

## LOWICK & SLIPTON PARISH COUNCIL

### Minutes of the Meeting held on Wednesday 21st August 2019 in The Germain Rooms, Lowick at 7.30pm

**Present:** Councillors G Edwards, S Lewis, W Childs, P Anstee,

**In attendance:** Mrs N Phillips (Clerk), G Britton, K Stamper (Pocket Park)

<b>19.08/14</b>	<b>To receive and approve apologies for absence</b> None
<b>19.08/15</b>	<b>To co-opt G Britton and I Booth as members of Lowick &amp; Slipton PC</b> Proposed, seconded and agreed by all to co-opt G Britton as member of L&SPC. G Britton duly co-opted and declaration of office completed. I Booth unable to be co-opted as not present at meeting.
<b>19.08/16</b>	<b>To elect Cllr Britton as chairman of Lowick &amp; Slipton Parish Council</b> Proposed, seconded and agreed by all to elect Cllr Britton as Chairman of L&SPC. Cllr Britton duly elected and declaration of acceptance of office completed and signed.
<b>19.08/17</b>	<b>To elect the Vice Chair of Lowick &amp; Slipton parish Council</b> Proposed, seconded and agreed by all to elect Cllr Childs as Vice Chairman of L&SPC. Cllr Childs duly elected.
<b>19.08/18</b>	<b>Public participation session</b> None
	<b>Item 19.08/34 discussed at this point in the meeting to allow K Stamper to leave meeting.</b>
<b>19.08/34</b>	<b>To discuss the current situation of the Pocket Park and to resolve how to fund the mowing and other essential work.</b> After discussion with K Stamper about the current situation concerning management of the Pocket Park it was proposed to: draw up an inspection check list to formalise the weekly checks requested by the insurers, to pay all monies into L&SPC bank account and mark them as designated reserves, to contact ACRE to see if it was possible to collect copies of any documents held by them, to research the cost of purchasing mowing equipment to be used by volunteers to help maintain the area. It was also recognised that funds to run the park needed to be raised by Lowick residents. <b>Resolved:</b> Inspection checklist to be drawn up and circulated, monies to be passed to the Clerk to be paid into the PC's bank account, Clerk to contact ACRE, K Stamper to research cost of equipment, G Edwards to put together a risk assessment on mowing and other activities, the Pocket Park to be included on each Agenda.
	<b>K Stamper then left the meeting</b>
<b>19.08/19</b>	<b>To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> No declarations received. Cllrs reminded to check their declarations are up to date and to amend if necessary. Clerk to circulate link to ENC webpage.
<b>19.08/20</b>	<b>To receive and approve for signature the minutes of the meeting held on Wednesday 1<sup>st</sup> May 2019</b>

	<b>Resolved:</b> That the Chair sign the Minutes as a true record of the meeting.																									
19.08/21	<p><b>To note any matters arising from the minutes not included on this agenda for report only</b></p> <p>Pathfinder II flood resilience scheme: Cllr Britton and Edwards reported back on the research into who is responsible of which of the drains in the parish, they have identified the vast majority and were working on the last few. Cllr Britton to report back further at the next meeting. Drains to be included as an Agenda item each August to prompt any necessary action to be carried out before the winter arrives.</p>																									
19.08/22	<p><b>To receive and approve the Balance of Accounts/Bank Reconciliation</b></p> <p>Cllr Britton examined the Bank Reconciliation and the Balance of Accounts.</p> <p><b>Resolved:</b> Balance of Accounts/Bank Reconciliation approved and signed as correct</p>																									
19.08/23	<p><b>To examine and approve the Bank Statements</b></p> <p>Cllr Britton examined and signed the Bank Statements – the balance being £1106.89 in the Community Account and £7205.84 in the Business Premium Account at 28/06/2019 – no statement having been received for the period ending 31<sup>st</sup> July 2019.</p>																									
19.08/24	<p><b>To approve and authorise payment of the following invoices</b></p> <table border="1"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>Power to Pay</th> </tr> </thead> <tbody> <tr> <td>100429</td> <td>N A Phillips</td> <td>July/Aug salary, expenses + memory stick</td> <td>£321.82</td> <td>LGA 1972 s 111 + 112</td> </tr> <tr> <td>DD1</td> <td>ICO</td> <td>Data Controller Registration</td> <td>£35.00</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100430</td> <td>LWTA PC</td> <td>1/3<sup>rd</sup> Budget/Finance Training</td> <td>£16.33</td> <td>LGA 1972 s 111</td> </tr> <tr> <td>100431</td> <td>Germain Rooms</td> <td>Rental of meeting room for the year ending 31.03.2020</td> <td>£80.00</td> <td>LGA 1972 s 111</td> </tr> </tbody> </table> <p><b>Resolved:</b> all payments authorised and cheques signed by Cllr Anstee and Childs.</p>	Cheque	Payee	Item	Amount	Power to Pay	100429	N A Phillips	July/Aug salary, expenses + memory stick	£321.82	LGA 1972 s 111 + 112	DD1	ICO	Data Controller Registration	£35.00	LGA 1972 s 111	100430	LWTA PC	1/3 <sup>rd</sup> Budget/Finance Training	£16.33	LGA 1972 s 111	100431	Germain Rooms	Rental of meeting room for the year ending 31.03.2020	£80.00	LGA 1972 s 111
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19.08/25	<p><b>To review the budget for the year ending 31<sup>st</sup> March 2020 and to resolve what action if any to be taken</b></p> <p>There is a predicted £888.13 overspend on the year due to employment of the Clerk and an overspend on electricity due to the adjustment to take into account the change to LED lighting not being made at the end of March as required – currently there is a credit balance of £453.78 with SSE which will be used to pay electricity bills until such a time as the balance is returned to the PC.</p> <p><b>Resolved:</b> To adjust the budget at the November meeting and take sufficient monies from reserves to cover the shortfall.</p>																									
19.08/26	<p><b>To resolve to set up a Standing Order to allow the Clerk's salary to be paid monthly</b></p> <p><b>Resolved:</b> Standing Order to be set up</p>																									
19.08/27	<p><b>To receive and approve Standing Orders</b></p> <p><b>Resolved:</b> Standing Orders approved and adopted</p>																									
19.08/28	<p><b>To receive and approve Financial Regulations</b></p> <p><b>Resolved:</b> Financial Regulations approved and adopted</p>																									
19.08/29	<p><b>To adopt a revised Code of Conduct for Councillors</b></p> <p><b>Resolved:</b> Code of Conduct approved and adopted</p>																									
19.08/30	<p><b>To consider and note Councillors' roles and responsibilities</b></p> <p><b>Resolved:</b> Cllr Britton – Flood Warden, Cllr Edwards - Pocket Park, Cllr Childs – Highways and Rights of Way, Cllr Anstee - Slipton noticeboard, Cllrs Britton and</p>																									

	Lewis – Lowick Noticeboard.
19.08/31	<p><b>To consider and resolve the council's response to planning applications listed below plus any other planning applications advised by East Northamptonshire Council and available on its website between the circulation of this agenda and the meeting.</b></p> <p>19/01242/FUL – Proposal: Erect log cabin structure to the front of the property at 15 Main Street, Lowick, NN14 3BH</p> <p>19/01271/FUL - Proposal : Conversion of existing public house to residential and construction of five new residential dwellings at The Samuel Pepys, Slipton Lane Slipton NN14 3AS</p> <p><b>Resolved:</b> To object to 19/01242/FUL on the following grounds: The design and materials to be used in this proposed structure are not in keeping with the locally used materials and architecture of surrounding properties and are therefore inappropriate for a structure in the heart of the conservation area.</p> <p>The visual appearance of the structure will have an adverse effect on what is a designated conservation area.</p> <p>The structure seems rather large for its position at the front of the property and adjacent to the road.</p> <p>Although the proposal shows the structure to be concealed by existing hedging there is always the possibility that the hedge could die or be removed in the future leaving a structure that has no reference to existing surrounding architecture highly visible to residents of surrounding properties, and others passing by. Cllrs therefore request that in the event of this application being granted that there is a requirement to maintain adequate appropriate screening of the structure.</p> <p>Cllrs are also concerned that although the application is for a sun room, garden store and gym at some point in the future it could be used for ancillary sleeping/residential accommodation for the main property and ask that in the event of this application being granted that a restriction is placed on the application restricting its use to that originally stated.</p> <p><b>Resolved:</b> To object to 19/01271/FUL on the following grounds: Cllrs are not against the development in general but need to be comfortable that it is not commercially viable to maintain the pub as a going concern especially as this development will result in the loss of a community facility which is valued by many residents.</p> <p>Cllrs are concerned that some of the present stone structure is to be demolished and ask that consideration is given to adapting the plan so to maintain the structure as far as possible.</p> <p>Cllrs have serious concerns about road safety on what can be a fast road through the village and would like to see the relocation/extension of the 30mph to a point prior to the approach to the proposed development and the introduction of some traffic calming measures to slow vehicles down before they enter the area. Cllrs also ask that thought is given to adapting the proposed plans so that vehicular access can be via the rear of the dwellings, thereby reducing the number of vehicle access points to the road.</p>

	<p>It is noted that Plot 2 appears to have a garage for only one vehicle which would seem unrealistic and therefore Cllrs ask that consideration is given to providing further off road parking for this property. In addition, given that any development of this site will result in additional on road parking either from residents or visitors Cllrs request that measures are put in place to discourage such parking by residents of these properties.</p> <p>It is also noted that properties 4,5 and 6 are situated in open countryside where there is a presumption against residential development and which if this application gets consent would set a precedent for building in open countryside in other areas of the village, Cllrs therefore ask that the development be scaled back so that any new dwellings are only constructed within the current village area.</p>
19.08/32	<p><b>To note response by L&amp;SPC to planning applications received between meetings:</b></p> <p>19/00988/FUL – Erection of permanent agricultural workers dwelling at Vanish Point Farm, Slipton Lane, Slipton, NN14 4AJ</p> <p>No response submitted</p>
19.08/33	<p><b>To note planning decisions made by ENC</b></p> <p>19/00626/LBC – replacement central heating boiler and repositioning of flue outlet at 12 Main Street, Lowick, NN14 3BH – permitted.</p>
19.08/34	<p><b>To discuss the current situation of the Pocket Park and to resolve how to fund the mowing and other essential work.</b></p> <p>Discussed earlier in meeting</p>
19.08/35	<p><b>To review progress on the installation of the defibrillators and to resolve what action to be taken</b></p> <p>Cllr Britton has approached BHF for grant funding towards the cost of the defibrillators and has been advised of some slight adjustments needed to the application before the final submission.</p> <p><b>Resolved:</b> Cllr Britton to continue to work with BHF to obtain grants. Defibrillators to be housed in the redundant phone kiosks with any additional funds needed to be taken from reserves.</p>
19.08/36	<p><b>To appoint a delegate to attend the Northants CALC AGM on Saturday October 5<sup>th</sup> 2019</b></p> <p><b>Resolved:</b> Clerk to register one delegate with attendee to be decided nearer the time.</p>
19.08/37	<p><b>To consider a request from the Clerk for a one third contribution to Budget &amp; Financial Control training.</b></p> <p><b>Resolved:</b> To contribute as requested.</p>
19.08/38	<p><b>To authorise the Clerk to complete the ICO Data Controller Registration and to set up a direct debit payment</b></p> <p><b>Resolved:</b> Clerk to complete registration and set up direct debit payment</p>
19.08/39	<p><b>To consider a request from the Clerk to appoint a NCALC Auditor for the year ending March 31<sup>st</sup> 2020</b></p> <p><b>Resolved:</b> NCALC Auditor to be appointed for the current year and reviewed annually.</p>
19.08/40	<p><b>To authorise the purchase of poppy wreaths to be placed on the war memorials on Remembrance Day</b></p>

	<b>Resolved:</b> Clerk to arrange purchase of a wreath for Lowick as Slipton has no war memorial.
19.08/41	<b>To confirm meeting dates until May 2020 as 20<sup>th</sup> November 2019, 19<sup>th</sup> February 2020 and 20<sup>th</sup> May 2020.</b> <b>Resolved:</b> Meeting dates confirmed – meeting start time to be 7.00pm.
19.08/42	<b>To clarify and record that the organising of the fireworks event is by a third party and not by L&amp;SPC</b> Due to there being some confusion as to who organised and was therefore responsible for the fireworks event the Clerk asked for clarification as to the situation. <b>Resolved:</b> Fireworks event confirmed as being organised by a third party and not by or on behalf of L&SPC although Cllrs expressed their appreciation of the organisers.
19.08/43	<b>Correspondence:</b> None received <b>Resolved:</b> no action needed
19.08/44	<b>To confirm the date of the next meeting as 20<sup>th</sup> November 2019</b> <b>Resolved:</b> Date confirmed
19.08/45	<b>To close the meeting</b> The meeting closed at 9.40pm

Signed:

Dated:

APPROVED