

FAR COTTON & DELAPRE COMMUNITY COUNCIL

Tuesday 19th October 2021 7.30pm

PRESENT: Councillor Soan (Chair); Councillor Bright (Deputy Chair)
Councillors Currington, Harris, Levinge, McCoach, Nicks,
O'Rourke, Pittam, Plowman, Reina.

**1. APOLOGIES FOR ABSENCE
NONE RECEIVED**

2. DECLARATIONS OF INTEREST

Cllr Currington declared a personal interest in item 7 – Delapre Diggers

Cllr McCoach declared a personal interest in item 7 – St Mary's Youth Club

3. MINUTES: To approve the Minutes of the meeting held on the 7 September 2021

RESOLVED that the minutes of the meeting held on the 7 September 2021 be agreed as a true record.

4. POLICE AND PUBLIC SESSION

Members of the public are invited to raise any questions that they have with the council.

NO ITEMS WERE RAISED UNDER THIS AGENDA ITEM

5. RESIDENTS FORUM

To receive notes from the resident's forum.

The Clerk circulated the [notes](#) from the resident's forum held on 5th October 2021.

It was agreed that it had been a very useful discussion. Cllr Plowman suggested that it may be better for residents if the police and neighbourhood warden attended the forum rather than the main council meeting. Everyone agreed that the informal setting for the forum made it easier for residents to engage with the council and other local representatives.

It was noted that the public attendance was disappointing, and it was agreed to promote the December forum more widely.

The Clerk will follow up on a number of issues raised at the forum and report back to a future meeting.

RESOLVED to note the report.

6. FINANCE REPORTS

a) **Payments:** To approve the payment list

Members received the payment list as shown below and it was...

Payment List October 2021			
BACS	NcALC - Code of Conduct training		£250.00
	NcALC - Interim Clerking		£1,013.25
BACS	PKF Audit Fee		£240.00
BACS	Rialtas Business Software		£772.80
BACS	Webb House - Payroll processing		£30.00
BACS	HMRC		£820.53
BACS	Clerks Salary		£1,608.07
300027	Towcester Road Methodist Church		£100.00
BACS	Clerks Expenses		
	Postage		£18.12
	Stationery		£2.00
	Zoom		£7.20
	Van Hire		£90.00
	Microsoft 365		£79.99
			<u>£197.31</u>

RESOLVED to approve the payments as detailed above.

b) **Annual Accounts:** [To approve the report of the external auditor.](#)

The external auditor had reviewed the councils accounts and procedures for the financial year ending 31st March 2021 and had no issues to raise with the council.

It was noted that the council had not been fully operational during the previous financial year.

RESOLVED to note the report of the external auditor.

c) **Budget Report:** To receive the budget report.

Members reviewed the income and expenditure report for the year to date, as shown in appendix 1 and it was noted that:

- Grant Funding of £500 had been received from NeneScape to support the

Bike Marking (which had been included as part of the community event)

- A grant of £3,426.50 had been awarded to the Community Council to cover the cost of the 2021 In Bloom displays. The grant was from the governments “Welcome Back Fund” (via West Northamptonshire Council) £2,545 had already been received and the final payment of £881.50 was due to be paid.
- There would be an underspend against the staffing and administration budgets for the year.

RESOLVED to note the report

7. COMMUNITY GRANTS SCHEME

To consider grant applications from:

Delapre Dragons-Girls junior football team.

The councillors reviewed the grant application from the Delapre Dragons. It was agreed that encouraging young people, especially girls, to take part in football was important for mental and physical well-being.

Following discussion, it was...

RESOLVED to award the Delapre Dragons a grant of £500.

St Mary’s Youth Club

The councillors reviewed the grant application from St Mary’s Youth Club. It was felt that there was an under provision of youth activities in the area.

Following discussion, it was...

RESOLVED to award St Mary’s youth club a grant of £500.

Delapre Diggers Gardening Club

The councillors reviewed the grant application from Delapre Diggers Gardening Club. It was agreed this activity promotes health and well-being in young people. It was very positive to see young people learning about food.

Following discussion, it was...

RESOLVED to award Delapre Diggers Gardening Club a grant of £300.

8. THE QUEENS GREEN CANOPY

To receive a report on Far Cotton and Delapre Community Council’s involvement in the Queens Green Canopy project.

The Clerk presented her report as shown in appendix 2 and it was agreed to map all the green spaces within Far Cotton and Delapre, it was noted that the University may be able to support this.

It was agreed to further investigate all the suggestions in the Clerks report regarding possible locations for tree planting. Alice Whitehead and colleagues were thanked for their assistance and recommendations.

RESOLVED that Far Cotton and Delapre Community Council support the

project. A working group of Cllrs Levinge, Harris and O'Rourke would meet to review each of the locations to be considered for planting and to review how green spaces could be mapped.

9. GATED ALLEYWAYS

To receive a report on the site visit to Thorpe Road / Eastfield Road and to note the actions.

The Clerk presented her report as shown in appendix 3. Those who had attended agreed that it had been a very useful discussion. And that it had been good to see so many residents engaged with the proposals.

Following discussion, it was...

RESOLVED that the Clerk would follow up on the agreed actions;

- 1. Formally identify all properties that might be affected by the gating and gain support (i.e., everyone with access rights to the service road) West Northamptonshire Council can support this process. 100% of properties affected need to be in agreement in order to proceed.**
- 2. Check the deeds of the properties –confirmation is needed that there is no public right of way across the service road.**
- 3. Investigate the costs of gates.**
- 4. Get advice from the Crime Prevention officer as to the best position to site the gates (so that the gates don't create an alcove that encourages crime)**
- 5. Investigate CCTV -installing CCTV may be a cost -effective solution and could be used as an alternative to gates.**

10. IN BLOOM / LOCAL DISPLAYS

To consider:

- Poppy Displays: to support Remembrance Sunday and to agree a budget for the purchase of poppies and display items from Royal British Legion.

It was agreed that a poppy display would be installed on the Island near the Shell Garage. It was also agreed to install "lamppost poppies" in the area if these could be sourced at such short notice.

RESOLVED to install the displays and purchase lamppost poppies with a maximum budget for the project of £500 (which would take the form of a donation to the Poppy Appeal).

- In Bloom Displays for 2022: To consider In Bloom displays for 2022.

It was agreed that the "In Bloom" displays should take place again in 2022. It was noted that 2022 was the Queens Platinum Jubilee Year and any displays needed to be installed ahead of the jubilee weekend.

Following discussion, it was...

RESOLVED that a working party of Cllr Bright, McCoach, Plowman and O'Rourke would meet to consider the scheme for 2022 and to present a report and budget proposal to council.

- Christmas Trees: To consider the installation of a Christmas Tree.

Members considered installing a Christmas tree on the traffic island near the Shell Garage on the Towcester Road.

Following detailed discussion, it was...

RESOLVED to set a maximum budget of £1,000 for the installation of Christmas displays. This would include the purchase of any lights and infrastructure that could be used in the future as well as a tree/s if this was possible.

11.NEWSLETTER

To consider making the newsletter quarterly and to agree a budget and format for the newsletter

A brief discussion was held regarding the newsletter, and it was agreed by all that a quarterly newsletter should be issued.

Cllr Currington proposed that all council communications should follow a standard style guide to help create a visual identity for the council.

Following discussion, it was...

RESOLVED that the Clerk and Cllr Currington meet to discuss a style guide and present a report to a future meeting of the Council. The Clerk will consider content and format (e.g., A5 or A4 and no of pages) and present a report detailing the costs to the next meeting of the council.

12.Co-option to Far Cotton and Delapre Community Council

To co-opt a member to the community council.

The Chairman welcomed the candidates for co-option to the meeting and invited each candidate to say a few words about themselves and why they had expressed an interest in becoming councillors. Mr. Prakash Jani spoke first followed by Mr Srihari Iyengar.

Both candidates lived locally and spoke of their past experience and their desire to support the community and increase diversity within the council.

The Chairman and members of the council thanked the candidates for attending the meeting and making their representations.

It was proposed and seconded that both candidates be put forward to a vote. Cllr Bright called for a secret ballot and Mr Srihari Iyengar won the ballot, and it was...

RESOLVED that Mr Srihari be duly elected to the council.

13.NcALC

- a) Larger Councils Partnership** -to appoint delegates to join the NcALC larger council's partnership to be held Wednesday 10th November via zoom.

RESOLVED that Cllr Soan and the Clerk would attend.

- b) NcALC AGM –** To receive a verbal report on the NcALC AGM

Due to timing this item was not taken. However, Cllr Currington submitted a written report appended to these minutes.

Appendix 1

18/10/2021

Far Cotton and Delapre CC 2021-2022

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11:56

Detailed Receipts & Payments by Budget Heading 18/10/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Council Income							
1076 Precept	147,424	147,424	0			100.0%	
1200 Grants Received	3,045	0	(3,045)			0.0%	
Council Income :- Receipts	150,469	147,424	(3,045)			102.1%	0
Net Receipts	150,469	147,424	(3,045)				
201 Staffing							
4000 Salaries	7,332	41,429	34,097		34,097	17.7%	
4010 HMRC Payments	821	0	(821)		(821)	0.0%	
4060 Training	500	2,850	2,350		2,350	17.5%	
Staffing :- Indirect Payments	8,652	44,279	35,627	0	35,627	19.5%	0
Net Payments	(8,652)	(44,279)	(35,627)				
301 Administration							
4070 Hardware Purchase/Maintenance	0	800	800		800	0.0%	
4080 Software Purchase/Maintenance	0	200	200		200	0.0%	
4090 Website and Email	2,357	3,000	643		643	78.6%	
4100 Office IT and Phones	18	800	782		782	2.3%	
4110 Printing/Postage/Stationery	153	0	(153)		(153)	0.0%	
4120 Office/Meeting Accommodation	196	10,000	9,804		9,804	2.0%	
4130 Insurance	271	500	229		229	54.1%	
4140 Subscriptions	3,035	3,000	(35)		(35)	101.2%	
4150 Audit Fees	0	845	845		845	0.0%	
4160 Election Expenses	75	9,000	8,925		8,925	0.8%	
4170 Bank Charges	18	0	(18)		(18)	0.0%	
Administration :- Indirect Payments	6,123	28,145	22,022	0	22,022	21.8%	0
Net Payments	(6,123)	(28,145)	(22,022)				
401 Council Community							
4210 In Bloom	3,629	3,500	(129)		(129)	103.7%	
4220 Community Safety	72	500	428		428	14.4%	
4230 Newsletter	1,428	1,400	(28)		(28)	102.0%	
4240 Community Grants	0	7,500	7,500		7,500	0.0%	
4250 Engagements Events	1,376	1,000	(376)		(376)	137.6%	
4260 Projects	0	11,100	11,100		11,100	0.0%	
Council Community :- Indirect Payments	6,505	25,000	18,495	0	18,495	26.0%	0
Net Payments	(6,505)	(25,000)	(18,495)				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	150,469	147,424	(3,045)			102.1%	
Payments	21,280	97,424	76,144	0	76,144	21.8%	
Net Receipts over Payments	129,189	50,000	(79,189)				
Movement to/(from) Gen Reserve	129,189						

Appendix 2

Summary: A report of Far Cotton and Delapre Community Council's participation in the Queens Green Canopy Project.

1.0	<p>Background</p> <p>The Queens Green Canopy is an initiative to mark the Queens Platinum Jubilee.</p> <p>“The Queen’s Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty’s Platinum Jubilee in 2022 which invites people from across the United Kingdom to “Plant a Tree for the Jubilee”.</p> <p>Communities will be encouraged to enhance the environment by planting trees during the official planting season between October to March. Tree planting will commence again in October 2022, through to the end of the Jubilee year.</p> <p>With a focus on planting sustainably, the QGC will encourage planting of trees to create a legacy in honour of The Queen’s leadership of the Nation, which will benefit future generations.</p> <p>As well as inviting the planting of new trees, The Queen’s Green Canopy will dedicate a network of 70 Ancient Woodlands across the United Kingdom and identify 70 Ancient Trees to celebrate Her Majesty’s 70 years of service”.</p> <p>https://queensgreencanopy.org/</p>
2.0	<p>Summary of action to date:</p> <p>Far Cotton and Delapre Community Council have previously agreed to take part in the initiative. Residents were invited to suggest locations for tree planting through the newsletter.</p> <p>The Clerk has had meetings with Alice Whitehead of the “Save Our Trees” group and Nick Allen, Executive Officer of the University of Northampton.</p> <p>The Clerk also attended a meeting arranged by NcALC, the meeting was attended by the thirty largest parishes in Northamptonshire, officers from WNC, and Paul Parsons former High Sheriff of Northamptonshire, who is co-ordinating QGC across Northamptonshire. The meeting gave all parties the opportunity to share ideas and discuss issues where the parish (community) council does not own land.</p>
3.0	<p>Suggestions discussed with Alice Whitehead Save Our Trees</p> <ul style="list-style-type: none"> Planting along the 18-metre diagonal path near the children’s play area on

<p>4.0</p> <p>University of Northampton</p> <p>Following a meeting with the University of Northampton they have said they are keen to be involved. The University are especially interested in the creation of a tree trail which could include the campus and working on small scale projects on some of the greens in the area. (Paul Parsons was also very keen on the idea of bringing smaller spaces into use and increasing biodiversity).</p> <p>5.0</p> <p>Next steps</p> <p>The council will need to decide whether to move forward with any or all of the suggestions detailed.</p> <p>Free trees are available through the Woodland Trust although these are usually saplings and are easily subject to vandalism. The Clerk can make an application for a tree pack. The council may wish to consider setting a budget for this project, so that half standard or standard trees (semi-mature) can be sought rather than just planting saplings.</p>	<p>the REC. Flowering cherries or prunus would bring colour and biodiversity to the area.</p> <ul style="list-style-type: none"> • Around the REC carpark, near the pharmacy. There are currently bollards along a 63-metre stretch. • The borders of Queen Eleanor School - perhaps working with the school to plant trees in their hedge row or edges of their playing field. • Small scale planting on the greens around the area - there are greens at Delapre Crescent, Milton Way, Gloucester Avenue/Parkfield, roundabout at Rothersthorpe Road/Hunsbarrow Road, Euston Road, Glastonbury Road/Friars Avenue. Planting on the greens would be perfect for allowing residents to engage with their trees and maintain them i.e., watering. • A tree trail to link the trees. Save our trees have previously done trails for Far Cotton, Delapre Abbey and Becketts Park. • Trees may be available from the Woodland Trust (although these are saplings) The Rotary Club are working on a one hundred Trees for Northampton project - and have a small amount of money for trees.
Implications:	
Council objectives:	Improving the Environment x
Equalities & Human Rights	There are no equalities and human rights issues x
Crime and Disorder	Crime and disorder have been considered x
Biodiversity	There are no bio-diversity implications x
Financial	There are no financial implications at this stage
	There will be financial implications x
	There is provision within the budget
	Decisions may give rise to additional expenditure
	Decisions may have potential for income generation
Legal	Power: Local Government and Rating Act 1997, s. 31 x
	Other considerations: None
Risk Management	Material risks exist and these are currently under assessment. x
	- Inherent risk score:

	- Residual risk score:	
Person originating this report: Kate Houlihan Clerk		
Date: 13 October 2021		

Appendix 3

Summary: A report on the potential gating of the Alleyway between Thorpe Road and Eastfield Road.

1.0 Background

A local resident attended the September meeting of the community council and asked the council to assist with investigations into gating the alleyway between Thorpe Road and Eastfield Road.

Residents had suffered from anti-social behaviour and fly-tipping along the alleyway and so were considering gating the alleyway.



2.0 Actions taken

The community council agreed to investigate the matter and arrange a site visit with residents.

Advice was taken from:

- The Local Policing team
- Neighbourhood Warden-WNC
- Community Safety and Engagement Team-WNC

A site visit took place on Friday 1st October and was attended by around fifteen residents, members of the local policing team, neighbourhood warden, community councillors, the council's Police Liaison Representative and the Clerk.

A number of options were discussed with residents including the gating of the alleyway and the option of using CCTV to detract from anti-social behaviour.

<p>3.0 Next Steps</p>	<p>The police and neighbourhood warden noted that they had no recent reports of fly-tipping or anti-social behaviour along the alleyway. Residents were asked to report all instances through official channels via 101 for ant-social behaviour or fly-tipping to the neighbourhood warden to ensure that these problems were recorded, and appropriate actions taken.</p> <p>To move the matter forward it was agreed that the next steps were:</p> <ol style="list-style-type: none"> 6. Formally identify all properties that might be affected by the gating and gain support (i.e., everyone with access rights to the service road) West Northamptonshire Council can support this process. 100% of properties affected need to be in agreement in order to proceed. 7. Check the deeds of the properties –confirmation is needed that there is no public right of way across the service road 8. Investigate the costs of gates) 9. Get advice from the Crime Prevention officer as to the best position to site the gates (so that the gates don't create an alcove that encourages crime) 10. Investigate CCTV -installing CCTV may be a cost -effective solution and could be used as an alternative to gates. <p>The Clerk is able to co-ordinate these steps with support from WNC and the Police.</p>	
Implications:		
Council objectives:	Reduction in crime and antisocial behaviour.	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	x
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government and Rating Act 1997, s. 31	x
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	x
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan Clerk		
Date: 13 October 2021		

Appendix 4

Worthwhile event - would gladly attend again given the opportunity

Networking

- Good to meet councillors from KPC
- Cllr Kilby-Shaw expressed an openness to potential collaboration, shared learning when working on similar projects in future

Councils

- Interesting to have speakers give a wider picture of the workings of councils
- Jonathan Nunn encourages all councils to have an expectation that our ward councillors engage with us
- Speakers from parish councils too - a real range of experiences
- Every council has its own unique challenges

My thoughts

- Made me consider the specifics of our community council; From one point of view, with all seats either uncontested or co-opted (not uncommon for parishes) we are not automatically representative
- How do we ensure we are representative?
- We should continue to look for ways to improve on engagement
- Would like to investigate online streaming of council meetings
- Keen to develop branding/house style to deliver a consistent look and feel across council communication, signage, newsletter etc.
- Seek to draw interest from a wide range of demographics
- Structured volunteering framework/membership?
- Nurture positivity, raise our neighbourhood's collective self esteem
- A real measure of success - If in 4 years' time there is sufficient engagement in the council that we have to fight for our seats in an election.

NCALC Council of the Year Award

- Danny Moody, with real feeling, awarded it to all councils for all they have endured during the covid crisis and the darkest days of lockdown
- Very clear there were no exceptions. Making us council of the year. Or one of them, anyway.