Yarwell Parish Council
Minutes of Yarwell Parish Council meeting held in Yarwell Village Hall,
Main Street, Yarwell, PE8 6PR on Thursday 5th July 2018 at 7.30 p.m.

18/377 Present: Cllr A Whittaker Chairman, Cllr. A. Matthews, Cllr. M McHugh, Cllr C Allen, Cllr M Felston and Sue Henson Deputy Clerk.
Apologies for absence: Cllr. G. Cope
2 members of the public were also present.
18/378 Declaration of Interest: None
18/379 To adopt the Minutes of the Parish Council meeting held on Thursday 7th June 2018
It was RESOLVED that the minutes were a true record and were signed by the Chairman
Proposed Cllr A Matthews seconded Cllr C Allen, agreed by all present.

18/380 Public Session
A Parishioner asked if the letter had been sent to the resident whose vehicle is parking in the Bus Stop lay by, the Deputy Clerk confirmed that this had been done but unfortunately, it has not stopped, the Parish Council has no legal powers to enforce this. The Parish Council will review this matter in September.
A Parishioner also asked about the notices for the Wansford to Yarwell footpath, the Deputy Clerk confirmed these had been received and we now needed to source posts, Cllr. C Allen has two spare posts, so the Chairman will collect these and the signs and put them up.
A Parishioner also enquired as to the status with the gap in the hedge on the footpath from Dovecote Close to Mill Road – Cllr G Cope has spoken with Richard Berry on this matter.

18/381 Planning
a) None received

18/382 Land and Allotments
a) Playing Field schedule of works – Cllr. C. Allen had spoken with Sutton Engineering regarding the corrosion on the uprisers of the Rocking Horse and they will have a look and advise.
b) Grass cutting of the Pound and Pond – the Deputy Clerk had contacted East Northants Council regarding this and had been asked to confirm the exact location.
c) Update from Village Walk – it was a very pleasant evening on Thursday 14th June, it was noted that a tap on the allotments was still dripping, the Chairman said he would speak with the local plumber and this has now been sorted. It was discussed that footpath signs were needed at the new development at Dovecote Close, one of which should direct members of the public to the playground – Cllr M McHugh will sort these.
d) Treatment of Japanese Knotweed at Locks Green – A resident had sent a email informing the Parish Council of further treatment of the Japanese Knotweed infestation on Locks Green, this will take place at the end of August followed by additional treatments as required. The affected area has been cordoned off to prevent cutting/spreading.

18/383 Community Matters
a) Adoption of Village Red Telephone Box – The Deputy Clerk had contacted BT regarding this matter and had received a response to say it has now gone to the local Council for 90 days consultation. The local planning department had contacted the Deputy Clerk, the box is listed but as long as we do not change the appearance too drastically we do not need consent. The Parish Council then discussed what could be done with the phone box, several ideas were put forward, a Defibrillator could be housed in it, or/as well a library. It was agreed that the
village should be consulted on what they would like to do with it and if anyone interested in helping out to maintain it etc. Cllr. A Whittaker proposed that the Parish Council adopt the kiosk, agreed by all present.

b) Update on gap in hedge on the footpath Dovecote Close to Mill Road and footpath signs – **Cllr. G Cope** has spoken with Richard Berry regarding the gap in the hedge. **Cllr. M McHugh** will produce footpath signs.

c) Update on Street Lights in Dovecote Close – Cllr M Felston had been and checked that all lights working, the Deputy Clerk passed this information onto Highways.

d) Rural Housing Week – Cllr A Whittaker, Cllr C Allen and Cllr. M Felston attended the opening of the Rural Housing scheme in Yarwell at Dovecote Close, it was a very positive gathering.

e) Woodland Cottage, Wansford Road – a tree had come down at the weekend from this property, no one was hurt thankfully, the Deputy Clerk had contacted the local planners to enquire if someone could come out and assess the trees on this property, they are close to the road and some are giving cause for concern.

f) Bridleway from Wansford Road to the woods – The Deputy Clerk had contacted Street Doctor regarding the Bridleway as it was very overgrown, a response was received that it has 2 mows a year but it has been noted that this has now been done.

g) Footpath from Dovecote Close to the Churchyard – The Deputy Clerk had also contacted Street Doctor about the cutting back of the vegetation on this footpath, this matter is being looked into by the Street Doctor.

h) Andrews Quarry – Cllr. C. Allen informed the meeting that a litter pick would be taking place at the quarry on Tuesday 17th July – 3 to 6 – all volunteers most welcome, gloves will be provided and afterwards a well-deserved drink and meal.

**18/384 Governance Matter**

a) CALC Audit – The AGAR form (Annual Governance and Accountability Return) has been completed and the Internal Audit has been and inspected the Accounting Statements for 2017/18 and completed the Internal Audit Report and sent a Report to the Chairman. The Parish Council completed the Governance Statement. It was proposed by Cllr.M. McHugh and seconded by Cllr. M Felston that approval be given to sign off the forms, agreed by all present. The forms will be displayed on the Notice Board and website for a 30-day period. The documents will be sent to the External Auditor Littlejohns with an explanation of the delay.

b) To adopt the following Policies: Data Breach Policy, Records Retention Policy, Subject Access Request Procedure, Data Protection Policy. These policies need to be adopted in light of the new GDPR – It was proposed by Cllr. M McHugh and seconded by Cllr. M Felston that the policies be adopted, agreed by all present. All the Policies have a review date of July 2019. The Internal Auditor had noted that the standing orders where out of date, the Deputy Clerk has asked CALC for an updated version which will be adopted at the September meeting.

c) Future of Northamptonshire - Invitation to Towns and Councils- Northamptonshire local authorities have been invited by government to submit a proposal to restructure local government in Northamptonshire by the end of August 2018. The councils are consulting until 22nd July on a proposal to replace the existing councils with two new unitary authorities.

**18/385 Financial Matters**

a) Mrs J Sardeson's Clerk's Salary for July – confirmed in order – proposed by Cllr. A Matthews and seconded Cllr. A. Whittaker that this be paid.
Mrs J Sardesons was paid last month for May and June Salaries, April had already been paid.
b) Mrs S Henson Deputy Clerk Salary for July – Proposed Cllr. M McHugh seconded Cllr. M. Felston that this be paid.
c) Other Costs –
   Mr. M.McHugh – Software for Laptop £58.00 – proposed Cllr. A. Matthews seconded Cllr. A Whittaker
d) Approval for HR Consultancy – all present agreed to this
e) The following invoice has been paid since the last meeting – RHIB Ltd – Insurance Policy– £600.46
f) It has been brought to the Parish Councils attention that they do not have Financial Regulations in place, the Deputy Clerk will contact Danny Moody at CALC for advice.

18/386 Correspondence
Correspondence received:
Highways England – Notification of start of works – A1 Sibson – Stamford
They will soon be carrying out road patching, safety barrier renewal and the replacement of road posts, signs, studs and markings along the A1 between Sibson and Stamford on both the northbound and southbound carriageways. Works will begin around the start of August and are due to last approximately 8 weeks in total. Working 8pm to 6am on weekdays. They will continue to keep us informed as work progresses. A further letter setting out our upcoming works and diversion routes in greater detail will be delivered over the coming weeks.

18/387 Future Agenda Items
- Standing Orders
- Financial Regulations
- Adoption of Phone Box
- Playing Field – Rocking Horse
- Japanese Knotweed at Locks Green
- Gap in the Hedge on Footpath between Dovecote Close and Mill Road
- Noticeboard
- Footpath Signs
- Training

18/388 Date of next Meeting – Thursday 6th September 2018 at 7.30 pm.

Meeting closed at 8.50 p.m.