

# FLORE PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE UNITED REFORMED CHURCH SCHOOLROOM ON 14<sup>th</sup> MAY 2024 at 7.00 pm

**PRESENT:** Councillors: Mr Andy Anderson, Miss Freya Davies. Mr Tom Higginson,  
Mrs Chris Littlewood, Mr John Thomason  
3 Members of the public present  
Unitary Cllr Mr Charles Morton

**1032.0 Election of Chair for 2024-25.** Cllr Chris Littlewood was proposed by Cllr Davies and seconded by Cllr Higginson. All in favour. There were no other nominations. Cllr Littlewood was elected Chair for the year and signed the Declaration of Acceptance to Office as Chair.

**Acceptance of Apologies for absence:** Cllrs Mrs Kathryn Baines, Mr Kev Beasley, Mr Geoff Fellows, Mr Geoff Holden, Mr Simon Levell - Unitary Cllr Mr Phil Bignell

**1033.0 Election of Vice-Chair for 2024-25.** Cllr Kathryn Baines was proposed by Cllr Chris Littlewood, and seconded by Cllr Freya Davies. There were no other nominations. Cllr Baines had let it be known that if she was elected she was willing to stand. Cllr Baines was elected Vice-Chair for the year.

**1034.0 Declarations of Interest under the Council's Code of Conduct, regarding business tabled for discussion.** Nothing declared.

**1035.0 Allocation of areas of interest for Councillors – current format.**  
**Finance & Employment Advisory Committee:** Cllrs Baines, Fellows, Holden, Littlewood. Clerk  
 Nominated Internal Controller: Cllr Geoff Holden  
 Pensions Regulator: Cllr Geoff Fellows  
**Newsletter editor:** Cllr Freya Davies  
**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  
**Facebook Administrator:** Clerk, Cllr Davies  
**Town & Parish Council meeting rep:** Cllr Geoff Fellows  
**Police Liaison Representative:** Cllr Geoff Fellows  
**NCALC Representative:** Cllr Geoff Fellows

**1036.0 Nominations to outside bodies**  
 2 Trustees for the Brodie Lodge playing field committee: Cllrs Freya Davies and Geoff Fellows  
 3 Trustees for the Richard Capell Educational Trust (2 residents, 1 Cllr): Mrs Hazel Labraham, Mr Mike Penn, Mrs Christine Littlewood  
 2 Trustees 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. Nothing else.

**1037.0 To consider Council documents:**  
 Standing Orders (Adopted 2018) No current amendments.  
 FY Regulations (Adopted 2019). New model recently received, June agenda  
 Risk Assessments incl H&S asset assessment): No current amendments. H&S carried out in April.  
 GDPR (Adopted 2018). No current amendments  
 Asset register: Same as last year, no assets purchased. Figure £129,196  
 Policies/Risk Assessments: Recently adopted biodiversity policy. No further changes.

**1038.0 Bank account signatories/BACS payments**  
 Signatories: Cllrs Anderson, Baines, Davies, Fellows, Higginson, Littlewood,  
 BACS: To confirm that the Council will use BACS payments as their preferred choice for this year.  
 Unity Trust is the Council's bank. Cheques to be used if no option of BACS payments.  
 Direct Debits: The Council has one fixed - Salix and one variable – SSE  
 Earmarked budget pots to be identified and transferred at the end of the year, to reserves, if not spent

June

<b>1039.0</b>	<b>End of year accounts</b>	
a	To receive the bank account statements, Salix loan statement, Cllrs end of year payments and Financial Cashbook statement for the year end 23/24. Noted all statements and confirmed they are original and correct.	
b	To receive and consider the final account figure submission to audit for 23/24.	Clerk
	<b>Resolved:</b> To accept the figures put forward by the RFO for the year ending 31 <sup>st</sup> March 2024. These are: from top to bottom: (1) 32474; (2) 39520; (3) 2559; (4) 11330; (5) 3659; (6) 21909; (7) 37655; (8) 37655; (9) 129196 and (10) 5488. (11a/b) nil return. There were no amendments to the proposals. Proposed Cllr Littlewood, seconded Cllr Higginson all in favour. The Chairman signed the statement of declaration, Clerk had already signed before as the figures were sent to internal audit.	
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 3rd June and ending on 12th July 2024. Information would be online on the website and on the notice board in the village	Clerk
d	To note the CIL return for 23/24. CIL receive in 2023/24. £2559.16	Clerk
e	To receive the report from the Internal Auditor. Auditor raised two issues, Council reserves and Chairman's allowance. Auditor happy with current reserves which are recorded with other financial information in these minutes. Councillors advised not to dip into these reserves unless an emergency. Chair allowance. Council will not pay as one lump sum but would pay receipts for work carried out on behalf of the Council. Council are not minded to set up PAYE for this.	
<b>1040.0</b>	<b>Public Forum:</b> for parishioners and reports by Unitary Councillors	
	<ul style="list-style-type: none"> <li>• Resident reminded Council that the pot holes had still not been done up by the Water Tower at Hillside Road, Unitary Cllr Morton would investigate this.</li> <li>• Resident asked if any Cllrs would like to walk the village to see what issues affect residents with mobility issues, incl access. Cllrs Davies and Higginson said they would be happy to do this and report back to the Council.</li> <li>• Path Warden advised that footpath EU1 was not really accessible during wet weather due to fencing issues and that he was having difficulty contacting the RoW officer in charge of this. Clerk to contact RoW and ask them to liaise with the Path Warden</li> </ul>	Clerk
<b>1041.0</b>	<b>To approve the minutes of the Meeting of the Parish Council held on 9<sup>th</sup> April 2024, the minutes of the Extraordinary Meeting held on the 23<sup>rd</sup> April 2024 and the minutes of the Annual Parish Meeting held on the 23rd April 2024.</b> All minutes were agreed to be an accurate record of the meetings.	
<b>1042.0</b>	<b>Outstanding items - updates</b> (not covered elsewhere on the agenda)	
	<ul style="list-style-type: none"> <li>• High Street. Noted a meeting had taken place and that the Council was waiting for some plans for the next phase of work</li> <li>• Flood Warden advised that Hillside Road ditches had been cleared, Collins Hill issues were being addressed, owner would clear fallen tree by the tin bridge and the Millennium Hall drains were being considered after an assessment by a CCTV company advised it would be a more complicated job than anticipated</li> <li>• Climate Group are working on the wildflower bank on the High Street and a biodiversity action plan whereby the first draft would be available in June</li> <li>• Transfer of land ownership at rear of Bovis site, still ongoing although should be signed shortly</li> <li>• Matched funding re High Street works, noted Council are on the list.</li> <li>• Resident's complaint about cars churning up the verge. Noted. Camber to be reported on Fixmystreet with photo evidence in the hope that Highways will repair the larger holes along here. Car parking issues – cars are legally parked so nothing can be done. Clerk to respond to resident.</li> <li>• Cenotaph names have been re-enamelled and cleaned and that a donation was received towards the cost of this. Letter to be sent to resident thanking them for the donation.</li> </ul>	Clerk
<b>1043.0</b>	<b>GENERAL CORRESPONDENCE</b>	
1043.1	Notice board outside the Post Office. Noted that it is wobbly but is stable.	
1043.2	Hand rail extension on Ram Bank. Quote to be sought for June meeting	June
1043.3	Layby and field issues adjacent the Holiday Inn. Noted that the layby is under investigation by the NTU and that the abandoned vehicles have been or will shortly be removed. Rubbish has been cleared up and bins emptied. Field issues – noted and being investigated (according to Cllr Morton)	
1043.4	Consultations:	
	<ul style="list-style-type: none"> <li>• West Northamptonshire's new draft Local Plan. Cllr Higginson to draft up responses and send around before submitting.</li> <li>• Local Flood Risk Management Strategy Objectives. Noted Cllr Thomason had responded citing</li> </ul>	

issues with flood risk assessments on new developments

- What parish is doing in supporting habitats and biodiversity. Noted. Climate Group would respond
- Community Governance Review Phase 2. Noted. No further comments
- SEND Funding recommendations. Noted. No comments

#### 1044.0 FINANCIAL MATTERS

- 1044.1 Finance update. It was reported that as at 31<sup>st</sup> April the Council had £55,303.03 in the bank account. Income: Precept £20,435 and litter picking contribution £687.00. Earmarked reserves currently £17,839 with general reserves being £17,309. There were no matters arising. Figures accepted.
- 1044.2 Internal Control. Cllr Holden had confirmed that paperwork, including bank statements had been witnessed and confirmed all present and correct.

#### 1045.0 ACCOUNTS FOR PAYMENT

Payments paid 9<sup>th</sup> April. Under Power of Competence.

Zephyr	Fitting flagpole, repairs to other (retrospective)	725.94
SSE	Electricity supply (retrospective)	202.67
Natures Landscapes	Yellow Rattle (retrospective)	37.99

Payments paid on 14<sup>th</sup> May under the Power of Competence

Halkett	Office rent	17.00
Halkett	Salary	746.24
HMRC	PAYE	210.73
David Brown	Mowing memorial garden	72.00
Design to Print	Messenger	132.00
NCALC	Subscriptions 670.57, Audit £280	950.57
Thomas Drinkwater	Strimming trees/benches memorial garden	100.00
LC Hedging & Grass	Mowing 18 April, mowing 1sr May	939.84
G Fellows	Ratchets for flagpoles	40.98
Weedon Bec PC	Third share telephone/broadband	61.37
M Freeman	Playing field/church grass cutting/	390.00
IMI	Cenotaph, steam of plaques and re-enamelling	1041.48
	<b>Total</b>	<b>4702.21</b>

Expected invoice

SSE – street light electricity to be paid by DD when received

#### 1046.0 PLANNING

- 1046.1 Application: 2024/1954/MAO. Land at Hill Farm Upper Heyford. Outline application (all matters reserved except access) for up to 4,700 sqm of Use Class B2 and B8 with ancillary Use Class E office space.  
The Parish Council objects to this application. A key concern for Flore Parish Council is the consequences of additional HGV traffic along the former A45, now declassified. There is no data or analysis of the unknown numbers of HGV movements nor their hours of operation and routing strategies.  
The first phase of traffic calming measures has been successfully introduced on the High Street in Flore the aim of which was twofold. Firstly, to slow down speeding traffic and secondly to deter HGV's and other large vehicles from using the High Street rather than the Flore Bypass. Recent data suggests that whilst numbers of vehicles using the High Street has reduced significantly from the pre-bypass period there is still a substantial number, particularly HGVs, that use this route. This causes environmental issues for residents and is particularly acute during evening and early morning periods. There is no data within the application to assess this impact as the suggestion is that this site is to be used 24 hours a day all year round. If this application were to be approved a clear weight limit must be in place from Upper Heyford through to the Weedon Road/A5 junction to ensure all HGV's use the Flore By-pass.
- 1046.2 Application: 2024/2116/FULL. Leggatts 25 High Street. Two storey rear extension and external alterations to outbuilding/garage  
The Parish Council has no objections to this application which will not affect the street scene and complies with the Neighbourhood Plan
- #### 1047.0 REPORTS FROM VILLAGE ORGANISATIONS
- 1047.1 Brodie Lodge. Last car boot was successful, next is on the 2<sup>nd</sup> June.
- 1047.2 Millennium Hall. Nothing to report

1047.3 Commonwealth Flags and Disaster Relief Fund: Nothing to report  
 1047.4 Charities: Nothing to report.

**1048.0 CORRESPONDENCE RECEIVED**

- a. NCALC Internal audit review. 1039.e
- b. SALIX End of year statement. 1039.a
- c. DFA Law Confirmation that land transaction is going ahead. 1042
- d. WNC Acknowledgement: to go on list re match funding for High Street. 1042
- e. Resident Complaint about parked cars on Nether Lane. 1042
- f. Resident Update/Info about land ownership of field behind Holiday Inn.1043.3
- g. NTU Info about travellers in layby by Holiday Inn. 1043.3
- h. WNC Consultations x 5. 1043.4
- i. WNC Planning applications x 2. 1046.1/2

NCALC Updates  
 WNC Town & Parish Briefing  
 NCALC training sessions  
 ACRE Bulletin  
 WNC Media updates

**1049.0 CORRESPONDENCE RECEIVED AFTER AGENDA PUBLISHED**

- Community Connect – offering a welfare bus to come to the village to give information to residents. Council happy to accept, Cllr Davies to speak to Brodie Lodge to see if it can park there for a couple of hours when planned to come along
- Planning Application: 2024/2065/MAF. Land between Glassthorpe Solar Farm and Northampton West substation. Cllrs to look at plans and advise whether they want a meeting to discuss. If not a no objections will be submitted as deadline is 3 June.
- Planning Application on Committee 21<sup>st</sup> May. WNC/22/00035/MINFUL. Land off M1/A45 roundabout. Extraction of sand and gravel with the deposition of suitable inert material for agricultural and habitat restoration. Cllrs to look at committee report and decide whether to speak at this meeting.
- WNC Consultations:  
 Healthwatch – no comments  
 Daventry Town Centre masterplan – Cllrs to look at. June meeting  
 Amplifying Greyfriars – no comments

**Date of next meetings:** 11<sup>th</sup> June, 9<sup>th</sup> July,

**Items for inclusion on next meeting’s agenda.**

Flood Warden, Climate Group, High Street work updates  
 Financial Regulations adoption  
 Hand Rail extension for Ram Bank  
 Daventry Town Centre master plan consultation

The meeting closed at 2005 hrs