

Hunsbury Library
 Overslade Close
 East Hunsbury
 Northampton
 NN4 0RZ
 Tel: 01604 708429
 Email: clerk@easthunsburyparishcouncil.gov.uk



East Hunsbury
 Parish Council

Minutes of the Annual Meeting of East Hunsbury Parish Council held on **Tuesday 16th May 2023** at 7:00pm at Blacky More Community Centre.

Present: Cllr B Burnell, Cllr M Campbell, Cllr P Draper, Cllr C Douglas, Cllr R Firman, Cllr K Hodgson, Cllr D Lewis, Cllr K Moore, Cllr L Perry, Cllr M Roach, Cllr P Warden
 Also present: Mrs C Holgate (Clerk), PC Butler and PCSO Shelton (Local Police Team)

Item no									
23/043	Election of Chairman and Declaration of Acceptance of Office Cllr Campbell was proposed by Cllr Douglas and seconded by Cllr Lewis and elected by show of hands as Chairman until the next Annual Meeting of the Council. The Declaration of Acceptance of Office was signed by Cllr Campbell.								
23/044	Election of Vice-Chairman Cllr Douglas was proposed by Cllr Campbell and seconded by Cllr Lewis and elected by show of hands as Vice-Chairman until the next Annual Meeting of the Council.								
23/045	To receive and approve apologies for absence No apologies were received. The resignation of Cllr Maggie Allen was noted.								
23/046	To receive and approve for signature the minutes of the Ordinary Meeting held on Tuesday 18th April 2023 The minutes of the meeting held on Tuesday 18 th April 2023 (copies of which being folios 353-355 having been previously circulated) were approved as a true record and signed by the Chairman.								
23/047	Declarations of Interest No declarations were received.								
23/048	Police and Public Session PC Butler and PCSO Shelton were in attendance at the meeting and gave a report for April as follows: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Burglary residential</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Burglary Non-residential</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Criminal Damage</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Vehicle Crime</td> <td style="text-align: right;">1</td> </tr> </table> <p>In general East Hunsbury is low in crime with limited incidents. Cllr Firman asked what was being done about vehicles using the Tesco car park to meet.</p> <ul style="list-style-type: none"> • There is a new Road Crime team who are dealing with car meets • Residents who are concerned can report using 101 Cllr Moore asked about the legalities of riding e-scooters. <ul style="list-style-type: none"> • Voi scooters are legal but must be ridden on the road or a cycle path. • Riders must be registered and have a provisional licence. • Private e-scooters are not legal and the police have powers to remove them. • Voi scooters being ridden in an irresponsible or dangerous manner can be report to Voi or to the police on 101. Voi are able to track scooters and can disable accounts if needed. 	Burglary residential	0	Burglary Non-residential	0	Criminal Damage	0	Vehicle Crime	1
Burglary residential	0								
Burglary Non-residential	0								
Criminal Damage	0								
Vehicle Crime	1								

	<p>Public Session There were no members of the public in attendance.</p>
23/049	<p>Planning</p> <p>a) To consider planning applications and representations received by the Parish Council. The following planning applications were discussed: WNN/2022/1378 – 4 Limefields Way, Northampton, NN4 OSA Appeal under S78 against refusal of a householder application – new fence enclosing property (retrospective) The Council did not comment on this application previously as it was a retrospective application, but on review understands that the fence is in breach of planning conditions and considers the fence to be out of character with the openness of the area. WNN/2023/0433– 26 Peregrine Place, Northampton, NN4 OSL Single storey rear extension No comments WNN/2023/0444– 18 Rosemoor Drive, Northampton, NN4 OXD Replacement porch No comments RESOLVED that the Planning Authority be informed of any comments made.</p>
23/050	<p>Northampton South SUE A copy of the minutes of the meeting held with Vistry and parish councils on 11th May 2023 was tabled. Cllrs Campbell and Hodgson gave a brief update on the meeting.</p>
23/051	<p>Flood Mitigation – Penvale Park</p> <p>a) The planning statement, tree report and flood risk assessment, and the proposed plans for the flood mitigation measures in Penvale Park were reviewed.</p> <p>b) RESOLVED to submit the planning application as per the above documentation for flood mitigation in Penvale Park.</p>
23/052	<p>Finance and related matters</p> <p>a) The report of the Internal Auditor was received and noted.</p> <p>b) RESOLVED to approve the Annual Governance Statement 2022/23.</p> <p>c) Year-end accounting information was received, and it was RESOLVED to approve the Accounting Statements for 2022/23.</p> <p>d) RESOLVED to approve the period for exercise of electors’ rights.</p> <p>e) RESOLVED to appoint NCalc Internal Audit Service as the Internal Auditor for 2023/24.</p> <p>f) RESOLVED to approve the payments made in May 2023 (Appendix A)</p> <p>g) RESOLVED to approve the use of Standing Orders for payment of salaries.</p> <p>h) RESOLVED to approve the list of Regular Payments arising as a result of a continuing contract, statutory duty, or obligation.</p>
23/053	<p>Committee and Councillor roles</p> <p>a) RESOLVED to adopt the Terms of Reference for the Resources Committee subject to amendment of item 5 to allow co-opted councillors to join at any point in the year.</p> <p>b) RESOLVED to appoint the Chairman (Cllr Campbell) and Vice-Chairman (Cllr Douglas) and Councillors Draper, Firman, Hodgson, Lewis, Moore, and Roach to the Resources Committee.</p> <p>c) RESOLVED to adopt the Terms of Reference for the Community Engagement Committee subject to amendment of item 5 to allow co-opted councillors to join at any point in the year.</p> <p>d) RESOLVED to appoint Councillors Burnell, Campbell, Douglas, Firman, Hodgson, Moore, and Roach to the Community Engagement Committee.</p> <p>e) RESOLVED to adopt the Terms of Reference for the Parks and Open Spaces and Climate Change Committee subject to amendment of item 5 to allow co-opted councillors to join at any point in the year. It was proposed and agreed that the Committee would be renamed to Parks and Open Spaces Committee.</p>

	<p>f) RESOLVED to appoint Councillors Burnell, Campbell, Douglas, Draper, Firman, Lewis, Moore, Perry, and Warden to the Parks and Open Spaces Committee.</p> <p>g) Cllr Lewis was proposed by Cllr Campbell, and seconded by Cllr Douglas, and it was RESOLVED to appoint Cllr Lewis as the Internal Controls Councillor.</p> <p>h) Cllr Lewis was proposed by Cllr Campbell, and seconded by Cllr Perry, and it was RESOLVED to appoint Cllr Lewis as the Police Liaison Representative.</p> <p>i) Review of representation on or work with external bodies:</p> <ul style="list-style-type: none"> • A45 Stakeholder Group – Cllrs Campbell and Douglas • Northampton South SUE Liaison – Cllrs Campbell, Douglas, Hodgson, Perry, and Roach will be informed of meetings • Community Building – this is not likely to be relevant for some time so members will be agreed when required.
23/054	<p>Administration</p> <p>a) RESOLVED membership of NCALC for 2023/24.</p> <p>b) RESOLVED to appoint Northants CALC DPO Service as the Council’s Data Protection Officer.</p> <p>c) The Calendar of Meetings of the Council for 2023/24 was agreed.</p> <p>d) The following documents and policies were approved and adopted:</p> <ol style="list-style-type: none"> i. Code of Conduct ii. Standing Orders iii. Financial Regulations iv. Asset Register v. Governance Risk Assessment vi. Internal Control Policy
	<p>Close The meeting closed at 8.20pm</p>

Date: 16/05/2023

East Hunsbury Parish Council

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Time: 10:17

Current Bank A/c

List of Payments made between 19/04/2023 and 16/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/04/2023	WEST NORTHANTS COUNCIL	024	3,350.00		QTR OFFICE RENT
19/04/2023	NNPULSE	025	42.00		RATE CARD CHANGES
04/05/2023	LLOYDS BANK - UNITY CARD	026	230.43		APR STATEMENT
04/05/2023	WEBB HOUSE	027	48.00		APR PAYROLL
04/05/2023	ABINGTON CONSULTING	028	2,082.00		FLOOD RISK ASSESSMENT/DESIGN
04/05/2023	R&G GROUNDS	029	1,056.00		ENVIRONMENTAL WORKS
04/05/2023	AITCHISON RAFFETY	030	2,498.40		FLOOD PLANNING
04/05/2023	RIALTAS BUSINESS	031	279.48		ALPHA SOFTWARE SUPPORT 1 YR
04/05/2023	AURA CLEANING SERVICES	032	497.70		BMCC CLEANING
04/05/2023	RGS ARBORICULTURAL	033	1,014.00		FLOOD MITIGATION TREE SURVEY
04/05/2023	ABBAY CENTRE	034	198.00		SENIORS HALL HIRE
04/05/2023	NBC HIRE	035	361.06		SENIORS CORONATION EVENT
16/05/2023	STAFF	036	6,106.72		MAY SALARIES
16/05/2023	NORTHAMPTONSHIRE	037	1,310.00		PENSION CONTRIBUTIONS MAY
16/05/2023	HMRC	038	1,623.39		PAYE & NI MTH2
16/05/2023	PATHFINDER LEGAL SERVICES	039	26.28		ASSET TRFS LEGAL COSTS
16/05/2023	PPL PRS	040	450.20		BMCC LICENCE 2023/24
16/05/2023	ICO	041	35.00		DATA PROTECTION FEE
16/05/2023	ECOTRICITY	042	280.46		BMCC GAS
16/05/2023	VEOLIA	043	100.40		BMCC COMMERCIAL WASTE
16/05/2023	D DOMONE	044	50.00		SENIORS CORONATION PARTY
16/05/2023	PPL PRS	045	171.78		BMCC LICENCE 2022/23
16/05/2023	PPL PRS	040A	-450.20		BMCC LICENCE
16/05/2023	PPL PRS	040B	450.20		BMCC LICENCE 2023/24
16/05/2023	BARTON TELECOM SERVICES	046	113.93		OFFICE PHONE & B/BAND
16/05/2023	SAFE WATER ENVIRONMENTAL	047	36.00		BMCC WATER MONITORING
16/05/2023	PARISH & SHIRES COMM LTD	048	1,356.00		PARISH & SHIRES COMM LTD
16/05/2023	JEFF HUBBARD	049	650.00		SENIORS TAI CHI
16/05/2023	VIKING	050	93.49		BMCC TOILET ROLLS
16/05/2023	COLLINGTREE PARK GOLF	051	400.00		SENIORS COFFEE MORNING
Total Payments			24,460.72		

Signed.....

Date.....