



## SYWELL PARISH COUNCIL

Chairman Cllr John Amos

Minutes of the Ordinary Meeting of Sywell Parish Council held on **Thursday 14th March 2024** at **7.00pm** at Sywell Village Hall,

**In attendance:** Cllrs John Amos (Chairman), Nan Muttock, Elizabeth Brown, Fiona Ingram, John Shenfield, Tim Dobson. Philip Bletsoe-Brown

Clerk: Maureen Holliday, NN Cllr Scott Brown

- 088/23 PUBLIC SESSION: 4 members of the Public**
- 089/23 APOLOGIES FOR ABSENCE** were approved from Cllrs Lawman and Hallam
- 090/23 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS** – Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate. None
- 091/23 RECEIVE CHANGES TO REGISTRABLE INTERESTS (if any)**  
**Request for the Completion of Register of Interests:** Periodic reminder that under the Localism Act 2011 (sections 26-34 and regulations made thereunder), the monitoring officer of North Northamptonshire Council is required to establish and maintain a register of interests of elected and co-opted members. None
- 092/23 RESOLVED TO SIGN & APPROVE MINUTES OF MEETING** Thursday 11<sup>th</sup> January 2024
- 093/23 NORTH NORTHANTS COUNCILLORS** – Resolved to approve the report from Cllr Scott Brown
- 094/23 CHAIRMAN, CLERK and COUNCILLOR REPORT** on items not on the agenda (verbal).
- 095/23 RESOURCES: Resolved** to approve the following (a to e)  
Documents in Meeting Papers.
- a) **Bank Balances at 27 February 2024:** Current Account: £23,019.50  
(Traffic Calming Funding) Reserve Account: £50,000.00
  - b) **Income received since last meeting:** Sywell Village Hall Lease Payment £500.00
  - c) **Receipts & Payments: Budget Summary, Bank Rec for year to 27 Feb 2024** (circulated).
  - d) **To approve payments to be made at and between meetings Appendix 1 and II** (tabled)  
It was agreed to pay all costs for the CCTV project, due to complete at year end.
  - e) **Approval of internal audit check to 27 February 2024** – no questions arose.
- 096/23 PLANNING: Resolution** to agree responses - none.
- a) **New Applications:**
    - NW/24/00130/FUL 74 Overstone Road Sywell** New front dormer, Velux roof light on the rear elevation and enlargement of habitable accommodation in the roof space to form an additional bedroom and ensuite. Porch to front elevation **No Observations**
    - NW/24/00095/FUL 56 Overstone Road Sywell** Two storey front extension, raising of the roof and addition of three pitched roof dormers to the front, removal of existing rear box dormer and repl with three pitched roof dormers to the rear and changes to the fenestration. Demolition of rear conservatory and erection of single storey rear extension. New vehicular access **No Observations**
    - NW/23/00863/LBC 18 Sywell Village Sywell Listed Building** Consent for alterations to outbuildings to form a one bed annex. **No observations but the path should be reinstated**
    - NW/24/00124/VAR 10 Ecton Lane Sywell Northampton NN6 0BA** Variation of (a) Condition(s): Variation of condition 2 (Approved plans) of planning permission reference: WP/20/00113/FUL for the addition of a new front porch, and a single storey side extension to the detached garage, and to increase the pitch of the garage roof to increase internal storage space. No Observations
  - b) **Awaiting Decision:**
  - c) **Applications Decided:**
    - NW/23/00799/FUL 4 Woodford Chase Overstone Road Sywell Northampton NN6 0AR** Single storey front extension. Demolition of part of a lean to roof above front door. **Permitted**

**NW/23/00744/FUL 7 Westlea Road Sywell** Loft conversion to form habitable accommodation, front dormer and two Velux roof lights on the rear elevation. **Delegated Response:** Council resolved to object to the development on the grounds that it was deleterious to the street scene due to the width of the roof extension. **Permitted**

**NW/23/00752/FUL 111 Overstone Road Sywell. NN6 0AW** Loft conversion to habitable accommodation to form three bedrooms and bathroom with front and rear dormers and a change in the roof design from a hip to gable roof. **Permitted**

**d) Planning applications and matters since publication of the agenda** (applications notified by BCW received prior to the meeting will be considered)

**NW/24/00058/FUL 39 Westlea Road, Sywell Northampton NN6 0BY**

Demolition of existing rear conservatory and replacement with part single storey with first floor balcony and part double-storey rear extension including a new window to south elevation.

The application was discussed, and Council awaits notification of any concerns from any affected parties.

**e) Other Planning Matters :**

**097/23 HIGHWAYS, MOWING AND MAINTENANCE: Resolved** to approve items (i to v) further action or response.

**Village Maintenance, Traffic Calming and Speeding in the Village:**

- i) **Repairs to Sywell lamp posts.** One post has received an emergency repair to the door at a cost of £414. There are a number of damaged doors. The Chairman will assess the necessary repairs. Balfour Beatty will be instructed to repair the doors at high level and an alternative repair team will deal with the low-level doors. Clerk to obtain quotations.
- ii) **Repair to Church Floodlight:** Paul Groom attended with an electrician who found that the driver in the light had blown. The electrician quoted £104 to repair the lamp. **Action:** Instruct electrician
- iii) **To receive a Lengthsman Report from Peter Clayton and other highway matters.** A number of incidents of flooding were reported along with potholes, one of which was repaired within 24 hours.

**Recent reports:**

- A list of drains and potholes blocked and reported was provided.
- Blocked drain on Church Lane which had been reported back in March FMS 5659241
- The Highways department will shortly be doing its Cylindrical Drain programme (Spring 2024)
- Have cleared the following pavements of overhand weeds etc Wellingborough Road (Opp business park & Overstone Road opposite the Horseshoe.

Sywell Parish Council is exceedingly grateful to Peter Clayton for all that he does for the Parish. It was agreed to pay an annual fee for work carried out.

**Iv) Installation of CCTV Camera, Zebra Crossing, Overstone Road, Sywell:** This project is progressing, and the cabinet should be installed within a few days. National Grid will be providing the electricity connection at the beginning of April. The camera will purely be focussed on the road and Zebra crossing near to the school for the purpose of ensuring the safety of children and adults crossing the road near to the village Primary School. Benefits:

- To provide a safe and secure environment for members of the public.
- To deter/reduce and to report crime.
- To deter potential offenders by publicly displaying the existence of CCTV, having signs on display, clearly sited and camera not hidden. (Overweight vehicles in particular)

The camera footage will not be continually monitored and will only be accessed should an accident/incident be reported. Recordings are automatically overwritten after a period of time. **Please address any questions or concerns you may have to the Parish Clerk: [clerk@sywellpc.org.uk](mailto:clerk@sywellpc.org.uk)**  
It was agreed to pay for the installation of the CCTV camera within the 2023/24 year. Policy Adopted.

**iv) Pocket Woodlands – Offer of trees:**

Kier is committed to operating sustainably and helping to improve the environment in which we work. In line with this approach, they have pledged to increase tree coverage across Northamptonshire, through a number of different schemes. They would like to work with the local Parishes to identify areas where small ‘pocket woodlands’ of up to 10 trees can be planted. The trees would be donated by Kier for the parishes to plant and maintain. **The Parish Council will apply for trees.**

**098/23 ELLIOTT PARK:** Consider Report, Proposals and Actions. Discussion on outstanding issues.

**a) Community Support Funding** NNC Grant Application for new fencing was not successful.

“Unfortunately, on this occasion your request has been unsuccessful as it has not met the eligibility as set out in the guidelines. The Panel agreed that the project was not the best fit for the Community Support Funding criteria and because the round was oversubscribed, we were unable to fund all the applications.” NNC Cllrs have advised of a new funding stream.

**b) To receive the Elliott Park Report for discussion.** - March 2024

- Once again, a very quiet and very wet couple of months. We will soon be gearing up for the spring and summer and hopefully the weather will improve.
- Sywell and Overstone Pre School have requested to use the park on Saturday 23rd March from 10.30 am to 12 noon, for an Easter Egg Hunt. The event is ticket only for the children of the pre school. There will be approximately 30 children and their parents. The organisers will take full responsibility for all activities, parking etc., and have provided a copy of their insurance. We hope they all have a lovely time and the weather is kind for them.
- The Playground Inspection will take place this month and we await their report.
- Unfortunately, due to the drought of last summer, the “handkerchief” tree (*Davidia involucreta*) that we planted for the late Queen’s Jubilee appears to have perished. If we decide to replace it, perhaps it would be best to replant in the autumn, not the spring.
- The site is extremely waterlogged in places.
- I have removed more of the rotted wood around the play area. Someone has pulled the CCTV camera sign off the gate. **Elizabeth Brown**

**c) New Elliott Park Sign:** The revised artwork for the new sign was agreed. The sign will be manufactured in aluminium composite board with UV printed ink and coated with a vandal proof laminate. There will be a sign channel to the rear and clips around the metal posts £525 +vat. **Quotations** will be obtained for replacing the legs and sign fixing.

**d) Refurbishment of roundabout.** To be undertaken

**e) Fencing around the play area:** Further opportunities for grant funding will be investigated.

**Resolved** to approve the report and suggested action on the above matters.

**099/23 TRAINING and Advice Sessions:** To consider any training opportunities. **Resolved** to agree as follows:

**a) How to Handle Complaints to Parish Council** – Clerk. Offers the opportunity to network with Clerks from Councils across Northamptonshire to share best practice and ideas.

**Key areas covered in this course include:**

How to deal with social media rumblings - Identifying different types of complaints

Strategies to reduce formal complaints - How to deal with vexatious complaints.

**b) Changes to Employment Contracts Briefing:** Clerk and Councillors Zoom 24 Apr 2024

**c) Practical Compliance for CCTV by Parish, Town, and Community Councils.**

Clerk Zoom (20 May).

**d) NNC Information Sessions** - Kier Transportation: Clerk and Cllr Amos. 1st May W’borough Chamber

**100/23 Consultation: Permitted Development- proposed relaxations.** The government is consulting on changes to various permitted development rights that allow for householder development, building upwards to create new homes, the demolition of certain buildings and rebuild as homes, electric vehicle charge points, and air source heat pumps. I know there is a lot of consultation fatigue currently, but if your council has a planning expert or champion, this might be one they can prioritise. The consultation closes on **9 April 2024** and the details are at <https://www.gov.uk/government/consultations/changes-to-various-permitted-development-rights-consultation/changes-to-various-permitted-development-rights-consultation>

**Resolution** to decide Cllr representative of the Council.

**101/23 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**  
**102/23 DATE OF NEXT ORDINARY MEETING – 9<sup>th</sup> May 2024, 8pm, Village Hall, Sywell**

Signed

Chairman Date :

9 May 2024

**Future meetings: 2024:** 11 July, 12 Sept, 14 Nov.

**2025:** 9 Jan, 13 March, 8 May, 10 July, 11 Sept, 13 Nov

Clerk: Mrs M Holliday, 078844 90997

E-mail: [clerk.sywellparish@gmail.com](mailto:clerk.sywellparish@gmail.com)

### Payments made at and between meetings Appendix I

<u>DATE</u>	<u>Payments</u>	<u>Details</u>		<u>£</u>	<u>VAT</u>
15-Jan-24	British Gas	6481443 Nov to Jan	72	-41.41	-1.97
23-Jan-24	Gigaclear Plc	G05498704	73	-36.00	-6.00
24-Jan-24	Autela Payroll Ser	13069	74	-57.98	-9.66
24-Jan-24	HMRC PAYE	Tax	75	-888.57	
24-Jan-24	Nat Grid	24002440 CCTV supply	77	-1546.58	-257.76
24-Jan-24	Sywell Village Hall	Hall hire/meetings	78	-175.00	
07-Feb-24	Securifire Systems	20% CAMERA	79	-1248.96	-208.16
07-Feb-24	Northants CALC	3448 TRAINING	80	-50.40	-8.40
07-Feb-24	SLCC (2024 Conference)	M Holliday	82	-411.00	-51.00
15-Feb-24	British Gas	6747246	83	-39.45	-1.88
20-Feb-24	SSE Energy Supply	IV00177412	85	-186.03	-11.71
23-Feb-24	Gigaclear Plc	C301522	86	-36.00	-6.00
23-Feb-24	Campaign to Protect rural England	24667	87	-60.00	
27-Feb-24	SSE Energy Supply	IV00296998	88	-192.19	-12.09
04-Mar-24	SSE Energy Supply	IV00349887	89	-192.19	-12.09
11-Mar-24	M Holliday	2023 Expenses	90	-768.10	-60.89
11-Mar-24	M Holliday	Feb Salary	91	-654.03	
11-Mar-24	Balfour Beatty Living Spaces	Lamp Post Repair	92	-544.48	-90.75
11-Mar-24	Sywell Old School Charity	Rent for Hall 2024	93	-500.00	
11-Mar-24	Park Landscapes (N)	Clear Ivy	94	-108.00	-18.00
11-Mar-24	Northants CALC	Training 3488	95	-57.60	-9.60
				<u>-7793.97</u>	<u>-765.96</u>

### Payments approved at the meeting Appendix II

British Gas	7009676	-35.26
Gigaclear Plc	C301522	-36.00
CSTM Solutions	Camera	-480.00
Securifire Systems	Camera	-4995.84
SLCC Training	Bk214341-1/214340-	-108.00
P Clayton	Lengthsman	-400
		<b>-6055.1</b>