

SYRESHAM PARISH COUNCIL

Parish Office

Village Hall Meeting Room
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MEETING OF SYRESHAM PARISH COUNCIL

held on **Wednesday 27th March 2024**

at 7.30pm in the Village Hall Meeting room, Main Road, Syresham, NN13 5HE

DRAFT Minutes

Present: Cllr D Dunkley (DD) (Chair), Cllr I Draper (ID) (Vice Chair), Cllr D Green (DG),
Cllr G Lowther (GL), Cllr D Cranwell (DC), Cllr C Munsey (CM),
Cllr R Woolley (RW), Nichola Ali (NA) (Clerk and RFO to the Council)

1 member of the public present

24/001 To receive and approve **APOLOGIES** for absence.

Apologies received and accepted from HM

No apologies received from AJ – **Not Accepted**

24/002 To accept **Russell Woolley** as councillor.

RESOLVED

24/003 To receive and approve for signature the minutes of the meeting held on Wednesday 28th February 2024.

RESOLVED Proposed ID, Seconded GL

24/004 To receive **DECLARATIONS OF INTEREST** under the Council's Code of Conduct related to 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.)**

None received

24/005 PUBLIC PARTICIPATION SESSION. An opportunity for the public to address the Parish Council on issues on the agenda or to raise issues for future consideration at the discretion of the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting. Once the public participation session has ended, members of the public may not take part in the meeting.

Member of the public discussed the need for introducing double yellow lines outside the Sunday School, Chair agreed to add it to next months agenda for discussion. Concerns over fly posters being advertised around the village too far in advance causing potential for an excess number of posters, Chair agreed to add this to the next agenda for further discussion.

24/006 MATTERS ARISING. To note any non-actionable updates for report only.

None

24/007 To receive the **REPORT from Cllr Dermot Bambridge**, Ward Councillor Silverstone Ward, WNC.

Report **received** by DB – noted, this will be available on the website.

24/008 PLANNING. To consider the following **PLANNING** Applications:

Application Number	Details	Location
2024/1327/LBC 2024/1326/FULL	Listed building consent for remodelling of Phase 4; new window on the west elevation of Phase 1; removal of an existing dormer and insertion of two rooflights on the west elevation; insertion of a new window on the ground floor of the Phase 4 western extension and associated alterations to the garden wall; removal of the veranda on the south elevation and build a new roof over the rear bay/porch; insertion of a new window opening on the right-hand side of the south elevation. Remove infill to one of the stone door openings; alterations to the existing stairs; insertion of a stair in the existing kitchen; alterations to the layout of the utility and boiler room; installation of a kitchen in the Phase 4 2-storey extension; alterations to the layout of two adjacent bathrooms; block a door opening and remove internal partitions associated with a first-floor kitchenette; and installation of bathrooms (2x) in the Phase 1 and Phase 4 parts of the house. Deadline for comments: 03/04/2024 Link to application: https://wnc.planning-register.co.uk/Planning/Display/2024/1327/LBC?cuuid=3E183DE0-4F50-4CB0-972A-96756C516A64	The Priory 36 Wappenham Road Syresham NN13 5HH
2024/1373/FULL	Replacement single storey rear extension. Deadline for comments: 01/04/2024 Link to application: https://wnc.planning-register.co.uk/Planning/Display/2024/1373/FULL?cuuid=FAC84737-6B54-4512-84F3-1AD7FD1E1816	28 Abbey Road Syresham NN13 5HW
2024/1207/FULL	Proposed single storey rear extension and loft conversion with internal alterations. Extended deadline for comments; 02/04/2024 Link to application: https://wnc.planning-register.co.uk/Planning/Display/2024/1207/FULL?cuuid=F2C14892-14CD-4B34-BC8C-54B4EDA38894 **Comments to consider from resident below**	Bloomfield Bungalow Crowfield Road Crowfield NN13 5TW

Resident's comments for consideration:
Planning App 2024/1207/FULL

“The plans dated 19/04/2023 are inconsistent if not deceptive and misleading. Drawing 831-03 the proposed Elevations, in no way match the proposed Floor Plan, Drawing 831-02. The drawing of the proposed East Elevation, overlooking Orchard House, shows 3 windows (2 additional windows compared to existing), but the floor plan of the same Elevation depicts 5 windows (4 additional windows).

Similarly, the South Elevation shows one set of bi-fold doors, but the floor plan shows two sets of doors. These additional windows pose an invasion of the privacy to Orchard House, as they look directly into the kitchen and over the private garden.

Orchard House has access to, and an ongoing prescriptive right to draw water from the Well shown on drawing 831-02, as Orchard House and the residents of, have used the Well continuously since 1952, pre-dating the existence of Bloomfield Bungalow. The proposed development should not, in any way, disrupt the ongoing prescriptive right or access to this well, nor should it tamper with the watercourse.

It should be noted that there is also another Well on the site of Bloomfield Bungalow which has not been mentioned in any of the plans. These Wells date back to the 1800’s and should be preserved as a matter of environmental and historical significance.

Bloomfield Bungalow is closely neighbouring Bloomfield Memorial Hall, built in 1896 this represents the last true original building left in Crowfield. The proposed development in no way should be allowed to mar the beauty or undermine the structural integrity of this historically significant building and caution should be taken to ensure it is preserved.

The sewerage systems, parking and traffic are all pre-existing problems within Crowfield given the hamlet’s small size and increasing population, careful consideration should be given as to whether the village can feasibly sustain such a large development and another 5-bed property."

2024/1327/LBC – No objections providing it meets listed building requirements

2024/1373/FULL – No objections

2024/1207/FULL – Objections received, Plans shown have discrepancies which need clarification as the elevation view and floor plans contradict themselves. Questions over whether there will be enough parking for the number of proposed bedrooms. Also concerns over possibility that works may have already started on the project. And whether the well that sits on the border of the plans will be disturbed. It was RESOLVED to comment with these concerns alongside the objection.

24/009 FINANCE.

I. To **APPROVE** the following payments:

Payee	Amount	VAT	Cheque No	Details	Power
HMRC	£50.94	£0.00	Direct Debit	PAYE-Employer’s NI payment March 2024	LGA 1972 s112 (2)
Nest	£42.49	£0.00	Direct Debit	Pension contribution March	LGA 1972 s112 (2)
DCK Payroll	£20.00	£4.00	Bank Transfer	Payroll fee March 2024 inc additional admin fee	LGA 1972 s111 (1)
Parish Clerk	£1104.35	£0.00	Bank Transfer	Salaries (Month 12) incl. WFH allowance	LGA 1972 s112 (2)

AVG	£70.83	£14.16	DC	12 Month Renewal – Internet Security	LGA 1972 s111 (1)
Northants Pressure Washing	£500.00	£0.00	Bank Transfer	Power wash Swingfield Play Equipment 11.03.24	Open Spaces Act 1906 s10
NCALC	£33.00	£6.60	Bank Transfer	Year End / Audit Training Course – 20.02.24 NA	LGA 1972 s111 (1)
NCALC	£32.68	£6.54	Bank Transfer	Training Course Empowering Young Voices – 25.10.23 HM	LGA 1972 s111 (1)

RESOLVED – All payments approved apart from Northants Pressure Washing invoice – Cllrs not happy with the quality of workmanship and request this is made right before settling the bill. It was agreed that NA would contact them to arrange to meet at the park with CM to discuss the concerns before payment could be made.

II. To **NOTE** the following payments:

Payee	Amount	VAT	Cheque No	Details	Power
Bluebell	£14.95	£2.99	Direct Debit (Go Cardless)	Telephone Line Rental	LGA 1972 s111 (1)
Nest	£32.57	£0.00	Direct Debit	Pension contribution February	LGA 1972 s112 (2)

III. Bank balances for approval.

£4,928.35

£33,670.63

Total funds £38,598.98 - Noted

IV. To note full transfer of funds from Barclays Business Premium Account to Barclays Current Account in readiness for switch to Unity Trust Bank.

Noted

24/010 OTHER INTERNAL REPORTS.

- To receive **Swingfield Report** from GL + CM for most recent inspection

RECEIVED

- To note ID report from **Silverstone Liaison Meeting**: Link to report

<https://www.syreshamvillage.com/uploads/syresham-parish-council-silverstone-circuit-liaison-meeting-march-2024.pdf?v=1710923656>

Noted

24/011 WEBSITE.

- Update on website provider**; as per councillors' decision we are remaining with Cuttlefish, using the new domain syreshamparishcouncil.gov.uk and use a forwarding service to keep domain name in the background for visitors for the time being. Cuttlefish will upgrade free of charge, and we will review moving to Aubergine in September's meeting.

Noted

- To **agree** email address linked to domain name for clerk:

parishclerk@syreshamparishcouncil.gov.uk

RESOLVED

3. To approve additional email address for cllrs at a cost of £35 per account using following principle when applying email address: cllrsurname@syreshamparishcouncil.gov.uk
Cllrs want further clarification on how the emails for cllrs would work; how are they accessed/would clerk have access to all emails. NA to find out these answers and report back.

24/012 CLERKS REPORT. Proposal to strengthen internal controls by switching from Excel to subscribing to **Scribe Accounts** – Sector Specific Accounting Software System at a cost of £34.00 per month with initial set up fee of £125.00.

Link to report: <https://www.syreshamvillage.com/uploads/clerks-report-scribe-subscription.pdf?v=1710925508>

RESOLVED it was agreed to start Scribe Subscription in April to be inline with the new financial year – Proposed DC, Seconded ID

24/013 To complete the **Rural Areas Settlement Hierarchy – Response Form**

RESOLVED

24/014 TRAINING. To approve the following training course:

- NA and 2 other councillors: **NCALC Annual Meeting of the Council.** 23 April 2024 12:30-13:30 on Zoom £10+vat per person **RESOLVED** – CM & DC to attend alongside NA
- RW to attend: **Off To A Flying Start** £48.00 (15.05.24 6.30-9pm)

RESOLVED

24/015 PAYROLL. PROPOSAL to change payroll services: DCK Payroll fees will increase from £10 + vat to £15 + vat from April 2024. Clerk suggests changing payroll company to **D M Payroll Services** – a company highly recommended by other parish clerks. The rate is £132 per year no vat. Plus a one off £30 set up fee. Making the first year's charges £162.00 (£13.50 per month) this would be paid in 1 payment – meaning no need to acknowledge/authorise and process the payments each month as we do currently with DCK) and £11 per month from year 2 onwards.

RESOLVED – Proposed ID, Seconded CM

24/016 TREE SURVEY. To **note** MPL Tree Survey Report, looking at recommendations and deciding on next steps.

Link to report: <https://www.syreshamvillage.com/uploads/tree-survey-report-syresham-pc-ref-hs002488-march-2024.pdf?v=1710933824>

Noted - NA to get 3 quotes for recommended works, plus cutting back branches that overhang the bench.

24/017 NACRE. To **authorise** payment and re subscription for NACRE Membership 2024/25 £35.00 + VAT

RESOLVED – Proposed CM, Seconded ID

24/018 To **acknowledge** that the 2 previous lots of overtime paid via cheque to NA in January (6hrs) and February (4hrs) was paid incorrectly and will be refunded. These 10 hours will then go through payroll to be paid in next months wages (April).

ACKNOWLEDGED

24/019 DEBIT CARD. To **approve** setting up a pre-paid payment Mastercard with **Equals Money**, their virtual card is free of charge or one off charge of £10 for a physical card. Unity Trust Bank do not provide debit cards so funds would be transferred onto the card to enable payments online that require a debit card, for example AVG Security, Microsoft 365 and other similar subscriptions can only be paid via a debit card and this will avoid clerk using personal card and being reimbursed which is not recommended in the Financial Regulations, reimbursing the clerk and councillors also means we cannot claim back any VAT payments that we would have been eligible for.

RESOLVED – It was approved to go ahead with the free of charge option with Equals Money.

DATE OF NEXT MEETING Wednesday 24th April 2024.

Meeting Closed at 8.46pm



Nichola Ali
Syresham Parish Clerk

email: parishclerk@syresham.com

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.syreshamvillage.com