

Moulton Parish Council

Minutes of Annual Council Meeting

Date: 17th May 2022 **Time:** 7.15pm

Location: Moulton Community Centre

Agenda Item:		
59/22	Election of Chairman	
	<p>Cllr Paul took the chair and invited nominations for the position of Chair. Cllr Swallow proposed Cllr Aarons for the position of Chair, seconded by Cllr Paul. It was resolved to appoint Cllr Aarons as Chair Acceptance of Office form signed by Cllr Aarons and Executive Officer.</p>	
60/22	Election of Vice Chair	
	<p>Cllr Aarons invited nominations for the position of Vice Chair. Cllr Aarons nominated Cllr Paul, seconded by Cllr Ward. It was resolved to appoint Cllr Paul as Vice-Chair.</p>	
61/22	Conduct a Public Session (Duration and content at Chairman's discretion)	
	<p>Residents from Doves Lane/High Street explained their reasoning behind submitting a complaint to council regarding the extraordinary council meeting held on 21st April to discuss planning application WND/2021/0534. The EO explained that part of her role was to act as Proper Officer and advise council as to the correct procedure to follow within the legal framework determined for local councils. The EO assured residents that advice had been taken at every stage of this process to ensure council acted correctly. The EO confirmed that councils response to the complaint would be concerning procedure only and that there had been considerable email correspondence with the residents from Doves Lane/High Street at every stage of the planning process to ensure they had been supported with information.</p>	

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

62/22	Councillors (Parish):	Cllr Aarons (DA), Cllr Paul (GP), Cllr Swallow (YS), Cllr S Morrow (SM), Cllr Moss (GM), Cllr Swannell (MS), Cllr T Morrow (TM), Cllr White (KW), Cllr Ward (TW)
	Councillors (West Northants):	Cllr J Shephard
	Executive Officer:	Jane Austin
	Other Attendees:	Six residents
	Apologies:	Cllr Curran (CC) work commitments, Cllr Fehnert (SF) holiday, Cllr Bennett (NB) holiday
Absence:	None	

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Agenda Item:	Discussion Content:	Action:
63/22	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 Aarons reminded councillors of their duty to declare an interest on agenda items if necessary.	
64/22	Dispensations: To consider written requests for dispensation of DPI	
	None	
	With the full agreement of council, Cllr Aarons introduced the following agenda item:	
	73/22 (11) Discuss Complaint Received re: Extraordinary Council Meeting 21 st April 2022	
	Cllr Aarons summarised the complaint and handed over to the Executive Officer to respond to the complaint. The EO explained that the residents felt that there had been irregularities during the extraordinary meeting and had requested clarity. The EO had taken advice at every stage of the process and council had acted correctly. The EO's report, which had been circulated to all councillors prior to the meeting would be included into a letter to the residents after the meeting. It was resolved to accept the content of the Executive Officer's report and for the contents to be included in a letter to residents.	
65/22	Appoint Councillor Responsibilities	
	Appoint Councillor Responsibilities It was resolved to appoint the following councillor positions: Lead for Local Council Award Scheme – Cllr Fehnert Health and Wellbeing inc Library Liaison – Cllr Swallow Ecology Improvement – Cllr Swannell Parish Church Liaison – Cllr S Morrow Highways – Cllr Curran Moulton Football Club Liaison – Cllr T Morrow Attend Police and Crime Commissioner Meetings- Cllr Aarons Councillors to appoint workgroups, if necessary, as and when required.	
66/22	Appoint Committees and Working Groups	
	It was resolved to appoint the following committees: Finance – Cllr Paul, Cllr Fehnert, Cllr Moss, Cllr Aarons, Cllr Swallow Planning – Cllr Ward, Cllr S Morrow, Cllr A Morrow, Cllr Moss It was resolved to delegate powers to the Planning Committee to submit responses to planning applications to DDC in between full council meetings. Climate Change – Cllr Fehnert, Cllr White, Cllr Aarons	
67/22	Appoint Representatives as appropriate including Police Liaison Representative	
	It was resolved to appoint Brian Walton as the Parish Footpath Warden. It was resolved to appoint Cllr S Morrow as the Police Liaison Representative	
68/22	Confirm Governing Instruments to be adhered to	
	a. It was resolved to confirm the following Governing Instruments to be adhered to: Financial Regulations 2022 Standing Orders 2022 Code of Conduct 2022 b. To obtain consent from councillors to send and receive agendas by electronic	

	<p>means. It was resolved to confirm consent from councillors to send and receive agenda via email</p> <p>c. Confirm eligibility to use General Power of Competence It was resolved to confirm eligibility to use the General Power of Competence</p>	
69/22	Accept Minutes of Council Meeting held on 21st April 2022. Resolution to accept and sign.	Action:
	It was resolved to accept the minutes of the council meeting held on 21 st April 2022.	
70/22	Report on Previous Agenda Items	
	None	
71/22	Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.	
	Cllr Swannell reported that 1.6m (4kg) wildflower seeds had been sown in Busbys Meadow. The Alder Buckthorn trees planted specifically as food for Brimstone butterflies all had eggs on their emerging leaves.	
77/22	Planning Related Matters:	Action:
	1.Planning Applications -Planning Committee Responses previously submitted to Planning Authority and Responses to be determined at Full Council	
	<p>WND/2022/0223 Description: Change of use from art gallery/cafe to ancillary residential accommodation (including self-contained annex), demolition of conservatory and construction of a single storey indoor pool, new link walkway across rear courtyard , new porch and windows to front elevation Location: 25, West Street, Moulton, Northamptonshire, NN3 7SB MPC Response: The planning committee have no objection to this proposal provided there are no objections from neighbours and the alterations are for the use of the residents of this property. Whilst the planning group do not have any pecuniary interest in this the applicant as a previous Parish Councillor is known to us.</p> <p>WND/2022/0234 Description: Reserved matters application (appearance, layout and scale) for construction of 69 dwellings (Zone 10) pursuant to outline approval DA/2013/0850. Location: Overstone Leys, Overstone Lane, Overstone MPC Response: Moulton Parish Council have no new observations but will support any comments submitted by Overstone Parish Council in respect of this application.</p> <p>WND/2022/0265 Description: Demolition of existing dwelling. Construction of 14 dwellings plus replacement dwelling for no. 20 Location: Woodlands 20, Thorpeville, Moulton, Northamptonshire, MPC Response: The entrance to this application is in Moulton Parish. The development is in Moulton and Overstone only. Both parishes have a six and a half year land supply. This application is not part of the SUE nor designated as a development area. The transport plan uses traffic data from 2011, well out of date and makes no allowance or predictions regarding the effect of traffic on the 1200 pupil Secondary School which is adjacent to the entrance. There is supposed to be a green wedge between Moulton and Northampton. Moulton Parish Council would prefer that the density of the houses in this</p>	

	<p>application be significantly reduced.</p> <p>WND/2022/0219</p> <p>Description: Single storey extension to rear, flat roofed dormer to rear, replace garage to rear and form vehicle crossover to highway at front.</p> <p>Location: 49, Northampton Lane North, Moulton</p> <p>MPC Response: If there are no objections from neighbours the Parish Council approve this application.</p> <p>WND/2022/0246</p> <p>Description: Construction of two commercial buildings (use class E)</p> <p>Location: Land West Of Sandy Hill Lane, Moulton, Northamptonshire</p> <p>MPC Response: CommentAll existing employment units are single storey. Whilst there is no objections to this application in principle the proposed height of the buildings would dominate the street scene in relation to the adjacent residential dwellings.</p> <p>Cllr Ward requested that an email be sent to the Conservation Officer regarding the advertising signage on the railings at the bottom of Barlow Lane.</p>	EO
	2. Consider Revised Plan of Public Open Space Marsh Spinney. Resolution to agree response	
	It was resolved to approve the proposals for the Public Open Space at Marsh Spinney	
73/22	Finance, Administration and Governance Related Matters	Action:
	Recommendations from Finance Committee Meeting 3rd May 2022	
	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. Approval of the Annual Internal Audit Report 2021/22. Resolution to Approve.	
	It was resolved to approve the Internal Audit Report 2021/22 Cllr Paul requested that the EO and Asst Clerk be formally thanked for their efforts in completing the End of Year documentation.	
	3. Approval of Section 1 Annual Governance Statement, Annual Governance and Accountability Return 2021/22 Part 3. Resolution to Approve	
	It was resolved to approve Section 1 Annual Governance Statement, Annual Governance and Accountability Return 2021/22 Part 3.	
	4. Approval of Section 2 Accounting Statements, Annual Governance and Accountability Return 2021/22 Part 3. Resolution to Approve	
	It was resolved to approve Section 2 Accounting Statement, Annual Governance and Accountability Return 2021/22 Part 3	
	5. Approval of Explanation of Significant Variances. Resolution to Approve	
	It was resolved to approve the explanation of significant variances.	
	6. Approve write off of bad debt £2299.79 unpaid rent. Resolution to write off bad debt.	
	It was resolved to approve the write off of bad debt £2299.79 unpaid rent.	
	7. Approve End of Year Accounts Year Ended 31st March 2022. Resolution to Approve	
	It was resolved to approve the End of Year Accounts 31 st March 2022.	
	8. Approve Level of General Reserves. Resolution to Approve	
	It was resolved to approve the level of General Reserves Cllr Swallow requested that a vote of thanks be formally recorded to the EO and Asst Clerk for their work in the preparation of the end of year accounts.	
	9. Consider Quote Received from Eibe for Replacement Play Equipment Public	

	Gardens	
	It was resolved to accept the quote from Eibe for the replacement and installation of play equipment	
	Finance, Administration and Governance Related Matters Cont.	
	10. Advise Council of Councillor Vacancy	
	The EO advised council that John Briggs had resigned from council. West Northants Council have been informed.	
	11. Discuss Complaint Received re: Extraordinary Council Meeting 21 st April 2022	
	Agenda item discussed at start of meeting.	
74/22	Next Meeting Date – Tuesday 7th June 2022	

Meeting Closed at 8.30pm Copies to: Parish Councillors (12), West Northants Councillors (3),

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

Appendix 1 May Payments

Supplier	Invoice Details	Payment Amount (£ net)
Redrup Electrical Services Ltd	LED lights/panels	£788.00
Northants Fire	Fire alarm service and fire risk assessment (x 2 invoices)	£682.50
Bluefish	Stationery (x 4 invoices)	£204.36
Ashby Computer Services	Computer hardware	£71.60
Ashby Computer Services	Office 365 monthly cost	£93.13
Countywide	Works to refrigerator, oven lamp, kitchen shelves (x 3 invoices)	£167.06
Volvina	Supply and fit roller blinds	£292.26
Yellow Bourbon Coffee Roasters	Café coffee (x 2 invoices)	£248.80
Waterdene Foodservice	Café stock (x 3 invoices)	£671.83
Eon	Street lighting maintenance	£32.71
The Little Bakery of Happiness	Café cakes	£197.70
Rialtas Business Solutions	Omega accounting annual licence	£395.00
Prestige Landscapes	Parish, Crowfields & MCC greenworks - April 2022	£4,044.74
K&J Hird Ltd	MCC cleaning/caretaking duties and village maintenance duties April 2022 & MCC external window clean	£4,306.67
Securifire	MCC and PG'S CCTV 6-monthly service and replacement camera (x 3 invoices)	£180.00