approve Actions.	
	The status of the library is now out for consultation. Moulton is to become a non statutory community managed library. It was resolved to submit a response to the consultation.	EO
	Finance, Administration and Governance Related Matters Continued:	
	7. Discuss Summary of Replies Received from Resident Questionnaire. Resolution to Approve Actions	
	The three areas included in the questionnaire: PCSO, Library and War Memorial had been discussed earlier in the meeting. It was resolved to formally approve all actions stated.	
	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 in accordance with point 6.7 Financial Regulations.	
	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 Bankers Standing Order in accordance with point 6.8 Financial Regulations.	
	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 in accordance with point 6.9 Financial Regulations.	
	11. 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 Northamptonshire County Association of Local Councils Internal Audit Service Terms of Reference document.	
	12. Review of Effectiveness of Internal Audit. Resolution to Approve	
	It was resolved to approve and adopt the review of effectiveness of internal audit for year ended 31 st March 2019.	
	13. Annual Review, Approval and Adoption of Risk Assessment/ Risk Management Policies. Resolution to Approve	
	The EO confirmed that the annual risk assessment had been completed. It was resolved to approve the updated Risk Assessment Policy. It was also resolved to approve the updated Risk Management policy.	
	14. Annual Review, Approval and Adoption of Council Policies	
	It was resolved to approve and adopt the review of the following Council policies and Governing Documents: Anti-Bullying, Appraisals, CCTV, Cemetery Regulations, Child Protection, Complaints Procedure, Code of Conduct, Data Breach, Data Protection, Disability Discrimination, Disciplinary Procedure, Email and Use of the Internet, Emergency Plan, Environmental, Equal Opportunities, Financial Control and Internal Audit Procedure, Event Application Form, Financial Regulations, Freedom Of Information, Good Neighbour Scheme (GNS), GNS lone Working, GNS Safeguarding, Grievance Procedure, Health and Safety, Internal Audit Control, No smoking – Community Centre, Privacy Notice (general), Privacy Notice (staff), Records Retention, Recruitment, Retirement, Sickness Absence, Social Media, Standing Orders, Subject Access Request Procedure, Terms of Reference Bob Eady Committee, Terms of Reference Planning Committee, Terms of Reference	

	Communications Committee, Terms of Reference Finance Committee, Training, WiFi – Community Centre, Working at Home	
13/19	Highway Matters	
	a) Consider Proposal for Parking Restrictions The Grove. Resolution to agree action	
	It was resolved to support the proposals for Parking Restrictions on The Grove	EO
	b) Update on Vehicles Travelling the Wrong Way on Church Hill	
	Cllr C Fountain reported that letters from Northants Police were being sent to all vehicles travelling the wrong way on Church Hill. The item was to be placed on the next Joint Action Group (JAG) meeting. EO to write again to the schools to request that registration numbers of vehicles travelling the wrong way are recorded and submitted to the pc. EO to request that residents are also informed via social media channels .	EO
	c) Discuss Withdrawal of Bus service 10/X10	
	Several bus services have been withdrawn from Moulton leaving school children not able to access schools outside of the village or residents not able to access local shopping or service facilities. It was resolved for the EO to approach Stagecoach, NCC and County Councillor Judy Shephard to assist with this matter. It was resolved to request a copy of bus route contracts and review Transport Plans for the new developments. Developers had provided S106 monies to keep the bus services running.	EO EO EO
14/19	Review Correspondence – Information only	Action:
	None	
15/19	Next Meeting Date – Tuesday 5th February 2019	

Meeting Closed at 8.55pm Copies to: Parish Councillors (14), District Councillors (2), County Councillor

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

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**APPENDIX 1 – PAYMENTS FOR APPROVAL
09.01.19**

Moulton Parish Council - Omega 2018/19						Page 1
PURCHASE LEDGER 1 UNPAID INVOICES BY DATE						User: CLAIRE
Ref	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
OCT12	IWO001	IWATCH	34.38	6.87	41.25	41.25
JAN15	COU001	COUNTYWIDE CATERING	521.00	104.20	625.20	625.20
DEC19	WEL002	WELFORD CHRISTMAS	196.00	0.00	196.00	196.00
JAN09	MIC001	MICK GEORGE	201.77	40.35	242.12	242.12
DEC36	WEL002	WELFORD CHRISTMAS	40.00	0.00	40.00	40.00
JAN10	PRI001	PRINCIPAL HYGIENE	117.18	23.43	140.61	140.61
JAN22	ESP001	ESPO	57.60	11.52	69.12	69.12
JAN13	ANG001	ANGLIAN WATER	17.39	0.00	17.39	17.39
JAN07DD	GRE001	GRENKE	123.99	24.80	148.79	148.79
JAN08DD	GRE001	GRENKE	89.00	17.80	106.80	106.80
JAN11	MOU003	MOULTON ALLOTMENTS	150.00	0.00	150.00	150.00
JAN14	COU002	COUNTY GLASSWARE	22.85	4.57	27.42	27.42
JAN21	ESP001	ESPO	25.85	5.16	31.01	31.01
JAN12	BLU001	BLUEFISH	71.01	14.20	85.21	85.21
JAN17	EON001	EON	32.71	6.54	39.25	39.25
JAN18	ESP001	ESPO	1.38	0.28	1.66	1.66
JAN19	ESP001	ESPO	23.56	4.71	28.27	28.27
JAN20	ESP001	ESPO	209.00	41.80	250.80	250.80
JAN24	BT001	BT	356.57	71.31	427.88	427.88
JAN23	OXF001	OXFORD PLAYING FIELD	35.00	0.00	35.00	35.00
JAN33	DIV001	DIVERSEY LTD	75.00	15.00	90.00	90.00
JAN26	WIL001	WILBY TREES	1,717.00	343.40	2,060.40	2,060.40
JAN25	JAN001	JANE AUSTIN	15.30	0.00	15.30	15.30
JAN32	KER001	KERSTAR UK LTD	140.05	28.01	168.06	168.06
JAN30	BLU001	BLUEFISH	17.97	3.59	21.56	21.56
JAN29-DD	1AND1001	1 AND 1	6.99	1.40	8.39	8.39
JAN28	PRE001	PRESTIGE LANDSCAPES	150.00	30.00	180.00	180.00
JAN27	KJH001	K J HIRD	5,000.00	1,000.00	6,000.00	6,000.00
JAN06 DD	DDC001	DDC	1,480.00	0.00	1,480.00	1,480.00
JAN34	MIC001	MICK GEORGE	197.82	39.56	237.38	237.38
JAN31	BAR001	BARCLAYCARD	22.29	0.96	23.25	23.25
JAN36	PRI001	PRINCIPAL HYGIENE	117.18	23.43	140.61	140.61
JAN43	NCC001	NCC PENSIONS	2,617.68	0.00	2,617.68	2,617.68
JAN44	HMR001	HMRC	2,150.48	0.00	2,150.48	2,150.48
JAN35	EON001	EON	118.26	5.91	124.17	124.17
JAN42DD	LWC001	LWC NORTHAMPTON	23.31	4.66	27.97	27.97
JAN41DD	LWC001	LWC NORTHAMPTON	179.32	35.86	215.18	215.18
JAN37	MAR001	MARY-JANE BROWN	58.99	0.00	58.99	58.99
JAN38	SHA001	SHARRON LODGE	34.50	0.00	34.50	34.50
JAN40	CLA001	CLAIRE CONNOLLY	9.45	0.00	9.45	9.45
JAN39	JOH001	JOHN LINNELL	949.09	0.00	949.09	949.09

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