

PYTCHLEY PARISH COUNCIL

Meeting Venue:
Pytchley Village Hall
Church Road
Pytchley
NN14 1EL

Email: clerk@pytchleyparishcouncil.org.uk
Web: www.pytchleyparishcouncil.org.uk



Minutes

Minutes of the Ordinary meeting of Pytchley Parish Council held on Monday 6th September 2021 in Pytchley Village Hall

Present:

Cllr Tony Everard – Chairman
Cllr Andy Wykes – Vice Chairman
Cllr Brenda Hargreaves
Cllr Alan Lodge
Cllr Andy Macredie
Cllr Julie Jelley
Cllr Syd Weller
Cllr Jackie Pape
Cllr Mark Guilford

Action:

Also in Attendance:

Cllr Christina Smith-Haynes – North Northants Councillor
Cllr John Currall – North Northants Councillor
Mrs Julie Wykes – Clerk & RFO to the Parish Council

- 21/060 To receive and approve apologies for absence.
Resolved;
Apologies received from Cllr Jan O'Hara – North Northants Councillor
- 21/061 To receive the draft minutes of the Extraordinary meeting held on Thursday 5th August 2021
Resolved;
Minutes approved and signed by Cllr Everard, Chairman, Clerk to publish on council website Clerk
- 21/062 To receive any declarations of interest under the Council's Code of Conduct related to the business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the Member withdraws from the meeting room during the transaction of that item of business).
Resolved;
No declarations of Interest noted
- 21/063 Public participation session (Members of the public are invited to address the Council. The sessions will last for a maximum of 30 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representations through the Chairman of the meeting).
Resolved;
Cllr Currall has written to the police highlighting the parking problems in the village
Cllr Smith-Haynes reported she had attended a Health & Well Being of Vulnerable Persons conference

Signed as a true record of meeting _____

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21/064 To consider payments to be authorised and to ratify any payments which have been made since the last meeting

Meeting 06/09/21

Ratify payments made since last meeting

Recipient	Cheque No	Purpose	Value	Minute No
EON	DD	Church Flood Lights June	£22.51	21/064
EON	DD	Church Flood Lights July	£21.39	21/064
EON	DD	Church Flood Lights August	£18.03	21/064

Payments to be Authorised

Recipient	Cheque No	Purpose	Value	Minute No
NCALC	101301	Training Pape & Weller	£88.00	21/064
Pytchley Village Hall	101302	Maintenance Grant	£1,000.00	21/041
J Wykes	101303	Clerks Salary - July 2021	£457.69	21/064
J Wykes	101303	Clerks Salary - August 2021	£452.21	21/064

Resolved;

All payments approved

21/065 To receive bank reconciliation & performance against budget

Resolved;

Cllr Wykes presented the bank reconciliation, received & approved.

Bank account totals as at 31st July 2021 - £29098.45

It was agreed that any monies not used from previous year's budget would be transferred to the savings account (Premium Account)

It was agreed that the council would purchase a Poppy Wreath from the Royal British Legion

21/066 To consider the councils objectives for 2022/23 & start preparation of the budget. Set date for Budget meeting

Resolved;

Budget Meeting date set for Thursday 18th November 2021.

Finance
Committee

21/067 Update on Planning Matters

Resolved;

The Tepee's have been removed

21/068 To receive the Clerks Report

Resolved;

Clerks report circulated prior to the meeting, no comments.

21/069 To discuss the following Policies which need reviewing:

Finance Regulations

Risk Assessment

Freedom of Information

Complaints

Health & Safety

Record Retention

Data

Data Breach

Press & Media

Internal Controls

Equal Opportunity

Signed as a true record of meeting _____

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	<p>Resolved; The policies will be reviewed by the following councillors Finance Regulations – Cllr Guilford Risk Assessment – Cllr Macredie Freedom of Information – Cllr Hargreaves Complaints – Cllr Jelley Health & Safety - Cllr Lodge Record Retention – Cllr Wykes Data - Cllr Wykes Data Breach – Cllr Wykes Press & Media - Cllr Pape Internal Controls – Cllr Guilford Equal Opportunity - Cllr Everard</p>	All
21/070	<p>To receive review of Standing Orders from Cllr Lodge Resolved; Notes circulated by Cllr Lodge, Clerk to make the recommend changes to the Standing Orders & publish on website</p>	Clerk
21/071	<p>To discuss Community Payback Scheme Resolved; Clerk to circulate a previous email sent to the chairman with Community Payback information from 2020, its proposed that a new review of the village be carried out and a new 'wish list' be drawn up</p>	All/Clerk
21/072	<p>To discuss Neighbourhood Watch Signs Resolved; Cllr Lodge has new signs and will put them up.</p>	AL
21/073	<p>To discuss Neighbourhood Plan submission Deferred; To be deferred to the next meeting</p>	
21/074	<p>To receive report from Police Liaison Representative Resolved; Cllr Pape reported that she has been sent information about the role including the job description. The Neighbourhood Policing Team that covers Pytchley consists of Sgt Brown, PC Kwiatlowska and PCSO Ellerby. Cllr Pape has written to them to introducing herself and included the councils concerns about speeding in the village and poor parking. The PLR role was launched in April of this year and there is a PLR steering group who are due to meet later in September when they will produce a newsletter that will be shared to all councillors</p>	JP
21/075	<p>To receive an update on Public Transport Representative Resolved; The clerk has spoken to several members of the public but no one is interested in taking up the role</p>	
21/076	<p>To prepare Working Groups for the Village Meeting to be held on 2nd October 2021, 9am – 11am Resolved; Refreshments to be served between 9am -9.45am, Clerk to arrange The main purpose of the meeting is to find out what residents of the Village want, Cllr Wykes to facilitate the meeting, suggested supply post it notes for resident to put their concerns on and then the council will consolidate the information. A direct invitation to be delivered to each household, Clerk to arrange printing</p>	Clerk AW Clerk

- 21/077 To receive a Tree Planting update
Resolved;
 The council would not take up the offer from the Woodlands Trust for trees, but is interested in creating a 'Jubilee Orchard' planting fruit trees for all the village to enjoy, to commemorate the Queens Jubilee in June 2022
- 21/078 To discuss Councillor Training
Resolved;
 The Clerk had previously circulated the NCALC Training Newsletter, Cllr Wykes would like to attend 'Social Media Skills for Councillors' course, and the Clerk the 'Using Facebook to enhance your councils communications' course. Clerk to book. Cllr Guilford is booked on the 'Off to a Flying Start' course in December. Clerk to draw up a training plan for 2021/22 Clerk
 Clerk
- 21/079 To discuss renewal of Councils Zoom Subscription
Resolved;
 It was decided that the Zoom licence would not be renewed for a further 12 months, if an online meeting is needed alternative media would be used, Clerk to check if licence will auto renew and cancel accordingly Clerk
- 21/080 To discuss purchase of virus checker
Resolved;
 Cllr Wykes would like to budget next year for a new laptop, purchase of a virus checker would be deferred until 2022/23. The council laptop is currently covered by Cllr Wykes virus checker AW
- 21/081 To discuss Council Website, should this be updated
Resolved;
 Following discussion Cllr Lodge proposed the Council's website should be updated, Cllr Hargreaves seconded the motion. Cllr Wykes to look at the options AW
- 21/082 To discuss & review frequency of meetings
Resolved;
 Cllr Everard would like to return to monthly meetings, however the village hall is not available every Monday, so its proposed the meetings will be held alternate Mondays & Thursdays. Clerk to draw up list of the dates, and amend the website meeting calendar. Clerk
- 21/083 To note the date, time and place of the next ordinary meeting.
Resolved;
 Thursday 7th October 2021, 7.00pm in Pytchley Village Hall
- 21/084 To consider any matters of report and any urgent business at the discretion of the Chairman
Resolved;
 The chairman reminded the Clerk that she should not have other employment without receiving written consent from the council, however all councillors were aware of the Clerks 2nd employment and there is no conflict of interest.
 The Clerk is entitled to an annual pay rise on the completion of 12 months employment, and a satisfactory annual appraisal, Cllr Everard proposed the Clerk be awarded one point pay rise in the SCP 20-25 salary scale, back dated to 15th June 2021, Cllr Hargreaves seconded
- 21/085 Close.
Resolved:
 Meeting closed at 20.55 with the Chairman thanking everyone for their attendance

Julie Wykes – Clerk & RFO to Pytchley Parish Council