

EYDON PARISH COUNCIL



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Minutes of the Annual Meeting of Eydon Parish Council
held from 7.30pm on Tuesday 11th of May 2021
Eydon Village Hall.

1. **Councillors present:** PCllrs K Simmons, G Anderson, K Keeble, J Peppiatt and J Walker. The Clerk was in attendance.

2. **The Parish Council is to elect a Chairman for the period to the Annual Meeting of 2022.**

PCllr K Simmons was elected Chairman for the period described.

3. **The Chairman is to complete and sign the Acceptance of Office document.**

PCllr K Simmons completed and signed the Acceptance of Office document.

4. **The Parish Council is to receive and consider for approval apologies for absence.**

None received.

5. **Declaration of Interest** on agenda items by Parish Councillors.

None declared.

6. **Resolution to approve and sign the Minutes of the Eydon Parish Council Meeting held on the 22nd of April 2021 as a true record of that meeting.**

The Minutes were approved, accepted and signed by the Chairman accordingly.

7. **Officer elections, appointments and procedural adoptions:** *The Parish Council is to undertake the following, effective to the Annual Meeting of 2022:-*

The following appointments were made:

- a. Appointment of Vice Chairman: PCllr J Walker.

- b. Appointment of Internal Control Officer: To be appointed.
- c. Appointment of internal auditor. – Northants CALC.
- d. Confirmation of signatories to bank accounts: PCllrs K Simmons, G Anderson, K Keeble and the Clerk.
- e. Appointment of newsletter correspondent: PCllrs K Simmons and J Peppiatt.
- f. Appointment of Eydon Educational Trust Nominative Trustee: Ms C Henson.
- g. Appointment of Eydon Community Sportsfield Committee representative: PCllr K Keeble
- h. Appointment of Eydon Village Hall Committee representative PCllr J Walker.
- i. Appointment of Highways Warden: To be appointed.
- j. Appointment of Eydon Tree Warden: To be appointed.
- k. Appointment of Eydon Rights of Way Warden: To be appointed.
- l. Appointment of Litter Pick coordinator: To be appointed.
- m. Confirm routine meetings schedule for the period to the Annual Meeting of 2022.

2nd Tuesday of the month, 7.30pm, Eydon Village Hall. No scheduled Meeting in August.

- n. Adopt the Financial Regulations, Standing Orders, Finance and General Purposes working group terms of reference, Planning working group terms of reference, Financial Risk Management document, Complaints Procedure document, Dealing with Media Requests for Information document, Records Retention Policy, Data Breach Policy, Subject Access Request Policy, Data Protection Policy, Eydon Jubilee Fund terms of reference, Code of Conduct document, and Burial Ground regulations.

The above documents were accepted.

- o. Confirm the system of Internal Control: 4 inspections of the system to be undertaken per year and outcomes reported to the full Parish Council.
- p. Appointment of Northants CALC as Data Protection Officer.
Northants CALC appointed.

8. Matters arising:

- 1. Corrections/updates to the Welcome Pack have been received, editing to be

undertaken by PCllr G Anderson prior to download to the Parish Council website.

2. There has been a repeat incidence of poor use of PPE by the village mowing contractors and the verge opposite the Burial Ground has yet to be cut this season. The Clerk shall advise the contractors accordingly.

9. Public comment:

No public were present.

10. Planning Matters:

1. The Parish Council is to consider and respond to the consultation requests for the following planning applications:

1. *Application No. WNS/2021/0086/FUL*

Proposal: Remove existing windows and replace with oak finished timber framed windows, alter rear window to form a fire escape, remove internal concrete partition wall, remove existing asbestos roofing material above kitchen area and replace with modern roofing sheet material.

Location: 12 School Lane Eydon NN11 3PH

Parish Council response: No objection to the development but does consider the roofing materials used should be appropriate for a listed building in a conservation area and would ask if a single-ply membrane, proposed in this instance, would be appropriate.

2. *Application No. WNS/2021/0087/LBC*

Proposal Listed building consent to remove existing windows and replace with oak finished timber framed windows, alter rear window to form a fire escape, remove internal concrete partition wall, remove existing asbestos roofing material above kitchen area and replace with modern roofing sheet material.

Location 12 School Lane Eydon NN11 3PH

Parish Council response: No objection to the development but does consider the roofing materials used should be appropriate for a listed building in a conservation area and would ask if a single-ply membrane, proposed in this instance, would be appropriate.

3. *Application No. WNS/2021/0131/FUL*

Proposal: Conversion of old stable into new granny annex.

Location: Home Farm 42 High Street Eydon NN11 3PP

Parish Council response: The Eydon Parish Council has no objection to the development but questions whether the choice of materials ie blockwork, metal window frames and a corrugated metal roof is appropriate for the property considering the proximity to a listed building, it being within a conservation area and such specifications being contrary to those recommended by the Eydon Village Design Statement.

4. Application No. WNS/2021/0132/LBC

Proposal: Listed building consent for the conversion of old stable into new granny annex.

Location: Home Farm 42 High Street Eydon NN11 3PP

Parish Council response: The Eydon Parish Council has no objection to the development but questions whether the choice of materials ie blockwork, metal window frames and a corrugated metal roof is appropriate for the property considering the proximity to a listed building, it being within a conservation area and such specifications being contrary to those recommended by the Eydon Village Design Statement.

11. Highway and byway issues:

The Parish Council is to:

- 1. Receive reports from the Highways and/or Rights of Way Wardens if available.*

No report submitted.

12. Village Hall wifi system: *The Parish Council is to consider correspondence from Gigaclear regarding the renewal of the Community Hub agreement.*

The Parish Council agreed to continue with the wifi community hub. The clerk is to advise Gigaclear that the Village Hall had been closed during the covid 19 pandemic, the hub had thus not been in use. However as a consequence of the recent refurbishment, it was anticipated there would be increased interest in using the Hall as a community based venue.

13. Streetlights' maintenance and replacement programme: *The Parish Council is to receive and consider an update of the replacement programme.*

The clerk advised that he had spoken to the manufacturers of a proposed replacement light unit of a heritage style, a sample of this new unit line should be delivered next week and thus be available for assessment by the Parish Council.

14. Consultations: The Parish Council is to consider and respond if appropriate to the following consultation request:

1. None received.

15. Reports:

The Parish Council is to receive and consider reports from the following if available:

1. *Eydon Village Hall, including correspondence from a resident concerning a recently installed problematic exterior light.*

PCllr J Walker reported that the refurbishment of the Hall was almost complete and that the Hall would be available for public use next week, subject to Government Covid-19 mitigation guidelines.

The Parish Council took the opportunity to inspect the outside light during a period of darkness and agreed that the level of illumination was appropriate for the area and did not consider it to be the source of problem light pollution to surrounding properties. The Clerk was instructed to write to the neighbouring resident/correspondent to advise accordingly.

2. *Eydon Community Sports Field:* No report received.

3. *Eydon Educational Trust:*

The annual report for the last financial year had been circulated to Parish Councillors prior to the Meeting and was available on the Parish Council website.

16. Financial Matters:

1. Receipts. *The Parish Council is to note the following receipts received since the previous meeting.*

1. None received.

2. Payments.

The Parish Council considered and agreed the following payments:

1. Texprep: EVN production: £116.90
Cheque number 300528

2. The Ground Care Company: Village grass mowing: £350.00 + £70.00 VAT
£420.00
Cheque number 300529

3. Northants CALC: K Simmons training course: £44.00
Cheque number 300530

4. K Simmons: Re-imburement of Zoom fees:

£11.99 + £2.40 VAT £14.39
Cheque number 300531

5. Information Commissioner's Office annual registration fee: £40.00
Cheque number 300533

3. Bank balances: The Parish Council noted the Unity Trust Bank statement balances on the 3rd of May 2021 as follows:

Current Account: £3258.93.

Deposit Account: £55121.53.

4. Internal audit report: *The Parish Council is to receive and consider the final report from the internal auditor for the year 2020/21 if available.*

The Parish Council considered the report received from the internal auditor and noted that all was in order.

5. External Audit for financial year 2020/21:

1. *The Parish Council is to complete the Annual Governance Statement for 2020/21*

The Parish Council completed the Governance Statement for 2020/21.

2. The Parish Council is to approve the Accounting Statement for 2020/21 and supporting documents.

The Parish Council approved the Accounting Statement for 2021/21 together with the supporting documents.

3. *The Parish Council is to agree the "Confirmation of the dates for the exercise of public rights".*

The Parish Council agreed for the dates to be arranged by the Clerk.

6. Insurance: *The Parish Council is to consider correspondence received from Came and Co and agree the insurance cover arrangements following the expiry of those existing at the end of May.*

The Parish Council agreed for the insurance cover to be provided by Hiscox as is currently the case. (Payment by cheque number 300532).

17. **Notable Correspondence**: *The Parish Council is to consider the following notable correspondence received since the previous meeting that has not been covered above:*

The following was noted and no further action taken.

1. Northants CALC: update newsletters.

18. Councillors' comments and statement of items for inclusion on a future agenda.

1. PCllr G Anderson requested the protocol for the inclusion of news items on the Parish Council website to be discussed.

2. PCllr K Simmons requested to consider a review of the Parish Council Standing Orders.

19. Confirm date, time and venue of the next Parish Council Meeting.

Tuesday the 8th of June 2021, 7.30pm, Eydon Village Hall.

20. Close of meeting: The Meeting was closed at 9.35pm.