

CHACOMBE PARISH COUNCIL

E-mail: clerk@chacombeparishcouncil.org.uk

Minutes of a meeting of the Parish Council held on **Monday 4th December 2023** at **7pm** at Chacombe Village Hall

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

In attendance – 1 member of the public.

64) Public Time from 7-7:15pm – The Sports & Social Club would like to ask the PC for some help from the Parish Council (PC) in purchasing 2 storage units for the Sports & Social Club, and the Village Hall. The unit for the Sports & Social Club is required to store items that are currently stored in a barn which now needs to be cleared as the owner needs the use of the barn again. The cost of the 2 storage units is around £5k plus VAT. Cllrs agreed that subject to it being achievable as part of the budget they would support this. **Clerk to put formal request on January agenda for consideration. Sports & Social Club to provide details to the Clerk.**

The member of the public left the meeting at 7:15pm

65) Apologies – None.

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

67) To approve the minutes of the meeting held on 06.11.23 – The minutes were proposed, agreed, and duly signed.

68) Outstanding matters/actions from previous meetings

- a) Status of defibrillators
 - i) School site – There have been some issues with the electrical installation due to availability of the electrician and availability of the school as the school mains supply needs to be turned off for it to be installed. **Cllr Jenkins to contact the school to try to arrange a suitable time for the installation.**
 - ii) The Ring – Cllr Williams confirmed this has been checked and all is working correctly.
- b) Website updates – No further update from Sheerclass re prices re updates. **Clerk to chase Sheerclass and copy in the Chairman, and Cllr Williams who will be their main contact re the website going forward.**
- c) To receive quotes for a scrape and sand of wooden seats on Thorpe Road and the Plantation – Quote not yet received. Defer to next meeting.
- d) Update re adding signatories to the bank mandate – Cllrs Wright, Jenkins, and Williams have now been added to the mandate as signatories and are awaiting their login details for online banking. It was proposed and agreed to remove Ralph Wilkin from the mandate. **Clerk to action mandate change.**
- e) Councillor vacancies – The vacancy notice for the position vacated by Ralph Wilkin has been published and West Northants Council (WNC) will inform the parish clerk after 20th December whether an election has been called or if a new councillor can be co-opted. There have been no applications to fill existing vacancies.

69) Planning Applications received - None

Planning decisions received

2023/7080/FULL - Thornhill House, 23 Middleton Road, Chacombe. Variation of Condition 6 of Planning Permission Reference S/2013/1647/FUL to allow for Use of Part of Ground Floor and All of First Floor of Existing Garage as an Ancillary. Residential Annexe and Short-Term Holiday Let Accommodation. **Approved.**

70) Finance

- a) Approval of the bank statement balances as at 29.11.23 of £276.03 and £22,129.78 – Cllr Taylor confirmed the balances stated are correct.
- b) To confirm completion of the quarterly asset check and consider any actions required – Not required until January meeting. **Clerk to e-mail Cllr Williams the asset check form.**
- c) To consider the draft budget for the 2024-25 financial year – The figures presented were discussed and it was noted that the guidance for reserve levels for a small council such as Chacombe is around 100% of the annual expenditure therefore the general reserves should be in the region of £20k. It was also noted that there is not currently a reserve for elections costs so it was agreed this should be added to the budget and slowly increase that reserve over the next few years up to a value of £2k. Based on the figures presented and discussions that took place it was thought that it would be necessary to increase the precept to £20k for 2024-25. **Clerk to update the figures based on the discussions held and when firm prices have been received from Sheerclass and the Sports & Social Club and present to the January meeting for consideration and approval.**
- d) To note and approve the following payments and receipts:

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

29.11.23	Andrew Taylor	Cllr leaving gift	£11.75
29.11.23	Sheerclass Computing	Website update	£400.00
29.11.23	EuroPC	Laptop and docking station	£1,211.98
29.11.23	Kirsty Buttle	Nov salary and backpay	£722.21
29.11.23	HMRC	Tax Nov	£51.20

Receipts: None

Payments to be made: The payment to SWALEC was approved. It was agreed that the Complete Ground Management payment should be withheld until Cllr Taylor has checked the contract to confirm that the Churchyard Grass Cutting was completed as per the invoice as a parishioner has contacted Cllr Taylor stating that the cut was not completed. **Clerk to make payment once approved by Cllr Taylor.**

Complete Ground Management	Grass cutting 17th Oct	£396.00
SWALEC	Streetlighting October	£61.67

71) Information exchange – Cllr Wright gave her apologies for the January meeting.

Meeting closed @ 8:22pm

Date of next meeting – 8th January 2024

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