

Minutes of the Parish Council Meeting of Hargrave Parish Council
Held on Monday 7th September 2020 on Zoom

Members present:
Cllr J Gunthorpe in the Chair

Councillors
J Brotherton M Clarke D Farrington N How H West
Clerk- Ms J Hodgson
ENC Councillor Howell
1 member 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.

20-54 Apologies for absence

RESOLVED: that the apologies were received from Councillor Jones be accepted.

20-55 Minutes

RESOLVED: that the Minutes for the meeting held 6th July 2020 be approved and signed by the Chairman.

20-56 Declaration of interests

There were no declarations made.

20-57 Public Speaking Time

A resident expressed his concerns about the draft Neighbourhood Plan polices and how they would impact on homeowners of Nags Head Lane. The resident was advised that there was a separate steering group for the Neighbourhood Plan.

20-58 Reports from Northants County Councillor & East Northants District Councillor

NCC Cllr Hughes had not provided a report. A written report from Councillor Howell was circulated prior to the meeting. Councillor Howell also elaborated on the 'Chairman's Champions Awards' and spoke about the work being undertaken as part of setting up the unitary body.

Regarding the issue of nuisance motorbikes, Cllr Howell advised that she was still waiting to hear back from the OPFCC (Mr Mold) and the Chief Constable, Mr Adderley. It was noted that there had been a greater police presence on the B645 and this was a direct outcome of the meetings earlier in the summer and particularly by pressure brought by Cllr Howell. The police are gathering data and Cllr Howell hopes that there will be a more permanent solution implemented.

20-59 Financial Matters

a. Cheques for payment

RESOLVED that the following payments be authorised.

100909	S Garrett-Harvey – grass cutting - Highways Act 1980 s43	£60.00
100910	S Garrett-Harvey – grass cutting - Highways Act 1980 s43	£60.00
100911	J Hodgson – 2 x salary & Expenses LGA 1972 s111 & s112	£439.30
100912	HMRC – quarterly payment of tax and NI – LGA 1972 s112	£151.80
100913	Poppy Appeal – VJ Day Wreath – LGA 1972 s 137	£40.00
100914	R Sheppard - Neighbourhood Plan expenses – Localism Act 2011	£35.46
100915	R Sheppard – Neighbourhood Plan expenses – Localism Act 2011	£27.25
100916	J Gunthorpe – Neighbourhood Plan expenses – Localism Act 2011	£8.99

- b. Financial report from the Clerk - As at 14th August 2020 (the latest bank statement) the Council had an available cash balance of £14596.59 split between the current account and the deposit account.

The Financial Regulations require that the Council approve of the use of a variable direct debit to be renewed by resolution of the Council at least every two years (ref 6.7). It was **RESOLVED** that the payments to E-on and the Information Commissioners Office continue be made by direct debit.

It was noted that an analysis of expenditure against budget cost heading had been circulated to all Councillors and this was discussed. See Appendix A

c. Banking provision

RESOLVED: That the Parish Council should utilise online banking with its present bank, Barclays Bank plc, with the existing signatories making the necessary arrangements with the bank. Barclays offer a two-step authorisation process for payments. It was also **RESOLVED** that the Clerk should have third party access to be able to view bank statements etc. The Clerk recommended that the internal control councillor was independent of the bank account.

- d. National Pay Scale increase – details of the nationally agreed pay award for clerks had been circulated to all Councillors prior to the meeting. It was **RESOLVED** that the pay award be implemented (spinal point 14), backdated to back dated to 1st April 2020
- e. Projector for use within the parish - it was **RESOLVED** that a budget of £400.00 be set to enable the purchase of a projector for use by the Council and at other events within the parish, such as Neighbourhood Plan events and that this purchase may be made without further reference to the Council. It was also agreed that costs should be ascertained for a portable display screen for when the projector was not being used in the village hall. This expenditure is authorised under Local Government Act 1972 s111.
- f. Delegate authority to the Clerk - **RESOLVED** that the Clerk may pay invoices for Neighbourhood Plan costs between meetings subject to the agreement of the Chairman as permitted by LGA 1972 s101. It was suggested that an account is set up with Colemans to cover Neighbourhood Plan printing costs so that the Parish Council could receive a monthly invoice.

- g. Donation to the Poppy Appeal – **RESOLVED** that under LGA 1972 s137 a donation for £40.00 for the VJ Day Wreath be approved as the expenditure is commensurate with the benefit for the parish.

20-60 Planning Matters

- a. Planning applications

20/00946/FUL Erection of garage at Rectory View Church Road

RESOLVED: The Parish Council does not object to the proposal.

It was agreed that a statement would be included on the Parish Council website home page directing residents to the East Northamptonshire Council planning portal so that residents are able to find out about development in the parish. It was also suggested that this be included in the Hargrave Herald.

- b. Planning decisions made by East Northamptonshire Council

It was noted that planning permission had been granted in the cases of:

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

20/00645/AMD Non material amendment to allow for a correction to the roof plan for Garage on Plot 3 pursuant to application 19/01527/FUL Erection of two dwellings at Land Adjacent Vicarage View Church Road

- c. Government White Paper: Planning for the Future

It was noted that this was an extensive document that was too large to receive proper consideration within the meeting. It was therefore agreed that a separate meeting would be held amongst those wanting to comment before the consultation end date (29th October).

20-61 Update on the Neighbourhood Plan

The report forms Appendix B was received and noted. It was **RESOLVED** that the Parish Council would work with the steering group to ensure its consideration of the draft policies is undertaken in a timely manner.

20-62 Website Accessibility

- a. Accessible Document Policy **RESOLVED** That the draft Accessible Document Policy be approved and adopted.
- b. Accessibility statement – **RESOLVED** that the accessibility provision generally and accessibility statement provided by the website host is sufficient for the purposes of the parish.

20-63 Freedom of Information Request

It was noted that a FOI request had been received and responded to within the prescribed 20 working day time limit. The person making the enquiry had confirmed receipt of the information.

20-64 Policies

- a. Policy Review – **RESOLVED** that the policies listed below are fit for purpose and do not require amendment other than policy review scheduling:

Member Allowances Policy Recording of Officer Decisions Policy
Dignity at Work Policy Equality Policy
Policy on Filming, Audio-Recording, Photographing and Reporting of Council Meetings

20-65 Village Infrastructure

- a. Issues on rights of way & vegetation overgrown onto the highway

There was a discussion on how the Parish Council should deal with problems with rights of way and vegetation encroaching on the highway to ensure that a fair and consistent approach is taken in all cases.

It was agreed that in cases on footpaths and bridleways, the parish councillor path warden would speak directly to the landowner in the first instance.

The Definitive Maps Team at Northamptonshire County Council have previously advised Cllr Farrington that the Rights of Way Team are legally required to keep the surface clear. The landowner is responsible for any overhanging vegetation.

It was agreed that further investigation should be made with Northamptonshire County Council as to the roles and responsibilities in cases where vegetation is impeding the highway.

It was agreed that a note should be placed in the Hargrave newsletter reminding everyone that they are responsible for keeping their footpaths and walkways clear.

It was agreed that Cllr West would speak to home owners in the first instance where vegetation overgrowth is adversely impacting the highway.

20-66 Community and road safety

- a. ANPR (automated number plate recognition) consultation for a unit on the B645 – **RESOLVED** that the Parish Council fully supports the proposal.
- b. Motorbike nuisance – the actions taken since the July meeting were noted together with the report from Cllr Bird of Dean and Shelton PC and Cllr Howell (Minute 20-58 refers). It was **RESOLVED** that the Parish Council would take a step back to allow the Police and higher-level authorities to take action.
- c. Report from the Joint Action Group (JAG) – Cllr Brotherton advised that it had been stated at the meeting that there would be cross border co-operation between police forces on the issue of speeding on the B645. It was agreed that the Cllr Gunthorpe would investigate the best deployment of the Hargrave speed indication device.

20-67 Report from the village hall committee representative

There was no report to give other than that the committee was trying to work within the Covid 19 regulations to see how the hall could be re-opened for use.

20-68 Report from the Wind Farm Trust representative

It was noted that the Trust had not been meeting due to the Covid 19 situation. A meeting has been scheduled for 21st September as the Charity Commission had recently given permission for remote meetings to take place.

20-69 NCALC AGM

RESOLVED: That Councillor Gunthorpe would be the nominated voting delegate for NCALC AGM on 3rd October 2020.

20-70 List of correspondence received since the July meeting

The list that forms Appendix C was noted.

20-71 Date of the next scheduled meeting

The next scheduled meeting will be on 2nd November 2020.

Meeting closed at 9.17pm

Chairman

Appendix A

			At 31st Aug 2020	
		Budget	Actual	Percentage of budget
Receipts				
Precept		7000.00	3500.00	50%
Field rent		180.00	0.00	
Grants		0.00	0.00	
		7180.00	3500.00	
Payments				
Staff Costs		3000.00	961.00	32%
Admin costs:				
	Audit	130.00	175.00	135%
	Insurance	240.00	225.00	94%
	NCALC	210.00	208.00	99%
	ICO	35.00	35.00	100%
Office costs		150.00	108.00	72%
Election costs		500.00	0.00	0%
Lighting power		320.00	187.00	58%
Lighting repairs		500.00	83.00	17%
Section 137		60.00	0.00	0%
Training		200.00	0.00	0%
Grants		0.00	0.00	0%
Neighbourhood Plan		500.00	0.00	0%
Hedge & track		455.00	0.00	0%
Grass cutting		200.00	50.00	25%
Miscellaneous/Contingencies		1000.00	195.00	20%
		7500.00	2227.00	30%

Neighbourhood Plan Steering Committee

Monthly Update – August 24th, 2020

1. There was an HNP Steering Committee meeting held during August.
2. The strong, unequivocal findings of the survey provides a very clear mandate for the draft policy content and thrust of the neighbourhood plan.
3. The Policy documents are ready for their first public consultation:
 - a. The Policy document will be published on the website during the last week of August.
 - b. A “town hall open meeting” (kindly hosted by Duncan Farrington in his farmyard and barn, and principally organised by Janice Brotherton, Maggie Priest and Ros Sheppard) will be held 5th September.
 - c. During the open meeting the draft Policy Document will be displayed, limited hard copies made available (clearly stated member of public risk if a copy is taken – it is the only way to reach those without internet access), briefed and also discussed in public through a Q&A session
 - d. This process will provide everyone in the village with a chance to attend the meeting, see a slide show, hear a briefing, read the reports and tour the display boards which highlight the draft policies and provide their feedback.
 - e. A structured feedback process similar to that of the survey will be run
4. The Steering Group have been successful in securing maximum grant funding from ENC, thanks to the work of Jonny Gunthorpe.
5. The Steering Group delegates are in the throes of interviewing prospective consultants, thanks to the work of Martyn Leonard, following a call for expressions of interest and receipt of formal proposals. The consultants on the shortlist have extensive experience in successfully advising on and preparing neighbourhood plans that have been successfully adopted by Councils. They also have experience in rural Northamptonshire. Final selection is scheduled to be made during week ending 28th August 2020.
6. Informal advice received both from ENC and independent consultants indicate that the forthcoming proposed changes in planning process from Govt likely reinforce the importance of having an adopted neighbourhood plan to which planners are obliged to refer and consider, and to which a Parish Council can readily refer planners when asked to provide a response to any future planning applications. Similarly, the changes in organisation of Northamptonshire County Council and their planning departments next year is not expected to cause short-term changes in the process nor diminish the validity of having a robust, clear neighbourhood plan. Possibly increases the importance of the community having a Neighbourhood Plan.
7. Recent encouragement has been received to include within the neighbourhood plan any significant non-planning matters affecting the community (such as traffic flows, speed, noise pollution) which have been adduced through public consultation (eg through survey results).

This has been, and remains, the intention of the HNP Steering Committee in the hope of providing a platform of evidence to support the work of the HPC on behalf of the community.
8. The planned timescale (post COVID) of having a draft plan available for review by the HPC and the villagers for January 2021 looks very realistic. Given:
 - a. the solid work performed to date in consulting the community,
 - b. the clarity of the community mandate and
 - c. the work performed already in drafting policies,

there may even be an opportunity to bring the completion of the draft plan forward from January into December (or November) subject to consultant availability, any unforeseen glitches or major objections encountered.

The HPC are asked to confirm whether or not they require a specific meeting to review the draft plan (which would provide flexibility of timing into this process), or whether the HPC's review of the draft will be undertaken during normal HPC meeting dates (which pins the process in terms of timescale). From the Steering Group perspective, the start of November looks tight - and hitting that date risks leaving little reading time for the HPC members to digest a plan ahead of their discussion. Late November is a reasonable aspiration.

Subject to consultants' advice, it is intended that the draft plan be published to HPC and the village simultaneously in order to garner specific feedback before finalising the plan, final sign off by the HPC and formal submission to the ENC for formal consultation.

9. It remains the intent to issue an invitation to any landowner/developers who are interested to participate in a public showing of their potential development plans. This invitation would be made on 5th September. Landowners interesting in building on their land will be offered an individual briefing on the draft policies and developing nature of the HNP. Landowners have the opportunity to submit their development proposals for public consultation should they wish to do so. Residents would then have the opportunity to listen to the developers, consider the developers' proposals, and express their opinions (anonymously). The intention is then to incorporate the proposals and the residents' views on those sites within the HNP.

This is not a substitute for formal planning in any way shape or form. Merely an opportunity for those with land and its development in mind to seek the early views of residents should they wish to do so; to have their plans and the village residents' opinions disclosed in the HNP. It must be emphasised that there is no obligation for village landowners to engage in this way – this is merely offering an opportunity for wider consultation they may choose to take up.

Next Steps

Q3/ 2020

- i. Appoint the consultant and agree working routine
 - ii. Public consultation on policy document
 - iii. Garner feedback
 - iv. Finalise policies
 - v. Finalise the plan to write up and consult on the neighbourhood plan itself
- Future Work

Q4/ 2020:

- vi. Once the HNP is drafted:
 - a. present the draft plan to the village through another village "town hall" meeting (date and method TBC)
 - b. present the draft plan to the HNP (date and method TBC)
 - c. finalise the plan in the light of feedback
- d. final review with HPC
- e. submission of plan to ENC (Q4/2020 or Q1/2021)

Through 2021:

Run the formal process and formal public consultations with village/HPC and ENC.

Secure adoption late 2021

Next HNP Steering Committee will be held on Monday, 14th September 2020 at 6.30pm on ZOOM.

List of correspondence received

1. Email: Northants Highways weekly list of schemes 3rd July 2020
2. Email: Northants CALC mini eUpdate 3rd July 2020 (circulated to Councillors)
3. Email: Latest news from ICO
4. Email: ENC news – re-opening of offices
5. Email: OPFCC details of Youth Commission
6. Email: BHIB details of insurance test case for business interruption
7. Email: Northants Highways weekly list of schemes 17th July 2020
8. Email: Northants CALC mini eUpdate 17th July 2020 (circulated to Councillors)
9. Email: Northants Highways weekly list of schemes 14th July 2020
10. Email: ENC agenda and papers for meeting 20th July 2020
11. Email: Update from ENC funding manager
12. Email: First for Wellbeing update on summer activities for children
13. Email: Northants CALC mini eUpdate 10th July 2020 (circulated to Councillors)
14. Email: ENC news – residents urged to register to vote
15. Email: ENC JCSS agenda and papers
16. Email: Regulation 15 consultation on Stevington Neighbourhood Plan (circulated to Councillors)
17. Email: Regulation 15 consultation on Turvey Neighbourhood Plan (circulated to Councillors)
18. Email: Bedford Borough Local Plan Review, Issues and Options Consultation and Call for Sites (circulated to Councillors)
19. Email: ENC news – re-opening of leisure centres
20. Email: Northants CALC mini eUpdate 24th July 2020 (circulated to Councillors)
21. Email: Northants Highways weekly list of schemes 24th July 2020
22. Email: ENC news – new way to report fly tipping
23. Email: Northants CALC eUpdate July/August 2020 (circulated to Councillors)
24. Email: Northants Highways weekly list of schemes 31st July 2020
25. Email: NCC consultation: Pharmaceutical Needs Assessments - Patient Survey
26. Email: OPFCC – ANPR consultation (circulated to Councillors)
27. Email: Latest news from ICO
28. Email: ENC news – explore East Northants on 2 wheels
29. Email: Northants CALC mini eUpdate 7th August 2020 (circulated to Councillors)
30. Email: Bedford Borough Council – Public Consultation on Splitting the Council’s Self-Build and Custom Housebuilding Register
31. Email: Northants Highways weekly list of schemes 11th August 2020
32. Email: NCALC Unitary Blueprint (circulated to Councillors)
33. Email: Mayor of Raunds coping with Covid podcasts
34. Email: JAG notification of priorities
35. Email: JAG notices
36. Email: Northants CALC mini eUpdate 14th August 2020 (circulated to Councillors)
37. Email: Northamptonshire ACRE - PARISH COUNCIL AUGUST EBULLETIN (circulated to Councillors)
38. Email: Northants Highways weekly list of schemes 21st August 2020
39. Email: Northants CALC mini eUpdate 21st August 2020 (circulated to Councillors)
40. Email: Northants Highways weekly list of schemes 28th August 2020
41. Email: Northants CALC mini eUpdate 28th August 2020 (circulated to Councillors)
42. Email: ENC News: Nominate your East Northamptonshire Champions