

CHACOMBE PARISH COUNCIL

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Minutes of a meeting of the Parish Council held on **Monday 2nd October 2023** at **7pm** at Chacombe Village Hall

Present: Cllr Taylor, Cllr Wright, Cllr Tustian, Cllr Williams, Clerk.

In attendance – 0 members of the public.

56) Public Time from 7-7:15pm – A member of the public has e-mailed the Clerk regarding the grass cuttings being left in the churchyard and memorial garden causing damage to the grass. **Cllr Taylor to contact the parishioner to advise what the cost will be to get the grass cuttings collected.**

57) Apologies - Apologies received - Cllr Wilkin, Cllr Jenkins. Apologies accepted – None. It was noted that Neil Castle has resigned from the Parish Council (PC) due to personal commitments. The councillors expressed their thanks to Neil for his hard work on the PC, particularly in relation to reducing speeding in the village. **Clerk to put out the vacancy notice and inform West Northants Council of Neil's resignation.**

58) Declaration of interests on items on the agenda – None.

59) To approve the minutes of the meeting held on 04.09.23 – The minutes were proposed, agreed, and duly signed.

60) Outstanding matters/actions from previous meetings

- a) Update re speed reduction programme plan – A note has gone in the Chacombe Chimes advising how this will be taken forward. Cllr Taylor has spoken to a representative of Coeval about changing the settings on the Vehicle Activated Signs (VAS) and they say it is possible to reduce the setting to 20mph but they need a specific device to do this so they will need to do it. This will be done once the 20mph signs are up. Cllr Taylor will take this on.
- b) Status of defibrillators
 - i) School site – The new box has not yet been installed. **Clerk to e-mail Cllr Jenkins to ask him to check the expiry dates on the pads when he installs the new box.**
 - ii) The Ring – Cllr Williams confirmed that he has checked the defib and all is working fine.
- c) Update re new streetlighting maintenance contract with E-on – The contract has now been set up.
- d) Website updates
 - i) Addition of Village Hall contact details on 'contact us' page – This has been completed.
 - ii) Proposal to have the Berry Close website information included on the PC website rather than them having a separate site – cost for this update is £100 – It was suggested that this is a good time for a discussion about the content of the website and the possibility of it becoming more of a village website that creates a central online place for people to find information about all village groups so it may be best to hold off on this work until it is clear how we want the website to progress. **Cllr Taylor to contact Sheerclass (website creators) to discuss the website options and extra storage for the Clerk's e-mails.**
- e) To receive quotes for a scrape and sand of wooden seats on Thorpe Road and the Plantation – Defer to the next meeting. **Cllr Taylor to follow this up.**

- f) Update re adding signatories to the bank mandate – The Clerk has completed the mandate change form and has the form for signing by the relevant people after the meeting. Once the **Clerk has obtained a signature from Cllr Jenkins the form will be submitted to Unity Bank asap.**

61) Planning Applications received

2023/6853/FULL - 8 Thorpe Road, Chacombe. Demolition of conservatory and erection of en-suite bedroom, utility room and porch, new pitch roof to garage. **Support.**

Planning decisions received

2023/6114/FULL – Chacombe Hill Farm, Chacombe Hill Farm Track, Chacombe. Cabin for ancillary residential use. **Approved.**

2023/6234/FULL – 48 Thornhill Road, Chacombe. Replacement of fence with 3m high fencing on north and eastern rear boundaries. **Approved.**

62) To confirm completion of the quarterly asset checks for Z1 and agree any actions required in response to the reports – Cllr Wright has completed the check today and has not found any issues.

63) Finance

- Approval of the bank statement balances as at 26.09.23 of £41.31 and £17,095.86 – Due to Cllr Wilkin's absence Cllr Taylor checked the bank statement balances. It was noted that the £17,095.86 is correct but the £41.31 should be **£1,483.64.**
- Proposal to make a contribution of up to £120 towards a replacement laptop for the Clerk – Proposed and agreed.
- To confirm completion of the second quarterly (Jul to Sep) financial check for 2023-24 – Cllr Taylor confirmed the check has taken place and all was found to be in order.
- To note and approve the following payments and receipts:

Payments made since last meeting using delegated powers: Proposed and agreed.

21.08.23	Complete Ground Management Ltd	Grass cutting July	£450.00
21.08.23	Kirsty Buttle	Salary and office August	£516.19
18.09.23	SWALEC	Streetlighting 2 Aug to 1 Sep	£88.48
27.09.23	Mark Fyfe	Repair to culvert storm drain allotments	£118.20
27.09.23	Complete Ground Management	Grass cutting 2nd and 22nd Aug	£792.00
27.09.23	Kirsty Buttle	Salary and office Sep	£516.19
27.09.23	Kirsty Buttle	Stamp, One Drive, SIM	£15.94

Receipts: None

64) Information exchange – As Cllr Castle has left the council this now leaves vacancies for a vice chair for the PC, Acting Chair of Berry Close Charity Trust, and managing the speed reduction project. Clerk to put election of Vice-Chairman, and Berry Close representative on next agenda. **Clerk to look at the Berry Close Constitution to check criteria for people taking Trustee & Committee positions. Cllr Taylor will take on the action to speak to Neil to get the list of contacts relating to speed reduction** and make them aware that Neil has left the council so they should e-mail the Clerk until a new councillor has taken on the speed reduction project. The Sports & Social Committee have now got new members so the bonfire night will be going ahead this year.

65) Proposal to exclude the public and the press from the meeting in order to discuss a staff matter – Proposed and agreed.

66) To review the Clerk's salary scale point in line with the Clerk's contract and appraisal – It was confirmed that the Clerk's appraisal has taken place and no issues were raised . It was proposed and agreed to increase the Clerk's payscale to SCP25 to be backdated to 1st September 2023.

Meeting closed @ 8:27pm

Date of next meeting – 6th November 2023

Signed..... Date.....