

Mawsley Parish Council

Minutes of the Parish Council Meeting held on 21st November 2016

Present: Cllr T Sanders; Cllr K White; Cllr B Littler; Cllr P Richards and Cllr J Hakewill; Juliet Lewis (Acting Clerk).

Public present: Trisha Cottington; Garth McMullen; Maggie Denhall; Peter Cain Meg McMullen

Prior to the start of the meeting Cllr Littler advised the room that Cllr Cope had resigned from the council with immediate effect. Mr V Cope attended the first part of the meeting in order to hand over any outstanding issues. Mr Cope was thanked by the Parish Council for all his hard work during his time on the Council and wished him the best for his future.

- 16.11.01** To receive **Apologies of Absence:** Cllr R Barnwell and Cllr K Wilson sent apologies ahead of the meeting. Apologies were accepted.
- 16.11.02** To receive **Members' Declarations of Pecuniary Interest:** None
- 16.11.03** To receive **Members' requests for Dispensations:** None
- 16.11.04** To approve the **Minutes of the Meeting Monday 17th October 2016:** It was resolved to approve the Minutes of the meeting on the 17th October 2016. Proposed Cllr Richards, seconded by Cllr Sanders – all agreed.
- 16.11.05** To discuss **Matters arising** from these minutes only:

TCAM – Mr Cope passed three the three revised quotes for the **outside painting** of the Centre to Cllr Littler as follows:

- Home & Garden £2817.32
- Ian Ramsey £2250
- Bill Chase £2780

After some discussion regarding the extent of the work contained in each quote and reputation Cllr Littler proposed that the contract be awarded to Ian Ramsey. Cllr White seconded and all agreed. The acting clerk will notify all three companies of the outcome.

Mr Cope also passed across the Landlords inspection report dated the 8th May 2016. It was requested that he forwarded an electronic copy.

Cllr Littler highlighted the fact that we need a TCAM **quarterly meeting** and has agreed to arrange this meeting. Cllr Littler to advise the acting clerk of details of the meeting. Cllr White queried why, as landlords, we carry out such a high level of repair of the Centre – why is there not a full repair lease in effect? Cllr Littler explained some of the history, the Parish Council is not just a landlord but provide a considerable amount of financial support to ensure the residents of Mawsley do not lose this facility.

In short TCAM are responsible for all internal maintenance and the Parish Council for all external repair, problems occur when the internal repair is not carried out to an appropriate standard – who is quality control? This needs to be clarified at the quarterly meeting. Acting clerk to minute this meeting to provide consistency to the Parish Council.

Additional CCTV camera: It was previously agreed in principle to install 3 additional CCTV cameras in the centre. Cllr Littler investigated BeeTee as a supplier but they were not able to meet our requirements and therefore it was decided to stay with ADT. The site of a 4th camera was also identified - the supply and installation of 4 additional cameras will be £760 with the additional cost of £30 per year going forward. The Parish Council consider these additional cameras as essential for staff

safety and to provide lone working protection. Cllr Littler proposed the purchase as above, Cllr White seconded – all agreed. It was **resolved** to purchase 4 additional cameras – Cllr Littler to take this forward.

LED lighting Agreement has been drawn up by Cllr Littler in order to reclaim the savings from installation of LED lighting on an annual basis. How this will be taken forward will be discussed at the next TCAM meeting. A vote of thanks was given to Cllr Littler for all his hard work in getting this project this far.

16.11.06 **Police / Neighbourhood warden.** Not Present.

16.11.07 **Public Time:** The following points were raised by members of the public:

- What is happening about the allotments?
Cllr Richards gave an update in the absence of Cllr Barnwell:
 - KBC have confirmed that change of use is not required however the erection of sheds on the land will have to be monitored – this can be done by the Parish Council.
 - If water pipes are required then they may need planning permission but, thus far, there are no plans to do so.
 - With regard to access to the land, access has not yet been approved and is currently with Highways. Highways have a list of approved contractors who will need to be contacted for quotations. Parish Council to consider these quotations at the next meeting and agree funding if considered appropriate. Cllr Hakewill will send around detail of the access point which has been suggested.
 - A letter will be sent out to neighbouring properties advising of the plans and advising how they can raise concerns. Cllr Richards to arrange. The notice will be added to the notice board and added to the village Facebook page shortly after.
- Trisha Cottington advised that the banners had gone up at the school encouraging parents to park responsibly. The children have also been issuing stickers for considerate parkers which has been well received. Interviews for the new headmaster have taken place as the current headteacher is retiring. Successful candidate will be chosen shortly.

16.11.08 **Borough / County councillor update:** Cllr Hakewill gave the following update:

- Cransley Park Travellers – they are on private land and therefore the land owner is responsible for removal.
- Local plan will go for approval in December 2017
- Rual Building allocations – committee meeting is taking place on 23rd November to identify areas of development
 - (Cllr White) Notification of this meeting was only sent out on the 16th November which is not sufficient notice to organise a representative.
 - Mawsley should not take any more development as it does not have capacity at the school
 - (Cllr White) The Neighbourhood Development Plan is progressing but as it is not in place we haven't stated, as a village, how we are going to develop
 - They are trying to identify 55 houses by 2031
 - They are just looking at feasibility at this time, no decisions will be made at this point
 - This issue has previously been championed by Cllr Morton – Cllr White to contact Cllr Morton regarding representing Mawsley at this meeting.
- Further stretch of the A43 is being dueled, short term disruption should be worth it!
- Pub Site: Sale has been completed but no planning application has yet been received.

- Pharmacy / health food store – Opening shortly but unsure if it will have authority to dispense. There is concern regarding local pharmacies – ‘save our rural pharmacies’, Cllr Hakewill to monitor.
- (Cllr Littler) A complaint has been received regarding vehicles exiting the village in a dangerous manner, Cllr Littler to pass details to Cllr Hakewill
- It would be beneficial to hold a fire safety / crime prevention day at the Centre in the summer of next year with fire engines / police in attendance. To be added to the agenda in the spring.
- (Cllr Sanders) Still a lack of response from Kettering Borough Council regarding the adoption process. Concerns are being expressed about the public spaces currently owned by David Wilson Homes not being adopted and therefore not being maintained in the future. Cllr Hakewill to follow up.

16.11.09

Planning: The Parish Council considered the following planning applications:
 KET/2016/0711 – 7 Scholars Row – Replace wooden windows with UPVC to the front – **No objection.**
 KET/2016/0713 – 1 Symonds Way – Conservatory to the side – **No objection.**
 KET/2016/0717 – 76 Old Gorse Way – Single storey rear extension and replacement of existing doors and windows with white UPVC – **No Objection.**

16.11.10

Finance: (a) The following payments were presented for approval:

Cheque Number	Payee	Reason	££
433	Zurich	Annual Insurance	£351.99
434	BDO	External Audit	£360.00
435	Topnotch	Inv 24348 (electrical Work)	£465.60
436	Topnotch	Inv No 24349 (27/10)	£114.00
437	Topnotch	Inv No 24393 (31/10)	£338.40
438	TCAM	Inv No 1554 (01/07)	£25.50
439	TCAM	Inv No 1629 (25/07)	£17.00
440	TCAM	Inv No 1757	£25.50
441	TCAM	Inv No 1837 (01/11)	£25.50
442	J Lewis	(Acting) Clerk Salary	£300.00
443	Mr P Richards	Centre plants	£11.96
444	TCAM	IT equipment (Capex)	£4,386.00
444	TCAM	Coffee Machine (Capex)	£2,520.00
			£8,963.95

It was **Resolved** that the payments be made in accordance with the Local Government Act 1982 and subsequent amendments. Two payments noted as outstanding in the agenda were not paid as they were traced as already paid although part payment of one has subsequently been identified as unpaid. Acting clerk to contact TCAM to ensure any outstanding issues can be resolved prior to the next meeting.

(b) Budget for 2016/2017: It was decided to review the budget in the next meeting.

(c) Pension payment to the previous clerk: It was agreed that the acting clerk would seek clarification on the final payment.

(d) Purchase of laptop for use by the clerk: Cllr White will purchase the laptop and pass to the clerk upon delivery.

- 16.11.11 Parish Clerk Vacancy:**
(a) To review revised job description: Revised job description has been produced by Cllr Littler. Clerk to review and add reference to the new IT Policy and timescales.

(b) To agree vacancy notice and timescales for recruitment: Job description to be reviewed at the monthly meeting in December and the role to be advertised in the new year. Acting clerk to continue in the role until a suitable replacement is found.
- 16.11.12 Bus Shelter Project:** Cllr Sanders gave the following update:
- The use of Facebook, the villager, coffee club and the bus users group have been used to raise awareness. The presentation at the school was well received.
 - No update on funding, the National Lottery application is progressing but no decision has been made currently.
 - Site 1: Opposite the medical centre, it has not been possible to find a suitable position. Due to the width of the pavement and the size of the shelter it will not be possible to pass the shelter with a pushchair / scooter. It is now proposed that the shelter is sited on the medical centre land.
 - Site 2: Loddington Way, meeting to be held with Developers eyes on behalf of David Wilson Homes on the 29th November 2016.
 - Letters will be sent to all properties in the vicinity of the selected sites when they have been confirmed.
- 16.11.13 Licence to Occupy:** All councillors confirmed that they were happy with the contract which was duly signed by Cllr Litter and acting Clerk Juliet Lewis.
- 16.11.14 Adoption process and maintenance:**
(a) Council to consider a 'Face to Face' meeting with Peter Chaplin re David Wilson Homes POS adoption. Cllr Hakewill to follow up in an attempt to gain a response from Peter Chaplin. Cllr Sanders to report back at the next meeting.

(b) All future maintenance issues to be referred to Kettering Borough Council, Taylor Wimpey and David Wilson Homes via the clerk (to include for this month) – Cllr Sanders to provide a list of contacts to the acting clerk to enable her to follow up on any outstanding issues.

(c) Update on the winter maintenance of the wooded area and rectification to the footpath – acting clerk to follow up.

(d) Confirmation that Taylor Wimpey will provide the spine road gritting service – acting clerk to confirm.

(e) Taylor Wimpey attend to dislodged drain cover at the junction of Loddington Way and Broughton Road – acting clerk to follow up.

(f) Taylor Wimpey to attend to restricted vis-splay at island opposite 24 Main Street due to overgrown vegetation – acting clerk to follow up.
- 16.11.15 Neighbourhood Plan survey update:** Cllr White confirmed that the recording and analysing of that data is progressing. To be reviewed in full in Januarys meeting.
- 16.11.16 IT Policy:** Acting Clerk had forwarded a sample IT Policy to Cllr White and Cllr Littler prior to the meeting. Cllr White has requested that the Clerk produce an IT Policy to be adopted by Mawsley Parish Council.
- 16.11.17 Playing field equipment ownership:** Cllr Richards confirmed that, as the equipment is currently maintained, inspected and insured by Kettering Borough Council, it makes sense for them to own the equipment. This removes the uncertainty of what is classed a maintenance and what is replacement. It was resolved to pursue this matter.

- 16.11.18 Outdoor Gym update:** The equipment is now in place and has proved popular with the residents so far. HAGS will forward their invoice shortly, this should be forwarded to Mick George for payment. Kettering Borough Council have paid £2500 however the total should have been £2755. Acting clerk to create an invoice for £255 and forward to Cllr Richards.
- 16.11.19 Invoice for Kettering Borough Council:** As 16.11.18.
- 16.11.20 Village Signage:** Letter of consent: it remains unclear as to the progress of this item. Acting clerk to follow up with previous clerk and Cllr Barnwell / Keir.
- 16.11.21 Allotment update:** As 16.11.07

Meeting concluded at 21:56

The following actions were assigned at this meeting. An update will be available at the next meeting:

Min Ref	Detail	Assigned
16.11.05	Respond to painting contractors re award of contract	Acting clerk
16.11.05	Arrange a quarterly meeting with TCAM	Cllr Littler
16.11.05	Arrange purchase and installation of additional CCTV cameras	Cllr Littler
16.11.05	Forward an electronic copy of the landlords inspection report dated 16th May 2016	Vic Cope
16.11.07	Send out detail of access to allotment site	Cllr Hakewill
16.11.07	Compose and send a letter to properties impacted by the re-siting of the allotments	Cllr Richards
16.11.07	Display details of new allotment site on noticeboard and the village Facebook page	Cllr Littler / Cllr White
16.11.08	Contact Cllr Morton regarding rural building allocations meeting	Cllr White
16.11.08	Contact KBC regarding concerns about lack of response to emails regarding adoption of DWH land.	Cllr Hakewill
16.11.10	Contact TCAM regarding all outstanding payments	Acting clerk
16.11.10	Seek clarification regarding pension payment for previous clerk.	Acting clerk
16.11.10	Purchase a new laptop for use of the clerk.	Cllr White
16.11.11	Review job description and update as per minutes	Acting clerk
16.11.14	Contact Peter Chaplin to resolve issue of lack of response in respect of adoption of POS	Cllr Hakewill
16.11.14	Provide a list of contacts regarding maintenance issues to the acting clerk	Cllr Sanders
16.11.14	Confirm the winter maintenance of the wooded area and rectification to the footpath	Acting clerk
16.11.14	Seek confirmation that Taylor Wimpey will provide the spine road gritting service	Acting clerk
16.11.14	Contact Taylor Wimpey regarding dislodged drain cover at the junction of Loddington Way and Broughton Road	Acting clerk
16.11.14	Contact Taylor Wimpey regarding restricted vis-splay at island opposite 24 Main Street due to overgrown vegetation	Acting clerk
16.11.16	Provide an IT Policy to be adopted by Mawsley Parish Council	Acting clerk

16.11.17	Confirm the next steps required to transfer ownership of the play equipment to KBC	Cllr Richards
16.11.18	Produce addition invoice for KBC and forward to Cllr Richards	Acting clerk
16.11.18	Forward HAGS invoice to Mick George for payment	Acting clerk
16.11.20	Confirm letter of consent has not been received and if necessary create a new one to be signed at the next meeting.	Acting clerk

Next Meeting – Monday 19th December 2016 at 7.00pm

Please Note: Parish Council Meetings may be recorded

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