

FLORE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE FLORE PRIMARY SCHOOL ON 16th MAY 2022 at 7.30 pm

PRESENT: Councillors: Mr Andy Anderson, Mrs Kathryn Baines, Mr Kevin Beasley, Mr Geoff Fellows, Mr Tom Higginson, Mr Simon Levell, Mrs Chris Littlewood, Mr John Thomason
1 Member of the public present

793.0 Election of Chairman for 2022-23. Cllr Mrs Kathryn Baines was proposed by Cllr Mrs Chris Littlewood and seconded by Cllr Mr Andy Anderson. All in favour. There were no other nominations. Cllr Baines was elected Chairman for the year and signed the Declaration of Acceptance to Office as Chairman.

Acceptance of Apologies for absence: Cllrs Miss Freya Davies, Mr Geoff Holden
Apologies also sent from Unitary Cllrs Mr Phil Bignell and Mr Charles Morton

794.0 **Election of Vice-Chairman for 2022-23.** Cllr Mrs Christine Littlewood was proposed by Cllr Mr Geoff Fellows and seconded by Cllr Mr Tom Higginson. There were no other nominations. Cllr Littlewood was elected Vice-Chairman for the year.

795.0 **Declarations of Interest under the Council's Code of Conduct, regarding business tabled for discussion.** Cllrs Beasley and Littlewood declared an interest in item 670/1 (34 Bliss Lane) due to working on the project and owning the property respectively. Cllr Fellows declared an interest in item 670/1 (Brodie Lodge) due to being a Trustee.

796.0 **Allocation of areas of interest for Councillors**
Finance Task Group: Chair, Vice Chair, Clerk plus
Nominated Internal Controller: Cllr Geoff Holden
Pensions Regulator: Cllr Geoff Fellows
Employment Task Group: Chair, Vice Chair, Clerk
Environment Task Group, incl Closed Churchyard: All
Newsletter editor: Cllr Freya Davies
Facebook Admin: Cllr Freya Davies, Clerk
Parish Path Warden: Mr Nigel Strang - resident
Parish Flood Warden: Cllr John Thomason
Parish Highways Warden: Cllr Simon Levell
Parish Tree Warden: Cllr Chris Littlewood
Website Administrator: Cllr Geoff Fellows
Town & Parish Council meeting rep: Cllr Geoff Fellows
Police Liaison Representative: Cllr Geoff Fellows and Cllr Freya Davies who is a member of the Northamptonshire Youth Crime Commission

797.0 **Nominations to outside bodies**
2 Trustees for the Brodie Lodge playing field committee: Cllrs Freya Davies and Geoff Fellows
2 Trustees for the Richard Capell Educational Trust (currently residents): Mrs Hazel Labraham, Mr Mike Penn
1 Trustee & 1 Co-optative Trustee for The Flore Charity (one resident, one Cllr): Mrs Hazel Labraham, Cllr Christine Littlewood
1 Trustee for the Millennium Hall: Cllr Andy Anderson
Any other nominations that are decided at meeting

798.0 **To consider Council documents:**
Standing Orders
Resolved: To add to Section 3 - (y) - All meetings are in person unless Government directions change in light of Covid. The virtual meeting platform can be used for group or other non-official meetings.
KB/CL
Risk Assessments OK
Risk Assessment (Health & Safety) OK
Financial Regulations
Resolved: To confirm the Variable Direct Debit for street lighting electricity payments and the Fixed Direct Debit for the Salix loan payments. CL/TH

GDPR (Adopted 2018) ok

Asset register: Addition of new flagpole and two new metal benches. Confirmed acceptance. Current value £126,458.

Resolved: To confirm and accept the current Asset register. CL/KB

Policies/Risk Assessments: OK

Business Plan: Chair advised that this will be written up as a first draft, soon.

799.0 Bank account signatories/BACS payments

Signatories: Cllrs Anderson, Baines, Fellows, Littlewood

800.0 End of year accounts

a To receive the bank account statement, Salix loan statement, Financial Cashbook statement for the year end 21/22. Noted all statements and confirmed they are original and correct.

b To receive and consider the final account figure submission to audit for 21/22.

Resolved: To accept the figures put forward by the RFO for the year ending 31st March 2022. These are, from top to bottom, (1) 28570; (2) 36336; (3) 6504; (4) 9556; (5) 3659; (6) 31572; (7) 26623; (8) 26623; (9) 126458 and (10) 12806. (11) is nil return. There were no amendments to the proposals. Proposed Cllr Baines, seconded Cllr Fellows, all in favour. The Chairman signed the statement of declaration, Clerk had already signed before as the figures were sent to the internal auditor.

c To note the commencement date for the Period of Exercise of Public Rights. The Council accepted the dates proposed by PKF as commencing on 13th June and ending on 22nd July. Information would be online on the website and on the notice board in the village

d To note the CIL return for 21/22. No CIL received. Figure of £4078.21 will be CIL received from previous years as nothing spent to date.

e To receive the report from the Internal Auditor. Council noted the comment regarding the Chairman's allowance

Clerk

Clerk

Clerk

801.0 Public Forum: for parishioners and reports by County and District Councillors

Member of the public asked if the Councillors had heard when the garage site was due to commence development. No one present was aware of a start date.

802.0 To approve the minutes of the Parish Council meeting held on 25th April 2022. The minutes were an accurate record of the meetings. AA/CL

803.0 Outstanding items - updates (not covered elsewhere on the agenda)

- Flood Warden. Still chasing WNC following the recent site meeting
- Flore House weddings. Noted there were two planned in June. Clerk to ask whether resident has informed her neighbours.

Clerk

804.0 GENERAL CORRESPONDENCE

804.1 High Street. WNC has confirmed that the changes to the chicanes have now been approved. They are looking to commence work towards the end of June

804.2 Spring Lane banking.

Resolved: Council would clear the site and plant bulbs, cost £500. Any other maintenance would be considered when required. KB//CL

804.3 Purchase of 4 x Union flags

Resolved: Flags purchased - cost £494.40 incl VAT.

Clerk to contact to Mr Amos about the ongoing maintenance and ownership of the poles.

804.4 Solar Panel presentation: Council agreed on the 7th June, in the URC, likely timing to be 7-9 pm with a brief update/presentation and the display of the application plans. A chat to any residents who turn up would also seem appropriate. This could be offered to Upper Heyford as well.

804.5 S106 money. Clerk to ask Unitary Cllr Bignell whether he has any clarity on this money.

Clerk

June agenda

806.0 FINANCIAL MATTERS

806.1 Finance update. It was reported that as at 31st April the Council had £45,598.96 in the bank account. There were no matters arising. Figures accepted by Council.

806.2 Internal Control. Cllr Holden was not present at the meeting – to be carried over.

807.0 ACCOUNTS FOR PAYMENT

Payments agreed and paid on 16th April under General Power of Competence. KBa/AA

Mr Flag	Union flags	494.40
N Westhead	Bus Shelter cleaning	16.00
S Halkett	Office costs	17.00
S Halkett	Salary	636.65
HMRC	PAYE– Employee Tax	164.90
Millennium Hall	Room hire (library £20/Annual Parish Meeting £17.50)	37.50
M Freeman	Grass cutting playing fields £300 /closed churchyard £95	395.00
D Brown	Removal trees from council land	192.00
SSE	Street lighting DD	151.32

TOTAL 2104.77

807.0 PLANNING

807.1a **Application:** WNC/2022/0315. Mill Barn, The Avenue. Construction of first floor side extension. The Council has no objections to this application which does not contravene any aspects of the Flore Plan. We would however ask that there is a condition inserted ensuring that all materials used on the construction match the existing.

808.0 REPORTS FROM VILLAGE ORGANISATIONS

808.1 Brodie Lodge. Nearly 300 members in the 200 Club. Good car boot in May, next one on 5th June
 808.2 Millennium Hall. Nothing to report
 808.3 Commonwealth Flags and Disaster Relief Fund: Nothing to report
 808.4 Charities: Cllr Littlewood was re-elected Chair of The Flore Charity at their recent meeting.

809.0 CORRESPONDENCE RECEIVED

a. Salix	End of year statement. 800a
b. Flore House	Planned weddings. 803.0
c. WNC	Update on High Street. 804.1
d. Commonwealth Flag Project	Request for four new Union Flags. 805.3
e. WNC	Planning application. 808.1a
f. Resident	Gravel extraction at Junction 16 Noted.

NCALC Updates
WNC Town & Parish Briefing

810.0 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED

- WNC. Planning Application: WND/2022/0371. 21 Nether Lane. Extraordinary meeting to be arranged
- WNC. Cycling/Walking stakeholder meeting. Noted
- Resident: Biodiversity plan for the village. To be considered and agendered in September

Date of next meetings: 20th June- in schoolroom
 26th July – in URC (due to Clerk’s holiday)
 13th September – in URC (change to 2nd Tuesday in month)

Items for inclusion on next meeting’s agenda.

S106 information, if received

September: Biodiversity in the village.

The meeting closed at 2045 hrs