

LUTTON PARISH COUNCIL

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DRAFT MINUTES OF LUTTON PARISH COUNCIL MEETING HELD IN LUTTON VILLAGE HALL ON MONDAY 4TH NOVEMBER 2024 COMMENCING AT 7:00 PM

PRESENT: Councillors Chris Cowdery, Julie Lane, Mike Smurthwaite, Carrie Walsh

IN ATTENDANCE: Kerry Rew, Clerk; four members of the public

24.65	APOLOGIES: Cllr Eaton
24.66	DECLARATIONS OF INTEREST: none
24.67	PUBLIC FORUM: Concerns were raised about the lack of a footpath at Papley End. Residents were concerned at difficulty of crossing the road and the speed at which vehicles approached the corner. Cllr Walsh advised that a previous request to Northants Council to install a footpath had been rejected due to insufficient width. It was suggested that the introduction of the 40-mph speed limit might help in slowing vehicles, and likewise the installation of a gateway feature. Cllr Walsh to investigate the possibility of another speed survey for an extended period so as to be worthwhile, and to ascertain whether this would be carried out by the police or by NNC Highways.
24.68	WARD COUNCILLORS' UPDATES: There were no Ward Councillors present.
24.69	MINUTES OF MEETING 2ND SEPTEMBER 2024: APPROVED as a true record.
24.70	FINANCE: <ol style="list-style-type: none">1. The November update to the year-to-date accounts and cashflow was prepared by the Clerk and circulated prior to the meeting. The VAT reimbursement from HMRC of £544.55 for the years ending March 2023, and March 2024 was duly noted. Clerk has now set up the Lutton account on the HMRC system and future claims will be dealt with simply online.2. There were four payments presented for authorisation per the schedule below*. RESOLVED. To note: a statutory pay increase of 5.4% has been implemented and back dated to April 2024 for the Clerk's salary. The standing order for the Clerk's salary was amended with effect from the October salary payment, and back pay claimed for the six months April to September. There were three payments made since the last meeting: Clerk's salary for September and October by standing order, and quarterly bank charges.3. The Clerk prepared a letter to Barclays for signature by all signatories, formally closing the account which is now zero. Cllr Smurthwaite now registered as a signatory with Unity. Cllr Lane awaiting documents from Unity following request to be added as a signatory.4. The proposed budget for 2025/26 was circulated by the Chair prior to the meeting, and the precept request for the next year discussed. Submission deadline 20th January 2025. Precept request <u>to remain unchanged at £4400</u> RESOLVED5. A request was made for a contribution of £32 towards the Clerk's membership of the Society of Local Council Clerks (SLCC), to be shared with Elton Parish Council. Approved and RESOLVED.6. A request to purchase three wooden signs at £10 each from Hampton Handy Crafts to designate the wildflower area was APPROVED. Cllr Walsh to confirm price per sign with longer stakes to improve fixing and request pro forma invoice for payment.7. Cllr Walsh provided an estimate from RJC Countryside Management of £96 for cutting the Playing Field hedge in early Spring. APPROVED

24.71	<p>PLANNING & PLANNING APPLICATIONS:</p> <ol style="list-style-type: none"> 1. It was RESOLVED not to respond to the Huntingdonshire District Council Local Plan update.
24.72	<p>CORRESPONDENCE:</p> <ol style="list-style-type: none"> 1. Two different families have separately complained to the Parish Council about their family graves in the churchyard not having been mown. As this is not a Parish Council responsibility, both families have been referred to the Parochial Church Council and it is hoped the matter will be resolved.
24.73	<p>CLERK'S REPORT:</p> <ol style="list-style-type: none"> 1. Notification of 5.4% statutory pay increase for the Clerk backdated to April 2024. 2. It was noted that elections will take place on 1st May 2025. Provision has been made in the budget for election expenses. Clerk will notify councillors and other qualifying members of the electorate once nomination papers are available. 3. Ideas for a Lutton Parish Council logo/letterhead were not discussed as Cllr Eaton was not in attendance. 4. Clerk reported again chasing details of NNC Planning information sessions for councillors and clerks and having received no response. 5. It was noted that the Clerk provided information to Cllr Walsh on suppliers of gateway features. 6. It was noted that the Clerk provided information to Cllrs Cowdery and Walsh on sources of grants and funding.
24.74	<p>REPORTS FROM COUNCILLORS:</p> <ol style="list-style-type: none"> 1. Highways updates: <ul style="list-style-type: none"> - Cllr Walsh reported information obtained from NNC regarding a gateway feature as estimated at £2000 - £2500. It is permissible to purchase the gates from an alternative supplier; Glasdon was recommended by NNC. Clerk to contact nearby Northamptonshire villages with gateways to establish their sources, how the installation was funded, and by whom it was installed. Clerk to ascertain whether Local Highway Improvement (LHI) or Community Infrastructure Levy (CIL) is available from NNC. (Annual application windows for both having already opened in Cambridgeshire). It was suggested that Milton Estates could be approached for funding also. - Cllr Walsh reported that NNC Highways is still unable to confirm a delivery date for the new grit bin at Papeley End. 2. No outstanding Fix My Street reports. It was suggested that footpath issues at Lutton Farm should be reported to Milton Estates. 3. Cllr Cowdery has reported to Cambridgeshire County Council Highways that the culvert on Bullock Road is collapsing but has received no response.
24.75	<p>DATE OF NEXT PARISH COUNCIL MEETING: Monday, 6th January 2025 FUTURE DATES: 3rd March 2025</p>

The meeting closed at 8:09 pm.

*** Payments for authorisation 04/11/24**

Ms K Rew - Clerk's expenses Sept & Oct 24	£19.30
Ms K Rew - Clerk's backpay April - September 24	£34.86
Cllr Cowdery - Fasthosts website hosting	£33.00
Contribution towards renewal of SLCC membership	£32.00