

NASSINGTON PARISH COUNCIL



Minutes - Nassington Parish Council Meeting (incorporating the Annual Meeting of the Parish Council)

Wednesday 14th May 2025 at 7.00 pm in Nassington Village Hall

Preamble note: This was the first meeting of Nassington Parish Council following elections on May 1st 2025. All members present at the commencement of the meeting had signed their declarations of office in advance of the meeting. Cllr Charlotte Lemmon signed her declaration on arrival. In the absence of the chair, the vice chair chaired the first item on the agenda.

25.2571. Election of the chair of Nassington Parish Council

It was *RESOLVED* to appoint Sam Attenborough as Chair of the Nassington Parish Council. It was further *RESOLVED* that due to his absence this evening, his signing of the acceptance of office and signing of the acceptance of office of chair can take place at later date, in advance of the next meeting of the council or any activity undertaken as a member of the council.

25.2572. Person to chair the meeting

It was *RESOLVED* to appoint Derrick Mortimer to chair the remainder of the meeting.

25.2573. Attendance and apologies for absence

Present: Cllr Elliott Clark (from item 4, minute 2574), Cllr Marcus Hurcombe, Cllr Alain Kinglsey, Cllr Charlotte Lemmon (from item 17), Cllr Derrick Mortimer and Cllr Andy Russell. Apologies received from Sam Attenborough for personal reasons. Charlotte Lemmon sent note that she would be arriving after the start of the meeting. Officer present: The clerk. One member of the public present up until item 4, minute 2574. Apologies also received from North Northamptonshire Council ward member Cllr Simon Fairhill.

25.2574. Co-Option of new members of the parish council

It was *RESOLVED* to co-opt Elliot Clark to the council. It was agreed that the requirement to submit an application to join the council and submit it in advance of the meeting would be waived in this instance, as Elliott had been a council member with the previous council but had not been able to submit a completed candidate application in advance of the election. He signed his declaration of office and joined the meeting.

25.2575. Register of interests

Newly elected and co-opted councillors were reminded of their obligation to complete Register of Interests within 28 days of taking office and the obligation to complete their elections expenses claim form or nil claim return Declarations of interest All links to documents were published via the agenda.

25.2576. Declaration of interests.

Dispensations were agreed for all members of the council who are also members of the cricket club, for members with allotments, for members with association/governorship with the school, preschool, and for members with association with the church. The council has previously acknowledged that associations with and membership of other organisations might on occasion be pecuniary in nature but felt those to be incidental to the member's council role rather than of pecuniary advantage or disadvantage to the member, that the roles would not conflict, and that members would put their statutory duty as duly appointed members of the council as priority in any decision-making process.

Guidance was included with publication of the agenda about declarations of interest going forward.

25.2577. Election of members holding positions of responsibility or representation.

It was agreed to defer the appointment of members to specific roles to the next meeting.

25.2578. Protocol and policies:

It was *RESOLVED* to adopt the following policies which had been circulated in advance of the meeting

- Standing orders, based on NALC models

- Financial regulations, based on NALC model. It was agreed that all figures should be net of VAT.
- Scheme of delegation – correct inconsistencies in use of chair / chairman
- Code of conduct
- Internal control document, to demonstrate that the council has made proper arrangements and accepted responsibility or safeguarding public money, as required by section 2 of the Annual Governance and Accountability Return (AGAR)
- Financial risk assessment, to demonstrate that the council has considered and documented the financial and other risks and dealt with them, as required by section 2 of the Annual Governance and Accountability Return (AGAR) In accordance with internal audit recommendation. It was agreed that the succession arrangements should be prioritised along with an investment policy so that the council is covered by FSCS arrangements.
- Co-option policy
- Biodiversity policy
- Additional policies on website: <https://www.nassington-pc.gov.uk/accounts-and-audit/>

25.2579. Meetings:

It was agreed that the meeting schedule should remain second Wednesday of each month at 7.00pm in the village hall, apart from April 2026 when it would be the third to avoid holiday period, and none in August as that is traditionally recess in most local authorities.



25.2580. Approval of Minutes

It was **RESOLVED** to approve the minutes, circulated in advance of the meeting, of the meeting held in March 2025. The chairman of the meeting signed the minutes.

25.2581. Questions or address from members of the public:

There were none.

25.2582. Planning and Development (1):

- NE/25/00442/FUL | Replacement garage. | 58 Church Street Nassington Peterborough PE8 6QG. The council considered the issues surrounding the application in depth. It was **RESOLVED** to submit no objections or further comment.
- Huntingdonshire emerging local plan: opportunity to consider and agree observations. It was agreed to defer this to the next meeting.
- Peterborough draft local plan - opportunity to consider and agree observations. It was agreed to defer this to the next meeting.
- Planning applications on the portal which were not on the agenda: It was agreed to defer these to the next meeting.

25.2583. Planning and Development (2):

- Neighbourhood plan:** Consider latest regulation 14 submission and responses: A working party had met with the consultants and considered the submissions in depth and formulated responses and changes to the draft plan. The latest version of the plan would be considered at the next meeting.
- Heat Nassington.** The purchase of an infrared heat gun was noted. Public meetings would be taking place over the next couple of days and it is hoped that the council will be furnished with the consultant's findings shortly.

25.2584. Governance:

- a) Insurance: Insurance renewal documents had been circulated in advance of the meeting. The matter of insurance of the churchyard wall against 3rd party damage /theft was discussed. The clerk is to obtain a broad valuation of costs and discuss with the brokers. It was agreed that the decision as to which broker to proceed with can be taken under delegation scheme, in consultation with members by email.
- b) As part of the Civility and Respect pledge that the council is signed up to, there is a commitment to “put in place a training programme for councillors and staff”. This commitment is further embedded by a budgetary commitment to training. Consider opportunities available with Northants CALC Councillor Development Framework - this will be addressed at the next meeting.
- c) History group cash receipts. The Council discussed the financial handling of cash donations received by the history group at events, and the sale of booklets funded by the Parish Council. Members noted the importance of ensuring that all income from these activities is properly accounted for, in line with the council’s responsibilities under the Accounts and Audit Regulations 2015 and the Practitioners’ Guide (Governance and Accountability for Local Councils). There was particular concern that taxpayers were being asked to pay for something (the booklets) for which they had effectively already paid via their council tax. It was agreed that a discussion with the parties involved should take place.
- d) It was *RESOLVED* to ratify the agreement to proceed with outsourced payroll bureau at a cost £15 per month plus £30 set up costs.

25.2585. Playing field

- a) **New slide** – it was agreed to proceed with the British Sign Language side panels.
- b) **Play area / playing field safety inspection:** The monthly inspection had not highlighted major concerns, but a member of the public had highlighted that some of the coupling fixings on the cargo net were coming apart. The clerk had alerted the supplier. It was reported that someone had been on site earlier that day. The next monthly inspection would be carried out by Alain Kingsley.
- c) **Cricket club risk assessment update:** It was agreed to defer this to the next meeting.

25.2586. Community / Projects:

- a) Nassington Nature update: It was agreed to defer this to the next meeting.
- b) Allotments: It was agreed to defer this to the next meeting.
- c) New project: Interpretation boards. Consider next steps – working party / formal committee It was agreed to defer this to the next meeting.
- d) History group and Blue Plaque Trail feedback. It was agreed to defer this to the next meeting.
- e) Village Hall: Receive letter from village hall and consider request for re-allocation of funding agreed in September 2024. It was *RESOLVED* to grant £1,000 to the Village Hall Trust.
- f) Consider tree protection orders for trees outside of the village conservation area. It was *RESOLVED* to defer this to the next meeting.
- g) Rights of Way improvements – report from RoW warden. It was agreed to defer this to the next meeting.

25.2587. Financial matters:

- a) The month end accounts to 30th April 2025 had been circulated in advance of the meeting. It was *RESOLVED* to approve accounts at 30th April 2025 as follows:

ledger balance current account	3,239.28
Tailored reserve	84,793.47
Nationwide 95 day saver	93,623.07
Total cash:	181,655.82
Per cash book	
Balance b/f	133,743.53
Add receipts for year	66,919.12
less payments for the year	19,006.83
Balance c/f:	181,655.82

b) It was **RESOLVED** to note the following receipts, details of which had been circulated in advance of the meeting with the detailed accounts:

Receipt	Goods/service
£291.12	Interest
£66,628.00	Precept
51.98	Amazon refund (£43.32 net of VAT)

c) It was **RESOLVED** to approve the following payments, details of which had been circulated in advance of the meeting:

Goods/service	Supplier	Nett	Gross	Power
Adverse possession legal fees	Wellers Hedley	950.00	1,140.00	LGA S111 ⁱ
Payroll bureau	DCK payroll solutions	60.00	72.00	LGA S111 ⁱ
Churchyard maintenance	Plough env'ntal		180.00	LGA Act S215 ⁱ
Village groundworks	Plough env'ntal		60.00	PHA Act S164 ⁱⁱ
Urban verge cutting	Plough env'ntal		250.00	LGA S136 ⁱ
AED pads	Heartbeat Trust	77.20	92.64	PHA ⁱⁱⁱ s234
Direct debits/SOs/Credit card:				
Thermal imager	CPC	159.00	190.80	LGA S111 ⁱ
Postage	Royal Mail		3.60	LGA S111 ⁱ
Postage	Royal Mail		1.70	LGA S111 ⁱ
Mobile phone	Lebara	.83	1.00	LGA S111 ⁱ
Socket bits	Amazon	14.08	16.90	LGA S111 ⁱ
Urn for village hall	Amazon	64.99	77.99	LGA S145 ⁱ
Streetlighting	SSE	110.07	118.15	PCA ^{iv} 1957 s3/ HA ^v 1980 s301
Salary and pension			1,142.56	LGA ⁱ S112 & pensions act

25.2588. Official announcements, notices or reports / Correspondence / representations of note:

- NE/25/00040/FUL: Unit 5A, Kings Cliffe Industrial Estate, Extension to existing factory comprising of additional workshop area and changing rooms. Note approval of planning permission.
- Note email from preschool advising of visit from the fire service as part of the EYFS learning offer

25.2589. Newsletter / Social Media / community communications

Details of new councillors and mention that Simon Fairhill is keen to support residents.

25.2590. Matters to note / to be carried forward

There were items undecided to carry forward.

DATE OF NEXT MEETING: 11TH JUNE 2025

Approved by Nassington Parish Council:

Signature of Chairman		Date:
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ⁱ Local Government Act 1972

ⁱⁱ Public Health Act 1875, s.164

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- iii PHA – Public Health Act 1936
 - iv PAct -Parish Councils Act 1957
 - v HA- Highways Act 1980