

COLD HIGHAM PARISH COUNCIL

Postal Address: 12 Berry Lane, Wootton, NN4 6JX

Email: clerkcoldhighampc@gmail.com

Website: www.coldhigham-pc.gov.uk

Minutes of the Annual Meeting of Cold Higham Parish Council held in the Cold Higham Parish Hall on Thursday 16 May 2024, 6.00pm.

Present: Cllr K Attenborough, Chairman
Cllr N Butcher
Cllr D Carter
Cllr R Chapman
Cllr K Hurford
Cllr J Kimbell
Cllr E Slinn

Gillian Greaves, Clerk

1. Election of Chairman and Declaration of Acceptance of Office. Cllr Carter proposed Cllr Attenborough for the position of Chairman, seconded by Cllr Hurford and the Council **Resolved** to appoint Cllr Attenborough as Chairman. The Chairman signed the Declaration of Office.
2. Election of Vice Chairman. Cllr Attenborough proposed Cllr Carter for the position of Vice Chairman, seconded by Cllr Kimbell and the Council **Resolved** to appoint Cllr Carter as Vice Chairman. The Vice Chairman signed the Declaration of Office.
3. Apologies to be accepted. Apologies received from Cllr Charles Manners; the Council noted the apologies.
4. Declarations of Interest. None given.
5. Reports from District Councillors. Silverstone Ward Annual Report received and circulated prior to the meeting. A copy is available on the council's website.
6. Public Session. None present.
7. Approval and Signature of the minutes of the Meeting of the Parish Council 14 March 2024. The Council approved the minutes as a true record and signed by the Chairman.
8. Matters Arising: None.
9. Correspondence to agree action where needed.
 - a. The Rt Hon Dame Andrea Leadsom MP, Keep South Northamptonshire Tidy. It was agreed to undertake a search of local areas and identify items relating to previous roadworks e.g. signs, cones etc. Once the information has been collated the Chairman will contact Andrea Leadsom MP and forward details as requested in her letter.
 - b. Community Connect - the launch of Community Connect, a new welfare and wellbeing service for rural Northamptonshire communities. The Council noted the request for information from Community Connect and the Chairman agreed to respond on behalf of the Council.
10. Roles and Responsibilities – the Chairman circulated the draft Roles and Responsibilities document prior to the meeting. The Council **Resolved** to approve the Roles and Responsibilities as circulated prior to the meeting. A copy of the document will be placed on the website,
11. Resolve to re-appoint the NCALC Police Liaison Representative. Cllr Chapman agreed to continue with the NCALC Police Liaison Representative role. The Council **Resolved** to re-appoint Cllr Richard Chapman to the role of Parish Police Liaison Representative.
12. West Northamptonshire Council Launches Stage Two consultation for Community Governance Review. The Chairman briefed the Council on the previous response by the Council to be involved in the development of the Review. The Chairman advised that there were no further changes in the latest document and therefore no further action was required.
13. Open Spaces. The Council agreed that they were very pleased with the new HGV signage and other signs replaced in the parish and will make reports via Fix my Street to report any further signs requiring repair or replacement.
14. Churchyard/Cemetery – the Council agreed to establish a small working group including residents, St Lukes Church representatives and Councillors to investigate improvements to the Churchyard/Cemetery. A consideration was that the Council spend a significant amount of the annual budget on maintaining these areas and it was important to review the best way to maintain the areas in a cost-effective way. A suggestion to establish a group of volunteers to help keep these areas tidy was also discussed and will be considered as part of the remit of the working group project. Cllrs Kimbell, Butcher, and Chapman agreed to represent the Council and an interim report back to the July

meeting with a view to a recommendation report to the September meeting in time to inform the 2025-26 budget preparation.

15. Council's Website update on recent changes. Cllr Carter gave an update on the changes to the Council's website. Cllr Chapman had reported issues using the website with a mobile phone and Cllr Carter advised he had logged the matter with Cuttlefish but to date had not received a response. Cllr Carter had received an offer from Cuttlefish to produce a logo for the Council – the offer was to produce 3 logos for the Council to consider and decide on a preferred logo at a cost of approximately £90 (estimated 3 hours labour). The Council considered the matter and **Resolved** to proceed with the offer from Cuttlefish. Cllr Butcher offered to obtain quotations for similar from a local provider and the Council agreed to this.

16. Planning matters:

- a. Local Plan - West Northamptonshire Local Plan Regulation 18 Draft Consultation April 2024. The Charman attending a planning briefing session on the Local Plan and will circulate the slides. Councillors were encouraged to review the document and make comments before the deadline. The Council agreed that it would be useful to consult with nearby parish councils to help views for a Cold Higham Parish Council response.

b. Planning Applications

APPLICATION NO	LOCATION	DESCRIPTION
2024/0673/FULL	Spinney Farm, Farthingstone Road, Litchborough, NN12 8JE	Proposed agricultural building with Juniper Green, metal cladding walls, low level concrete panels, and a grey fibre cement roof. NOT IN THE PARISH OF COLD HIGHAM – NO COMMENT.
2024/1725/FULL	Oak Barn Mill Lane Grimscote NN12 8LJ	Proposed ground floor extension NO OJECTIONS NO OBSERVATIONS.

17. Consider and approve the Council's insurance renewal arrangements. The Council's fixed term arrangement with Zurich Municipal ended this year. The Clerk/Cllr Slinn obtained further quotations to the 2024/25 period and Zurich Municipal offered the best value. The Council **Resolved** to approve the insurance renewal arrangements with Zurich Municipal for £361.54.

18. Approve the Council Financial Reserves Policy. Cllr Carter circulated a draft Financial Reserve Policy prior to the meeting. Cllr Carter provided an explanation of the main points and the Council **Resolved** to approve the Policy for 2024/25. A copy of the policy will be available on the Council's website.

19. Finance & Admin.

- a. Approve bank reconciliations - separate paper circulated. The Council **Resolved** to approve the bank reconciliations below as correct and signed by the Chairman.
- i. Year end 31 March 2024
 - ii. 30 April 2024
- b. Approve review of the yearly budget versus spend – Cllr Carter circulated the review of the yearly budget prior to the meeting and gave the Council an overview of the report which included highlighting the main overspends which were the Church yard/cemetery by £2,400., Cllr Carter pointed out that £2,000 of this amount had been met from the Council's Reserves. The £1,500 overspend of the Miscellaneous budget was mainly due to the S137 funding of a Defibrillator and utilised the Community Infrastructure Levy Grant received from South Northants Council. The Council noted the report.
- c. To receive receipts:
- i. 3 April 2024 L Finn/Memorial Stone £40.00
- d. To approve payments – those marked * payment has already been made: The Council **Resolved** to receive the receipts and approve following payments.

	Payee	Purpose	VAT	Amount	Powers
BP*	G Greaves	Clerks April Salary		£339.16	Local Government (Financial Provisions) Act 1963 s5
BP*	HMRC	Clerks April PAYE		£84.60	Local Government (Financial Provisions) Act 1963 s5
BP*	NJ Blackwell Gdn Services	Mowing (1) Invoice 1156	£23.20	£139.20	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
BP*	Northants CALC	Training invoice 3520	£16.80	£100.80	Local Government (Financial Provisions) Act 1963 s5
BP*	Computer Doctors	Anti-Virus Software update invoice 28355	£5.00	£29.99	Local Government (Financial Provisions) Act 1963 s5
BP*	E-ON	Lighting maint. Invoice 122995	£6.00	£36.00	Highways 1980 Act.

BP*	Northants CALC	Membership Subscription, Internal Auditor fee & Data Protection officer invoice 3590	£46.40	£555.81	Local Government (Financial Provisions) Act 1963 s5
BP*	Mr Taylor	Strimming invoice no 1 Spraying invoice, no 1		£164.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
BP*	Northants CALC	Training invoice no	£8.40	£50.40	Local Government (Financial Provisions) Act 1963 s5
DD*	Yu Energy	Electricity invoice April 01617298	£1.97	£41.31	Highways 1980 Act.
DD*	Yu Energy	Electricity invoice April 01617297	£0.76	£15.90	Highways 1980 Act.
BP	G Greaves	Clerks May Salary		£338.96	Local Government (Financial Provisions) Act 1963 s5
BP	HMRC	Clerks May PAYE		£84.80	Local Government (Financial Provisions) Act 1963 s5
BP	G Greaves	Clerks Expenses Mileage £16.20		£16.20	Local Government (Financial Provisions) Act 1963 s5
BP	NJ Blackwell Gdn Services	Mowing (2) Invoice 1197	£23.20	£139.20	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
BP	Zurich Municipal	Insurance renewal 24-25 invoice 532365549		£361.54	Local Government (Financial Provisions) Act 1963
BP	Mr Taylor	Stimming invoice no 2 & 3		£188.00	Open Spaces Act 1906 ss 9&10 & Public Health Act 1987 s164
BP	Northants CALC	Training invoice 3799	£2.00	£12.00	Local Government (Financial Provisions) Act 1963 s5
BP	Cold Higham Parish Hall Cttee	Section 137 Grant Application DD Celebrations		£150.00	Section 137 Local Government Act 1972
DD	Yu Energy	Elec invoice 01665823	£1.79	£37.64	Highways 1980 Act.
DD	Yu Energy	Elec invoice 01665822	£0.73	£15.31	Highways 1980 Act.

20. Internal Audit – to receive the internal audit report for 2023-24. The Chairman reported that the Internal Auditor was satisfied with the Council's accounts and proposed that the Council receive the report. The Council **Resolved** to receive the report and thanked the Internal Auditor, Lynn Lavender for her hard work.
21. Resolution to approve year end accounts for 2023-24. The Bank Reconciliation, bank statements and supporting papers were circulated prior to the meeting and Cllr Carter recommended the Council approve the year end accounts. The Council **Resolved** to approve the year end accounts for 2023-24.
22. Resolution to approve the Certificate of Exemption 2023-24. The Council **Resolved** to approve the Certificate of Exemption
23. Resolution to approve Section 1 of the Annual Governance Statement 2023-24. The Council **Resolved** to approve the Section 1 of the Annual Governance Statement.
24. Resolution to approve Section 2 of the Annual Governance Statement 2023-24. The Council **Resolved** to approve the Section 2 of the Annual Governance Statement.
25. Resolution to re-approve Standing Orders 2024. The Council **Resolved** to re-approve the Standing Orders 2024.
26. Resolution to approve Financial Regulations 2024. Deferred to a future meeting – Clerk to review and consult with Councillors.
27. Resolution to approve Asset Register 2024. The Council **Resolved** to approve the Asset Register 2024.
28. Resolution to approve Financial Management & Risk Assessment 2024. Deferred to a future meeting – Cllr Carter to review and report.
29. Resolution to approve Scheme of Delegation 2024. Deferred to a future meeting – Cllr Carter to review and report.
30. Resolution to purchase a mobile speeding unit and approve a budget. Cllr Butcher reported that further discussions were underway with representatives of Pattishall Parish Council, and she would report further to a future meeting.
31. Meeting on 13 June 2024 @ 7pm with Pattishall Parish Council and Andrea Leadsom MP to discuss Highway England/A5 maintenance issues. The Chairman outlined the planned meeting on Thursday 13 June at 7pm with representatives of Pattishall Parish Council, Highways England, and Andrea Leadsom to discuss issues including speeding, recent accidents and traffic calming relating to the A5. Councillors agreed that this was an important meeting, and it would be necessary to rearrange the time of the next meeting of the Parish Council to allow Councillors to attend the meeting at Pattishall with Andrea Leadsom MP and other agencies.

32. D Day Celebrations – consider parish councils response. Cllr Carter reported that the Village Hall were holding a 80th Anniversary of D-Day event and Parish Councillors were assisting with the event. Anyone wishing to find out more should contact the Village Hall Committee.
33. Section 137 Grant Application from Cold Higham Parish Hall Committee - D Day Celebrations – consider response. Papers circulated prior to the meeting. The Cold Higham Parish Hall Committee applied to the Council for a S137 grant funding towards the cost of the 80 Anniversary of D-Day 6 June 2024 event for the total sum of £150.00. The Council **Resolved** to award the Cold Higham Parish Hall Committee the grant and approved the payment of £150.00.
34. Councillor Reports & Training Requests. None.
35. Confirm date of next meeting **Thursday 13 June 2024 at 17.45pm.**
36. Close. The meeting closed at 20.28pm.

Signed

Chairman

Dated