



SIBBERTOFT PARISH COUNCIL

Clerk: Fiona Young
32 Holdenby Rd
Spratton Northampton
NN6 8JD

E-mail: clerk@sibbertoftpc.co.uk

Website: www.sibbertoft.org.uk

Minutes of the ORDINARY MEETING of Sibbertoft Parish Council, held on Tuesday 20th July 2021 at 7.30pm.

The meeting was held in the Reading Rooms, Sibbertoft

Present – Cllrs Kershaw, Ellis, Putt and Holmes

Clerk – Fiona Young

2444. **Receive and approve apologies for absence**

It was **Resolved** to accept apologies from Cllr Brunel-While, Cllr Walpone and Cllr Tomlinson.

2445. **Receive and approve for signature the minutes of the Annual Meeting and Ordinary Meeting of Sibbertoft Parish Council held on June 22nd 2021.**

The draft minutes were circulated prior to the meeting, no amendments were required and it was **Resolved** to approve the minutes which the Chair then signed.

2446. **Public Participation**

There was no members of the public present.

2447. **Receive declarations of interest under the Council's Code of Conduct relating to business in the agenda.**

None declared.

2448. **Matters arising and outstanding from the meeting of the 22nd June 2021**

- a. MS Office purchased by Clerk and installed.
- b. Dedicated parish mobile arranged by Clerk.

2449. **Annual Council Policy Reviews (some policies will be subject to deferral to Sept)
Council to review and adopt the following policies and prime documents:**

- Training Policy
- Health & Safety
- Equal Opportunities
- Complaints Procedure
- Risk Assessment
- Record Management & Document Retention
- Data Protection
- Data Breech
- Subject Access Request

The Clerk explained that she has reviewed the following four policies and council **Resolved** to approve them–

- Training
- Health & Safety
- Equal Opportunities
- Risk Assessment

The remaining policies need a more thorough review and will be approved at the September meeting.

2450. **Reports, to receive and agree actions required in the following areas;**

1. Highways (Cllr GK) to include

Resolution to consider the purchase of an extra solar panel for the Speed Sign at a cost of approx £185. The Chairman explained that the batteries on the solar powered speed indication sign are not holding a charge which means the solar panel may not be working. There are arrangements in place to turn the solar panel around and then give it a couple of weeks to see if that improves the battery life. It was **Resolved** to purchase a new solar panel at a cost of approx. £185.00 if earlier measures did not work.

Draft minutes of the meeting on July 20th 2021



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2451. **Recreation Ground Inspection and repairs (Cllr ME)** It was agreed that Cllr Ellis would buy a 'No Kite flying' sign and that would be placed in the playground field. The Clerk agreed to send over the playground inspection report.
2452. **Neighbourhood Watch & Police Liaison Officer (Cllr CT)** Nothing additional to report.
2453. **Maintenance of Hedgerows (Clerk)** The Chairman agreed to speak to a landowner about the overgrown hedge, the hedges that are the responsibility of the parish council have been cut.
2454. **Brown bin collection at the Reading Rooms** – It was **Resolved** that the Council would look at arranging a brown bin collection for the Reading Rooms, the Clerk will make enquiries.
2455. **First aid refresher course for the defibrillator** – It was agreed that the Chairman would investigate this further.
2456. **Finance**
Council to approve the following payments and to ratify payments already made.

		Date	Amount
BACS:	Eon Streetlight Maintenance	20.07.21	90.66
	Enviro husbandry - Weedkilling	20.07.21	120.00
	G Kershaw – Expenses	20.07.21	54.80
	Leicestershire Gardens inv 21/073	20.07.21	225.00
	Leicestershire Gardens inv 21/088	20.07.21	450.00
	F Young – interim clerks salary	20.07.21	240.00
	F Young – MS Office 360	20.07.21	59.99
	HMRC NI & Tax	20.07.21	81.20
Direct Debit:	Yu Energy	09.07.21	59.54
	ICO Data Protection	09.07.21	35.00
	Yu Energy	09.07.21	11.75
	1&1 Internet	30.06.21	2.40
	CPRE	21.06.21	3.00

2457. **Council administration**
a. To confirm if the issues with the email system have been resolved. There are currently no issues.
2458. **Future agenda items – First aid course, recreation ground, speed sign, highways, Christmas tree.**
2459. **Date of next meeting. September 7th 2021, 7.30pm Reading Rooms, Sibbertoft.**