

Minutes of the Annual Meeting of Guilsborough Parish Council held remotely by video conference on

Monday, 11 May 2020 at 7.15 pm

Present: Cllr A Hart, Cllr G Metcalfe, Cllr K Fulcher, Cllr I Miller, Cllr D O'Neil, Cllr G Ashworth, Cllr D Wooldridge, Cllr S Harris, Mrs C Holifield (Clerk) and one member of the public.

070.2020 Election of Chairman and completion of necessary paperwork

The Clerk stated that Cllr Hart was willing to stand again as Chairman unless anyone wished to nominate someone else. Cllr O'Neil proposed that Cllr Hart continue as Chairman, seconded by Cllr Wooldridge and it was unanimously resolved to appoint Cllr Hart who accepted the appointment. Declaration of Acceptance of Office to be sent by Clerk to Cllr Hart to sign. Cllr Hart then took the chair.

071.2020 Election of Vice Chairman

Cllr Hart stated that he had been informed by Cllr Jaggard that she wished to step down as Vice Chairman and he proposed and Cllr Miller seconded the appointment of Cllr O'Neil as Vice Chairman and it was unanimously resolved to appoint Cllr O'Neil as Vice Chairman. Declaration of Acceptance of Office to be sent by Clerk to Cllr O'Neil to sign.

072.2020 Public Forum

The Chairman asked the member of the public if she wished to address the meeting.

Mrs Burton stated that she had attended in order to hear what the Council had to say about the planning application for Stone Gnome Farm (see correspondence item) following a site visit by the Chairman and Cllr O'Neil but that she had nothing further to say to the Council.

073.2020 Resolution to accept apologies for absence

Apologies were received and accepted from Cllr Jaggard.

074.2020 Declarations of interest for items on the agenda

None

075.2020 Resolution to consider written requests for dispensations on agenda items

None received

076.2020 Resolution to sign and approve the minutes from the previous meeting held on 14 April 2020

The minutes were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minute which the Chairman signed as a true record. Copy to be scanned to Clerk.

077.2020 Officer's Roles and Responsibilities

After discussion, it was agreed that Councillors would fulfil the following roles:

Village Hall Trustees: Cllr Hart and Cllr O'Neil

Village Hall Management Committee: Chairman and Cllr O'Neil

Highways: Cllr Wooldridge and Cllr Ashworth

Planning – Cllr Metcalfe, Cllr O'Neil and Cllr Wooldridge

Tree Warden – Cllr Metcalfe

Staff Committee – Cllr Fulcher and Cllr Ashworth

Budgets – Cllr Fulcher and Clerk

Internal Audits – Cllr Hart

Parish Website – Cllr Hart

Small Playing Field – Cllr Hart

Footpath Warden – Cllr Ashworth

Parish Assets – Cllr Miller

Street Lighting - Clerk

Academy School Liaison – Cllr Miller

GPFA Liaison – Cllr Fulcher

Village Link – Cllr Hart and Cllr Fulcher

Police Liaison – Cllr Harris

Church Liaison – Cllr Jaggard and Cllr O'Neil

Snow Warden – Cllr Ashworth

Emergency Planning Co-ordinator – Cllr O’Neil

078.2020 Matters arising (for information only)

078.2020/1 Site Visit to Stone Gnome Farm re DA/2020/0138

The Chairman stated that he and Cllr O’Neil had carried out a site visit, at the request of Mr and Mrs Burton, to Stone Gnome Farm in respect of the outstanding planning application for the construction of an agricultural building which the Council had considered at the April meeting and for which the Council’s objections had been forwarded to the Planning Officer. The Chairman stated that following the visit both he and Cllr O’Neil were of the opinion that the Council’s objections should remain (email correspondence previously circulated to all Councillors on the subject) and it was agreed there did not seem to be reason to remove the current GPC objections. Indeed there seem to be one or more reasonably alternatives to the location proposed that would seem to have significantly less impact on the SLA. The PC would add that should the application be granted the following conditions should be imposed:

- The Hedge has to be maintained at 4m+ height
- The shed is specifically not to be used for any other purpose other than agriculture
- The shed should be painted, and maintained, a suitable green colour to reduce its visual impact
- Consider other restrictions on PD rights on the area where the application is being made (i.e. on farm agriculture only)?

Planning Officer to be informed of site visit and Council’s conclusions.

079.2019 Village and Other Matters

The Chairman left the meeting at this point

079.2020/1 Consideration of Payment of Chairman’s Annual Allowance

After discussion, it was unanimously resolved that the Chairman should be paid an allowance of £300 per year to cover his expenses in carrying out his duties.

The Chairman returned to the meeting

The Chairman stated that he proposed to pay for the Zoom account membership for the months of May to July inclusive from his allowance in order that video meetings could continue.

079.2020/2 Adoption and Improvement of Roadway outside Village Hall

Cllr O'Neil stated that Gigaclear had yet to carry out the works required to lay the fibreoptic cable to a residents property and until this had been done no further action could be taken.

079.2020/3 Consideration of any further action to be taken in respect of Council's response to the Coronavirus pandemic including consideration of change of meeting venue post lockdown.

The Chairman stated that given social distancing measures would be required for the foreseeable future the meetings room of the Village Hall would not be a suitable venue for Parish Council meetings. He stated that he had approached the GPFA and the Witch and Sow to look at possible rooms for holding Council meetings in future but that neither could offer an ideal solution. The Clerk stated that the Village Hall could only offer the front hall on a Tuesday evening and this would be shared with GMADS so again not really suitable. After discussion, it was agreed that Cllr Fulcher would consult with the Doctors Surgery to see if this might be a possible venue from September at the earliest.

The Council would also like to take the opportunity to thank all the volunteers in the village who have been helping to co-ordinate a response to the pandemic and have been assisting vulnerable residents through the lockdown.

079.2020/4 Consideration of any action to be taken in respect of the condition of the footpath between Pells Close and West Haddon Road

Cllr Wooldridge had provided a report to Councillors regarding the state of the various sections of the footpath prior to the meeting. Cllr Ashworth had since contacted the Highways Footpath Officer, Nick Wedgbrow, to see what assistance could be given to improving the surface where required and a response from him was awaited.

079.2020/5 Consideration of quotations received and circulated to Councillors for new noticeboard

Cllr Miller had circulated three preliminary quotations prior to the meeting for Councillors' consideration. It was agreed that the quotation from Green Barns was the one most suited to the Council's requirements. Cllr Miller to get a firm quotation for circulation prior to next meeting. Cllr Wooldridge agreed to check with Highways re permissions required to erect the board on the verge. Cllr Miller to speak with residents who might be affected by the new sign when using their driveways.

080.2020 Planning

080.2020/1 New applications

DA/2020/0270 Cranage Close, The Green, Guilsborough

Demolition of existing conservatory. Construction of two storey rear extension and single storey side extension.

No observations

080.2020/2 Completions

None

081.2020 Finance

081.2020/1 Receipts

The Clerk reported that the half year precept of £15,312 had been received. She also stated that she had written to the tenants of the Cob Barn and the Storage Lock-ups requesting the annual rental payments.

081.2020/2 Payments

It was resolved to approve and sign the following cheque payments.

Details	Amount (£)	Cheque Number
Clerk's Salary – May 2020	347.05	102246
HMRC – PAYE on Clerk's salary	86.60	102247
Clerk's expenses and office administration costs	31.10	102248
Staples Office Supplies – reimburse Clerk	36.68	102249
Mark Hazle (Elm Tree Garden Maintenance)	570.00	102250
Maximow – Mowing Small Playing Field	44.10	102251
Spratton Parish Council – Bus subsidy	391.45	102252
Daventry Citizens Advice Bureau – Donation	100.00	102254

081.2020/3 Bank reconciliation for period ended 30 April 2020

The Clerk presented the bank reconciliation for the period ended 30 April 2020 showing a balance at bank of £30,876.78.

081/2020/4 Approval of Section 1, Annual Governance Statement of AGAR Return for period ended 31 March 2020

The Council unanimously resolved to approve Section 1 of the Annual Return, after the Chairman had read out the various annual governance statements contained within Section 1 of the Annual Return (previously circulated to Councillors).

081/2020/5 Approval of Section 2, Annual Governance Statement of AGAR Return for period ended 31 March 2020

The Council unanimously resolved to approve Section 2 of the Annual Return (previously circulated to Councillors).

081.2020/6 Completion of Finance Checks

The Chairman confirmed that, due to the lockdown, he had not been able to visit the Clerk to carry out the internal finance checks but that he would be arranging to collect and return the relevant documents later this week.

082.2020 Playground

The Chairman stated that there was nothing to report as the Playground remained locked due the lockdown.

083.2020 Highways

Cllr Wooldridge stated that a new School sign had been erected on The Green but the replacement sign for Church Hill still awaited.

The Chairman stated that branches were now obscuring the 30mph sign on the West Haddon Road. Cllr Fulcher stated that she reported the same problem last year so agreed to report again.

The Clerk stated that Maximow had indicated that they would be undertaking the weed killing when next in the Village. Cllr Miller requested that he be informed when it had been done.

It was agreed that letters should be written to Stephen Drake and Richard Swansea to thank them for their efforts in clearing weeds and litter picking.

084.2020 Street Lights

The Clerk stated that she had received no new reports of faults with the street lights.

085.2020 Parish Assets Inspection Report

Cllr Miller stated that he had nothing new to report.

086.2020 Correspondence received

- Email from Mr and Mrs Burton in respect of planning application DA/2020/0138 – Stone Gnome Farm.
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087.2020 Items for next meeting – 8 June 2020 at 7.15 pm

- Footpath update
- Approval of quotation for new noticeboard
- Consideration of internal audit report

Meeting closed at 8.25 pm