

Quinton Parish Council

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Minutes of the meeting held in the Village Hall on the **18 MAY 2021** which started at 7:03pm and the following business was transacted.

Present: Cllrs. Collyer (Chair), Javes, (Vice-Chair), Core, Shellard, Holt,
District Cllr Grant
The Clerk, 2 members of the Public.

| | | | |
|-------------|-------------|-----------|-----------|
| Date Issued | 19 May 2021 | issued by | J R Scott |
|-------------|-------------|-----------|-----------|

Minutes

- 18-05-1** Cllr Collyer was **ELECTED THE CHAIRMAN** of the Parish Council for the year.
- 18-05-2** The **ACCEPTANCE OF OFFICE** form was signed by the Chairman.
- 18-05-3** **CHAIRMAN'S ANNOUNCEMENTS** were made and the Chairman expressed his and the council's thanks for the work carried out by former Councillors Pippa Ronson, Catherine McAllister, and Barbara Bentley. All three contributed in a crucial period for the council. Special thanks go to Barbara for her long serving dedication of over 20 years.
- 18-05-4** There were no **APOLOGIES** for absence.
- 18-05-5** There were no **DISPENSATION** requests and no **DECLARATION OF INTEREST** on items on the agenda received.
- 18-05-6** Cllr Javes was **ELECTED VICE CHAIR** of the Parish Council for the year.

The acceptance of Office form was signed.
- 18-05-7** Cllr Shellard was appointed **INTERNAL VERIFIER** for the Council's Accounts.
- 18-05-8** It was **RESOLVED** to appoint Northants Calc as the **INTERNAL AUDITOR** for the Council's Accounts.

- 18-05-9** The **DATES OF THE PARISH COUNCIL MEETINGS** for the year, being the third Tuesday of each alternate month starting January of each year or as otherwise designated by the Clerk as it be necessary were confirmed by the Council.
- 20 July 2021, 21 September 2021, 16 November 2021,18 January 2022
15 March 2022.
- 18-05-10** The **MINUTES** of the meeting held on 16 March 2021 and 31 March 2021 were signed by the Chairman.
- 18-05-11** It was **RESOLVED** to Co-opt Louise Bromfield to the Parish Council.
- The Acceptance of Office form was signed.
- 18-05-12** It was **RESOLVED** to maintain the existing Risk Assessment policy of the council with no changes.
- 18-05-13** It was **RESOLVED** to continue the council’s Insurance Policy with the existing supplier, Came & Co.
- 18-05-14** **ITEMS MEMBERS OF THE PUBLIC WISHED TO RAISE** were discussed, and it was **RESOLVED**
- That no further action need be undertaken about Noise and pollution created by M1 roadworks as Highways England confirmed that new barriers would be put in place in November.
- Dangerous crossing on Wootton Road will be investigated further with Highways. The Clerk will also obtain costs for some temporary signs to be distributed in strategic places.
- It was agreed that the Clerk will contact the Police to create a mail shot to try and reduce inconsiderate Parking.
- 18-05-15** The **DISTRICT COUNCILLOR**, Andrew Grant gave an overview of the election and would seek to determine if it was possible for QPC to have one dedicated councillor working on their behalf.
- 18-05-16** There were no **PLANNING APPLICATIONS** to approve.
- 18-05-17** It was **RESOLVED** to approve the **FINANCE REPORT** for the 1 Month to 30 April 2021, and to approve **PAYMENTS** of the attached accounts.
- It was also agreed that in future a separate line in the accounts would be maintained for the Community Fund.

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It was also agreed that the accounts would show expenditure versus budget comparison.

18-05-18 It was **RESOLVED** to approve **INTERNAL AUDIT REPORT** and agree to submit a **CERTIFICATE of EXEMPTION** in place of submitting the **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN** to the external auditors.

18-05-19 It was **RESOLVED** that the **BANK MANDATE** would be updated as necessary due to the change in the council members.

18-05-20 The **WORKING PARTY** reports were discussed, and a new structure was agreed as follows.

| | |
|------------------|---------------------------------|
| Footpaths | Cllrs Core and Bromfield |
| Highways | Cllr Shellard |
| Amenities | Cllrs Javes and Collyer |
| Broadband | Cllr Holt |
| Flooding | Cllr Collyer |

It was agreed that the Clerk would assist where necessary.

18-05-21 The **CLERKS** requests were discussed.

The Councillors were informed that councillor email addresses should be exclusively used for Council business.

It was agreed that a working party will be set up for this year's Quintonfest to confirm a date and to appoint volunteers to help with the organisation of the event.

It was agreed that the new website could go "Live" with immediate effect.

18-05-22 There were no new items to consider for the **COMMUNITY FUND**.

18-05-23 No other **MEETINGS** were attended.

18-05-24 **CORRESPONDENCE / CONSULTATION DOCUMENTS** were reviewed, and it was agreed that the Clerk would approach a former Councillor to be appointed as the Path Warden for the village.

The clerk pointed out the new signage supplied by West Northants Council relating to Covid advice had been placed around the village.

18-05-25 **ITEMS FOR THE NEXT MEETING** on 20 July 2021 were discussed with no new items to be included at this stage.

18-05-26 Meeting **CLOSED** at 9:00pm



John Scott
Clerk to Quinton Parish Council

Members of the public are welcomed at all meetings of the Council and opportunity to speak will be given at the appropriate time within the meeting. Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days' notice is given to the Parish Clerk of the intention. Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.

Payments made since the last meeting

Accounts to be approved and paid.

| Date | Month | From | Invoice Number | Amount | VAT | Total | Description | Category |
|------------|--------|------------------|----------------|--------|-------|--------|--------------------|----------------------|
| Sub Total | | | | 471.91 | 23.64 | 448.27 | | |
| 02/01/2021 | Jan-21 | EON | | 135.31 | 6.44 | 128.87 | Electricity Supply | Lighting Electricity |
| 31/03/2021 | Mar-21 | J R Scott Salary | | 233.40 | | 233.40 | Salary | Staff Cost |
| 31/03/2021 | Mar-21 | N J Blackwell | | 103.20 | 17.20 | 86.00 | Grass Cutting | Grass Cutting |

| Date | Month | From | Invoice Number | Amount | VAT | Total | Description | Category |
|------------|--------|------------------------|----------------|----------|--------|----------|-----------------------|----------------------|
| Payments | | | | 2,050.05 | 163.30 | 1,886.75 | | |
| Sub Total | | | | 2,050.05 | 163.30 | 1,886.75 | | |
| 01/04/2021 | Apr-21 | Amazon (JR Scott) | | 7.50 | - | 7.50 | Norton Software | Subscriptions |
| 01/04/2021 | Apr-21 | Ncalc | | 166.50 | | 166.50 | Subscription | Subscriptions |
| 01/04/2021 | Apr-21 | NCalc | | 185.00 | | 185.00 | Internal Audit | Audit |
| 01/04/2021 | Apr-21 | NCalc | | 10.00 | | 10.00 | GDPR Fee | Subscriptions |
| 02/04/2021 | Apr-21 | EON | | 132.36 | 6.30 | 126.06 | Lighting Electricity | Lighting Electricity |
| 15/04/2021 | Apr-21 | 2Commune | | 702.00 | 117.00 | 585.00 | New Website | Website |
| 15/04/2021 | Apr-21 | HM Land Registry | | 40.00 | | 40.00 | land Regsitration | Miscellaneous |
| 20/04/2021 | Apr-21 | RGS Arboricultural | | 240.00 | 40.00 | 200.00 | Tree Survey | Maintenance |
| 30/04/2021 | Apr-21 | J R Scott Salary April | | 233.40 | | 233.40 | Staff Costs | Staff Cost |
| 30/04/2021 | Apr-21 | NJ Blackwell | | 218.40 | | 218.40 | Village Green Mainten | Maintenance |
| 30/04/2021 | Apr-21 | Clerks Expenses | | 113.89 | | 113.89 | Staff Costs | Staff Cost |
| 26/04/2021 | Apr-21 | Transfer | | 1.00 | | 1.00 | To Reserve account | Miscellaneous |