

NASSINGTON PARISH COUNCIL



MINUTES - NASSINGTON PARISH COUNCIL MEETING

Wednesday 10th April 2024 at 7.30 pm in Nassington Village Hall

24.2400. Attendance and apologies for absence

Present: Cllr Sam Attenborough, Cllr Alan Burns, Cllr Elliot Clark, Cllr Rebecca Downey, Cllr Alain Kingsley, Cllr Charlotte Lemmon, Cllr Derrick Mortimer (chair of the meeting, ex officio vice chairman). and Cllr Andy Russell. Apologies received from Robert Peterson due to personal circumstances. It was **RESOLVED** to accept these apologies. Officer present: The clerk.

24.2401. Declarations of Interest

Dispensations are in place for all members of the council who are also members of the cricket club, for members with allotments, for members with association with the preschool, and for members with association with the church. The council has previously acknowledged that associations with and membership of other organisations might on occasion be pecuniary in nature but felt those to be incidental to the member's council role rather than of pecuniary advantage or disadvantage to the member, that the roles would not conflict, and that members would put their statutory duty as duly appointed members of the council as priority in any decision-making process.

24.2402. Approval of Minutes

It was **RESOLVED** to approve the minutes, circulated in advance of the meeting, of the meeting held in March 2024. The chairman of the meeting signed the minutes.

24.2403. Questions or address from members of the public:

There were none.

24.2404. Planning and Development:

- a) Neighbourhood plan update. The latest draft version of the plan, incorporating relevant feedback received following the open consultation in March, had been circulated in advance of the meeting for members to acquaint themselves with further matters to be agreed, particularly with regard to open spaces and restrictions on the size of renewable energy facilities. It was agreed that the draft plan should remove restrictions on the height or array of wind turbines and solar panels. The clerk would forward the observations of a specific resident who had raised some important points during the open consultation and had expanded on the facts by emails subsequently.

It was further agreed that members would re-visit the correspondence received from the consultants to take further note of the latest version of the plan and respond with comment and any proposed amendments to the clerk who would draw together all observations and instruct the council's consultants accordingly.

The SEA screening request to NNC was noted.

- b) Heating Nassington: Submission of the grant application to enable engagement of consultants to facilitate the feasibility studies was approved. It was noted that Cllr Andy Russell undertook to become involved with the working group.

24.2405. Community / Projects:

- a) Churchyard / cemetery headstones – No update had been received. The clerk will follow up with the stonemasons to request a progress report.
- b) Pocket Park: Concerns over the safety of some aspects of the park had been raised, as no formal risk assessment process is in place. It was agreed to consult with RoSPA to ascertain whether its representative would be able to inspect the pocket park at the same time as the annual play area inspection, at the council's playing field, usually in June.

- c) The intention to procure 3 solar powered speed indicator devices was reiterated. The clerk will send the chairman data taken from the existing unit as soon as possible. The clerk was instructed to investigate the possibility of 20mph / school signs along Church Street.
- d) History Group: Brief details of a blue plaque scheme for residential and significant buildings in the parish had been circulated in advance of the meeting. The intention outlined appears to be a series of dynamic QR codes included on plaques affixed at significant points, that would enable digital information to enlighten and enhance the experience. The council supports this initiative, on the basis of generic information and with the limitation that no personal data or specifics would be included. [The council is the de-facto owner of the history group repository of information and finances much of its activities].

24.2406. Allotments

Following a meeting of the allotment committee, the following points were noted:

- There is an accumulation of the rubbish on the site - a mix of combustible and non-combustible waste recovered from abandoned allotments. The council remains reluctant to permit burning of debris as a solution. It was agreed to assess the total amount of detritus once the current and further allotments had been cleared completely, including the dismantling of sheds.
- A process was agreed of supporting the allotment rules via representation by the allotment committee members in the first instance, then followed up the council should such action be necessary.
- A new contract would be drawn up in time for rent renewal in October, which will include permitting compostable arisings being placed in the hedgerows, and proper maintenance of boundary fencing.
- During construction of the pond the previous year, a drainage drain was breached. It was agreed to monitor the pond area and neighbouring allotments through the summer before deciding on action.

24.2407. Playing field

No updates with regards to a licence to use the playing field to play cricket, nor about an additional storage container. There was a brief discussion around the issue of the car park and access lane, but there is still no evident workable long-term solution, yet.

Despite the council chasing for a follow up for a quote, nothing had been forthcoming from the play equipment supplier about new the replacement equipment.

24.2408. Governance:

- a) Receipt of the portrait of the king was noted. This would be kept in storage until needed.
- b) The audit of the council's governance, activities, and accounts had been carried out the week prior to the meeting. The consequent report from the internal auditor (IA) had been circulated in advance of the meeting. All matters raised in previous year's (22/23) audit were addressed to the satisfaction of both the council and the internal auditor and the only matter arising from external audit was a date typing error.

Observations from IA and matters raised pertaining to 23/24 audit:

"Every effort is made to ensure that the Council acts lawfully, transparently and in accordance with proper practices. It is evident from governing documents and when speaking with the Clerk/RFO that the Council is fully aware of its responsibilities regarding public finances, especially accountability, governance, and transparency. However, this could be even more effective by ensuring the following:

- Recording receipts in the minutes.
- Monitoring the Council's website to ensure content and links are current in compliance with the latest legislation and/or recommended good practice.

The Council appears to be performing well, with its business affairs managed properly by a very competent Clerk/RFO and committed Council members.”

It was agreed that receipts will be formally noted at meetings and minuted. It was noted that the policies relating to the council’s adoption of the civility and respect programme had been updated on the website, along with the NNC link to members’ interests. The intention will be a formal quarterly check of the website to ensure statutory compliance.

- c) The IA’s submission of page 3 confirming the internal audit of the AGAR was noted.
- d) Section 1 of the Annual Governance and Accountability Report (AGAR) had been circulated in advance of the meeting. Each of the 9 questions on the form was considered in turn. It was **RESOLVED** that the council:
 - prepared its accounting statements in accordance with the Accounts and Audit Regulations.
 - made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
 - has only done what it has the legal power to do and has complied with Proper Practices in doing so.
 - during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
 - considered and documented the financial and other risks it faces and dealt with them properly.
 - arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
 - responded to matters brought to its attention by internal and external audit.
 - disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant
 - The last question regarding being a sole managing trustee of a local trust or trusts is not applicable.
- e) The dates for the exercise of public rights (to inspect accounts and associated papers) were confirmed as 3rd June – 12th July 2024.
- f) A proposal had been received from Yarwell Parish Council that new clerk for Yarwell parish council is appointed as the paid clerk for Yarwell and Nassington Burial Board. This was rejected as being out of compliance with the decision taken by the Burial Board, viz to advertise the position via both the Nassington and the Yarwell newsletters.

24.2409. Financial matters:

- a) The accounts to the year end, as at 31st March 2024 had been circulated in advance of the meeting with the draft AGAR papers. It was **RESOLVED** to approve the final year end accounts and year end balances for the previous financial year as:

ledger balance current account	3,109.38
Tailored reserve	48,451.00
Nationwide 95 day saver	89,560.39
Total cash:	141,210.77
Per cash book	
Balance b/f	113,112.76
Add receipts for year	71,615.55
less payments for the year	43,517.54
Balance c/f:	141,210.77

- b) It was **RESOLVED** to approve Section 2 of the AGAR as circulated in advance of the meeting:

	31 Mar 2023 £	31 Mar 2024 £
Balances brought forward	113,223	113,113
(+) Annual Precept	50,750	50,750
(+) Total other receipts	22,780	20,866

(-) Staff Costs	11,042	12,165
(-) Loan interest/capital repayments	-	-
(-) Total other payments	62,598	31,353
(=) Balances carried forward	113,113	141,211
Total cash and investments	113,113	141,211
Total fixed assets and long term assets	222,288	222,483
Total borrowings	0	0

c) It was **RESOLVED** to approve the following payments, details of which had been circulated in advance of the meeting:

Goods/service	Supplier	Nett	Gross	Power
History group printing	Peterborough print		15.00	LGA ⁱ 1972, s.144
Membership/audit fees	Northants CALC	783.46	851.86	LGA ⁱ 1972 s111
history group talks	Nassington Village hall		40.00	LGA ⁱ 1972, s.144
Biscuit tin hall hire	Nassington Village hall		520.00	LGA ⁱ 1972, s.144
MOT allotments	S&K ALdous	120.00	144.00	SHAA ⁱⁱ S23-26
Grass seed	J Muffett	22.99	22.99	SHAA ⁱⁱⁱ S23-26
Grasscutting	Plough environmental		720.00	PHA ^{iv} S164HA ^v GA215
<u>Direct debits/SOs:</u>				
streetlighting	SSE	102.71	110.26	PCA ^{vi} 1957 s3/ HA ^{vii} 1980 s301
AED in phonebox	SSE	8.33	10.00	PHA ^{viii} s234
Website app (CCard)	Calameo	113.35	113.35	LGA ^{ix} 1972 s142
Data Protectionfee DD	ICO		35.00	LGA ^x S111
Salary and pension			1012.65	LGA ^{xi} S112 & pensions act

24.2410. Newsletter / Social Media / community communications would include

Job advert for burial board clerk; upgrade at play area; dates for accounts and May annual meeting of the council.

24.2411. Matters for future consideration

At the annual meeting, the council's co-option policy should be addressed and updated.

DATE OF NEXT MEETING: 8TH MAY 2024

Approved by Nassington Parish Council:

Signature of Chairman	Date:
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ⁱ LGA - Local Government Act 1972

ⁱⁱ SHAA – Small Holding and Allotments Act 1908

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^{iv} Public Health Act 1875

^v Public Health Act 1875

^{vi} PCAct -Parish Councils Act 1957

^{vii} HA- Highways Act 1980

viii PHA – Public Health Act 1936

ix LGA - Local Government Act 1972

x LGA - Local Government Act 1972

xi LGA - Local Government Act 1972