



Chairman: Councillor Barry Frenchman

Clerk: Mrs L Compton
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Minutes of a Meeting of Spratton Parish Council

Held on **Tuesday 18th November 2014** in the Village Hall, School Road, Spratton at **7.15 pm** for the purpose of transacting the following business.

Present: Cllrs Barry Frenchman, Chairman, Bill Blowfield, Michael Heaton, Lynn Hogg (co-opted 18/11/2014) John Hunt, Fiona Keable, Mark Pacey, Cllr Ruaraidh McDonald Walker and Jay Tindale (9 members)

In attendance: Lynne Compton, Clerk and RFO plus 3 members of the public.

This item is CLOSED to Press and Public due to its sensitive nature

103.14 5 MINUTE INTERVIEWS, BALLOT AND CO-OPTION OF COUNCILLOR TO FILL VACANCY (arising from the resignation of Cllr Baillie). To report: There have been 2 applications: Mrs Lynn Hogg and Mr Paul Vellam. **Parish Council to interview, discuss and make resolution to fill the vacancy**

After short individual interviews with the candidates, Council voted (by a secret ballot adjudicated by the Proper Officer) by a majority to co-opt Lynn Hogg of Holly Rise, Holdenby Road Spratton. The candidates were recalled and informed of the result. Cllr Hogg then joined the meeting.

Action: Clerk to formally write to candidates informing them of the result.

Public and Press to be invited into meeting when appointment made, approximately, 7.30 pm

Spratton Neighbourhood Plan - Please note there will be no Agenda item on the Spratton Neighbourhood Plan due to the ongoing Pre-Submission Consultation. If you have any questions or comments concerning the Neighbourhood Plan, please complete your consultation response form and/or make an appointment to attend one of the Councillor Surgeries being held on Saturday 22nd November between 2 pm and 4 pm. Thank you.

104.14 PUBLIC FORUM Members of the public and press are invited to address the Council at its Open Forum. 15 minutes. Speakers have up to 3 minutes each.

There were three members of the public present, including Mr Steve Barber (Northamptonshire County Council Highways Dept.)

- a) Speeding and Traffic related issues in Spratton - Mr Barber reported the following:-
1. He works closely with the NCC Highways Community Liaison Officer, Ian Boyes
 2. From the surveys, the majority of cars on Brixworth Road were travelling on the 85th percentile at 26 mph and that although this was slightly above the threshold of 24 mph (in a 20 mph zone), it was not a bad figure.
 3. ACPO (The Association of Chief Police Officers) had recently produced a paper on 20 mph zones, concluding that if the zone looked like, felt like it, then it should be a 20 mph zone. Unfortunately this report was sent back by HM Government. Mr Barber also referred to a pilot 20 mph scheme in Nottinghamshire and another in Lancashire where they have instigated 12 20 mph schemes in urban areas.
 4. The Safer Routes team had been civilianised and those Officers previously involved had either retired or moved on to other operations.
 5. Northamptonshire Police will not enforce the 20 mph limit and the view is taken that it should be self-enforcing.
 6. The collision history of the Spratton envelope (going back 5 years for collisions only as there is no data on damage), showed 5 collisions in the last 5 years and 2 of these collisions were in the last 3 years. All except one collision were on the A5199 (top road). In 2010 there was one collision on Brixworth Road so this area was not deemed to be a particular problem but time would tell when the VAS sign had been

out for longer (perhaps the results over a full year). Spratton had been given the use of 20 mph boards to put up.

7. The ACPO threshold on a 40 mph road is 46 mph, Spratton's average in these areas is 41 mph, so unfortunately, the Welford Road would not be considered for a speed van.
8. Community Speed Watch is being re-vamped and will hopefully be more flexible. **Action: Mr Barber to pass details to Parish Council.**
9. On one day there were 5,000 movements in 1 direction on Brixworth Road.
10. The Police had a new handheld device which they were piloting which meant that they could now access areas previously inaccessible e.g. Brixworth Road
11. Mirrors were not permitted on Highways land but could be put on private property. **Action: Cllr Pacey to approach Chris Saul (Sauls the Butchers) to see if he would agree to putting a mirror on the side of the Butchers to aid visibility on this corner.**

It was pointed out that there were several problems in Spratton, the speed on the A5199 and inconsiderate driving in peak times. The VAS sign appeared to be naturally slowing the traffic down from the recent results and parishioners had given good feedback on the sign.

Parish Council asked if the following could be investigated:-

1. Could there be a priority on the Spratton/Brixworth Road bridge? **Action: Mr Barber to report back to Parish Council.**

105.14 PARISH COUNCIL RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

Cllr Frenchman proposed acceptance of apologies from Cllr Tim Forster, seconded by Cllr Heaton and resolved to be approved by Parish Council.

106.14 PARISH COUNCIL RESOLUTION TO APPROVE AND SIGN MINUTES OF THE MEETINGS OF PARISH COUNCIL HELD ON TUESDAY 21st October 2014 (previously circulated).

Cllr Heaton proposed approval of the minutes as an accurate record of the meeting, seconded by Cllr Pacey and resolved to be approved by Parish Council.

107.14 MATTERS ARISING FROM PREVIOUS MINUTES AND CLERK UPDATE REPORT (if any) – For Information only

- a) **Spratton Youth Club** – To report that they need more volunteers to keep the club open. Parish Council circulated a flyer, on their behalf (at the same time as the NP information) to request help. It was reported that the flyer had resulted in some additional help for the Youth Club. It was also suggested that the Church Youth Club might be able to help. Parish Council resolved that the Clerk should contact the Church Youth Club. **Action: Clerk**

108.14 MEMBERS' DECLARATION OF INTEREST/DISPENSATION REQUESTS for relevant items on the agenda (if any)

There were none.

109.14 RESOURCES (STAFFING AND STRATEGY) COMMITTEE – Chair: Councillor Michael Heaton

a) Update (if any)

1. **DDC Grant Funding** – To Report: This is just a courtesy email to advise you there is no longer any funding available in the One-Off Community Event pot. Applications for this grant are now closed until next year's budget allocation is agreed and made available in April 2015. There is still £3,500 left in the Second Homes Funding pot for Community Project grants. These are up to the amount of £1,000 for equipment purchases, training costs and volunteer expenses. There is also £7,500 left in the Capital Grants pot. Parish Council noted.
2. **Annual Grant to Recreation Field Committee (£2,000)** – to report that the up to date accounts have now been received and the cheque sent together with a letter explaining that the Parish Council, as the guardian of public money, must ensure that all organisations it supports are financially viable and apologising for any affront caused (which was un-intentional).
3. **Noticeboard board** – To agree: sale of remainder (half) of board to Creaton PC (currently stored by Jim Pye) – Jim suggested price of £15. Cllr Heaton proposed the sale, seconded by Cllr Frenchman and resolved by Parish Council. **Action: Clerk to produce invoice for Creaton PC**
4. **East View Cemetery Skip** – To report that an invoice for £675 (6 empties @ £112.50 each) has been received. The RFO has queried the invoice. After some discussion, Parish Council resolved that the Clerk should respond along the following lines:-
'The 2013 invoice was paid (after a query over the number of empties), this was for 2 empties @ £112.50 per empty = £225 (cheque no. 2614).

2014 – This has been discussed this with our handyman and he has confirmed there have been 2 empties this year, a total of £225. Please could you cancel the current invoice and re-issue one in the correct amount. Thank you. In addition, the issues with invoicing may have arisen because, when it was originally setup, it was for quarterly skip emptying, which was found not to be necessary. We then arranged with you to do the emptying on an ad hoc basis with our handyman, Mr Pye ringing up to organise when it needed emptying.' **Action: Clerk to send letter**

5. **Minutes of Resources Committee Meeting held on Wednesday 9th July 2014 (previously circulated) – attached Paper A** – Cllr Heaton proposed the Resources Committee recommendations, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

b) Bank Balances – Parish Council resolution to approve. Cllr Heaton proposed, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

BANK ACCOUNTS (as at 31st October 2014)

Community A/C	£200.00
Reserve A/C	£54,408.73
TOTAL	£54,608.73

c) Income received (if any)– to report. Parish Council noted the following:-

DATE	PAYEE	DETAILS	RECEIPT NO	AMOUNT
22/10/2014	B HOLLOWELL & SONS	Burial fees	56	£272.00
22/10/2014	CREATON PARISH COUNCIL	Donation to office phone	57	£65.28
30/10/2014	PITSFORD PARISH COUNCIL	Donation to office phone	58	£43.51
		TOTAL RECEIPTS AS AT 30/10/2014		£380.79

d) Receipts and Payments/Cash Book Summary report and Bank Reconciliation (previously circulated) – Parish Council resolution to approve. It was reported that Council were forecast to be in budget for all items of expenditure with the exception of projects which were considerably underspent. This would be discussed at the forthcoming Resources Committee meeting. Cllr Heaton proposed approval, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

e) Payment of invoices (see below), plus any additional payments Parish Council resolution to approve. The following were proposed by Cllr Heaton, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT	ACCO UNT	POWER TO PAY	
PAYMENTS									
03/11/2014	LYNNE COMPTON	October Salary (£903.27) plus use of office (£18) and broadband/mobile contribution (£2)	2783	£923.27		£923.27	Salaries/NP	LGA 1972 s112	GPC
03/11/2014	NCC LGSS	Oct Pension	2784	£311.26		£311.26	Salaries	LGA 1972 s112	GPC
03/11/2014	MITCHELL COLDWELL	Delivery of NP Consultation	2785	£30.00		£30.00	Salaries	LGA 1972 s112	GPC
03/11/2014	AUTELA LIMITED	Payroll Services	2786	£26.73		£26.73	Office	LGA 1972 s112	GPC
03/11/2014	BT	Office Phone	DD	£20.77	£3.61	£24.38	Office	LGA 1972 s112	GPC
11/11/2014	J TINDALE	Re-imbursment for Spratton Lunch Club purchases	2787	£166.03		£166.03	Lunch Club	LGA 1972 s112	GPC
11/11/2014	CGD CONTRACTORS LIMITED	Mowing of Verges, Mowing and Maintenance of Spratton Churchyard and East View Cemetery on 1st, 15th and 29th October 2014	2788	£1,230.00	246	£1,476.00	Green works /Maintenance	Open Spaces Act 1906 s9	GPC
11/11/2014	MERLAND COPY SHOP LIMITED	Printing of Spratton NP Pre-Submission Plan	2789	£153.06		£153.06	Neighbourhood Plan	Localism Act 2011	GPC
11/11/2014	MICHAEL HEATON	Re-imbursment for ink cartridges for personal printer (printed out NP Consultation papers due to Office copier breakdown)	2790	£25.71		£25.71	Neighbourhood Plan	Localism Act 2011	GPC
11/11/2014	RICOH	Office Copier	2791	£50.17		£50.17	Office	LGA 1972 s112	GPC
	TOTAL SIGNED BETWEEN MEETINGS			£2,937.00	£249.61	£3,186.61			

18/11/2014	JIM PYE	Maintenance - Leaf Blow 3 hrs, Litter Pick 2 hrs plus Remove Fallen Ash Tree branches and take to Tip - Total: £54, Green Works: 13/10 side out Roly Banks and 30/10 , Weed millenium Garden and Smith Street bank	2792	£214.00		£214.00	Green works /Main tenance	Open Spaces Act 1906 s9	GPC
18/11/2014	SPRATTON VH COMMITTEE	Hire of Hall 18th November	2793	£18.00		£18.00	Meetings	LGA 1972 s112	GPC
		TOTAL FOR SIGNATURE ON 18/11/2014		£232.00	£0.00	£232.00			
		TOTAL CHEQUES 22/10 TO 18/11/2014		£3,169.00	£249.61	£3,418.61			

- f) **Reminder Notice of SPC Resources Committee Meeting** to be held on Tues 25th November 2014, 7.30 pm – venue: St Andrews Community Room (aka Café Doris). The meeting will be to discuss the 2015 budget.
- g) **SLCC Conference – March 2015** – proposal for Clerk to attend – total cost of conference £235 split between 3 Parish Councils. Approximate Cost for SPC: £117.50 plus Clerk time. Cllr Heaton proposed the Clerk’s attendance, seconded by Cllr Frenchman, voted on and unanimously resolved by Parish Council.
Action: Clerk to make booking.
- h) **Spratton Lunch Club** – The accounts had been received from Jay Tindale who reported that the Lunch Club doing well and 28 had attended today. Council gave a vote of thanks to Cllr Tindale and team for all their hard work.
- i) **Burial Fees** – to discuss proposal to increase fees by 10% due to the increasing costs of maintenance. After some discussion, Parish Council resolved that the fees would be reviewed by CCOS Advisory Group and recommendations made for increasing the fees at the December Parish Council meeting (16th December)
- j) **Training** – list of NCALC forthcoming courses – to discuss and agree attendance. Parish Council resolved that newly co-opted Councillor Hogg should attend the New Councillor Training Course and Cllr Hunt the Rights of Way Course. **Action: Clerk to make bookings**
- k) **Local Government Pension Scheme** – Briefing notes and Contact Form – to discuss and agree SPC contacts. **Action: Clerk to complete in liaison with Cllr Heaton, Chairman SPC Resources**
- l) **Spratton Youth Club** – request for assistance in employing a Youth Worker. Parish Council resolved that more information on this was needed before making a decision. **Action: Clerk to contact Spratton Youth Club and request further information.**
- m) **Projects:** To receive a report, discuss and make resolution (if any)
1. Noticeboard for East View Cemetery – Cllr Heaton reported that he had ascertained that 2 x A2 sized boards would be necessary which would cost approximately £900 from a commercial manufacturer. The RFO reported that Moulton College had indicated that they would be interested in producing a noticeboard as a project (they had recently produced a lovely oak village sign for the entrance to Creaton which was of excellent design and quality for less than £200). Cllr Frenchman proposed deferring this item for the RFO to gather more information on cost etc. from Moulton College.
 2. Community Event – March/Sept 2015 – It was reported that Spratton Recreation Field Committee had the idea of planning a festival to raise some funds. After some discussion, Parish Council unanimously resolved to support this event. **Action: Clerk to inform Spratton Recreation Field Committee.**

110.14 PLANNING EXECUTIVE COMMITTEE – Chair: Councillor Fiona Keable

- a) **Daventry District Council Planning Committee Notice** – The following letter has been received from DDC:-

Application No: DA/2014/0683

Description: Outline application for residential development for up to 37 dwellings, school amenity space, drop-off/pick-up area and 6 parking spaces for primary school, vehicular access onto Brixworth Road, public open space and associated infrastructure

Location: Land Off Brixworth Road, Spratton, Northamptonshire

The above application is expected to be considered by the Planning Committee on 19 November 2014 and DDC recommendation is for Refusal. However, the application will be decided by the Councillors of that Committee who may or may not follow their recommendation. All Committee Meetings are open to members of the general public and start at 6.15 p.m. in the Council Chamber.

Parish Council to discuss representation and make resolution. After some discussion, Parish Council resolved that Fiona Keable, Chair, SPC Planning Executive Committee should represent the Parish Council and speak at the meeting. The outline of the speech (previously circulated) was proposed by Cllr Keable, seconded by Cllr Heaton, voted by the majority (Cllr Frenchman abstained) and resolved to be approved by Parish Council. **Action: Cllr Keable to attend DDC Planning Committee meeting**

b) Update (if any)

1. **DDC Planning System upgrade** – the system is now working.
2. **Broomhill** – It was reported that portable cabins had been seen on site, on investigation, it had been ascertained that the issues with Fire safety had now been sorted out and therefore the development was due to commence imminently. It was further reported that the DDC Planning Case Officer was unaware of any issues with drainage.

c) Planning Applications to consider and make resolution (if any) – there were none.

d) Planning application decisions to report (if any) –there were none.

111.14 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP – Chair: Councillor Bill Blowfield

a) Update– To receive a report and Parish Council to discuss and make resolution (where necessary)

1. **Leylandii Overhanging Footpath** – The King’s Head have confirmed that this will be cut back as soon as possible. It was reported that this had now been cut back.
2. **Garden of Remembrance** – The new regulations for this area would be drafted early in the New Year.
3. **Spratton Recreation Field Committee** – proposal to move the Parish Council skip, purchase Roly Banks, create a turning circle and plant memorial trees to replace those removed. It was suggested that some hedging could be put round the area if the skip was removed. After some discussion, Parish Council resolved to investigate using DDC brown recycling bins to replace the skip and that the Recreation Field Committee should be notified so as not to cause them any un-necessary expenditure. **Action: Clerk to write to Recreation Field Committee.**
4. **Smith Street Bank** – to discuss maintenance issues and make resolution. It was reported that Cllr Hunt had done a lot of work on this and spoken at length with residents who wished to undertake the maintenance themselves. In addition, the Clerk had clarified that the bank was owned by Northamptonshire County Council and maintained by Spratton Parish Council. The top of the bank was owned by Daventry District Council. Due to the risks involved in allowing residents to undertake works themselves in a formal arrangement, Council resolved that there should be an informal arrangement in place which would be monitored by Natural Spratton and that a letter should be sent to residents informing them of the new arrangements, with a suitable disclaimer stating that any work would be done ‘at your own risk’. It was reported that Daventry District Council were doing a similar letter and the wording of the Parish Council disclaimer should mimic that of the District Council letter. **Action: Clerk and Cllr Hunt to draft letter for agreement by Parish Council**
5. **Additional Dog Bins** – It was reported that NCC had not yet responded to the request. Action: Clerk to follow up.
6. **Dog mess** – Cllr Hunt reported that he was meeting with the DDC Environmental Services department with an idea to get some educational notices for Spratton.
9.05 pm – Cllr Keable left the meeting due to personal reasons

b) Burials/Memorials

1. Application to plant a memorial tree – to discuss and make resolution. The applicants (who were friends of the deceased) had submitted suggested specimens. After some discussion, Cllr Blowfield proposed approval of the application, subject to a well-established specimen being purchased and planted by the applicants and then become the responsibility of Spratton Parish Council for the maintenance, seconded by Cllr Heaton, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to inform applicant.**
2. Purchase of C235b for ashes – to discuss and make resolution. The family had since requested that half of plot B175 (purchased in 1992) be allocated for the memorial (and the other half for ashes. After some discussion, Parish Council resolved approval. **Action: Clerk to inform family and request relevant paperwork.**
3. Blenkharns – Application for additional inscription (Clerk note: within regulations). Parish Council noted. **Action: Clerk to complete relevant paperwork.**
4. Grants for Restoration of Memorials – Parish Council resolved that this was a good idea, Cllr Hunt kindly agreed to investigate further. **Action: Cllr Hunt**

c) Village Handyman

1. Additional work – Parish Council to discuss and agree (if any) – Parish Council resolved the following:-
 - i. East View cemetery - that the two diseased trees at the entrance should be removed.
 - ii. East View Cemetery, Gate post adjacent to Spratton Recreation Field
 - iii. Ash Tree, Brixworth Road bank (near Spratton Village Stores) – there had been complaint that this was overhanging the path.
 - iv. Edging (siding out) of pavements in the village**Action: Cllr Blowfield to inform Mr Pye, Handyman and request estimates for works to be done.**

d) Improving Village Matters to discuss and make resolution (if any)

e) Mowing/Maintenance Issues (if any) – to discuss and make resolution.

1. **Village Mowing** - It was reported that the contractors had done a good job of the last mow which had been carried out using a ride on mower.

2. **Removal of grass** – There had been a complaint from the landowners (who currently allow the grass to be deposited on their heap) that there was a lot of debris being deposited which then had to be sifted through and disposed of. After some discussion, Parish Council resolved that the contractors should be written to (by the Clerk) and asked to ensure that it was just grass cuttings being deposited. Parish Council further resolved that the Clerk should also write to the landowners and let them know that Parish Council had issued instructions to its contractors.
 3. **Identifying contractors** –After some discussion, Parish Council resolved to write to the contractors and request that they wear high visibility jackets with the company name on so parishioners were able to clearly identify them.
- f) **Proposal for CCOS Advisory Group to assume responsibility for Annual Spring Clean (deferred from October meeting)** – to discuss and make resolution. Cllr Heaton proposed, seconded by Cllr Blowfield and resolved by Parish Council. Parish Council resolved that the date for the 2015 Spring Clean would be Sunday 19th April 2015. **Action: CCOS to organise and Clerk to put an article in the next newsletter.**

112.14 NATURAL SPRATTON INCLUDING SPRATTON POCKET PARK ADVISORY GROUP

Chair: Councillor Hunt, Project Manager BRC Pocket Park – David Cooke

- a) **Jubilee Wood – to receive an update (if any)** – there was nothing further to report. **Action: Cllr Hunt to do an article for the next newsletter.**
- b) **Spratton Pocket Park - to receive an update (if any)** – there was nothing further to report. **Action: Cllr Hunt to do an article for the next newsletter**

113.14 HIGHWAYS ADVISORY GROUP (including Streetlighting Advisory Group) – Chair: Councillor Mark Pacey

- a) **Update on Highways Issues** – to receive a report/update, discuss (if necessary) and make resolution
 1. **Speeding** - Parishioner reports from Police – These were noted and the parishioner was thanked for all their work on this. In addition, MP Chris Heaton-Harris had been very helpful. **Action: Cllr Pacey** Parish Council were slightly disappointed that Spratton Hall School had not been more helpful with taking responsibility for the driving practices of its parents. **Action: Clerk to draft a letter asking Spratton Hall School for assistance.**
 2. **VAS Signs** – siting of and to receive report on data – Cllr Pacey had circulated the data report. Parish Council acknowledged that speeding was everywhere in the village. Parish Council resolved that the signs should be kept for 2 weeks in each location before being moved. It was suggested that Holdenby Road would be a good location. **Action: Cllr Pacey to discuss with NCC**
 3. **NCC Road Traffic Regulation Act 1984 (various speed limits) Order 2014 – Schedule 3 (40 mph) speed limit** – Spratton – Teeton Road, between its junction with Welford Road and a point 150 metres west of that junction ; Holdenby Road, between its junction with Welford Road and a point 18 metres west of that junction. Parish Council resolved no comments to make.
 4. **Street-lighting** – Review of Street-lighting Inventory. – Mr Cooke had kindly undertaken to do this. **Action: Clerk to check and submit to EON**

114.14 POLICE

- a) **October Reports** –
Parish Council noted the following:-

Anti-Social Behaviour (ASB)	Crime
18 Oct: Smith Street – large group of youths in street, maybe drunk. Officer attended.	06 Oct: Smith Street – items taken outside house. o/n 20-21 Oct: Holdenby Road – item taken from building site. 26 Oct: Welford Road – forced entry made to stables, nothing taken.

- b) **Report from Police Commissioner meeting (Weds 12th November)** – Cllr Frenchman made a brief report to Council. There were no actions resulting from the meeting.

115.14 STRATEGY ADVISORY GROUP (Cllrs Barry Frenchman, Michael Heaton and Jay Tindale) – to discuss amendments to policies and recommendations from the meeting held on 11th November 2014 and make resolutions.

Purpose of Meeting: to discuss and propose updates to policies, strategy and new initiatives

Members Present: Cllr Barry Frenchman, Chair, Cllr Michael Heaton, Cllr Jay Tindale and Lynne Compton, Parish Clerk, **Delegated Powers:** None, **Reporting to:** Spratton Parish Council

Cllr Frenchman proposed the following recommendations from Strategy Advisory Group, seconded by Cllr Heaton and resolved by Parish Council:-

1. **Aims and Objectives (aka Mission Statement).** **Recommendations: Remove: maintaining the rural character of our village. Insert: to promote Spratton as a pleasant place to live and work.** All the other amendments were approved.
2. **Archive Policy** – **Recommendation: Cllr Heaton and Clerk to work on as a project in the New Year and adapt NCC template**
3. **Burial Regulations and Fees** – previously agreed to review biennially. **Recommendation: Annual Review. Action: CCOS Chairman to submit recommendations for increase at the December Parish Council meeting.**
4. **Freedom of Information – Model Publication Scheme** – **Recommendation: additional document explaining how to apply Clerk to draft notes to go with adapted Rugeley including how to apply, an**

application form and classes of information available. Action: Clerk to draft based on Information Commissioners Office recommendations and Rugby template.

5. **Equality and Diversity – Recommendation: Replace SPC partially drafted policy with an adapted Bardney policy**
6. Filming/Recording in Meetings – proposal to amend Standing Orders in line with new legislation (information and report previously circulated) or add a new policy. **Recommendation: Use DDC Policy Clerk to adapt and replace m in Standing Orders. Action Clerk**
7. Disruptive Behaviour in Meetings – to discuss whether to add a new policy as some other Councils have done **Recommendation: Defer**
8. List of NCALC Suggested Policies – No additional policies necessary at present
9. Risk Assessment Register – Clerk to add Parish Council property e.g. Lychgate and Wall etc. **Action: Clerk**
10. Policies to have Chairman’s name and PC address removed from the top and have the logo inserted. **Action: Clerk**
11. **Welcome Packs – Recommendation: make up 11 Welcome Packs to go through the door of the new homes. Action: Cllr Hunt**

116.14 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated) Parish Council discussed and noted the following and resolved actions where necessary (Bold, Italics)

- a) **DDC Electoral Role as at 1st December 2014 – form to complete. Action: Clerk to complete and submit**
- b) **NCC Consultation: Title:** Northamptonshire Fire and Rescue Service draft Community Protection Plan Update and Review 2015
Subject: Fire Service Fire Emergency **Start Date:** 21 Oct 2014 **End Date:** 12 Jan 2015
Result Date: 01 Mar 2015
Overview: We produce an annual Strategic Plan through the Integrated Risk Management Planning (IRMP) process which details the improvements the Service will be addressing. In 2012, the Service consulted and published a four year plan covering the period 2013 – 2017 and this year we have produced a second Annual Review 2013/14 and Action Plan 2014/15 of our progress in Year Two and also looking ahead to work planned for Year Three.
- c) **NCC Consultation: Title:** Creating Sustainable Communities: Planning Obligation Framework and Guidance 2014 Refresh
- d) **Subject:** Planning Development **Start Date:** 22 Oct 2014 **End Date:** 03 Dec 2014 **Result Date:** 17 Dec 2014
Overview: The Creating Sustainable Communities: Planning Obligations and Framework Guidance (“the Guidance”) has been produced to provide consistent guidelines on the types of obligations the County Council would seek from development (both residential and non-residential) in Northamptonshire. The Guidance should be regarded as a transparent guide to the County Council’s approach to development and provides developers and local planning authorities with information in advance of any planning application.
- e) **DDC Christmas Helping Hands – to discuss if participating**
- f) **Parish and Town Councils meeting Thursday 11th December 2014** (hosted by DDC) – respond with items for agenda and name of representatives by 21st November. Parish Council resolved either Cllr Frenchman or Cllr Keable to attend, there were no issues to put on the agenda. **Action: Clerk to inform DDC**
- g) **SLHS WWI Event Publicity – Parish Council resolved that this should go on the website. Action: Clerk**
- h) **Best Village Competition – Questionnaire for completion. Action: Clerk to complete**
- i) **Quality Parish Council Scheme – Notification that the scheme is changing and NCALC are organising an information day in Jan/Feb 2015. Would SPC be interested? Parish Council resolved that this would be of interest. Cllr Heaton kindly agreed to attend the event and report back. Action: Cllr Heaton to attend**

117.14 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation) Parish Council noted the following, resolved to advertise to parishioners as necessary (BOLD/italics)

- a) **Healthwatch Northamptonshire – Action: Editor/Clerk include in next newsletter**
- b) **DDC Christmas Waste and Recycling programme Action: Editor/Clerk include in next newsletter**
- c) **DDC Clothes for Christmas campaign Action: Editor/Clerk include in next newsletter**
- d) **Daventry Over 50’s Christmas Tea Dance – Weds 10th December 2-4 Action: Editor/Clerk include in next newsletter**
- e) **Big Switch Campaign - Big Switch Daventry District, a collective energy switching scheme. The scheme is being run in partnership with iChoosr and has been spearheaded by the LGA, with a number of other Councils taking part nationally. The aim is to help people to switch energy provider to save money and lower fuel bills to alleviate fuel poverty. Cllr Frenchman urged people to register for this worthwhile initiative. Action: Editor/Clerk include in next newsletter**
- f) **New Daventry Community website Action: Editor/Clerk include in next newsletter**
- g) **Young Adult Carers Workshop event – Friday 28th November**
- h) **NAB Visiting Brixworth – 26th November 11.30 am to 12.45 pm**

118.14 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)

119.14 DATE OF NEXT MEETING – Tuesday 16th December 2014, 7.30 pm, Village Hall School Road, Spratton

Meeting Closed: 9.55 pm

Chairman Signature.....Dated:.....

Dates of 2014 Ordinary Meetings – all held 7.30 pm, Spratton Village Hall unless stated otherwise
***Dates of 2014/15 Ordinary Meetings – all held 7.30 pm, Spratton Village Hall unless stated otherwise**

January	Tuesday 20 th January 2015	March	Tuesday 17 th March 2015
February	Tuesday 17 th February 2015	April	Tuesday 21 st April 2015
		May	Tuesday 19 th May 2015 (Annual Meeting of SPC)

****Please note; there maybe additional (Extra-ordinary) meetings to discuss matters of importance, these will be advertised on the Parish Council Noticeboard (opposite Spratton Stores), a minimum of 3 days before the meeting. SPC Planning Executive Meetings are called as necessary i.e. if Council needs to respond to a planning application prior to the next ordinary meeting. If you are interested in planning matters, you are welcome to join the SPC Planning Executive Committee (as a non-executive member with no voting rights), alternatively, you can view all upcoming planning applications on the Daventry District Council website <http://www.daventrydc.gov.uk/living/planning-and-building-control/search-comment-planning/>***

Annual Meeting and Cheese and Wine Evening – Weds 6th May 2015, St Andrews Church Community Room (aka Café Doris)