

**CHIPPENHAM PARISH COUNCIL**

Minutes of an Ordinary Meeting held via videoconferencing on  
Monday 13<sup>th</sup> July 2020 7pm

Present:

Parish Councillors: NW, NB, IH, PF, FM, SR NW (until 8pm)

Other councillors:

Members of public:

| Minute   |  | Action |
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| 20-21/37 | <b>Apologies for absence</b><br>None   |        |
| 20-21/38 | <b>Declaration of Interest</b><br>NW – 20-21/43 ii. Has been approached by Sunnica<br>SR – 20-21/43 iii. Owner of property   |        |
| 20-21/39 | <b>Minutes of the last meeting</b><br>Minutes from the last meeting were signed by the clerk as a true copy due to this being a virtual meeting  |        |
| 20-21/40 | <b>Public Participation</b><br>NB told the meeting that he had been contacted by phone regarding the legacy of John Tharp. The member of the public was invited to attend the parish council meeting or write in to voice his concerns but has declined to do either.  |        |
| 20-21/41 | <b>District Council Report</b><br>Nothing  |        |
| 20-21/42 | <b>County Council Report</b><br>Nothing  |        |
| 20-21/43 | <b>Planning</b><br>i. 20/00811/VAR – rear 38 High Street<br>The council is concerned that work has already started on these properties. It is also a concern that this self build approach will be phased and will impact on the condition attached to the permission that the parking and turning areas are to be kept accessible at all times.<br>The clerk will ask the planning office for guidance on the self build model.<br><br>ii. Sunnica<br>NW – NB and NW will attend a Zoom call at 7pm on Wednesday regarding Sunnica. NB pointed out that when the next consultation starts it's a relatively quick process and all parties need to be organised to formulate a robust response. The district council should now be able to comment on the scheme.<br>Another scheme, Green Energy, is also planning to develop a solar farm in the region.<br><br>iii. 20/00010/REFAPP – 5 Scotland End<br>Despite an invitation from the planning office, there was no further opportunity to comment on this appeal. |        |
| 20-21/44 | <b>Play areas</b><br>The play areas are now open and being used. TC and KP made and erected COVID guidance signs at all gates for both play areas. NB cut down one small tree which was pushing against a neighbouring fence   |        |
| 20-21/45 | <b>Highway Matters</b><br>LHI bid 2019-20 – no further update<br>LHI bid 2020-21 – on advice from Highways the council has decided to bid for funding for a 40mph buffer zone approaching the 30mph zones from Fordham and Palace Lane.<br><br>The data from the speed sign needs uploading to the website.  |        |

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|          | <p>There is still an issue with parking on the pavement. The clerk has been speaking to the letting agent of some of the properties to get the hedge cut back to give more pavement space.</p>   |  |
| 20-21/46 | <p><b>Village Matters</b></p> <p>i. Risk Assessment<br/>The clerk reported that there is possible evidence of a rough sleeper in the area. Details have been passed to ECDC.</p> <p>ii. Emergency Plan<br/>No further update.</p> <p>iii. Newsletter<br/>Nothing to report</p> <p>iv. Recent Criminal Activity<br/>There has been a spate of dog thefts in the region.<br/>There have been Nottingham knockers operating in the area. It was noted that this scheme is a fraud and is not run or supported by any charities or organisation.</p> <p>vii. Village Hall<br/>The committee is meeting to discuss the measures needed to re-open the hall.<br/>They are also looking at appointing trustees for the hall.</p>  |  |
| 20-21/47 | <p><b>Correspondence and Financial Matters</b></p> <p>i. Policies<br/><u>Working from Home</u><br/>SR has written a Working from Home policy which is based on CAPALC templates. The council reviewed and adopted the policy.</p> <p><u>Performance Review Handbook</u><br/>SR has written a Performance Review policy which is based on CAPALC templates. The council reviewed and adopted the policy.</p> <p>ii. Charity Accounts<br/>The clerk has received confirmation that the charities have been closed and the remaining charity has been renamed.</p> <p>Snailwell Parish Council is still deciding how to use their share of the fund.</p> <p>iii. Poors Land and Village Hall<br/>No update</p> <p>iv. Co option of new councillor<br/>The council will wait until physical meetings are taking place before appointing a new councillor.<br/>NB – invited a prospective candidate to attend the meeting but she declined and said she would rather wait until we resume physical meetings.</p> <p>vi. Clerk’s salary review<br/>The council has agreed a 2% pay rise which will be adjusted and backdated when the NJC scale review has been completed. SR will check the spine point for the clerk’s salary.</p> <p>vii. Year end accounts and audit<br/>The Chairman has signed the audit paperwork and the clerk will now submit it to PKF Littlejohn.</p> <p>x. Palace Lane properties<br/>Due to the confidential nature of the following two topics the content will be redacted from the published minutes</p> <p>c. Due to the financial impact of COVID19 the council has voted to not increase the rent on either property this year.</p> |  |

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|          | <p>Viii Poors land Rent Review<br/>The council chose to leave the rent unchanged for 2020/21.</p> <p>ix. Website accessibility<br/>New rules for accessibility come into effect in September. The provider of our website is working on scripts and templates to ensure all council sites supported by him are compliance by the deadline.</p> <p>x. Payments for authorization<br/>£45 Red Shoes – payroll<br/>£164 Newroc – COVID signs for play area<br/>£262.82 HMRC tax and NI<br/>£50 KP Services, sign posts and tree clearance</p> |  |
| 20-21/48 | <b>Items for the next agenda</b>   |  |

## FINANCIAL STATEMENT

### PAYMENTS

#### Cheques

#### Electronic Payments

£45 Red Shoes – payroll  
£164 Newroc – COVID signs for play area  
£262.82 HMRC tax and NI  
£50 KP Services, sign posts and tree clearance

#### Standing Orders and Direct Debits

26/06/20 £887.48 (£817.38 net) – admin  
June 20 £40.00 S Desborough - cleaning  
June 20 £130.00 KP Services – play area maintenance  
29/6 NEST £25.72  
E/on £42.44

#### Acacia Management Fees

06/20 Proctor  
06/20 £47.70 Bowers

### RECEIPTS

#### Bank interest

Jun 20 Lloyds Bank 99p

#### Other

5/6 £300 Lloyds Bank, compensation  
10/6 £761.98 Village Hall, insurance contribution

#### Precept

#### Palace Lane – monthly receipt

Jun 90 £795 8 Palace Lane (incl overpayment for arrears)

#### Bank Transfers