



Minutes of the Resources Committee meeting of East Hunsbury Parish Council held on **Tuesday 13<sup>th</sup> June 2023** at 6.30pm at Hunsbury Library.

Present: Cllr M Campbell, Cllr C Douglas, Cllr P Draper, Cllr K Hodgson, Cllr D Lewis, and Cllr K Moore

Also present: Mrs C Holgate (Clerk)

Item no	
R23/021	<b>Election of Chairman of the Resources Committee</b> Cllr Campbell was proposed by Cllr Douglas, seconded by Cllr Lewis, and elected by show of hands.
R23/022	<b>Apologies for absence</b> Apologies were received from Cllr Firman (work commitment). <b>RESOLVED</b> to approve the apologies.
R23/023	<b>To receive and approve for signature the minutes of the meeting held on Tuesday 28<sup>th</sup> March 2023</b> The minutes of the meeting held on Tuesday 28 <sup>th</sup> March 2023 (copies of which being folios 43-44 having been previously circulated) were approved as a true record and signed by the Chairman.
R23/024	<b>Declarations of Interest</b> There were no declarations of interest.
R23/025	<b>Planning Applications - Review</b> It was agreed that this Committee would review planning applications as a rolling agenda item. The review would include major planning applications, and applications outside of the parish boundary, to establish the impact on East Hunsbury. Where necessary comments on applications will be made setting out the expected impact on the parish, and suggesting mitigation measures for consideration. The Committee is aware of significant applications proposed for Milton Malsor, Hackleton, Great Houghton and Sixfields, and Grange Park/Quinton.
R23/026	<b>Staff – forward planning</b> There was a wide ranging discussion about staff planning for the future, considering staff roles now and the requirement for more staff in the future. It was agreed that business continuity plans are required for each employee and this should be established going forward.
R23/027	<b>Appraisals</b> <ul style="list-style-type: none"> <li>• Cllr Campbell and Cllr Douglas were appointed to carry out the annual performance review for the Clerk.</li> <li>• Cllr Lewis was appointed to carry out annual performance reviews with the Clerk for other staff members.</li> </ul> Appraisals should be carried out by early July.
R23/028	<b>IT and emails – upgrades to hardware</b> <ul style="list-style-type: none"> <li>• Members received a report on the IT and email upgrade. It was noted that members would have to allow remote access to their personal device to set up the new system, and questions were raised regarding sensitive information and GDPR.</li> <li>• It was agreed to propose that the council supply all councillors with an electronic device for parish council business only.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Hodgson referred to the article about AI in the NCALC eUpdate. It was agreed that Cllr Hodgson would contact NCALC to see if there could be an information sharing exercise on the use of AI for the future.</li> </ul>
R23/029	<b>Equipment – activities/events</b> There is no requirement to upgrade equipment for activities and events.
R23/030	<b>Blacky More Community Centre</b> <ul style="list-style-type: none"> <li>• Members received a copy of the bookings calendar and it was noted that the Centre is in use every day during term time. There are some gaps during the summer holiday which allows for maintenance, but this year we have a couple of evening classes which continue without a break.</li> <li>• The proposal to replace windows and doors at the centre has not progressed.</li> <li>• It was agreed to investigate funding options available for the proposed works.</li> </ul>
R23/031	<b>Documents and Policies</b> <ul style="list-style-type: none"> <li>• Review of the Risk Register was deferred.</li> <li>• The Document Review Schedule was reviewed.</li> <li>• Cllr Campbell will review the Grants Policy.</li> </ul>
R23/032	<b>Budget</b> <ul style="list-style-type: none"> <li>• Consideration of items for inclusion in the 2024/25 budget was deferred.</li> <li>• Members reviewed the budget v actuals for the financial year to date.</li> </ul>
R23/033	<b>Highways</b> It was agreed to defer the highways works on Hilldrop Road until the initial flood mitigation works have been completed.
R23/034	<b>Trees</b> The Committee considered the quotes received for watering new trees in the parish, and it was agreed to accept the quote from Parish & Shires. The cost for tree watering should be included in the budget for 2024/25.
R23/035	<b>Bike Marking</b> <b>RESOLVED</b> to purchase bike marking kits to be used by the Neighbourhood Police Team exclusively in the parish. Clerk to arrange an event at the Youth Club.
	<b>Close</b> The meeting closed at 8.11pm