



SIBBERTOFT PARISH COUNCIL

Clerk: Fiona Young
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Minutes of the ORDINARY MEETING of Sibbertoft Parish Council, held on Tuesday 22ND June 2021 at 7.30pm.

The meeting was held in the Red Lion Public House, Sibbertoft due to the absence of any other suitable venue.

Present – Cllrs Kershaw, Ellis, Tomlinson, Walpole, Putt and Holes

Clerk – Fiona Young

2429. Receive and approve apologies for absence

It was **Resolved** to accept apologies from Cllr Brunel-White

2430. Receive and approve for signature the minutes of the Annual Meeting and Ordinary Meeting of Sibbertoft Parish Council held on 18th May 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.

2431. Public Participation

There was no members of the public present.

2432. Receive declarations of interest under the Council's Code of Conduct relating to business in the agenda.

None declared.

2433. Matters arising and outstanding from the meeting of the 18th May 2021

1. Dog Mess – Cllr Putt has reinstated the Paint Means Poo campaign following the increase in dog mess being reported in the last meeting. Clerk (PSN) advertised on Facebook and noticeboards. Cllr Putt reported that she will continue to spray the dog mess although it is not obvious whether the scheme is working or not.
2. CPRE subscription has been set up by monthly DD of £3.00 and will commence in late June 2021
This is confirmed as having been actioned.
3. Reading Room Council noticeboard has had a wood preservative applied by the Clerk
The Chairman passed on the Council's thanks to the previous Clerk, Paula Stephenson for the work on the noticeboard.
4. Parish ZOOM account has now been cancelled as from 24th June 2021 (Cllr MH)
This action was confirmed.
5. Naseby Road sign has been reinstated in its original site by Cllr Walpole
This action was confirmed.
6. Communication - Full documents circulated to all Councillors
NCALC – weekly update

2434. Resolution to appoint an Interim Clerk and RFO

It was **Resolved** to appoint Fiona Young as Interim Clerk and RFO.

2435. Annual Council Policy Reviews:

Council to review and adopt the following policies and prime documents:

- i. Training Policy
- ii. Health & Safety
- iii. Equal Opportunities
- iv. Complaints Procedure
- v. Risk Assessment
- vi. Record Management & Document Retention
- vii. Data Protection
- viii. Data Breach
- ix. Subject Access Request



It was **Resolved** that the Clerk would review the above policies and report back for approval at the July meeting.

2436. Reports:

1. Highways.
 - Road repairs
 - Naseby Road sign reinstatement
 - Speed Sign update

The Chairman reported that the potholes on the Welford Rd have been repaired and that the speed sign is working, however it may be necessary to move the solar panel.

2437. Recreation Ground Inspection (Cllr ME)

Cllr. Ellis reported that the playground inspection had been done and there are quite a few minor repairs to make. Once the report has been received the Councillors will go through what needs to be done.

2438. Neighbourhood Watch & Police Liaison Officer (Cllr CT)

Cllr Tomlinson reported that a few scams were still going around but that awareness had now increased in the village which is a good thing. There was nothing else to report.

2439. Audit 2020 – 2021

The Clerk reported that the previous Clerk had confirmed that all the audit work had been completed.

2440. Finance

Council to approve the following June 2021 payment schedule and to ratify payments already made

Payee	Details	Amount	Payment method	Power
P Stephenson	April salary	£308.90	Cq000009	LGA 1972 s111
P Stephenson	May (Final) Salary plus holiday pay plus expenses	£429.36	Cq000011	LGA 1972 s111
P Stephenson	Flags	£13.20	Cq000012	
F Young	May salary	£85.36	Cq000007	LGA 1972 s111
F Young	June salary	£240.00	Cq000008	LGA 1972 s111
Playsafety Ltd	Playground annual inspection	£189.60	Cq000010	

The Clerk explained that there had been a problem with the bank payments that the previous Clerk had entered onto the system, the payments for her April and May salary should have gone through in May but did not. The bank have now cancelled the payments which is why the payments are being paid by cheque. The Clerk is hoping to be on the bank signatory soon. The appropriate forms have been signed and sent off.

It was **Resolved** to approve the payments listed above.

2441. Council administration

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1. Resolution to delegate to the Interim Clerk the power to purchase a dedicated parish council mobile phone on a simple text and call only contract at a maximum cost to the council of £10/month

It was **Resolved** to delegate this to the Clerk so that the Council would have a dedicated phone number that would then be passed on to future staff.

2. Resolution to purchase MS Office 365 at £59.99 for one year

It was **Resolved** to purchase MS Office 365 for £59.99, the Clerk would be reimbursed at the July meeting.

3. Council email system, to discuss issues and resolve action.

The problems with the Ionos email system were discussed, Councillors using the parish council dedicated email address were having issues with emails from the Clerk going straight into Spam, this didn't happen with those councillors using their own personal email addresses. It was agreed that the Clerk would look into this and report back in July.

2442. **Future agenda items**

Brown bin collection at the Reading Rooms.

Playground repairs

First aid refresher for the defib

2443. **Date of next meeting. July 20th 2021**