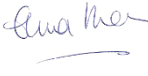


POLEBROOK PARISH COUNCIL

All Councillors are hereby summoned and required to attend the ordinary meeting of Polebrook Parish Council on Tuesday 4 January 2022 at 7.00pm to be held in The Village Hall, Polebrook

Members of the Public and Press are invited to attend and to participate in Public Open Time by prior arrangement and may record the Council meetings but are reminded they may not do so in a way that would disrupt the meeting (e.g. live audio commentary). Public are excluded from any items marked with an + The Press are welcome to attend but will be excluded from any items marked with +

Signed 

Emma Morehen Clerk to Polebrook Parish Council
Dated 23 December 2021
19 Nene View, Islip, Kettering, Northants., NN14 3LD
Tel: 079600 36894
Email:- clerk@polebrookparishcouncil.org.uk

AGENDA

- 2022.086** Public Open Time *During this time, residents are invited to give their views and to question the Parish Council on issues on this agenda or raise issues for future consideration (at meeting itself. At the close of this item members of the public will no longer be permitted to address the council members unless invited to do so by the Chairman.*
- 2022.087** To **RECEIVE** apologies for absence
- 2022.088** To **RECEIVE** Declarations of Disclosable Pecuniary or Other Interests and any Dispensation requests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item (please note declarations must be made verbally at the appropriate time as well as entered in the Interest Book.)
- 2022.089** MINUTES
- *To **APPROVE** the minutes of the meeting held on 16 November 2021
- 2022.090** MATTERS ARISING
- 2022.091** FINANCE
- a) ***PROPOSAL** to adopt the draft budget presented by the Clerk for 2022-23
 - b) ***PROPOSAL** to review cemetery fees as part of the budget presentation for 2022-23 financial year
 - c) **PROPOSAL** for the 2022-23 precept demand
 - d) *To **NOTE** the appointment of the NCALC internal audit service for year ended 31 March 2022
 - e) To **APPROVE** appointment of Parish Council Internal Scrutineer and agree a cycle of reporting.
 - f) *To **APPROVE** Parish Council asset register
 - g) *To **NOTE** balance of both current and reserve accounts as of 19 November 2021
 - h) *To **NOTE** the receipts since the last meeting

- i) *To **NOTE** payments made since the last meeting
- j) *To **APPROVE** payments at this meeting

2022.092

PLANNING

Outcome of previous applications

- a) *NE/21/01286/TCA/T1 - Walnut tree - to reduce the crown of the tree by 2.5 meters
Location: Walnut Tree Cottage, Hemington Road, Polebrook, Peterborough, Northamptonshire, PE8 5LS – North Northamptonshire Council has no objection to the works proposed
- b) *NE/21/01498/FUL: Extension of the existing garage to create a garden living room, staircase leading up to 2 bedroom with en-suites ancillary to main dwelling.
Location: Rosebrook Lodge Kings Arms Lane Polebrook, PE8 5LW North Northamptonshire Council grants permission

Applications considered since the last meeting

- c) NE/21/01639/FUL Application to regularise breach to incorporate countryside into residential curtilage. Location: 2 Bluestone Cottages Lutton Road Polebrook Peterborough Northamptonshire PE8 5LY- Polebrook Parish Council support the application

d) Applications for consideration and decision –

*NE/21/01780/TCAT1 - Reduce ash tree by 5m height due to Inonotus fungus (resulted in recent limb failure). Location: Rowan House Main Street Polebrook Peterborough Northamptonshire PE8 5LN

*NE/21/01770/FUL - Single storey rear flat roof extension, glazed timber porch to the front with relocated front door and extended access steps, addition of large corner window on North east side, partial inclusion of adjacent flat to become part of the main house, new retaining stone garden wall to front garden, new driveway gates and boundary wall, changes to fenestration to front elevation, new double car port to the rear, and addition of 2 small windows above proposed car port on existing barn gable (South elevation). Location: Armston Hall Farm Armston Polebrook Peterborough Northamptonshire PE8 5PR

*NE/21/01646/FUL Garage conversion to garden room and utility room, alterations to fenestration, addition of 3 no new dormer windows (one to the South facing roof slope and two to the North facing), replacement of cement pointing with lime mortar, repairs to stonework and reinstatement of lime pointing, reinstatement of former conservatory Location: The Old Rectory Main Street Polebrook Northamptonshire PE8 5LN

*NE/21/01647/LBC Works to listed building to allow for garage conversion to garden room and utility, reinstatement of former conservatory, alterations to fenestration, addition of 3 no new dormer windows (1 to south facing roof slope and 2 to the North facing), reconfiguration of internal service areas, replacement and repairs to external stonework and pointing and reinstatement of loft staircase and access Location: The Old Rectory Main Street Polebrook Northamptonshire PE8 5LN

2022.093

HIGHWAYS MATTERS

- a) To **NOTE** update regarding drains and flooding
- b) *To **NOTE** and **DISCUSS** report made by parishioner of flooding issues outside Stonehouse Lutton Road, Polebrook

c) To **NOTE** update regarding HGV traffic from Polebrook airfield

2022.094

CORRESPONDENCE

- a) *To **NOTE** details of December communication log
- b) To **NOTE** correspondence from the PCC regarding damage to the Church wall and **DISCUSS** responsibility for closed churchyard under **Local Government Act 1972 s.215**
- c) *To **NOTE** Letter from NNC democratic services Additional Sites for On-Street Electrical Vehicle Charging Points
- d) *To **NOTE** availability of Discretionary Grants for North Northamptonshire Council – deadline for submission 31 January 2022
- e) *To **NOTE** comment relating to JAG minutes from 12 October 2021
- f) *To **NOTE** and **DISCUSS** and **AGREE** the next steps regarding Northants CALC Asset Mapping Project (AMP), appointment of an AMP Working Group comprising the clerk and a councillor

2022.095

To **NOTE** and **AGREE** Finding Fitness programme update and future plans

2022.096

GOVERNANCE and CLERKING RELATED MATTERS –

- a) *To **APPROVE** new Parish Council code of conduct
- b) To **DISCUSS** the need for a fireproof box to retain clerk's emergency contact details and electronic Council back up that is stored in a designated Parish Council locked cupboard
- c) *To **NOTE** Progress of clerk's action plan to include **APPROVAL** of attendance at Cemetery compliance and management course February 2022
- d) *To **DISCUSS** and **AGREE** attendance of Councillors at training opportunities on offer via NCALC

2022.097

WEBSITE

- a) To **APPROVE** moving all Parish Councillor emails to website provider 2Commune
- b) To **APPROVE** website training for the clerk at a cost of £150.00 for one session with ongoing support

2022.098

FUTURE AGENDA ITEMS An opportunity for Councillors to report items and to request future agenda items - no decision can be made under this item

2022.099

DATE OF THE NEXT MEETING Tuesday 1 March 2022 at 7.30pm in the Village Hall, Polebrook

* background details issued as supplementary papers for the meeting

Part 2

2022.100

+Resolution Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are to be excluded on the grounds that the following items to be discussed are of a confidential and sensitive nature (Members of the public and press will be moved to the waiting room

- a) Conclusion of previous clerk matters and handover update

The Agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch.12 para 10 (2)(b)) and the Council cannot lawfully decide any matter which is not specified in the Agenda (*Longfield Parish Council v Wright (1918) 88 LJ Ch 119*)