

GRENDON PARISH COUNCIL

Clerk: Sylvia Tilaks

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Minutes of Ordinary Council Meeting

14.10.2024

94.24	<p>Public Open Forum.</p> <p>4 members of the public attended.</p> <p>Members of the public were in attendance to receive updates:</p> <ul style="list-style-type: none">• on the flood;• on planned measures and responses and• to request that flooding remains an agenda item to reflect its level of importance. <p>The community meeting (21.10.24) to discuss issues and countermeasures to the recent flooding was discussed. It was agreed that any residents with photographic or video evidence (showing internal only property damage from flooding) should provide this to Cllr Dow for collation and inclusion in the meeting presentation.</p> <p>The Council will post a request on Facebook calling for evidence, feedback and flood response ideas from villagers and the process for sharing information.</p>	<p>Cllr Dow</p> <p>Clerk</p>
95.24	<p>North Northamptonshire Councillor Reports.</p> <p>Present: Councillors Martin Griffiths and Jon-Paul Carr.</p> <p>Apology given by Cllr Griffiths for not being able to attend the Grendon Village Show.</p> <p>The next full North Northamptonshire Council meeting agenda will be to discuss winter fuel allowance removal.</p> <p>Cllr Carr to advise on future grants that may be useful for GPC's future plans towards village safety and/or improvements.</p>	
96.24	<p>To receive and accept apologies and reasons for absence.</p> <p>None received.</p> <p>Present:</p> <p>Cllr M Howell, Cllr K Crabtree (chair), Cllr P Mason, Cllr C Dow, Cllr J Codner, Cllr N Nimmo, Cllr M Herron, Cllr M Smith, Cllr J Lister and S Tilaks (clerk).</p>	
97.24	<p>To receive any declarations of disclosable pecuniary or non-statutory disclosable interests from Councillors for items on the agenda.</p> <p>None received.</p>	
98.24	<p>To receive requests for dispensation.</p> <p>None received.</p>	
99.24	<p>To sign the minutes of the council meeting.</p> <p>The minutes of the meeting held on 9th September 2024 were signed.</p>	
100.24	<p>Police Matters - Monthly Crime Report.</p> <p>No crimes reported. No further updates.</p>	

101.24

Chair’s Report.

Update on NCALC AGM. 2 core topics addressed -

- The attributes of a perfect councillor; the core message was that councillors are not volunteers but give their time freely; all councillors are local government representatives.
- 2025 May elections; all councillors must submit an application by 07.04.25. If 9 or less councillors apply then it is an uncontested election; if more councillors apply than there are seats it will be a contested election requiring a public vote. The key requirement will be to advertise the elections widely to encourage additional councillors to present themselves to the council.

A budget of approximately £1k may be required if an election is needed. NCALC to confirm costs. GPC finance options to be agreed as part of budget discussions (reserve or precept).

The capacity of the council to deal with upcoming projects was discussed. Current projects that have been key areas of focus recently include: flooding, BESS/solar farm and Highways. The planning of focus projects will be key to forming clear and appropriate future budgets.

It was **proposed** to agree quarterly projects although some projects may run over a number of quarters. The total number of projects will be limited to manage the council's capacity. It was **agreed** that:

- this quarter focus: flooding;
- next quarter focus: Highways/speeding.

It was **agreed** to discuss a training plan for councillors and staff in November.

GPC

Clerk

Clerk

102.24

Finance.

i. Income

03/09/2024	D Ward - allotment deposit	£50.00
24/09/2024	HMRC VAT Return refund	£ 1,250.21
31/08/2024	Natwest Reserve Account interest	£ 26.87

It was **reviewed** and **resolved** to **approve the income** as listed.

ii. Expenditure

*Where payment is made under Section 137 of the Local Government Act 1972 the Council is satisfied that the benefit is commensurate with the amount.

Date	Payee	Amount inc. VAT	VAT	Payable under power
02/09/2024	Sylvia Tilaks	£445.10		Localism Act 2011 ss1-8
04/09/2024	Countrywide Grounds	£393.60	£ 65.60	Localism Act 2011 ss1-8
10/09/2024	Total Energies	£198.65	£ 9.46	Localism Act 2011 ss1-8
13/09/2024	Sylvia Tilaks	£69.99	£ 11.67	Localism Act 2011 ss1-8
13/09/2024	Trevor Higgs	£80.46		Localism Act 2011 ss1-8
17/09/2024	Wave	£55.42		Localism Act 2011 ss1-8
30/09/2024	Unity Trust Bank	£18.00		Localism Act 2011 ss1-8

As of 30.09.24, the balance in the Current Account stands at **£12,994.61** (assuming all cheques presented).

The balance in the business premium accounts stands at **£22,576.50**

Earmarked of this - Pathfinder grant **£2,480.40**

It was **reviewed** and **resolved** to **approve the expenditure** as listed.

iii. To approve bank reconciliation 30.09.24

Bank reconciliation	30.09.2024		
Total receipts			£ 18,783.71
less			

Total payments		£ 11,422.50	
			£ 11,422.50
			£ 7,361.21
Plus opening balances as of 31.03.24	Unity	£ 5,771.90	
	Bus prem	£ 22,438.00	£ 28,209.90
			£ 35,571.11
Bank accounts			
Current AC: Unity Trust			£ 12,994.61
Business Prem AC: Natwest			£ 22,576.50
			£ 35,571.11
Plus credits not yet showing	None		
Less payments not yet showing	None		
			£ 35,571.11

It was **reviewed** and **resolved** to **approve the bank reconciliation** as listed.

iv. To approve spending against budget end Q2 (Appendix 1)

The items currently over budget include:

Grass Cutting	74.09%	More frequent cutting was required due to weather.
Wages Clerk	59.73%	Additional hours required: bedding in; dealing with backlogs
Insurance	103.10%	Annual cost risen
Hall hire	69.23%	Additional bookings: Clerk recruitment, Extraordinary Meeting
Training	120.00%	Additional training for Clerk
Council expenses	111.85%	New laptop, smartphone and membership fees for clerk
Council Membership	103.97%	Increase in annual fees
Other	213.69%	Purchase of Defib replacement parts & replacement noticeboard

It was **reviewed** and **resolved** to **agree the projected overspend and reasons why** as listed.

103.24 Flooding - Community Plan

- i. Flood update.** Cllr Dow volunteered to support the flood warden and share duties/tasks. It was confirmed that a draft report and agenda had been shared with residents on Blackmile Lane and it will be shared separately with the wider village once collated. The council requested support from the ward councillors to invite wider NNC representatives to attend the community meeting in order to help establish and implement appropriate contingency plans to counteract repeat flooding in the village. Suggested countermeasures for inclusion in a flood action plan were:
- regular drain clearing;
 - supply of inflatable sandbags;
 - request for underground watercourse maps to identify flow of floodwater;
 - flood response agency joint planning.
- Clerk to contact Bozeat clerk to discuss previous flood response tactics plans. The Team Leader (Partnerships & Strategic Overview Welland and Nene) from the Environment Agency has been invited to attend the meeting. Additional invitations proposed: senior management Northants Police, NNC Out of Hours road closures service and Northants Fire Service.
- Cllr Nimmo and Clerk to update the Risk Assessment, specifically the flood risk of the Pocket Park. Cllr Dow to be referenced on necessary requirements.
- ii.** It was **reviewed** and **resolved** to have Cllrs Dow, Crabtree, Lister and Mason as members of the working party to facilitate meetings and implement a flood action plan.

Clerk

Clerk

Clerk

Cllr Nimmo & Clerk

104.24	<p>Policy reviews</p> <p>It was proposed and resolved that the following councillors will review the associated policies below for resolution in November:</p> <ul style="list-style-type: none"> i. Subject Access Request Procedure; Cllr Nimmo and Howell ii. Data Map; Cllr Nimmo and Howell iii. Internal Controls policy; Cllr Herron and Smith iv. Scope and nature of Internal Controls and Internal Audit; Cllr Herron and Smith v. Sickness; Cllr Lister and Mason vi. Emergency Plan; Cllr Dow, Lister and Crabtree 	Clerk
105.24	<p>Kissing Gates. It was reviewed and resolved to:</p> <ul style="list-style-type: none"> ● contact highways via Fix My Street to begin an assessment to upgrade stile no.1. ● provide Highways with landowner details. ● request confirmation of cost from Highways. ● upon receipt of replacement costings the council will discuss budget allocation as agenda item. 	Clerk
106.24	<p>Correspondence</p> <ul style="list-style-type: none"> i. The joint letter was reviewed and it was resolved to send the letter, as written, to: <ul style="list-style-type: none"> ● Council Leader Jason Smithers, Leader of the Council ● Cllr Matt Binley, ● Adele Wylie, NNC Chief Executive and ● All ward councillors ii. The grants were discussed. It was resolved that Cllr Nimmo, Cllr Mason and Cllr Herron would sit on a speed working group with a target of 3 members of the public to join. Clerk to invite a school representative and residents to participate. First meeting date proposed for November 2024. It was proposed and resolved to set this as an agenda item with a target of 6 months to complete the review, project documentation and costings ready for future grant applications. iii. Grit bin update to be received at the November meeting. iv. The clerk advised that Balfour Beatty had responded requesting further information regarding the lighting inventory. Other suppliers were yet to respond. Clerk will continue to pursue quotes. Cllr Smith will forward the 2010 inventory. vi. It was reviewed and resolved that the land registry application (NN391822) for the pocket park was low priority. It was agreed to save copies of the minutes from 2014 evidencing continued maintenance since March 2014 and to re-submit the application with the supporting evidence in March 2026. vii. The clerk confirmed that the overgrown hedge had been trimmed back 27.09.24 to make the footpath accessible. viii. The clerk confirmed that an email response had been sent on behalf of the council from Cllrs Crabtree and Dow regarding the verbal abuse complaint. 	<p>Clerk</p> <p>Clerk</p> <p>Cllr Dow</p> <p>Clerk</p> <p>Cllr Smith</p>
107.24	<p>Planning</p> <p>Applications Received</p> <p>https://publicaccess.wellingborough.gov.uk/online-applications/</p> <ul style="list-style-type: none"> i. NW/24/00543/TCA; Sat 21 Sep 2024 Nature conservation and conservation area. It was reviewed and resolved that the Tree Officer should be consulted to confirm which tree has been or is causing damage. ii. NW/23/00360/FUL BESS Development at Grendon Lakes It was resolved that the reviewed report for the above planning application would not be submitted to NNC planning until the council was in receipt of the updated noise report in order to include noise considerations in their response. Clerk to advise NNC. 	<p>Clerk</p> <p>Clerk</p>

	<p>iii. NW/24/00448/EXT Statement of Community Consultation (SoCC) Solar Farm Agreed feedback submitted to NNC Planning by email.</p>	
108.24	<p>Playing Field update.</p> <p>i. Completed risk assessments received.</p> <p>ii. It was reviewed and resolved to request a site visit by Wicksteed Park to assess the wetpour gap and recommend countermeasures and costs. It was resolved to reject the quotes received.</p> <p>iii. It was reviewed and resolved to accept the £725.65 quote (deliver, supply & fit the landing pad).</p> <p>iv. The removal of the overhanging branches and ivy base was noted as complete. It was reviewed and resolved that tree management will need to be included in future budgets. Communications received from the Headmaster of Grendon Primary asking GPC to confirm responsibility for the fencing surrounding the primary school because the Department of Education has asked Grendon to add security fencing to surround the school site. It was reviewed that:</p> <ul style="list-style-type: none"> ● the historic maintenance of the fencing was the responsibility of the school and ● the school would need to consult the council prior to installation of fencing to ensure that there would be no damage to the surrounding trees. <p>v. The Clerk confirmed that the Fix My Street Investigation was now marked as completed because it has been transferred to Grounds Maintenance at NNC, reference number: MK635435662. Any further queries/updates will be directed to them. Clerk to contact for update in November.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
109.24	<p>Pocket Park update – including risk assessments</p> <p>i. The risk assessment was completed and received. It was reviewed and resolved that the working party for the pocket park would be deferred until spring 2025 with remedial action to be completed in the interim to include the removal of overgrowth from around the bench, thistles and pruning back the apple tree.</p> <p>ii. It was confirmed that the tree was still in situ. The clerk to seek quotes for professional removal.</p>	<p>ClIr Nimmo</p> <p>Clerk</p>
110.24	<p>Allotments update</p> <p>i. It was confirmed that the cutting back of the hedge had not yet been completed. Clerk to chase.</p> <p>ii. It was resolved and agreed to:</p> <ul style="list-style-type: none"> ● deliver a notification of forfeit letter to the previous tenant of plot 5 with the timeline for removal of the concrete foundation being 2 weeks. ● receive a deposit of £200 from any new tenant should they wish to retain the foundation. ● refund the £200 deposit only if any subsequent tenant requests retention of the foundation. ● to purchase the Law of Allotments legal reference book. <p>iii. It was resolved and agreed to defer the resizing and pricing of the plots to the November meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
111.24	<p>Councillor ideas None</p>	
112.24	<p>Items for information or next agenda None</p>	<p>GPC</p>
113.24	<p>The date of next meeting 11th November 2024</p>	

Meeting ended: 21.35pm

Chair's Signature:

Date:

Appendix 1

Quarterly Spending Against Budget - April to September

Quarterly			April-June		July-Sep		
Appendix 2							
Spending against Budget 24/25			Key: Actual is above budget				
			End Q1	% against budget	End Q2	% against budget	Detail / reason for variance
Non-Discretionary Exp							
Street Lighting							
Electricity	£ 2,750.00		£ 483.54	17.58%	£ 1,080.14	39.28%	
Replacement/maintenance	£ 400.00	£ 3,150.00	£ -		£ -		
Grass cutting	£ 2,300.00		£ 720.00	31.30%	£ 1,704.00	74.09%	More frequent cutting required due to weather
weedkilling							
rent playing field	£ 430.00	£ 2,730.00	£ -		£ -		
Allotments		£ 1,000.00	£ -	0.00%	£ 55.42	5.54%	
Clerk		£ 4,620.00	£ 949.70	20.56%	£ 2,759.70	59.73%	Additional hours required: bedding in; dealing with backlogs
Insurance		£ 1,150.00	£ 1,185.69	103.10%	£ 1,185.69	103.10%	Annual cost risen
Grit Bin filling		£ 150.00	£ -	0.00%	£ -	0.00%	
Council costs (Hall, Training, Exp)							
Hall hire	£ 260.00		£ 120.00	46.15%	£ 180.00	69.23%	Additional bookings to support Clerk recruitment and EGM
Training	£ 100.00		£ -	46.15%	£ 120.00	120.00%	Additional training for Clerk
Council expenses	£ 400.00		£ 27.00	6.75%	£ 447.39	111.85%	New laptop, smartphone and membership fees for clerk
Membership	£ 700.00	£ 1,460.00	£ 692.79	98.97%	£ 727.79	103.97%	Increase in annual cost
Chairman's expense Allowance		£ 100.00	£ -	0.00%	£ -	0.00%	
Audit		£ 210.00	£ -	0.00%	£ -	0.00%	
Website		£ 460.00	£ -	0.00%	£ 460.00	100.00%	Increase in annual cost
Other (including Defib & Elections)		£ 300.00	£ 641.06	213.69%	£ 641.06	213.69%	Purchase of Defib replacement parts and replacement noticeboard
Total		£ 15,330.00	£ 4,819.78		£ 9,361.19	61.06%	

Discretionary Spending								
S137 Grants	£	500.00			£	80.46	16.09%	
Repairs Playng Field	£	2,150.00	£	920.00	42.79%	£	1,014.00	47.16%
Copse	£	-				£	-	
Total	£	2,650.00	£	920.00		£	1,094.46	
Total Expenditure	£	17,980.00	£	5,739.78	31.92%	£	10,455.65	58.15%
VAT			£	539.12		£	966.85	
				£6,278.90			£11,422.50	
Income								
Budget/Precept	£	17,310.00	£	17,310.00	100.00%	£	17,310.00	100.00%
Allotment rent	£	420.00	£	-	0.00%	£	-	0.00%
Playing field rent	£	250.00	£	-	0.00%	£	-	0.00%
Total	£	17,980.00	£	17,310.00		£	17,310.00	
Other income								
Donations & grants								
Other							£35.00	
Interest			£	57.09		£	138.50	
VAT refund 2023/24							£1,250.21	
Allotment deposits							£50.00	
Total Income	£	17,980.00	£	17,367.09			£18,783.71	