

# NORTHILL PARISH COUNCIL

## MINUTES OF NORTHILL ANNUAL PARISH COUNCIL MEETING HELD IN ICKWELL VILLAGE HALL ON MONDAY 18<sup>TH</sup> MAY 2009 COMMENCING AT 7.30 PM

**PRESENT:** C Hawkes (out going Chairman), Councillors A Bird, R Brinkley, J Coutts, J Franklin, G Gilbert, M Hall, P Maudlin, D Milton, W Momen, J Yatchisin (late) and the Clerk Mrs L Trevena

Also present were Central Bedfordshire Councillors J Davison and P Turner and eighteen members of the public.

### 1. **APOLOGIES FOR ABSENCE**

Apologies were received from Central Bedfordshire Councillor J Scott.

### 2. **ELECTION OF CHAIRMAN FOR ENSUING YEAR**

Nominations were invited for the position of Chairman. Two nominations were received Councillors D Milton and J Franklin.

Councillor J Yatchisin arrived at 7.32 pm.

Voting took place by way of a secret ballot with the voting slips handed out, collected in and counted by the Clerk. The result was:

Councillor Milton	-	4 votes
Councillor Franklin	-	7 votes
1 abstention		

Councillor J Franklin was duly elected as Chairman for the ensuing year.

A vote of thanks was passed to Mrs Hawkes before she left the meeting at 7.35 pm.

### 3. **DECLARATION & ACCEPTANCE OF OFFICE**

Councillor J Franklin then signed the Declaration and Acceptance of Office form.

### 4. **ELECTION OF VICE CHAIRMAN FOR ENSUING YEAR**

Nominations were invited for the position of Vice Chairman. One nomination was received for Councillor D Milton. Voting took place and Councillor D Milton was duly elected as Vice Chairman for the ensuing year.

### 5. **CO-OPTION OF COUNCILLOR**

Two residents of the parish had expressed an interest in being a councillor, Robert Mackay and Margaret Morgan. Voting took place by way of a secret ballot with the voting slips handed out, collected in and counted by the Clerk. The result was:

Robert Mackay	-	1 vote
Margaret Morgan	-	10 votes

**RESOLVED** that Margaret Morgan be co-opted onto Northill Parish Council.

**6. CONSTITUTION OF COMMITTEES AND ELECTION OF COMMITTEE REPRESENTATIVES AND OTHER ORGANISATION REPRESENTATIVES**

<b>Committee/Organisation</b>	<b>Date of appointment where applicable</b>	<b>No of persons</b>	<b>Representatives Councillor or Other</b>
Planning Committee (Northhill Parish Council)		5	Avril Bird Jack Coutts Gerald Gilbert Maureen Hall Sally Mandley
Highways & Open Spaces Committee (Northhill Parish Council)		5	Rebecca Brinkley Jack Coutts John Franklin Peter Maudlin David Milton
Cemetery Committee (Northhill Parish Council)		4	Gerald Gilbert Maureen Hall David Milton Wendi Momen
Parish Plan Working Party		3+	Avril Bird Sally Mandley David Milton
Establishment Committee (Northhill Parish Council) <i>Chairman of Council on this committee</i>		4	Jack Coutts John Franklin Sally Mandley John Yatchisin
Grievance Committee (Northhill Parish Council) <i>Vice Chairman of Council on this committee</i>		4	Avril Bird Rebecca Brinkley David Milton Wendi Momen
Harvey Cottage Charity (4 year appointment)	2007 - 2011 2008 - 2012 2008 - 2012	3	Phillip Marsom Trish Turner Jack Coutts
Northhill Parochial Charities	2008-2014 2009-2015 2009-2015 2005-2011 2005-2011 2008-2014		Gerald Gilbert Phillip Marsom Helen Papworth Alan Bigg Peter Onion William Hawkes
Ickwell Village Hall		1	Helen Papworth
Northhill Village Hall		1	John Yatchisin
P3 Working Group		1	David Milton
Highways Representative Highways Meetings & Tarmac Meetings			Jack Coutts Peter Maudlin
Northhill VA Lower School		1	David Milton
Caldecote Lower School		1	Mrs Little

Standing Orders were then suspended at 7.50 pm to allow each Committee to elect it's Chairman.

Planning Committee	Councillor Hall
Highways & Open Spaces Committee	Councillor Coutts
Cemetery Committee	Councillor Gilbert
Establishment Committee	Councillor Franklin
Grievance Committee	Councillor Milton

Standing Orders were resumed at 7.52 pm.

Councillor J Franklin then advised members that he would be altering the order of the agenda and would be taking item 14.4 prior to item 7 in order that members of the public present could hear Council's decision on the item prior to the open forum.

#### **14.4 TO CONSIDER RESCINDING RESOLUTION TO CARRY OUT REPAIRS TO ICKWELL GREEN TRACKS AND TENDER SPECIFICATION**

The Clerk reported that repairs to the southern section of Ickwell Green track had been carried out by a resident of Ickwell Green. In the light of this new evidence, she had prepared a draft specification in accordance with the original resolution but it had not been advertised. Members were, once again, advised that Council would be acting ultra vires if it agreed to carry out any repairs to the track. Members were also advised that after consultation with NALC and the external auditor Council would also be acting ultra vires if payment for said repairs was made from the Capital Amenities fund. Members discussed the original specification and agreed that this should not be altered to take into account any repair work recently carried out to the track.

**RESOLVED** that the original resolution under minute 12.1 (page 270) namely 'that the tender be forwarded to the three contractors currently used by this Council as well as an advertisement being placed in the Biggleswade Chronicle inviting others to tender for the proposed work' still stands.

**RESOLVED** that the resolution under minute 12.1 (page 270) have the words 'capital amenity fund' deleted and the 'Northhill Parish Council reserves' inserted.

Voting took place on both resolutions this was carried by 7 votes to 4. Councillors A Bird, M Hall, G Gilbert and S Mandley wished to have their names recorded against the two resolutions.

#### **7. STANDING ORDERS WERE SUSPENDED AT 8.03 PM TO ALLOW MEMBERS OF THE PRESS AND PUBLIC TO ADDRESS THE COUNCIL IN RELATION TO THE BUSINESS ON THE AGENDA OR REQUEST MATTERS TO BE DISCUSSED AT A SUBSEQUENT MEETING**

Mr Weller and Mr Shuba expressed their concerns regarding the delay in repairs to the access track on Ickwell Green. Mrs Papworth spoke of the errors concerning THINC finances and on the working practices of the Clerk. The Clerk explained that she is the Financial and Legal Officer of the Council and that she only advises Council and takes no part in the actual voting as all resolutions are made democratically by Council itself. Mr Daniels questioned the origin of the specification for Ickwell Green tracks. The Clerk informed those present that the original specification was compiled by Amey as requested at a site meeting with members of the Highways and Open Spaces Committee. She had brought to the meeting the draft copy of the specification that would be sent out after the advertisement has been placed in this coming Friday's edition of the Biggleswade Chronicle. Mr Daniels requested and was handed the draft copy of the specification. Councillor Milton requested a copy of the specification. The Clerk informed that the eight Councillors on email would be sent a copy of the specification on Tuesday 19<sup>th</sup> May and the four members not on email would have a hard copy delivered to their home address.

Councillor D Milton then asked Mrs Papworth if she would be willing to participate in the Parish Plan Working Party meetings and Mrs Papworth agreed.

Standing orders were resumed at 8.25 pm.

**8. DECLARATION FROM MEMBERS IN RELATION TO PERSONAL OR PREJUDICIAL INTEREST IN ANY AGENDA ITEM**

The following members then declared an interest in relation to personal or prejudicial interest in any agenda item.

- Councillor S Mandley - items 14.3.4 and 14.3.5
- Councillor P Maudlin - items 14.3.4 and 14.3.5
- Councillor D Milton - items 14.2.4, 14.3.1, 14.3.3 and 14.3.6
- Councillor J Yatchisin - item 14.3.2

**9. TO APPROVE THE MINUTES OF NORTHILL PARISH COUNCIL MEETING HELD ON 20<sup>TH</sup> APRIL 2009**

The minutes of Northill Parish Council Meeting held on 20<sup>th</sup> April 2009, were taken as read, confirmed and signed as a true record.

**10. CLERK'S REPORT & MATTERS ARISING**

The Clerk had nothing to report.

**11. COMMITTEE MINUTES**

No committees had met since the last Council meeting.

**12. TO RECEIVE REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

Councillor Davison reported that this would be her last meeting with this Council as she was not standing for re-election. She thanked members for their help and support and wished the Parish Council well for the future. She reported that all poll cards had now been delivered and outlined the details pertaining to the ballot papers.

Thanks were passed to Councillor Davison for her guidance and assistance over the years and members wished her well in the future.

Councillor Turner reported on the good turnout at the Central Bedfordshire Council seminar held on 29<sup>th</sup> April. She hoped that there will be a good understanding and better working with the Town and Parish Councils. The elections will take place on 4<sup>th</sup> June with 66 members due to be elected. She also reported that there had been a good response to the advertisement in connection with the Chief Executive appointment.

**13. FINANCE**

**13.1 TO APPROVE PAYMENTS MADE**

Dillamore Bequest	Hire of Hall	£12.00
BATPC	Bedfordshire Bugle	£15.00
BATPC	Affiliation Fee 2009/10	£435.00
Central Bedfordshire	Caldecote Cemetery Rates	£72.75
D J Granger Landscapes Ltd	Grounds Maintenance + weed spraying	£303.37
D J Granger Landscapes Ltd	Grounds Maintenance	£275.77
Mrs L Trevena	Salary + expenses April 2009	£1220.64
D J Granger Landscapes Ltd	Caldecote Cemetery extra work	£81.65
<b>P J W Design</b>	<b>Three Greens Leaflets – P3 (loan)</b>	<b>£300.00</b>
D J Granger Landscapes Ltd	Grounds maintenance	£275.77
A R Worboys Ltd	Grass cutting	£1221.42

**RESOLVED** that approval be given to the payments made.

### 13.2 TO APPROVE PAYMENTS TO BE MADE

None.

### 13.3 INCOME

Anglia Memorials	Memorial Warren C.P	£58.00
Squires	Interment & purchase of graves N.P.314a	£110.00
Central Bedfordshire	50% Precept for 2009/10	£20,000.00
I R Quince	Memorial U/C P. Grainger	£14.00
Mr Pressland	Purchase grave space U/C	£44.00

### 13.4 RECEIPTS & PAYMENTS ACCOUNT FOR 2008/2009

Receipts and Payments Account for 2008/2009 was copied to members prior to the commencement of the meeting. The Internal Auditor had completed her audit and there was nothing that needed to be drawn to Council attention. Section 4 of the Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2009 had been approved by the Internal Auditor.

**RESOLVED** that the Audit Commission Annual Return for the year ended 31<sup>st</sup> March 2009, Section 1 Statement of Accounts and Section 2 Annual Governance Statement is approved.

The Clerk reported on two errors of almost three and two years ago respectively that had been brought to her attention last week by Mrs Papworth regarding the THINC finances. A copy of her apology to Mrs Papworth was circulated to members together with THINC payments made since her appointment with the Council, all of which appear in the payments made and approved in the Council minutes. The Clerk advised members that she had now transferred the sum of £62.55 to the credit of THINC account in this financial year.

**RESOLVED** that confirmation be given to the action taken by the Clerk to re-credit THINC finances with the sum of £62.55

Councillor Hall expressed concern that the Council's money was with one bank only and suggested that perhaps the Council should look into opening two or three other accounts with other banks in order to transfer funds between different bank accounts.

**RESOLVED** that the Clerk ascertain advice from NALC as to whether or not the Council should deposit its funds with several different banks.

### 14. ITEMS FOR CONSIDERATION:

#### 14.1 WINTER SALTING SCHEDULE FOR BIGGLESWADE ROAD, UPPER CALDECOTE (REFERRED FROM COUNCIL 26.1.09)

Members discussed the fact that after several complaints to the Highways, Biggleswade Road had eventually been salted during the bad weather earlier this year.

**RESOLVED** that Highways be asked to include Biggleswade Road, Upper Caldecote in their winter salting programme.

#### 14.2 APPLICATIONS FOR GRANT AID – SECTION 137 OF LOCAL GOVERNMENT ACT 1972

Members were reminded that the following amounts were allocated in estimates/precept for 2009/10

Section 137 Grant Aid	£2500
Misc Provision Grant Aid	£1500

14.2.1	Upper Caldecote Friendship Club	£100+	Fees towards hire of hall for meetings
14.2.2	Friends of St Mary's, Northill	£1250	Repairs to lead in church windows
14.2.3	St Mary Virgin Church, Northill	£200	Magazine printing costs
14.2.4	Ickwell May Day	£500	Hire of toilet facilities for May Day
14.2.5	Upper Caldecote Methodist Youth Club	£200	Assistance towards running costs
14.2.6	Caldecote Methodist Church	£200	Redecoration/repainting programme
14.2.7	Northill & Ickwell Senior Citizens Christmas Lunch	£250	Christmas lunch and small present for each person
14.2.8	Caldecote Scout Group	£125	Replacement water heater

**RESOLVED** that Council in accordance with its powers under Section 137 of the Local Government Act 1972 should incur the following expenditures which, in the opinion of the Council, are in the interest of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

£100	-	Upper Caldecote Friendship Club
£250	-	Friends of St Mary's, Northill
£200	-	St Mary Virgin Church, Northill
£250	-	Ickwell May Day
£200	-	Upper Caldecote Methodist Youth Club
£200	-	Caldecote Methodist Church
£250	-	Northill & Ickwell Senior Citizens Christmas Lunch
£125	-	Caldecote Scout Group

The above payments total £1575 leaving £925 allocation for 2009/2010 for further Section 137 grant aid requests.

### 14.3 APPLICATION FOR GRANT AID – SECTION 19 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

14.3.1	Ickwell Cricket Club	£450	Support of coaching of young cricketers – 3 cricketers to go on ECB level 2 coaching course at cost of £150 each.
14.3.2	Northill Village Hall	£350+	Renovation of hall's wooden floor
14.3.3	Ickwell Village Hall Trust	£500	General running and maintenance costs
14.3.4	Caldecote Playing Fields Association	£500	Assistance towards cost of grass cutting
14.3.5	Caldecote Cricket Club	£820.99 + vat	Artificial cricket mat for multi use games area
14.3.6	Ickwell & Old Warden Football Club*	£300	Maintenance of the Old Smithy

Members were advised that the grant aid cheque issued to Ickwell and Old Warden Football Club last year was never banked and has therefore been written back into the 2009/2010 accounts. Councillor Milton reported that he had contacted the treasurer of the Football Club who had explained that he had presented the cheque to the bank but it had never been credited to the account. Unfortunately this had not come to light earlier as the treasurer had not yet completed the end of year accounts.

**RESOLVED** that Council in accordance with its powers under Section 19 of the Local Government (Miscellaneous Provisions) Act 1972 should incur the following expenditures

£250	-	Ickwell Cricket Club
£250	-	Northill Village Hall
£250	-	Ickwell Village Hall Trust
£250	-	Caldecote Playing Fields Association
£250	-	Caldecote Cricket Club
£250	-	Ickwell & Old Warden Football Club

**RESOLVED** that the Council in accordance with its powers under Section 19 of the Local Government (Miscellaneous Provisions) Act 1982 should also incur the expenditure of £200 to Ickwell & Old Warden Football Club due to the 2008/2009 grant aid allocation not being presented to the bank.

The above payments total £1700 leaving £200 overspent in the allocation for 2009/2010 Section 19 (Miscellaneous Provisions) grant aid.

## **15. CORRESPONDENCE**

### **15.1 BATPC – NEW COUNCILLOR INDUCTION TRAINING**

A two hour evening training session to guide new parish and town councillors through the basics of parish council practice will be run from 7.30 pm to 9.30 pm on Wednesday 22nd July and again on Thursday 30<sup>th</sup> July 2009 at Cardington Village Hall. If you wish to attend either session then please obtain a booking form from the Clerk.

### **15.2 BATPC – LOCAL NEWS TV**

Local News TV is interested to hear about parish and town events suitable for filming for their web-based community TV [www.local-news.tv](http://www.local-news.tv). There is no charge for filming, and where filming takes place councils can also post the end product on their own web site. For further information contact Judy Oliver on 01767 261624 [judy@local-news.tv](mailto:judy@local-news.tv).

### **15.3 BEDFORDSHIRE BUGLE – ISSUE 3 MAY 2009**

This item of correspondence was attached for members.

### **15.4 EQUALITY AND HUMAN RIGHTS COMMISSION**

The forthcoming Equality Bill will harmonise the existing three public sector duties into one equality duty. These changes are unlikely to come into force until the latter part of 2011. Leaflet explaining the current duties available from the Clerk. Further details can be obtained from [www.equalityhumanrights.com/publicsectorduties](http://www.equalityhumanrights.com/publicsectorduties)

### **15.5 MR DANIELS, ICKWELL GREEN**

Correspondence from Mr Daniels requesting copy of specification for proposed Ickwell Green track repairs. He was handed a draft copy at the end of the meeting.

### **15.6 NORTHILL VILLAGE HALL – PROPOSED MAJOR DEVELOPMENT PROJECT**

Copy of correspondence from Northill Village Hall Committee attached for members. Members gave their full support to the proposed project.

**RESOLVED** that the Clerk complete the consultation response document giving the Council's full support to the project.

### **15.7 NORTHILL PCC - ST MARY VIRGIN, NORTHILL**

Correspondence received passed on grateful thanks from the Parochial Church Council for all the help given by the Parish Council in maintaining the churchyard and supporting them with the works they have carried out over the past year.

### **15.8 MRS DUTTON – WARDEN ROAD, ICKWELL**

Email correspondence from Mrs Dutton, received on 18<sup>th</sup> May, expressed concern at the lack of reinstatement to the bank in Warden Road, Ickwell and further problems with regard falling rocks from the bank. The Clerk reported that this matter had been discussed with

Amey representatives at a recent site meeting who had agreed that the bank needed some repair work but that this would probably require a road closure to enable works to be carried out. She had forwarded this email to Highways earlier the same day with a request for the work to be carried out as a priority.

**15.9 CENTRAL BEDFORDSHIRE COUNCIL – SECTION 106 CONTRIBUTIONS**

The Clerk informed members that she had received correspondence from the Play and Open Space Officer concerning a £3740 Section 106 allocation in 2005 to this Parish Council that had not been claimed. She had contacted the Vice Chairman who had asked her to look into the matter as nothing could be found in the minutes. After looking at the original planning decision it would appear that the allocation was for Southill Parish Council and not Northill Parish Council.

**16. REPORTS FROM OTHER ORGANISATIONS**

None.

**17. GENERAL WORK TO BE CARRIED OUT**

- a) Highways to be informed of a pothole at the junction of Sand Lane/Ickwell Road, Northill
- b) A R Worboys Ltd to be asked to cut the grass on the south/western corner of Ickwell Green in front of the thatched cottage between the perimeter track and drainage ditch.

**18. SUGGESTIONS FOR FUTURE PROPOSALS FROM COUNCILLORS**

Councillor S Mandley reported that there had been a local meeting held recently regarding provision of allotments in Upper Caldecote.

**RESOLVED** that an item to consider the provision of allotments in Upper Caldecote be placed on the agenda for the next meeting 29<sup>th</sup> June 2009.

**19. DATE OF NEXT MEETING**

Monday 29<sup>th</sup> June 2009 in Caldecote Church Rooms.

There being no other business the meeting closed at 9.10 pm.