

**Minutes of the Annual Parish Council Meeting of Hargrave Parish Council**  
Held on Monday 18<sup>th</sup> May 2020 on Zoom

Members present:  
Cllr J Gunthorpe in the Chair

Councillors  
J Brotherton M Clarke D Farrington N How C Jones H West  
Clerk- Ms J Hodgson  
ENC Councillor Howell  
0 members of the public

This meeting was held 'remotely' via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**20-1 Election a chairman for the year 2020-2021**

After proposal and seconding, it was **RESOLVED** that Councillor Gunthorpe be elected as Chairman for the coming year. The Declaration of Office was duly signed.

**20-2 Election of vice chairman for the year 2020-2021**

After proposal and seconding, it was **RESOLVED** that Councillor How be elected as the Vice Chair for the coming year

**20-3 Apologies for absence**

All councillors were present.

**20-4 Minutes**

**RESOLVED:** that the Minutes for the meeting held 2<sup>nd</sup> March 2020 be approved and signed by the Chairman.

**20-5 Virtual Meeting Policy**

**RESOLVED:** That the policy that forms Appendix A be adopted with immediate effect.

**20-6 Standing Orders & Financial Regulations**

**RESOLVED:** That the Standing Orders and Financial Regulations be readopted without amendment.

**20-7 Annual inventory of land and assets**

**RESOLVED:** That the inventory of land and assets presented represents an up to date schedule.

The Council was advised that it was proper practice for assets to be shown as acquisition value, or £1.00 of the acquisition value is not known. It is not proper practice to show depreciation. Proper practice is set out in the Governance and Accountability for Local Councils.

The insurance value is shown in the insurance schedule and reflects reinstatement value.

#### **20-8 Insurance**

**RESOLVED:** that the insurance schedule as offered by BHIB Ltd offers appropriate cover for the Council and the premium of £224.51 be authorised for payment.

#### **20-9 Membership of any outside bodies**

**RESOLVED:** That membership of NCALC be renewed at an annual subscription of £208.32 as membership offers the Council useful services. And Northants ACRE at £35.00.

#### **20-10 Annual review complaints procedure**

**RESOLVED:** That the Council's policy should be readopted without amendment.

#### **20-11 Annual review the Council's procedures for handling requests under the Freedom of Information Act and Data Protection Act.**

**RESOLVED:** That the Council's policies should be readopted without amendment.

It was noted that the Council had not received any requests under the above legislation in the previous municipal year.

#### **20-12 S137 (Local Government Act 1972) spending limit**

It was noted that the maximum permissible spending under s137 during the year was £1530.88 for any expenditure without an appropriate power for authorisation.

#### **20-13 Date and time of ordinary meetings for the year ahead**

It was agreed that meetings would be held on 6<sup>th</sup> July, 7<sup>th</sup> Sept, 2<sup>nd</sup> Nov, 4<sup>th</sup> Jan 2021, and 1<sup>st</sup> March

#### **20-14 Members to specific areas of interest**

- a. Footpaths – Cllr Clarke & Cllr Jones
- b. Highways – Cllr Farrington & Cllr West
- c. Community & road safety – Cllr West and Cllr Jones
- d. Financial internal control – Cllr Brotherton
- e. Village Hall Management Committee – Cllr How & Cllr Jones
- f. Neighbourhood Plan Liaison – Cllr Gunthorpe
- g. Village maintenance – all councillors

#### **20-15 Wind Farm Trust**

It was agreed that Councillor Farrington be confirmed as the Parish council representative.

#### **20-16 Joint Action Group for East Northants Central**

It was agreed that Councillor Brotherton would be the representative on the JAG.

#### **20-17 Declarations of interest**

Councillors Brotherton and How declared an interest in agenda item 20.20 h. [Note agenda item 20.20 h was moved to the end of the meeting]. Councillor Jones declared an interest in agenda item 20.21 (20/00278/FUL)

## 20-18 Public Speaking Time

Further to Minute 19.128 (March 2020) it was noted that Northamptonshire County Council Highway Regulations was in the process of issuing a retrospective licence for the work. It was agreed that the parish council should endeavour to ensure residents are aware that they need to seek appropriate permissions and licence for work that require them. It should not be assumed that because a similar project has been undertaken, consent will be given again.

## 20-19 Reports from Northants County Councillor & East Northants District Councillor

NCC Cllr Hughes had not provided a report. A written report from Cllr Howell had been circulated to all councillors. Cllr Howell congratulated Cllr Gunthorpe and Cllr How on their appointments.

## 20-20 Financial Matters

- a. Cheques for payment

**RESOLVED** that the following payments be authorised.

100898	Wellers Law Group – boundary dispute	£234.00
100899	Aylesbury Mains Ltd – repair of street lamp – Parish Council Act 1957	£99.00
100900	BHIB Ltd – annual insurance premium	£234.00
100901	Northants CALC – annual subscription	£208.32
100902	Parish Council of Hargrave – transfer to deposit account	£2000.00
100903	J Hodgson – 2 x salary & Expenses LGA 1972 s111 & s112	£485.49

- b. Financial report from the Clerk - As at 14<sup>th</sup> April 2020 (the latest bank statement) the Council had an available cash balance of £13210.86 split between the current account and the deposit account. The HMRC financial year end has been completed.
- c. Internal Audit Report - **RESOLVED** that the report be received and accepted. The point raised by the internal auditor will be investigated and a report made to the council in July.
- d. Accounts for 2019-2020 - **RESOLVED** that the Accounts that form Appendix B be approved and adopted
- e. Annual Governance Annual Return section 1 - the Council considered each statement of the Return and directed the completion of the form **RESOLVED** that the Chairman sign the Annual Governance Statement.
- f. Annual Governance Annual Return section 2 - **RESOLVED** that the Council accepts the Accounting Statements as presented by the Responsible Financial Officer and that the Chairman sign the Accounting Statement as it accurately represented Council's financial position.
- g. Exemption from External Audit - **RESOLVED** that the Exemption Certificate be signed for submission to PKF Littlejohn as the Council met the qualifying criteria.

h. Triangular Field - discussion moved to the end of the meeting.

## 20-21 Planning Matters

a. Planning applications – none

b. Council's decisions of planning applications determined outside of the meeting

Due to the Coronavirus pandemic and government lockdown requirements, the following applications had been considered by members of the council via email.

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

**20/00332/PDU** Change of use and associated operational development to create 5 dwelling houses (Schedule 2, Part 3, Class Q) at Brickworks Farm Church Street

The Parish Council objects to this application.

It is of the opinion that this application should be subject to a full planning application rather than permitted development. This will then ensure the requisite planning policies for such a development in a rural location are applied.

The Parish Council understands that to qualify for Permitted Development Class Q (*agricultural buildings to dwelling-houses*) the development must not exceed a maximum floor space 465sqm. This area can be divided up into a combination of larger and smaller dwelling-houses not exceeding 5 units, but the cumulative floor space must be within the maximum limit of 465sqm. By our calculation the application is for:

3No x Larger dwellings	= 441.9sqm
2No x Small dwellings = (83.4sqm x2)	= <u>166.8sqm</u>
Total Floor Space	= 608.7sqm

To eligible for permitted development rights the building must be used for agricultural purposes of a trade or business. This building has been used for commercial purposes and therefore does not qualify. There is a requirement under agricultural permissions that the land holding has to show a financially viable business as well as a need for the development. The land holding of this building was not used for an agricultural enterprise where the applicant made a living off the land and therefore would struggle to prove financial viability test.

The original intention of permitted development for change of use of agricultural buildings to residential was to protect redundant traditional farm buildings from falling into disrepair, or being lost altogether, when they were no longer viable for the original purposes. This building (around 10 years old) does not fulfil that initial intention.

The Parish Council objects to the principle of residential development at this location.

The building is in open countryside and outside of the settlement boundary of the village. It would create 5 isolated dwellings in the middle of a field. The location does not allow for easy community integration. Hargrave as a settlement is not sustainable as the facilities are extremely limited and personal vehicle ownership is the only means of transport.

The basic design of the proposal is not in any way sympathetic or in keeping with the rest of the village and would be completely out of character in terms of both scale and appearance.

The site is not readily accessible and considerable work would be needed to upgrade the access road. The location/site is completely isolated from other households and development should not be considered either desirable or practical.

Hargrave does not have a proven housing need that would justify the implementation of a rural exceptions decision under Policy 13 of the Joint Core Strategy. This proposal is contrary to Policy 13 part 1 a to d and part 2 both a and b.

The Parish Council does not want to set a precedent for any recently built agricultural building, some without prior planning permission, to be converted to residential properties. In other words, it will unwittingly allow residential property development without appropriate scrutiny.

Councillor Jones left from the meeting for the following item of business:

**20/00278/FUL** Detached workshop and storage outbuilding to the rear of the site at Land Adj 4 Moor Cottages Nags Head Lane

The Parish Council does not have any objections to this application.

It was noted that a landowner had contacted the Parish Council to express concerns about the Council's response on this application. The concerns centred on the bridle path used as access. It was noted that the Council had previously raised issues with Northamptonshire County Council about this bridle path and that the county council was the authority on this matter. However, it was agreed that the Parish Council would endeavour to determine from the county council where the public maintained bridle way ended and the privately maintain bridle way started. The Council would carefully examine the size of any future development.

c. Planning decisions made by East Northamptonshire Council

It was noted that 20/00332/PDU had been refused.

d. Advertising of planning matters re 20/00332/PDU above

It was reported that a complaint had been received from a resident regarding the absence of a planning notice for 20/00332/PDU. This had been dealt with by the Clerk, Chairman and Cllr Howell to the resident's satisfaction.

e. Thurleigh Neighbourhood Plan Consultation – it was noted that the Parish Council had been consulted. The Parish Council does not have any comment to make.

## **20-22 Annual statement from the Non-Ecclesiastical Herdsman Charity**

Further to Minute 18.94g the accounts that form Appendix C were received.

## **20-23 Boundary adjacent to the Hoggin Ditch**

Further to Minute 19.133 it was reported that the solicitors had examined the documentation and concluded that the boundary line had been placed in the correct location on the plans. It was agreed that a site meeting for councillors be arranged once the COVID 19 restrictions had been reduced so that an assessment of the lane can be made and works required identified.

It was **RESOLVED** that the Council accepts the boundary between the hoggin ditch and the Rectory View land as presented on the plans. It was agreed that it would be advantageous for the Council to enter into a boundary agreement with the developers before the building plots

are sold to individual owners. The processes and costs are to be investigated. The Council accepts the developers offer to complete the ditch head wall.

## **20-24 Village Infrastructure**

- a. Rights of Way – It was reported that the problems on NA12 (Street Doctor report 2071655), the latest from NCC were: “Negotiations required with landowner as extensive clearance works would be required along this Right of Way. Issue to be revisited after bird nesting season.” It was agreed that the Parish Council should monitor the situation after the end of the nesting season to ensure the county council progresses the matter.
  
- b. Surface water flooding issues – further to Minute 19.127 it was noted that Northants Highways had advised that the jetting works were undertaken and completed on 24<sup>th</sup> February. The works were largely successful in that they jetted both upstream and downstream to and from Brook Street. However, they uncovered one issue which would indicate a partial collapse of the storm water sewer in the vicinity of Kemp Vineyard/Kemps Close. The system is running along its full length, but is partially impeded at this location. To pinpoint the issue, they need to undertake a CCTV survey – at present they aren’t certain about their budgets for the forthcoming financial year so can’t give a firm answer in terms of when they can undertake this survey.

It was reported that an application to join the Pathfinder scheme had been submitted (19<sup>th</sup> March 2020) but the project lead, Jo Maddams, is also the county council’s emergency planning officer and was working full time on the COVID 19 response. Therefore, it is not known when the Parish Council’s application will be considered.

Further to Further to Minute 19-110 (February 2020) a response from East Northamptonshire Council stated that “the drainage condition applied to the development was proportionate and addressed the matter of drainage as far as was reasonable. On smaller developments it is my experience that planning inspectors usually consider drainage to be adequately controlled by the Building Regulations. We should not seek to duplicate the Building Regulations or other controls. That said, I would be happy to pass on the PC concerns to my principal officers should you feel that appropriate, so that they are aware of local concerns when signing off reports and advising their teams?”

It was noted that Cllr Howell had requested that the Parish Council concerns were passed on.

## **20-25 Community and road safety**

There were no reports to give.

## **20-26 List of correspondence**

The list of correspondence received that forms Appendix D was received. No further action was identified.

## **20-27 Date of next scheduled meeting**

The next scheduled meeting will be on 6<sup>th</sup> July 2020.

VJ Day and motorbike nuisance on the B645 were identified as future agenda items.

Councillors Brotherton and How were excluded from the meeting at this point.

## **20.20 h Triangular Field**

It as noted that a letter has been received suggesting that that the Parish Council may wish to sell the field to the correspondent. It was noted that the location made the field an unsuitable location for parish recreational space. The Council may dispose of land (Local Government Act 1972 ss127 (1) and 131 (3)). If the disposal is for less than the land is worth, the Secretary of States consent is needed. The capital receipt must be used for capital expenditure – not revenue costs. (Local Government Act 2003).

It was **RESOLVED** that the Council does not have interest in selling the field at the present time. It does not have a capital project to use the funds on. The land has a sitting tenant and this would reduce the value of the land. There is a benefit to the Council retaining the field so that it has an asset to trade if required in the future.

Meeting closed at 9.15pm

**Chairman**

## Hargrave Parish Council

### Virtual Meeting Policy

#### 1. Introduction

Hargrave Parish Council recognises the opportunities offered by meeting virtually in times that a physical meeting is not appropriate and has developed this policy to assist Chairmen, councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and that are currently enacted for meetings on and up to 7 May 2021.

#### 2. Publishing the agenda and providing documents

Councillors are to be summonsed as per regulation with the agenda emailed to them and documents being placed on the Council's website. Any person unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. In cases that documents originate from a third-party electronic links will be provided where available.

#### 3. Virtual Meeting 'platform'

Hargrave Parish Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish on the agenda:

- The zoom meeting link
- Meeting ID
- Meeting passcode

All documents and written reports referred to at the meeting will be available to view on the Hargrave Parish Council website by 6pm on the day of the meeting.

#### 4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a place.

#### 5. Specific Virtual Meeting Arrangements

##### a. Discussions

*This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.*

At the start of the meeting there will be a roll call to determine those councillors present for those who do not have a video link.



During the meeting all persons other than members will be muted. During the public participation period members of the public will be required to 'enable video' in order for them to be visible to the Chairman and will raise their hand to indicate that they wish to speak. Their microphone will then be unmuted and they can address the meeting. *If the member of the public does not have a video option, the microphone will be unmuted and the Chairman will invite them to speak.* Following the conclusion of their address the microphone will be muted.

During the meeting members and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item. Members will state their name when they are speaking for those who do not have video link.

During the meeting, the Chairman will invite members to speak either in rotation or where the member has raised their hand indicating a desire to speak to ensure every member has the opportunity to speak and avoid members speaking over each other.

All members attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting. All members may be requested to 'mute' their own microphones whenever they are not speaking.

b. Voting

All voting will be undertaken by a show of hands. The votes to be read back before moving on to the next agenda item to ensure that everyone vote is recorded accurately.

c. Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

d. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to be advised of the suspension.

e. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

## **6. Virtual Meeting Etiquette**

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

## **7. Declaration of Interests**

A councillor that has declared an interest that does not have a dispensation that requires them to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made the councillor will be returned to the meeting.

## **8. Public Participation**

The Clerk will read any pre-submitted addresses from the press and public.

## **9. Confidential Matters**

Confidential matters will be dealt with through a separate Zoom meeting that is available to members only. On conclusion of the non-confidential matters on an agenda the meeting will be suspended for members to re-join using the confidential zoom meeting link that will have been provided to members only.

## **10. Recording**

Zoom meetings will be recorded at the discretion of the Chairman and made available to members, the press and members of the public.

## **11. Information**

The chat view box on the Zoom meeting will be disabled however it may provide additional information to attendees depending of the specific meeting.

Policy adopted on ..... 2020

For further information see [The Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Version	Date adopted	Minute ref
1		

## Hargrave Parish Council

## Annual Accounts for year ending 31st March 2020

2018-2019		2019- 2020
	<b>Receipts</b>	
5800.00	Precept	6800.00
	Other receipts	
180.00	Field rent	180.00
3163.00	Grants	200.00
1.08	Interest	8.24
1234.34	VAT reclaim	<u>0.00</u>
		<u>388.24</u>
<u>10378.42</u>	Total receipts	<u>7188.24</u>
	<b>Payments</b>	
2925.04	Staff costs	3025.53
	Other payments	
100.00	Grants	100.00
415.82	Public lighting - power	372.47
	Public lighting - maintenance	559.40
60.00	Section 137	60.00
128.80	Office costs	171.97
341.58	Administration costs	622.87
3821.92	Misc.	731.89
36.00	Training	0.00
0.00	Hall Hire	0.00
686.23	VAT	272.90
0.00	Neighbourhood Plan	<u>207.00</u>
		<u>3098.50</u>
<u>8515.39</u>	Total Payments	<u>6124.03</u>

## Notes:

Admin costs-

Audit

Insurance

NCALC membership

ICO registration

Public lighting - 2018-19 shown under one cost heading

## Herdsman Non-ecclesiastical Charity

### Annual Statement for year ending 31<sup>st</sup> March 2020

Investment details: The funds are invested with CCLA (Church, Charities and Local Authorities) in the COIF Charities Ethical Investment Fund Income Units

01/04/2019 The number of units held: 2058.61.

31/03/2020 The number of units held: 2058.61

Dividends are not reinvested therefore the number of units held has not changed.

The value of the units will go up and down in line with market fluctuations affecting the value of the dividends paid.

Dividends from the Investment are paid into dedicated Barclays Account \*\*\*324

		CR	DR	
Opening balance	01/04/2019			1848.15
Dividend	31/05/2019	41.58		
Interest	04/06/2019	0.92		
Dividend	30/08/2019	41.58		
Interest	02/09/2019	0.94		
Dividend	29/11/2019	41.79		
Interest	02/12/2019	0.96		
Dividend	28/02/2020	42.00		
Interest	02/03/2020	0.69		
		170.46	0.00	2018.61
Closing balance	31/03/2020			

I certify that funds have not been drawn from the Barclays Account during the year.

I certify that administration costs have not been levied against the Barclays Account nor against the Investment for the purposes of administering the Charity.

This statement has been prepared in accordance with the Charities Act 2011.

Trustee

This statement should be retained for six years from 31<sup>st</sup> March 2020

### List of correspondence received

1. Email: Northants Highways weekly list of schemes 13<sup>th</sup> March 2020
2. Email: Northants CALC mini eUpdate 13<sup>th</sup> March 2020 (circulated to councillors)
3. Email: Northants CALC mini eUpdate addendum 13<sup>th</sup> March 2020 (circulated to councillors)
4. Email: Northants CALC mini eUpdate 6<sup>th</sup> March 2020
5. Email: Chief Fire Officers Annual Report
6. Email: Future Northants, latest news for parish and towns councils (circulated to councillors)
7. Email: Northants Highways weekly list of schemes 6<sup>th</sup> March 2020
8. Email: Latest news from ICO
9. Email: Northants Highways weekly list of schemes 20<sup>th</sup> March 2020
10. Email: Northants CALC mini eUpdate 20<sup>th</sup> March 2020 (circulated to councillors)
11. Email: Northants Highways weekly list of schemes 27<sup>th</sup> March 2020
12. Email: Northants CALC mini eUpdate 27<sup>th</sup> March 2020 (circulated to councillors)
13. Email: East Northants Council Annual meeting agenda and papers
14. Email: Northants Highways weekly list of schemes 27<sup>th</sup> March 2020
15. Email: Northants CALC COVID 19 weekly briefing (circulated to councillors)
16. Email: ENC News - East Northamptonshire Council receives Government funding to support businesses during coronavirus pandemic press release
17. Email: #NorthantsTogether Campaign Materials (circulated to councillors)
18. Email: Notification of Cambridgeshire and Peterborough Minerals and Waste Local Plan and associated Policies Map Submission to the Secretary of State
19. Email: Northants CALC COVID 19 weekly briefing 08/04/2020 (circulated to councillors)
20. Email: ENC News press release re disposal of garden waste
21. Email: N ACRE April bulletin (circulated to councillors)
22. Email: Northants Highways weekly list of schemes 8<sup>th</sup> April 2020
23. Email: Northants CALC mini eUpdate 17<sup>th</sup> April 2020 (circulated to councillors)
24. Email: Northants Highways weekly list of schemes 17<sup>th</sup> April 2020
25. Email: ENC News press release re Businesses urged to attend virtual seminars to keep in touch
26. Email: ENC News press release re Interim arrangements for North and West Northamptonshire shadow councils agreed by Government
27. Email: ENC News press release re Council supports over 900 businesses with £10m in grants, but urges more to apply
28. Email: Northants CALC COVID 19 weekly briefing 22/04/2020 (circulated to councillors)
29. Email: Northants Highways weekly list of schemes 24<sup>th</sup> April 2020
30. Email: Northants Highways weekly list of schemes 24<sup>th</sup> April 2020
31. Email: NALC Training Newsletter April 2020 Edition (circulated to councillors)
32. Email: NACRE bulk buying oil scheme (circulated to councillors)
33. Email: Northants Highways weekly list of schemes 4<sup>th</sup> May 2020
34. Email: Northants CALC mini eUpdate 1<sup>st</sup> May 2020 (circulated to councillors)
35. Email: OPFCC May 2020 newsletter
36. Email: Northants CALC mini eUpdate 7<sup>th</sup> May 2020 (circulated to councillors)
37. Email: Latest news from the Information Commissioners Office
38. Email: Northants Highways weekly list of schemes 7<sup>th</sup> May 2020
39. Email: N ACRE Retail, Hospitality and Leisure Grants & other help for community organisations
40. Email: NACRE Parish Council network event via Zoom (circulated to councillors)
41. Email: ENC Annual Meeting agenda and papers