

**Minutes of the Ordinary Meeting of Guilsborough Parish Council held in Guilsborough Village Hall**

**Monday, 6 September 2021 at 7.15 pm**

Present: Cllr A Hart, Cllr K Fulcher, Cllr I Miller, Cllr D O'Neil, Cllr D Wooldridge, Cllr G Metcalfe, Cllr S Harris, Cllr L Phillips, Mrs C Holifield (Clerk) and District Cllr C Morton

**133.2021 Public Forum**

There were no members of the public present.

**134.2021 Resolution to accept apologies for absence**

Apologies were received and accepted from Cllr Sarah Jaggard

**135.2021 Declarations of interest for items on the agenda**

None

**136.2021 Resolution to consider written requests for dispensations on agenda items**

None received

**137.2021 Resolution to sign and approve the minutes from the previous meeting held on 21 July 2021**

The minutes of the meeting held on 21 July 2021 were circulated prior to the meeting. The Chairman asked if there were any amendments required. It was then resolved to approve the minutes which the Chairman then signed.

**138.2021 Matters arising (for information only)**

**138.2021/1 Update on Village Litter pick**

Cllr Miller stated that the Village Litter pick held on 4 September 2021 had been well attended by volunteers and a significant quantity of litter had been collected. The Council expressed their thanks to those that took part.

**139.2021 Village and Other Matters**

**139.2021/1 Adoption and Improvement of Roadway outside Village Hall**

Cllr O'Neil stated that following assistance from District Councillor Morton contact had been made with Martyn Jenkins of Highways and following a site visit, he had arranged for the



roadway to be repaired. It is hoped that this would be a temporary measure and Mr Jenkins has stated that he would make a bid for funding for the total resurfacing of the roadway later in the year.

**139.2021/2 Update on feasibility review on possible purchase of Land for Cemetery Extension**

Cllr O'Neil stated that since the last meeting, the land that had been under consideration was now being purchased by a third party. The new owner may be willing to speak to the Church about the possible use of a small section for a cemetery at a later date.

**139.2021/3 Update on Confirmed locations to plant the donated Japanese Cherry Trees**

Cllr Metcalfe stated that following contact made with various utility supplies, the number of locations that would be feasible for the planting of the trees had reduced due to the presence of underground cables. The Green (one adjacent to Covert View and possibly two on the Green); Pells Close (one adjacent to number 7 and one adjacent to number 14). The Council would look at the possibility of planting in the new cemetery. In addition, the GPFA had agreed to take two trees and may take additional ones. It was resolved that Cllr Metcalfe should decide on the final locations and numbers and if permissions were required for planting that he would liaise with the Clerk who would then write to the landowners. Cllr Metcalfe stated that he had spoken with Mark Hazle about the costs of planting up to 12 trees and a ballpark figure of £600 had been quoted.

**139.2021/4 Consideration of request from GPFA for Council to provide financial support for mowing of GPFA playing field**

The Chairman stated that a request had been received from the GPFA to transfer the funds used for mowing the small playing field to the GPFA to assist with the costs of mowing their playing fields. It was resolved that the Council would not agree to this request as it was felt that whilst the small playing field was not used for football matches it was a much-valued amenity for the village and is used by many for a variety of activities, is used during the village festivals and is available for the use of the Primary School for any activities it wishes to pursue outdoors.





**139.2021/5 Approval of payment of Annual Insurance Premium subject to long term agreement in the amount of £1,437.69**

It was resolved to make the annual payment for the Council's insurance which was for the second year of the three year long term agreement. Cllr O'Neil requested that the Clerk check on the insurance value of the Cob Barn.

**139.2021/6 Approval of the Fixed Asset Schedule as at 31 August 2021**

Cllr Miller asked whether the value of the telephone box at £1 which was the original purchase price from BT should be amended given the cost of the recent refurbishment. Clerk to check with internal auditor. Otherwise schedule agreed.

**139.2021/7 Consideration of continuation of annual membership of CPRE (Campaign for the Protection of Rural England)**

It was resolved to continue with the membership and make the payment of £36.

**140.2021 Planning**

**140.2021/1 New applications**

**WND/2021/0330 – Stone Gnome Farm, West Haddon Road, Guilsborough**

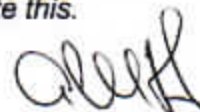
Change of use of the land and building for 16 events per calendar year (May to September)

The Council considered the application and (by majority decision) made the following observations:

*Whilst the Council supports the application for a rural business, it does so provided all the following conditions are considered to be part of the permission, should approval be granted:*

- *No parking to be allowed on the road or verges outside the property*
- *Noise nuisance to be mitigated by the construction of suitable acoustic bunds to protect near neighbouring residences. To be constructed to the Council's specifications.*
- *No more than 16 events on the property (any tent/marquee, the shed, the field) being for a total of no more than 28 days, including the erections of temporary structures.*
- *All events to finish by 12 midnight.*
- *A sound limiter on all PA systems must be used for every event. Council to advise on dB limit.*
- *Fireworks to be limited to 15 minute duration and to be concluded by 10.00 pm at each event where used*
- *Notification to be given to near neighbours if fireworks are planned to give sufficient warning for livestock/pets to be moved.*
- *The Council has concerns about circulatory traffic entering and exiting the narrow entrance to the property, where vehicles might have to wait and queue on the fast West Haddon Road, so a suitable highways condition to mitigate this.*

*An additional condition that might be considered is scenic planting*



## 140.2021/2 Completions

### DA/2021/1111 (Amended) – Paddock House, High Street, Guilsborough

Extensions and alterations to dwelling (revised scheme)

*Planning Permission granted*

## 140.2021/3 Update on Guilsborough Neighbourhood Plan review

Cllr O'Neil stated that he would be sending off the revised plan shortly.

## 141.2021 Finance

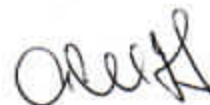
### 141.2021/1 Receipts

The Clerk stated that the annual VAT refund in the amount of £1,068.52 had been received into the bank account.

### 141.2021/2 Payments

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

Details	Invoice Number	Amount (£) Including VAT where applicable	Cheque Number
Clerk's Salary – August and September	n/a	886.80	102361
HMRC – PAYE on Clerk's salary	n/a	221.60	102362
Clerk's expenses and office administration costs	n/a	44.00	102363
Mark Hazle – Village Mowing x 4	947/966/983/1003	1140.00	102364
Maximow – Mowing Small Playing Field	2021058	92.00	102365
CPRE – Annual membership	n/a	36.00	102366
PKF Littlejohn – External Audit Fee	SB20210564	240.00	102367
E-on – Street light repairs	106954/106955	73.52	102368
West Northants Norse – Contract for litter bin	000348	346.56	102369
Came & Company – Annual Insurance Premium	3070883	1437.69	102370
Cllr A Hart – Reimburse SSL Certificate Fee	61571711	30.00	102371
Guilsborough Village Hall – Room Hire	532/535	60.00	102372
Village Link – Advertising Space	n/a	70.00	102373





**141.2021/3 Bank reconciliation for period ended 31 August 2021**

The Clerk presented the bank reconciliation for the period ended 31 August 2021 showing a balance at bank of £34,548.42.

**141.2021/4 Completion of External Audit Review for year ended 31 March 2021**

The Clerk stated that she had now received notification from PKF Littlejohn that the external audit review had been completed and that no matters had been raised. The Conclusion of Audit notification form together with a copy of the external auditors' report to be uploaded to the website by 30 September 2021.

**141.2021/5 Update of HSBC Bank Mandate to include Clerk as signatory and remove Cllr Jaggard as signatory**

The Clerk stated that she had been unable to obtain sufficient financial information from the telephone banking service as she was not a signatory on the bank account. It was unanimously resolved, therefore, to add the Clerk (known as Carol Lesley James to HSBC) as a signatory to the bank mandate and to remove Cllr Sarah Jaggard (who had previously stated that she no longer wished to remain as a signatory) from the bank mandate.

**141.2021/6 Consideration of closure of HSBC Bank savings account and transfer of funds to HSBC current account**

The Clerk stated that it was likely that charges may be incurred for this account from 1 November 2021 and that as it had not been used in the 6 years she had been employed as Clerk wondered if the small account balance should be combined with the current account. Cllr O'Neil stated that whilst he appreciated that negligible interest was being received at present he thought the Council should maintain the account for the time being and look at this again. It was agreed that the Council should look at internet banking again which would facilitate the movement of funds between the two accounts.

**141.2021/7 Approval of transfer of £550 from Local Government Contingency to Staff Costs in Council budget to cover increase in Clerk's hours.**

It was resolved to transfer £550 from the Local Government Contingency budget to the Staff Costs budget as advised by NCALC.



#### **142.2021 Playground**

The Chairman provided his inspection report and reported that the Balance Beam had been repaired. Cllr O'Neil stated that it had been reported to him that the Climbing Wall needed a clean. The Chairman stated that five parishioners had volunteered to assist with the fund raising for new equipment and a first meeting would be arranged. The Council wished to thank Bethany Smith for volunteering to carry out litter picking in the playground as part of her Duke of Edinburgh award.

#### **143.2021 Highways**

Cllr Wooldridge stated that the new litter bin had been installed on the Green. He also stated that it would be worth investigating whether spare parts could be obtained for some of the older bins and would liaise with Clerk over this.

#### **144.2021 Street Lights**

The Clerk stated that no new reports had been received and work had been completed on the two lights that had been reported in July. Cllr Miller stated that there was still vegetation obscuring a number of the street lights – Clerk to be notified as to which ones so that these could be reported to E-on.

#### **145.2021 Parish Assets Inspection Report**

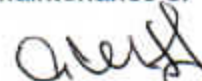
Cllr Miller stated that the telephone kiosk was almost complete. It was agreed that he should forward costings for signs for the kiosk to indicate that the new use would be as a book exchange. It was also suggested that a map of the village could be placed in the kiosk if sufficient room available.

The Clerk stated that Tim Foster had agreed to commence work on the pointing on the Cob Barn over the summer but Cllr Miller stated that he has yet to see any work completed. Clerk to chase.

#### **146.2021 Village Trees**

Cllr Metcalfe stated that progress was being made on the removal of the dead pine trees at Pineways. Mr Venton, WNC Landscape Officer liaising with owner for satisfactory conclusion to the matter.

Mr Venton had established that WNC Highways would be responsible for the maintenance of the beech tree on Nortoft and would be dealing with this.





Under Planning Application WND/2021/0487 (tree on West Haddon Road), Mr Venton has agreed the extent of the tree surgery with the date for its execution to be confirmed.

#### **147.2021 Footpath Warden Report**

Cllr Metcalfe stated that a formal request for the urgent clearance of the obstructions (including overgrown hedges, brambles and stinging nettles) to the footway along the road to Hollowell from the junction with Church Hill has been acknowledged by Fix-My-Street with a date for action to be advised.

#### **148.2021 Items for Village Link**

Cllr Fulcher stated that she would include the litter pick and the litter picking in the playground to try and encourage other Duke of Edinburgh participants to volunteer.

#### **149.2021 Police Liaison Representative's Report**

Cllr Harris stated that she had nothing to report this month.

#### **150.2021 Correspondence received**

- Email from Graham Byars of GPFA re financial support for Playing Field mowing
- Email from Elections Office re completion of Councillor Register of Beneficial Interest forms for WNC
- Email from WNC attaching minutes of the Parish Forum 2.7.2021

#### **151.2021 Items for next meeting – 11 October 2021 at 7.15 pm**

- Queen's Jubilee
- Dealing with Complaint from Parishioner
- Internet Banking
- Update on planting of Cherry Trees
- Additional items of expenditure for Telephone Kiosk
- Internal Financial Checks

Meeting closed at 9.15 pm

*all ok  
11th October '21*