

**Moulton Parish Council**

**Minutes of Parish Council Meeting**

**Date:** 12<sup>th</sup> January 2021 **Time:** 7.15pm

**Location:** via Zoom

|                     |  |  |
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| <b>Agenda Item:</b> |  |  |
| <b>01/21</b>        | <b>Conduct a Public Session (Duration and content at Chairman's discretion)</b>  |  |
|                     | A resident reported that two scooters had been left outside the Public Gardens to be taken by any family that would like them. |  |

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

|              |                         |   |
|--------------|-------------------------|---|
| <b>02/01</b> | Councillors (Parish):   | Cllr Ward (TW), Cllr Aarons (DA), Cllr Paul (GP), Cllr Swallow (YS), Cllr Morrow (SM), Cllr Curran (CC), Cllr Bennett (NB), Cllr Fehner (SF), Cllr Swannell (MS)<br>Cllr Moss (GM) joined the meeting at 7.30pm |
|              | Councillors (District): | Cllr Cribbin (DC),  |
|              | Councillors (County):   | None  |
|              | Executive Officer:      | Jane Austin   |
|              | Other Attendees:        | Mary Jane Dell'Erba (MPC Community Connector), One resident   |
|              | <b>Apologies:</b>       | Cllr Warren (MW)(DDC Meeting)   |
|              | <b>Absence:</b>         | None  |

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| <b>Agenda Item:</b> | <b>Discussion Content:</b>  | <b>Action:</b> |
| <b>03/21</b>        | <b>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:</b> | <b>Action:</b> |
|                     | Cllr Aarons reminded councillors of their duty to declare an interest on agenda items if necessary.   |                |
| <b>04/21</b>        | <b>Dispensations: To consider written requests for dispensation of DPI</b>  |                |
|                     | None  |                |
| <b>05/21</b>        | <b>Accept Minutes of Council Meeting held on 1<sup>st</sup> December 2020. Resolution to accept and sign.</b>   | <b>Action:</b> |
|                     | It was <b>resolved</b> to accept the minutes of the council meeting held on 1 <sup>st</sup> December 2020.  |                |

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| <b>06/21</b> | <b>Receive an Update from Community Connector. Resolution to Agree Actions.</b>   |            |
|              | Mary-Jane, our Community Connector gave councillors a comprehensive report of last years Health and Wellbeing activities and requested assistance with several activities. MJ concluded by informing councillors how rewarding she found her role and Cllr Aarons thanked her for all her work. Report attached Appendix 2<br>During the summary of library activities, the EO confirmed that NCC were looking to transfer the library to MPC on 29th January 2021. Final statements were being prepared.   | <b>ALL</b> |
| <b>07/21</b> | <b>Planning Related Matters:</b>  | Action:    |
|              | <b>1. Agree Responses to the following Planning Applications:</b>   |            |
|              | <b>a. DA/2020/1034</b> Reserved matters application (access, appearance, landscaping, layout & scale) relating to application DA/2013/0850 for the erection of a food store within the local centre. Overstone Leys<br>It was <b>resolved</b> to submit the following comments:<br>Comments Section 2.4.2 No bus service agreed so staff will be using cars and occupying some spaces.<br>Given the residential area and the closeness to rural buildings, namely Overstone farm, the design should be kept low and blend with the landscape. We are concerned that the lighting is needlessly high which will result in light pollution to the nearby residences. Good plant screening of the building is essential for it to blend into the surrounding village landscape.<br>As 80% of residents were in favour we recommend approve provided our concerns are taken into consideration. |            |
|              | <b>b.</b> Consider Response to Pitsford Neighbourhood Plan: Regulation 14 Pre-submission Public Consultation  |            |
|              | It was <b>resolved</b> to submit the following response:<br>5.5 Request not to be a secondary service village was rejected. Should this be part of the plan?<br>5.7 Development along Moulton Road would not be acceptable to PPC. Moulton PC would support that for the reasons given by Pitsford and because it would increase traffic flow towards and through Moulton. Secondly because it would eat into the separation between the two villages and tend to link them.<br>Car Parking was listed as a major issue but no subsidiary car park has been proposed. Moulton PC have concerns as to where Pitsford PC are proposing the Northern ring road would come out in Moulton. Moulton PC would require further consultation on this before any final decision are made.<br>In general we find this an excellent and well written plan.   |            |
|              | <b>c.</b> The EO reported that a Tree Preservation Order had been granted for Round Spinney and the linear spinney of trees fronting Thorpeville.   |            |
| <b>08/21</b> | <b>Finance, Administration and Governance Related Matters</b>   | Action:    |
|              | <b>Recommendations from Finance Committee Meeting 5<sup>th</sup> January 2021</b><br>All councillors have received a copy of the draft minutes.<br>Cllr Ward requested a copy of MVH accounts.  | <b>EO</b>  |
|              | <b>1. Approve Payments as Listed in Appendix 1. Resolution to Approve</b>   |            |
|              | It was <b>resolved</b> to approve and make the payments listed in Appendix 1  | <b>EO</b>  |
|              | <b>2. Approve Budget for 2020/2021. Resolution to Approve</b>   |            |
|              | It was <b>resolved</b> to approve the Budget as recommended by Finance Committee for year 2021/2022.  |            |
|              | <b>3. Approve Precept Request for 2020/2021. Resolution to Approve</b>  |            |
|              | It was <b>resolved</b> to approve the Precept Request (£330,000) as recommended by Finance Committee for year 2021/2022   |            |
|              | <b>4. Review of Burial and Cemetery Fees. Resolution to Approve Actions</b>   |            |
|              | It was <b>resolved</b> to approve the increase to burial and cemetery fees to take immediate  | <b>EO</b>  |

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|  | effect.  |           |
|  | <b>5. Review Quote Received for Groundworks Sustainable Urban Drainage Basins. Resolution to Approve.</b>  |           |
|  | It was <b>resolved</b> to obtain a second quote for groundworks.   | <b>EO</b> |
|  | <b>6. Discuss Options for Adopting Public Open Space Overstone Leys. Resolution to approve Actions</b>   |           |
|  | It was <b>resolved</b> to contact David Wilson Homes and agree, in principle, to adopting the Public Open Space to the west of the new A43 Bypass.   | <b>EO</b> |
|  | <b>Finance, Administration and Governance Related Matters Continued:</b>   |           |
|  | <b>7. Approval of the use of a variable Direct Debit (point 6.7 Financial Regulations). Resolution to Approve</b>  |           |
|  | It was <b>resolved</b> to approve the use of a variable Direct Debit (point 6.7 Financial Regulations)   |           |
|  | <b>8. Approval of the use of a Banker's Standing Order (point 6.8 Financial Regulations). Resolution to Approve</b>  |           |
|  | It was <b>resolved</b> to approve the use of a variable Banker's Standing Order (point 6.8 Financial Regulations)  |           |
|  | <b>9. Approval of the use of BACS or CHAPS (point 6.9 Financial Regulations). Resolution to Approve</b>  |           |
|  | It was <b>resolved</b> to approve the use of BACS or CHAPS (point 6.9 Financial Regulations)   |           |
|  | <b>10. Approve and Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils). Resolution to Approve and Adopt</b>   |           |
|  | It was <b>resolved</b> to approve and adopt the Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils).  |           |
|  | <b>11. Review of Effectiveness of Internal Audit. Resolution to Approve</b>  |           |
|  | It was <b>resolved</b> to approve the review of the effectiveness of Internal Audit  |           |
|  | <b>12. Annual Review, Approval and Adoption of Risk Assessment/ Risk Management Policies. Resolution to Approve</b>  |           |
|  | It was <b>resolved</b> to approve and adopt the Risk Assessment/Risk Management Policies   |           |
|  | <b>13. Annual Review, Approval and Adoption of Council Policies. Resolution to Approve and Adopt</b>   |           |
|  | It was <b>resolved</b> to approve the approve and adopt the following council policies: Anti-Bullying, Appraisals, Bereavement, CCTV, Cemetery Regulations, Child Protection, Code of Conduct, Complaints Procedure, Data Breach, Data Protection, Disability Discrimination, Disciplinary, Email and Use of the Internet, Emergency Plan – MCC, Emergency Plan – MPC, Environmental, Equality, Diversity and Inclusion, Event Application Form, Financial Control and Audit Procedure, Financial Regulations, Freedom of Information, General Privacy Notice, General Privacy Notice for Staff, Grant Application Form, Grants to Local Organisations, Grievance Procedure, Health and Safety, Internal Control, MPC-HWB Lone Working, MPC-HWB, MPC-HWB-Safeguarding, MPC-HWB-Volunteer Car Scheme Driver Information Pack, No Smoking – Moulton Community Centre, Procedure for Staff Reporting Ill health and Mental Health Issue – COVID 19, Records Retention, Recruitment, Retirement, Safeguarding – MCC and MVH, Sickness Absence, Social Media, Standing Orders, Subject Access Request Procedure, Training, Tree Management, WIFI – Moulton Community Centre, Working at Home.<br>Terms of Reference for the following committees: - Communications, Finance, Human Resources, Planning and Robert Eady. |           |
|  | <b>14. Discuss Scheduled Election for 4 Councillor Vacancies May 2021</b>  |           |
|  | It was <b>resolved</b> to defer this item until the election schedule for 2021 had been confirmed.   |           |
|  | <b>15. Update on Application to Vary the Premises Licence Public Gardens</b>   |           |
|  | The EO reported that the variation to the Premises Licence for the Public Gardens had  |           |

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|               | been approved and the event Application Form had been amended accordingly to reflect the enhanced requirements.   |                           |
| <b>09/21</b>  | <b>Update on War Memorial Project. Resolution to Agree Actions</b>  |                           |
|               | <p>Cllr Aarons introduced the item and council discussed the drawings that had been provided by Moulton College. It was <b>resolved</b> to remove the word 'War' from any further discussions and adopt the term 'Memorial Garden'.</p> <p>With the full agreement of council, Cllr Aarons suspended Standing Orders to allow the attending resident to comment on the proposed siting of the Memorial. The resident, who lives adjacent to the Public Gardens confirmed he was very happy with the proposed siting.</p> <p>Standing Orders resumed.</p> <p>Cllr Morrow reported that Moulton Church were very keen to be involved with the project and would like to be involved in the dedication of the site and include the Memorial as part of the Remembrance Day Service.</p> <p>It was <b>resolved</b> to hold a meeting of the working party to further the project.</p> | <b>DA, GP, TW, GM, SM</b> |
| <b>10/21</b>  | <b>To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire Police</b>  |                           |
|               | It was <b>resolved</b> to appoint Cllr Morrow as the Police Liaison Representative.   | <b>SM</b>                 |
| <b>11/21</b>  | <b>Discuss Permissive Path on Moulton College Land</b>  |                           |
|               | <p>Cllr Aarons outlined an issue where a permissive path running through Moulton College land (Boughton Fair Lane to Holcot) had been blocked. Cllr Swannell remarked on the tone of the signage around the college site. Cllr Swallow asked if access could be gained to the new Leisure Centre via the footpath and Cllr Bennett asked if cycling was included.</p> <p>All matters to be discussed with the College Principal and representatives from Moulton Parish Council next Tuesday 19<sup>th</sup> January via Zoom.</p>  | <b>DA, GP, EO</b>         |
| <b>108/20</b> | Next Meeting Date – <b>Tuesday 2<sup>nd</sup> February 2021</b>   |                           |

**Meeting Closed at 8.25pm Copies to:** Parish Councillors (10), District Councillors (2), County Councillor

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

## Appendix 1

### January Payments

| Supplier                | Invoice Details   | Payment Amount (£ net) |
|-------------------------|---|------------------------|
| Ashby Computer Services | Office 365 monthly cost   | £60.22                 |
| Prestige Landscapes     | Parish, Crowfields & MCC greenworks - November 2020   | £4,044.74              |
| K&J Hird                | MCC cleaning/caretaking, village maintenance, PG's sorting of shed and waste disposal, install street furniture, Xmas tree install and battery change | £4,128.00              |
| Ambivent                | Boiler/condensation fault   | £228.00                |
| Bluefish                | Stationery  | £17.69                 |
| Filtermist              | MCC cleaning supplies   | 385.83                 |
| Eon                     | Street Lighting Maintenance   | £32.71                 |
| Diversey                | TASKI Floor Machine Service   | £90.00                 |
| J Austin                | Postage and office supplies   | £24.90                 |
| L Griffiths             | MCC wireless doorbell   | £24.99                 |
| HMRC                    | Jan HMRC payment  | £2,643.95              |
| NCC Pensions            | Jan NCC pensions payment  | £3,413.52              |
| Salaries                | Jan salaries  | £8,274.84              |

## Appendix 2

### HEALTH & WELLBEING UPDATE

#### Moulton Library

- 20 library volunteers were recruited during winter 2019/20 in preparation for Moulton becoming a Community Managed Library (CML).
- We had two meetings together with the two CML Coordinators (Library Plus council staff who will give us ongoing support) and the volunteers to discuss the various roles, library workings and training available.
- We drew up a rota where we had at least 1 or 2 volunteers coming in to the library each day, seven days a week, to tidy the books and help visitors.
- Name badges were created and we had a diary on the main desk for volunteers to send messages to each other (bearing in mind the importance of data protection).
- 10 volunteers attended a training day to learn about the Library Computer System.
- Since the first lockdown, the library has been closed, but a volunteer from the community has agreed to make some ID badges for the volunteers on a 3D printer and the Moulton Gifting and Giving Facebook Page has pledged some fundraising money for First Aid training for the library volunteers.
- Staff at Moulton College have been in touch to say that students with learning difficulties would like to volunteer in the community. They would be supervised by Moulton College staff, so library volunteering could be an interesting experience for them.

## COVID-19 Volunteer Support Scheme

From the start of the pandemic, after we distributed the first Open Letter:

- 150 volunteers put their names forward to help vulnerable people who were shielding with errands such as shopping, home-cooked meals, dog walking and prescription collection as well as friendly phone calls.
- We've matched over 100 households in need with volunteers to provide this kind of support. Most volunteers continue to support the household they were matched with and many long lasting friendships have formed. We also created a few support bubbles between isolated single households so that they could support each other emotionally and practically.
- A weekly email was sent to the volunteers during Lockdowns, to inform them of any local or national news and guidelines. Our scheme was listed with the Community Resilience Hub so that anyone from our area who was in need of assistance was referred to us.
- Newsletters from the Community Resilience Hub and Northants Together as well as Voluntary Impact Northamptonshire's guidelines for working safely during COVID-19 were also sent to volunteers to keep everyone concerned safe.
- We were in close contact with Moulton Surgery and other services or charities such as the Daventry District Housing Officer and Age UK who referred households in need to us. Early on in the pandemic for example, we were made aware of some households who were struggling financially and we directed emergency food parcels to them via the volunteers.
- Volunteers kept us informed of any concerns about the people they were helping and we informed the relevant support services when required. As well as physical health issues, this included mental health, safeguarding and housing support.
- Volunteers have also helped with the distribution of the monthly Open Letter to residents, Christmas Hampers and more recently, to help the Surgery with the vaccination sessions.
- We've received £9500 of funding from the Northamptonshire Community Foundation and Tesco to go towards the running of our scheme.

## Christmas Hampers

In previous years, we delivered around 30 mini-hampers to isolated people in the community at Christmas. This year there was an even greater desire to reach out to isolated and struggling households.

This year:

- 60 small hampers were donated and distributed by volunteers to isolated single people and couples in our area.
- 22 family hampers were donated to families who are being supported by the charity Homestart or who we were made aware of by Moulton Primary School or the DDC Housing Officer.
- Homestart sent us some details of individual families (ages and gender of children and parents at home) and volunteers were individual families to make hampers for. This way, the volunteers had an idea of the size of the family and could buy suitable presents for family members if they wished. The donations were extremely generous and Homestart had to make several trips to collect all the hampers!
- Moulton College made a donation of 20 small Christmas Cakes to go with the hampers and another local company donated hand made soaps.

All the hampers were very generous and beautifully made. We had quite a few thank you letters from the recipients who were very touched by this kind gesture. Several volunteers came forward to help distribute the hampers, including a local postman and fire crew.

## **Food for Families**

In the Autumn of 2020 many volunteers came forward to say that they would like to donate food to struggling families.

After speaking to Homestart, we set up a Food for Families donation point at the Community Centre, which then moved to Moulton Parish Church Porch after the November Lockdown:

(Open: Monday – Thursday: 9.30am – 5pm and Saturday: 10am – 1pm). Very generous amounts of food, toiletries, toys and household items are donated every week at the porch.

Homestart comes to collect the donations every week and they have expressed how much of a difference this has made to the families in need in the area.

Moulton School and Science College also made a large donation of food which went to the struggling families just before Christmas. The donation point will continue to be at Moulton Parish Church Porch for the long term as long as there is a need.

## **Moulton Car Scheme**

In September 2020, we took over the running of the car scheme from Julia Malings. Many of the original 12 volunteer car drivers are over 70 and want to wait until the end of the crisis before they start volunteering again. Two have decided to retire from the scheme after decades of service.

Three new drivers have been recruited and DBS checked. We updated the Volunteer Driver Information Pack, insurance and policies. Each new driver is interviewed and taken through the Information Pack. An experienced driver helps the new drivers by explaining hospital parking etc..

## **What can Parish Councillors can do to help:**

- Would you like to be a volunteer driver on the car scheme?
- Would you like to work with the church to monitor the food donations for Homestart and if necessary, sometimes take the donations to Homestart in Northampton if they build up? A Homestart volunteer collects donations once a week, but they may need help.
- Would you like to help with the running of the Community Managed Library? Or help with organising activities at the Library in the future?
- Various staff from Moulton College have indicated that they would like to become more involved in the community, with volunteering etc. do you think a Parish Councillor should meet with Moulton College to try to form stronger bonds? We could support each other in various ways.