



Chairman: Councillor Barry Frenchman

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Minutes of the Meeting of Spratton Parish Council

Held on **Tuesday 20th January 2015** in the Village Hall, School Road, Spratton at **7.30 pm** for the purpose of transacting the following business.

Present: Cllrs Barry Frenchman, Bill Blowfield, Michael Heaton, Lynn Hogg, John Hunt, Fiona Keable, Ruairaidh McDonald-Walker and Jay Tindale (8 members)

In attendance: County Councillor Judith Shephard, Lynne Compton, Clerk and RFO plus 9 members of the public.

Cllr Frenchman, Chairman welcomed everyone to the meeting and explained that a statement clarifying some of the issues raised by members of the public during meetings and in the recent consultation.

132.14 SPRATTON NEIGHBOURHOOD PLAN: Clarifications on matters raised by Parishioners - a statement was read out by the Project Manager. Attached **Paper A**

133.14 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. Representation was received on the following:-

a) **County Councillor Report** – County Councillor Shephard made the following report:-

1. Northamptonshire County Council (NCC) Budget – NCC have to make over £147 million of efficiency savings over the next 5 years: - £66.29m in 2015/16 (Year 1), Year 2- £29.14m, Year 3 £18.54m, Year 4 £17.20m and in Year 5 £16.62m. This was a huge challenge and the biggest change in its 125 year history. NCC were endeavouring to form a next generation Council with most services being outsourced whilst ensuring there is a least impact as possible on the front line services. Details of the plans and budget were available on their website www.northamptonshire.gov.uk. Cllr Shephard confirmed that County Council had tried to campaign Government about the reduction to their income which had meant implementing these drastic changes.
2. Buckton Fields – The first bit of road should be installed in April with the first house built in December 2015.
3. Solar Park, Land off Welford Road Boughton (DA/2014/1026) – Notification of an application to install a Solar Park off the A5199 (Welford Road)
4. Superfast Broadband – NCC were working to expand this in rural areas. Note: Spratton already has access to Superfast Broadband.

b) **Spratton Neighbourhood Plan Processes** – Parish Council had organised a Complaints Committee hearing to discuss these issues raised by the Site 2 owner.

c) **Spratton Neighbourhood Plan** – There were some concerns that the current plan might not provide enough affordable housing for the village. Council explained that the Plan was for a limited time (until 2029).

d) **Rural Affordable Housing** – Council explained that this was in the hands of Daventry District Council who were in the process of contacting landowners to see if suitable land was available at agricultural prices. Daventry District Housing (DDH) were just one of about 20 or so registered affordable housing providers.

Public Forum Closed: 8.20 pm

134.14 PARISH COUNCIL RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

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

135.14 PARISH COUNCIL RESOLUTION TO APPROVE AND SIGN MINUTES OF THE MEETINGS OF PARISH COUNCIL HELD ON TUESDAY 16th DECEMBER 2014 (previously circulated).

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

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

There were none that were not already covered in the agenda.

137.14 MEMBERS' DECLARATION OF INTEREST/DISPENSATION REQUESTS for relevant items on the agenda

Cllr Heaton declared a non-pecuniary interest in Point 139.14 e)

Cllr Hunt declared a non-pecuniary interest in Point 139.14 b)

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

a) Update (if any) – The RFO made the following report:-

1. **Budget Report** – Overall the Council was within budget (as per the Receipts and Payments report). The forecast to the end of the year was that the Parish Council would also be within the overall budget.
2. **Invoices and Receipts** – a reminder that when making purchases on behalf of Parish Council, invoices should contain the Parish Council name and address to enable reclaiming of VAT. A request for receipts to contain the details of who the re-imbursment should be made payable to and if not details on the receipt, what the item was purchased for and from which account. These procedures should help save Clerk time.
3. **Newsletter Invoices** – There had been insufficient time to do this additional task. The RFO would endeavour to complete by 31st March 2015 (Financial year end).
4. **Village Maintenance – Mr Pye Invoice – Gravestones** – Query on additional cost of £50 to risk assess memorials. After some discussion, Cllr Heaton proposed to pay an annual fee of £50 for Mr Pye to carry out the essential Risk Assessment (including push testing) the memorials and gravestones in Spratton Churchyard, East View Cemetery and Spratton Pocket Park (Clerk Note: originally done under the old maintenance contract 8 hours per week – now reduced to 'as requested' and paid for by the hour to improve transparency and value for money), seconded by Cllr Blowfield, voted on and unanimously resolved to be approved by Parish Council.
5. **Navigus Newsletter** – Navigus were no longer charging for their newsletter and would be reimbursing organisations for a percentage of subscriptions paid in advance. Notification via email of a refund of £25 had been received.
6. **Spratton Town and Land Charity** – Donations had been received from this charity for Spratton Youth Club, Spratton Lunch Club and Natural Spratton (for Jubilee Wood). Thanks were extended to the Town and Land Charity for the generous donations. **Action: Clerk to send a thank you letter**

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

BANK ACCOUNTS (as at 30/12/14)	
-	
Community A/C	£200.00
Reserve A/C	£48,055.11
TOTAL	£48,255.11

c) Income received (list to follow) - to report

The following was reported:-

Date	Details		SPC Ref	Amount
22/12/2014	CREATON PARISH COUNCIL	Purchase of SPC Notice board	59	£15.00
13/01/2014	NAVIGUS	reimbursement from navigus for newsletter (jlp14)	Direct Credit notified by email	£25.00
20/01/2015	TRUSTEES OF SPRATTON TOWN AND LAND CHARITY	donation to Spratton Youth Club	60	£150.00
20/01/2015	TRUSTEES OF SPRATTON TOWN AND LAND CHARITY	donation to Spratton Lunch club	61	£300.00
20/01/2015	TRUSTEES OF SPRATTON TOWN AND LAND CHARITY	donation to Natural Spratton for Jubilee Wood	62	£300.00
		TOTAL INCOME RECEIVED TO 20/1/2015		£790.00

d) Receipts and Payments/Cash Book Summary report and Bank Reconciliation (tabled) – Parish Council resolution to approve. Cllr Heaton proposed approval, seconded by Cllr Keable and resolved to be approved by Parish Council.

e) Payment of invoices (tabled), plus any additional payments Parish Council resolution to approve. Cllr Heaton proposed approval, seconded by Cllr Keable and resolved to be approved by Parish Council.

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT	ACCOUNT	POWER TO PAY	
PAYMENTS									
19/12/2014	LYNNE COMPTON	December Salary (£1044.51) plus overtime (244.05) plus NJC one off payment in lieu of backdating pay increase (£54.05) less tax and NI plus Use of Office (£18) and broadband/mobile phone contribution (£2)	2804	£1,125.64		£1,125.64	Salary/Office	LGA 1972 s112	GPC
03/01/2015	BT	Office Phone	DD	£19.56	£3.91	£23.47	Office	LGA 1972 s112	GPC
15/01/2015	HMRC only	PAYE	2805	£445.66		£445.66	Salaries	LGA 1972 s112	GPC
		TOTAL SIGNED BETWEEN MEETINGS		£1,590.86	£3.91	£1,594.77			

20/01/2015	LYNNE COMPTON	Refund of pension contributions invoiced for in error (Autela)	2806	£44.85		£44.85	Salaries	LGA 1972 s112	GPC
20/01/2015	MICHAEL HEATON	Reimbursement for printing costs (£4.20), 2 wasted prints (0.84) plus Sony Voice Recorder (£43.98)	2807	£49.02		£49.02	Projects/Office	LGA 1972 s112	GPC
20/01/2015	NORTHANTS CALC	Off to a Flying Start Course for new councillor L Hogg	2808	£39.00		£39.00	Training	LGA 1972 s112	GPC
20/01/2015	NCC LGSS	Dec Pension Contributions: Employer - £312.83, Employee - £73.84	2809	£386.67		£386.67	Salaries	LGA 1972 s112	GPC
20/01/2015	CGD CONTRACTORS LTD	Mowing - Verges 12th and 27th Nov, Spratton Churchyard - 12th Nov, EVC - 12th Nov, Verges and Greens - 12th and 27th Nov	2810	£700.00	£140.00	£840.00	Greenworks/Maintenance	Open Spaces Act 1906 s9	GPC
20/01/2015	MERLAND COPY SHOP LIMITED	Welcome Pack Printing	2811	£27.80		£27.80	Projects	LGA 1972 s112	GPC
20/01/2015	EON	Streetlighting un-metered electricity 1/10/2014 - 31/12/2014	2812	£459.91	£91.98	£551.89	Streetlighting	PCA 1957 s3	GPC
20/01/2015	JIM PYE	Litter Pick 2 hr - £17.60, Annual Grave Inspection - £50	2813	£67.60		£67.60	Greenworks/Maintenance	Open Spaces Act 1906 s9	GPC
20/01/2015	SPRATTON VH	Hire of Hall 20th January 2015	2814	£18.00		£18.00	Meetings	LGA 1972 s112	GPC
20/01/2015	BARRY FRENCHMAN	Reimbursement for receipted refreshments NP meeting with Spratton Primary School	2815	£14.00		£14.00	Neighbourhood Plan	Localism Act 2011	GPC
20/01/2015	BENCH CRC LTD	Community Payback works carried out in 2014	2816	£166.67		£166.67	Maintenance	Open Spaces Act 1906 s9	GPC

20/01/2015	NORTHAMPT ONSHIRE ACRE	Subs 2014/15	2817	£35.00		£35.00	Subs	LGA 1972 s112	GPC
		TOTAL FOR SIGNATURE ON 20/01/2015		£2,008.52	£231.98	£2,240.50			
		TOTAL CHEQUES 19/12/2014 TO 20/1/15		£3,599.38	£235.89	£3,835.27			

f) **Website** – proposal to remove the adverts from the website at a cost of £24.95 per annum to Spanglefish for Gold membership. Communications Advisory Group advised to remain with Spanglefish as it was a user friendly system and the Clerk was already experienced in its use. In addition, the Gold Account would negate the need to carry irrelevant adverts, giving it an improved content area. After some discussion, Cllr Frenchman proposed upgrading to Gold membership, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to implement**

g) **WiFi in the Church and Village Hall** – Parish Council to discuss and make resolution. Cllr Hogg had circulated an outline of the costs to install WiFi in the Church and Village Hall:-

- Installation- £110.00 plus vat
- Router-Free
- Delivery-£8.00 plus vat
- Phone line-£15.00 plus vat (per month) No free calls.
- Broadband-£18.00 plus vat (per month)

A total of £396.00 plus vat per year after initial £118.00 plus vat for installation/router delivery

It was also reported that the Village Hall Committee were interested in the idea. In addition the Clerk suggested that if Wifi were to be installed (to help ensure wide accessibility of Parish Council to Parishioners) there could be a 'pop-up' office in the Church/Village Hall, perhaps once a month initially. This would be subject to a risk assessment.

After some discussion, Cllr Frenchman proposed that the Clerk should write to St Andrews Church and Spratton Village Hall Committee encouraging the installation of WiFi indicating that the Parish Council might be prepared to support them. **Action: Clerk to do letter**

h) **Daventry District Council Code of Conduct Amendment** – Parish Council to discuss amending Spratton Parish Council's Code of Conduct in line with Daventry District Council and make resolution. Cllr Frenchman proposed adoption of the following change to the Spratton Parish Council Local Code of Conduct:-

From:

'2.1 - A Member must comply with this Code whenever they act, claim to act or give the impression they are acting in their official capacity as a Member of the Council.'

To:

'2.1 - A Member must comply with this Code whenever they act in their official capacity as a Member of the Council.'

The motion was voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to amend and circulate**

i) **Northamptonshire Best Village Competition (Report and Risk/Benefit Assessment previously circulated)** – Parish Council to discuss and make resolution as to action. After some discussion, Cllr Hogg proposed that there should be no entry this year, due to the number of current projects and that entry should be reviewed for 2016, voted on and unanimously resolved by Parish Council. **Action: Clerk to inform organisers**

- j) **Meetings Calendar 2015** (previously circulated) – Parish Council to discuss and make resolution. Cllr Frenchman proposed approval of the following dates:-

January	Tuesday 20th January 2015
February	Tuesday 17 th February 2015
March	Tuesday 17th March 2015
April	Tuesday 21 st April 2015
May	Annual Meeting and Cheese and Wine Evening – Weds 6 th May 2015, St Andrews Church Community Room (aka Café Doris)
May	Annual Meeting of Parish Council – Tuesday 19 th May 2015
June	Tuesday 16 th June 2015
July	Tuesday 21 st July 2015
August	NO MEETING
September	Tuesday 15 th September 2015
October	Tuesday 20 th October 2015
November	Tuesday 17 th November 2015
December	Tuesday 15 th December 2015

Voted on and unanimously resolved by Parish Council.

- k) **Northamptonshire County Assoc. of Local Councils (NCALC)** – Training Opportunities – to discuss and agree attendance (if any required). There were none required.

139.14 SPRATTON NEIGHBOURHOOD PLAN - Project Manager: Cllr Michael Heaton

- a) **Pre-Submission Consultation individual Response letter** (to those who responded) (previously circulated) – Parish Council to discuss and make resolution. After discussion, Cllr Heaton proposed the attached letter *Paper B*, seconded by Cllr Blowfield, voted on and unanimously approved by Parish Council – **Action: Clerk to individually address (Mail Merge), print and pass to Cllr Heaton for distribution. Clerk to put on website.**
- b) **Proposed revision of Settlement boundary (previously circulated)** – Parish Council to discuss and make resolution. After some discussion, Cllr McDonald Walker proposed the following:-
Point 4 - moving the line back to ensure consistency (and fall back to NP Plan),
Point 5 – moving line back to exclude
Point 6 – Straight line through Western edge was an error – redraw
Point 7 - fall back to 2003 draft settlement boundary

seconded by Cllr Frenchman, voted on and approved by a majority (2 abstentions – Cllrs Heaton and Hunt)

- c) **Department of Communities and Local Government Grant Application** (previously circulated) – to discuss and make resolution. Cllr Heaton proposed applying for grant for £2,500, seconded by Cllr Frenchman, voted on and unanimously approved by Parish Council. **Action: Cllr Heaton to finalise application for review by Clerk prior to submitting.**
- d) **Guidance on Affordable Housing Policy** (report previously circulated) – DDC have advised that the Government change made on 28th November is for guidance only. Daventry's policy remains as per the West Northamptonshire Joint Core Strategy with a requirement for affordable housing on a development of 5 or more units. No change to the Neighbourhood Plan Affordable Housing Policy is therefore required. Parish Council noted.
- e) **Request from Site 2 Landowners to meet with Council** – Parish Council to discuss and make resolution. Cllr Heaton left the meeting. It was pointed out that there were already plans for a Complaints Committee meeting with the Site 2 Landowner. After some discussion, Parish Council resolved that there was no necessity for a meeting in addition to the Complaints Committee. Parish Council further resolved that an independent observer might be a good idea for the Complaints Committee meeting, subject to advice from NCALC (Northamptonshire County Association of Local Councils on this issue. **Action: Clerk to seek advice from NCALC**
- f) **Meeting with Spratton Primary School held on Monday 19th January 2015 to discuss increasing its prominence within the Plan** – Cllr Frenchman reported back the main points from the meeting. Notes attached Paper C

140.14 PLANNING EXECUTIVE COMMITTEE – Chair: Councillor Fiona Keable

- a) **Update (if any)**
- 1. New Development planned for The Bramptons** – Councillor Frenchman reported (in his capacity as District Councillor) that there was a development of 25 houses and a community shop planned in the field opposite the Spencer Arms which might adversely impact on Spratton's facilities and an increase in Traffic.
- b) **Northamptonshire Action with Communities in Rural England** – Notification of S106 ruling. to discuss (if necessary) and make resolution. It was explained that Housing Minister Brandon Lewis had announced that Section 106 agreements (These agreements – known as planning obligations - require developers to provide contributions, such as affordable homes or playgrounds, to offset negative impacts caused by construction and development) were to be removed from sites of fewer than 10 homes. ACRE were campaigning against this change as it was likely to mean a reduction in affordable homes being built in

Rural areas. After some discussion, Parish Council resolved that advice should be sought from DDC.

Action: Cllr Heaton to discuss with Mr T James, Senior Policy Officer, Planning, Daventry District Council Business Team.

- c) **DDC Advice on planning applications and website (previously circulated)** – to discuss and make resolution (if any). Parish Council noted.
- d) **Government Plain English Guide to the Planning System** - received, to discuss if necessary. Parish Council resolved that this should be put on the website. **Action: Clerk to implement**
- e) **Historical Planning Records** – to report that DDC are planning improvements to the accessibility of the old records. Parish Council Noted.
- f) **Moulton Neighbourhood Development Plan** – Pre-submission consultation – Parish Council to discuss and agree response (if any). It was noted that there was only 1 minor mention of Moulton Primary School in their Plan. After some discussion, Cllr Heaton proposed no response necessary (as the Plan would not affect Spratton) and that Spratton Neighbourhood Plan should be renamed 'Spratton Neighbourhood Development Plan' (to clarify its purpose), seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council.
- g) **Planning Applications to consider and make resolution**
Application No: DA/2014/1086
Description: Alterations including new balcony and balustrading, gable, chimney and porch to front elevation, single storey extension and enlargement of dormer to rear elevation
Location: Appledown 10, The Walk, Spratton, Northamptonshire, NN6 8HU
Respond by: 9 January 2015
Case Officer: J Tierney on 01327 302562 or email jtierney@daventrydc.gov.uk

Cllr Keable proposed 'no observations', voted on and unanimously resolved by Parish Council. **Action: Clerk to inform Daventry District Council**

- h) **Planning application decisions to report (if any)** – There were none.

141.14 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)**
Cllr Blowfield reported the following:-
 1. Garden of Remembrance – still awaiting response from Archbishop on consecration date.
 2. Annual Spring Clean (Sunday 19th April 2015) – Organisation not yet started. **Action: Clerk to email Cllr Blowfield with an outline of the usual procedures. Cllr Blowfield to contact the School as a matter of priority and commence organisation.**
 3. Replacement for Skip at East View Cemetery – There had been no response on this as yet. **Action: Clerk to follow up query on whether or not Green and Brown bins could be provided (as at Moulton Cemetery), for no additional charge.**
 4. Matts Lodge Farm – reports of unsightly containers – Parish Council resolved that this could be addressed with some screening. Action: Clerk to contact Mr Matts and ask if this would be possible and ask if he had any tree guards that could be donated for Jubilee Wood.
 5. Reports of Removal of Hedgerows east of Olde Hall Close
- b) **East View Cemetery Burials/Memorials**
To report:
 1. Co-Operative Funeral Care – Burial of Gladys Olive Manning – Weds 21st January 2015, 12.45 pm East View Cemetery - re-opening of Plot B171 and transfer of burial deeds.
 2. Increase to Burial/Memorial Fees – CCOS had not yet produced draft document with fee increases but it was in hand. **Action: Cllr Blowfield and CCOS.**
- c) **Village Handyman**
 1. Additional work – Parish Council to discuss and agree. Jim Pye, Spratton PC Handyman had carried out a Risk Assessment of memorials within St Andrews Churchyard, East View Cemetery and Spratton Pocket Park and advised of 2 unsafe graves. Parish Council resolved that both stones should be laid down. **Action: Clerk to inform Mr Pye.**
- d) **Improving Village Matters** - to discuss and make resolution. The following reports had been received:-
 1. Black 4 Wheel drive parking on and damaging verge
 2. Hazelton Homes contractors driving heavy vehicles over verges and damaging them

After some discussion, Parish Council resolved that the Clerk should do an improving village matters letter to those concerned. In addition, Cllr Frenchman had reported that the Hazelton Homes development road had been named without consultation with Parish Council, a query on this should be included in the letter to Hazelton Homes regarding damage to verges. **Action: Clerk to investigate ownership of vehicle with PCSO and do letters accordingly.**

- e) **Mowing/Maintenance Issues (if any)** – to discuss and make resolution. There were none.

142.14 NATURAL SPRATTON INCLUDING SPRATTON POCKET PARK ADVISORY GROUP

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

- a) **Jubilee Wood**
 1. Woodland Trust Agreement for grant of hedgerow saplings– to receive a report, discuss and make resolution (if any). Council had been circulated the agreement (which would also need to be signed by the landowner) and advised to read it, in conjunction with Cllr Hunt's revised wording (included in the main body of the email as Woodland Trust would only send as a pdf) and the clerk's risk and cost assessment:-

- I. Set up costs of £200 plus ongoing costs of x (to be estimated by Natural Spratton), plus possible additional payment of 50% if less than 80% of Trees/hedgerows are established.
- II. Addition to asset register – minor cost unlikely to have any negative impact on PC turnover or external audit costs.

After due consideration, Cllr Hunt proposed the document with the changes, seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council.

b) Spratton Pocket Park

1. Heritage Lottery Grant Final Report Form – to report that the form has now been released for completion and following submission of the form, the final £1000 of the grant would be released. Parish Council resolved that the Clerk should complete in liaison with Natural Spratton. **Action: Clerk and Natural Spratton**
2. **War Graves** – The Clerk had circulated an article from the Society of Local Council Clerks Magazine ‘Clerk’ concerning war graves (written by the War Memorial Trust). Cllr Hunt had researched points raised in the article and reported the following:-
 - *A headstone is not a "memorial" but the Commonwealth War Graves Commission (CWGC) tend to refer to the graves as either a "private memorial" or one owned by them*
 - *The War Memorial Trust has nothing to do with graves, only memorials.*
 - *The CWGC deals with the Portland Stone headstone graves and they own those headstones but do not own the land. They might have burial rights if those had been agreed but we can only find those out if we write to the CWGC legal dept.*
 - *The grave of Page was a private grave, burial with full military honours and not owned by CWGC. If the family did let it fall into disrepair the CWGC could come in to look after it. The full details are at <http://www.cwgc.org/find-war-dead/casualty/390393/PAGE,%20ARTHUR%20WALTER>*
 - *Adnitt is a grave of the CWGC as we know. Those details are at <http://www.cwgc.org/find-war-dead/casualty/2949640/ADNITT,%20RICHARD%20CHARLES>*

Parish Council noted and thanked Cllr Hunt for his useful research which clarified that the Parish Council would not be liable for repairs to either grave.

143.14 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
In Cllr Pacey’s absence, the following was reported:-
 1. Speeding and VAS Data reports – no further received.
 2. Highway Warden Scheme – Cllr Hogg had kindly agreed to take on this role.
 3. Parish Council owned Trees - Hazard Assessment (previously circulated) – The Clerk had initiated a hazard assessment of the Parish Council owned trees, due to the reports of imminent gale force winds. This had been kindly undertaken by Mr David Cooke who reported that the largest trees that might be an issue were in the Churchyard and to his knowledge, they were in reasonable condition but obviously no one could categorically confirm that they would not come down in extreme conditions. Parish Council resolved to monitor.
- b) **Street lighting Advisory Group**
 1. Report previously circulated on disconnection of PL30 – Parish Council to discuss and make resolution – Parish Council resolved that the Clerk should obtain quotes for disconnection. **Action: Clerk to obtain quotes**
 2. Revised un-metered supply certificate (awaited from Western Power Distribution) – to discuss and agree any action necessary. The Clerk reported that this had now been received together with an email confirming that PL30 had been left on the list but with the quantity removed for the lamp & photocell so it would not be included in Western Power Distribution’s (WPD) energy calculations. WPD had advised that the lamp would either need to be repaired or disconnected.
 3. Streetlamps in need of repair – Streetlamps outside 3 Gorse Road and Sandhills had been reported as still not repaired. **Action: Clerk to report**
- c) **Proposed Creation of Public Path between Spratton and Brampton Valley Way** – letter from the Northampton Area Ramblers Footpath Committee asking if the proposal could be revived – Parish Council to discuss and make resolution. After some discussion, Parish Council resolved that the Clerk should thank them for their letter and let them know that this was being dealt with. **Action: Clerk to send letter**

144.14 COMMUNICATIONS ADVISORY GROUP – Chair: Cllr Tim Forster

- a) Website recommendations (previously circulated) – Parish Council to discuss and make resolution
The following report and recommendations from Mr Roffey (Web Technician) were discussed:-

- 1) stay with Spanglefish as it is a user friendly system that anyone can use and the Clerk is experienced in
- 2) upgrade to Spanglefish version 2.0 for better features (no cost).

This is because the upgrades above will:

- o *negate the need to carry irrelevant adverts, giving an improved content area;*

- allow the site to move to another template allowing a more welcoming homepage, with horizontal main navigation to choose between sections, possibly with drop down menus or a secondary left hand navigation for subsequent choices within sections;
- make it easier and more flexible to include images within the site;
- make it easier to upload documents.

The way forward

I have been in communication with Spanglefish who advise that they can make a background copy of the current site which will allow:

- a) the existing site to continue running with no break in service;*
- b) the copy site to be worked on, navigation improved and content updated (or deleted) where necessary;*
- c) SPC to review and approve any changes before the revamped site goes live;*
- d) time for the creation of publicity to launch the new site with maximum effect.*

Cllr Frenchman proposed approval of the report and recommendations, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to organise upgrade to Gold Status and ask Mr Roffey to proceed as outlined.**

145.14 POLICE

- a) **December Reports (not yet received)** – Parish Council to discuss (if necessary) and make resolution as to action. It was reported that these had still not been received.

**146.14 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) **Emergency Response Corps Co-ordinator – request to share best practice and pass on valuable lessons**
- b) **Emergency Response – Guide for communicating in bad weather**
- c) **NCC Consultations - Title:** School Admissions arrangements for September 2016 (oversubscription criteria and published admission numbers), **Subject:** Education, Schools, **Start Date:** 01 Dec 2014 **End Date:** 06 Feb 2015
- d) **Northamptonshire County Assoc. of Local Councils – ‘E’ update**
- e) **NCC Consultation: Title:** Pharmaceutical Needs Assessment (PNA) Consultation **Subject:** Health and Safety. **Start Date:** 06 Dec 2014. **End Date:** 06 Feb 2015. **Result Date:** 28 Feb 2015. **Overview:** We would like you to give us your views on the draft Northamptonshire Pharmaceutical Needs Assessment (PNA) report. Pharmaceutical Needs Assessments are used by the NHS to decide whether to approve applications for new pharmacies and by commissioners to identify local health needs that could be addressed by pharmacy services.
- f) **NCC Consultation: Title:** 2014 Demography Needs Assessment, **Subject:** Health and Safety, **Start Date:** 15 Dec 2014, **End Date:** 23 Jan 2015, **Result Date:** 20 Mar 2015
Overview: We would like views from members of the public, carers, health and social care professionals and local organisations on the draft Northamptonshire Demography Needs Assessment report. Needs assessments are used by NHS, County Council and District Council Commissioners to plan delivery of services that will improve health and well-being for adults and children in Northamptonshire.
- g) **NCC Draft Budget and consultation** - views and ideas requested by 20th January. The Budget and Council Plan will be agreed at the Council meeting on 19th February 2015.
- h) **Results of the Parish Rural Sounding Board Survey**
- i) **ACRE Request for Parish Council's support in their campaign to fight the proposal for a withdrawal of funding from the Department for the Environment, Food and Rural Affairs (Defra)**
- j) **DDC Targeting Social Isolation and Loneliness within the Daventry district**

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

- a) **NCC Consultation: Title:** Statutory Marriage and Civil Partnership registrations: revised delivery locations. **Subject:** Registration Marriage, **Start Date:** 09 Dec 2014, **End Date:** 20 Jan 2015, **Result Date:** 19 Feb 2015
- b) **DOF Christmas Helping Hampers – Thank you to all those involved**
- c) **Daventry Calling**
- d) **Launch of Rural Services Network Manifesto**
- e) **Northamptonshire ACRE – Village Viewpoint magazine**
- f) **Notification of Changes to NCC Household Waste Recycling Centres from 1st February 2015**

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

There were none.

149.14 DATE OF NEXT MEETINGS – Complaints Committee (Closed to Press and Public) Thursday 22nd January 2015, 7.30 pm – Spratton Primary School Hall (cancelled). Ordinary Meeting - Tuesday 17th February 2015, 7.30 pm, Village Hall School Road, Spratton

9.50 pm, The Clerk left the meeting.

The following items are CLOSED to the PRESS and PUBLIC due to their sensitive nature.

- 150.14 **CLERK CONTRACT OF EMPLOYMENT AND JOB DESCRIPTION** to discuss and agree action. Parish Council discussed possible changes to the Clerk’s contract and Job Description. These would be discussed with the Clerk in a forthcoming appraisal meeting.

Meeting Closed: 10.40 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

February	Tuesday 17 th February 2015	April	Tuesday 21 st April 2015
March	Tuesday 17 th March 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)