

**Minutes of the Parish Council Meeting of Hargrave Parish Council
Held on Monday 1st July 2019 in Hargrave Village Hall**

Members present:
Cllr J Gunthorpe in the Chair

Councillors
D Farrington D Thrift
Clerk- Ms J Hodgson

2 members of the public were present.

The meeting started at 7.30pm

19-28 Apologies for absence

It was **RESOLVED** that the reason for absence for Councillor Brotherton, Councillor Jones and Councillor Clarke be approved. Cllr How was delayed due to a previous appointment.

Apologies were received from ENC Cllr Howell and NCC Cllr Hughes.

19-29 Minutes

RESOLVED: that the Minutes for the meeting held 13th May 2019 be approved and signed by the Chairman.

19-30 Declaration of interests

Cllr Farrington declared a DPI in planning application 19/00997/FUL.

19-31 Public Speaking Time

There were no speakers.

19-32 Reports from ENC & NCC Councillors

A written report from ENC Cllr Howell had been circulated to all councillors. NCC Cllr Hughes had not provided a report.

19-33 Financial Matters

a. Cheques for payment

RESOLVED That the following payments be authorised

100868	J Hodgson – 2x salary & Expenses LGA 1972 s111 & s112	£417.80
100869	Aylesbury Mains Ltd – street lamp repair parish Councils Act 1957	£114.24
100870	J Gunthorpe – reimbursement for vouchers (19.19h) LGA 1972 s111	£50.00
100871	Lonsdale Direct Solutions – Rights of Way maps LGA 1972 s144	£84.00
100872	HMRC 1 st quarter tax & NI - LGA 1972 s112	£149.80

b. Financial report from the Clerk - As at 14th May 2019 (the latest bank statement) the Council had cash holdings of £14064.26.

- c. Second variable speed sign battery – consideration was given to purchasing a second battery for the variable speed sign as the high usage due to the volume of traffic on the B645 meant that it ran down quickly. The supplier SWARCO had given a price of £197.50 plus £15.00 delivery (net). **RESOLVED** that a second battery should be purchased.

19-34 Planning Matters

- a. Planning applications

19/00454/FUL Erection of two dwellings (amended proposal) at Land adjacent to Rectory View

It was noted that an amended application had been received, whereby the number of proposed dwelling was reduced from 3 to 2. East Northamptonshire Council had requested that the Parish Council consider their previous representation (Minute 18-111 refers) to determine whether the amended application was sufficient for the Parish Council to withdraw their objection. After consideration of the response determined on 15th April, it was **RESOLVED** that the Parish Council has considered the amended application and does not remove any of its objections as the objections raised are all still relevant to this application.

19/00997/FUL Erection of single storey annex with wheelchair access for family/guest accommodation and seasonal workers (Resubmission of 19/00527/FUL) at Brook House Bottom Farm

The Parish Council could not consider this item of business as it would not have been quorate. It was agreed to consider the application outside of the meeting as it had been lawfully publicised and members of the public had had the opportunity to make representations to the Parish Council should they so wish.

- b. Ratification of planning decisions determined outside of the meeting

RESOLVED: That the planning response determined outside of the meeting be approved:

19/00790/FUL Proposed single storey side extension to form new utility room, wc/shower and store, addition of two storey bay window to side gable and part external render to whole building. at Bottom Farm House Brook Street Hargrave

The Parish Council does not object to this application providing that the materials are sympathetic to the existing structure and that appropriate mitigation measures are in place to accommodate surface water run-off.

- c. Planning decisions made by East Northamptonshire Council

It was noted that 19/00753/PDU and 19/00527/FUL had been withdrawn.

- d. Correspondence re the Nags Head Pub

Correspondence from ENC planning enforcement regarding condition of the building was noted together with a report that the building had been broken into.

- e. 19/00169/AMD (18/01293/FUL) - it was noted that the Parish Council had not been consulted in a non-material planning application regarding the addition of stone quoins to the dwellings under construction. **RESOLVED** that the Parish Council should challenge

the decision as it appeared that the appearance of the quoins had not been inspected prior to planning permission being granted. It was noted that no other property in Hargrave has this style of quoins and that they are completely out of keeping with Hargrave, being more suited to a housing estate.

19-35 Meeting date for May 2020

It was noted that the date may change due to the change to the date for the early May bank holiday in 2020.

19-36 Neighbourhood Plan

It was noted that the public meeting held 20th May 2019 as part of the Annual Parish Meeting had been successful and the first meeting of the steering group had been held on 1st July. The Chairman and Secretary had been appointed. Plans are in place for the next meeting towards the end of July.

The need for the Steering Group to have Terms of Reference were discussed. It was **RESOLVED** that the Terms of Reference that form Appendix A be approved by the Council.

It was further **RESOLVED** that a working fund of £500.00 be set aside to assist with costs of the steering group and that the Clerk has delegated authority under Local Government Act 1972 s101 to approve expenditure of the Steering Group with the limits of the fund. Expenditure is to receive prior approval.

It was **RESOLVED** that when the steering group had determined the area of the Hargrave Neighbourhood Plan the parish clerk should formally apply to East Northamptonshire Council for the Designation of the Neighbourhood Plan Area.

19-37 Village Infrastructure

- a. Road drains on Church Road – it was noted that in exceptionally heavy rains in June, Church Road had flooded. Photographs had been sent to Northamptonshire County Council. The drainage system was scheduled to be cleansed in August and it is expected that this will clear any accumulated detritus.

It was noted that during the heavy rains water was coming up through the manhole cover between Boxtree House and the Bakehouse. Incidents of flooding should be reported to the Clerk and if the matter was urgent Northamptonshire County Council.

- b. Hedge at the junction of Church Road & B645 – further to Minute 19-21 a scheme to cut back the hedge was discussed. However, it was agreed that enquiries would be made with 'Mowerman'.

It was noted that the hedge on the B645 towards Kimbolton required cutting back so that the speed indication device could be seen. This will be reported to Northamptonshire County Council.

- c. Rights of Way – It was noted that Cllr Farrington had cut NA8. Footpath NA14 still presented a danger on the public highways due to the foxhole. The Clerk is to contact Northamptonshire County Council again and will ask the landowner to do the same.

It was noted that the footpath map (Minutes 19-19 refers) was progressing well.

19-38 Community and road safety

- a. Correspondence with DPD – it was noted that the Clerk had been in correspondence with the office of the DPD CEO regarding their vans using Hargrave as a cut through to the B645. DPD had advised that the route through Hargrave was ‘vital to their operation’ and had not entered into further correspondence.

Engineering solutions to route in the area of the white bridge were discussed. It was agreed that the subject to undertaking a traffic survey and possibility instructing a traffic consultant be considered at the September meeting.

19-39 Village Hall Committee

- a. Proposal to update the village hall kitchen and flooring - This item was deferred as there was insufficient information to make a determination.
- b. Village Hall Committee Accounts for YE 31st March 2019 – The accounts that form Appendix B were received and noted.

19-40 Wind Farm Trust

It was noted that the Trustees Annual Report for 2018-19 had been received and circulated to all councillors. It was reported that due to the increasing number of grant applications, the Trustees were considering introducing a ‘match funding’ element for future grant applications.

19-41 Next scheduled meeting

The next scheduled meeting will be on 2nd September 2019.

Meeting closed at 9.04 p.m.

Chairman

Hargrave Neighbourhood Plan Steering Group

Terms of Reference

Name

The name of the organisation shall be the Hargrave Neighbourhood Plan Steering Group (SG)

Purpose

The purpose of the SG shall be to support Hargrave Parish Council (HPC) in carrying out the following tasks:

- Investigate, identify and monitor support for the Neighbourhood Plan (NP)
- To produce a sound Neighbourhood Plan for the civil Parish of Hargrave. The plan will define the planning policy priorities identified by the community considering all representations made during the plan-making process and having regard to all relevant existing plans and evidence.
- Take responsibility for planning, budgeting and monitoring expenditure on the NP, reporting back to HPC.
- Liaise with relevant authorities and organisations to make the NP as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to HPC on progress, issues arising and outcomes from the exercise. See role of the Bridging Co-ordinator under Roles and Relationships.

Membership

The SG will be made up from members of the community and a member, or members of HPC.

Roles

At the first meeting, the SG will elect a Chair and a Secretary.

Wherever possible all other members should have a specific role, to be agreed by the SG.

Roles & Relationships

Hargrave Parish Council's role and responsibilities:

- HPC insurance will cover the previously agreed activities of the SG and volunteers, but SG officers, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- HPC will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Under the provisions of the Localism Act 2011 (Schedule 9, Section 61F) HPC is the qualifying body for the preparation of an NP for the civil parish of Hargrave.
- As the qualifying body, HPC remains ultimately responsible for the creation and submission of the NP for scrutiny and approval.

The Steering Group's role and responsibilities:

- A Bridging Co-ordinator may be appointed to liaise between the SG and HPC, or alternatively parish councillors who are also members of the SG will act as liaison officers between the 2 bodies.
- The SG, either via an appointed officer or via its HPC members will provide a regular report to HPC, for endorsement.

The SG may establish such working groups as it considers necessary to carry out the functions specified by the SG.

- The make-up and purpose of working groups will be regularly reviewed by the full SG.

Meetings

- The SG shall meet as often as required. The date of each subsequent meeting will be identified at the end of the previous, whenever possible.
- For extra meetings a guideline of five days is advised for the issue of an agenda to members.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The secretary shall keep a record of meetings and circulate notes to SG members and HPC.
- No expenditure should be incurred without the approval of the PC, via it's Clerk.

Dissolving the Steering Group

At the conclusion of the Neighbourhood Development Plan project HPC and SG should discuss the future working of the SG. If the SG wishes to dissolve it must notify HPC

Amendments to the Terms of Reference

These Terms of Reference may only be altered or revoked in a convened meeting of HPC.

Steering Group Code of Conduct

Selflessness

Members of the SG may find that there is an overlap with their personal or professional life and interests. However, in working on the NP, Members shall serve only the public interest and shall never improperly confer an advantage or disadvantage on any person. At all times Members shall act in accordance with the trust that the public is entitled to place in them as a co-opted member of an HPC Advisory Committee.

Declarations of Interest

All Members of the SG must declare any and all personal or professional interests that may be perceived as being relevant to any actions, conclusions or recommendations being made by the SG. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the SG. Declared interests will be referred to the Clerk of HPC for a determination on whether they constitute a conflict of interest.

Integrity, Honesty and Respect

In working on the NP, Members of the SG shall consider all their actions carefully to avoid placing themselves in situations where their honesty and integrity may be questioned and shall on all occasions avoid improper behaviour or the appearance of improper behaviour.

Members of the SG will treat other Members with respect and dignity, allowing everyone to air their views without prejudice and interruption.

Objectivity in Decision Making

Members will make all decisions and recommendations on merit, approaching each with an open mind, listening to the views of others and assessing the information presented carefully. They must then reach their own conclusions on issues and act accordingly. Failure to do so may expose the plan to challenge on the basis of flawed decision-making processes.

Accountability

Everything the SG does must be able to stand the test of scrutiny by the public, the media, other stakeholders, and the courts. Members of the SG are accountable to the public for their actions and the way they develop the NP. Members are therefore expected to co-operate fully and honestly with any appropriate scrutiny.

Openness

HPC strives to maintain an atmosphere of openness throughout the Council to promote confidence of the public, stakeholders, staff and regulators. Members of the NP SG will be as open as possible about their actions and recommendations and should be prepared to give reasons for actions taken, conclusions drawn, and recommendations made.

HARGRAVE VILLAGE HALL MANAGEMENT COMMITTEE ANNUAL ACCOUNTS

31 MARCH 2019

		£	
Bank Balance 31.03.19		12,652	
Bank Balance 31.03.18		12,045	
Increase of		607	
Plus cash in hand		31	
		638	
Receipts		4585	
Payments		3947	
Year's Balance		638	
Samples for comparison:-		This Year	Last Year
<u>RECEIPTS</u>			
Lettings		1,575	1,932
Bowls/T.T.		500	469
Circle Dance		204	240
W. I.		300	171
Music Fest.		135	201
<u>PAYMENTS</u>			
Maintenance		1,172	4,391*
Electricity		660	941
Water Rates		211	213
Insurance		454	443
Fire Eqmt		48	42
Bank Fees		60	60
			* less Wind Farm grant of £3,255
			<i>J.P. Pearson</i> Treasurer

Note, the figures include the Club's 59
Repts & Payments, based on the National Lottery Bonus Ball,
- Approx £1000 net Profit.