



Chairman: Councillor Lynn Hogg

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Un-adopted Minutes of a Meeting of Spratton Parish Council

held on Tuesday 21st July 2015 in the Village Hall, School Road, Spratton at **7.30 pm** for the purpose of transacting the following business.

Present: Cllrs Lynn Hogg, (Chair), Bill Blowfield, Michael Heaton, John Hunt, Fiona Keable (Vice-Chair), Ruaraidh McDonald Walker, Jay Tindale and Paul Vellam (8 members)

In attendance: Danny Moody, Chief Executive Northamptonshire County Association of Local Councils, Maureen Holliday, Chairman Pitsford Parish Council, Lynne Compton, Clerk and RFO plus 20 members of the public.

48.15 PUBLIC FORUM: There were 20 members of the public present and representation was received on the following:-

a) Spratton Neighbourhood Development Plan

1. Consultation and how the responses were dealt with and data interpreted. Council responded that the responses and data had been fully audited by an independent body and that members of the public could inspect the raw data (with personal information redacted).
2. Project Manager not declaring interests in respect of knowing landowners. Note: Council explained that Parish Council is a) A corporate body b) The Project Manager had no delegated powers to make any decisions, all decisions were made by the Parish Council c) The Project Manager did not have a pecuniary interest i.e. he did not have anything to gain or lose from promoting a particular site d) There were no sites allocated in the Spratton NDP.

b) Spratton Newsletter

- c) Vexatious Policy:** it was explained that the Northamptonshire County Association of Local Councils had advised that Council should adopt this as soon as possible to protect the Clerk, incoming Clerk and Councillors. This was done at a Resources Committee meeting, held on Monday 29th June, as a result of an employee report and after an email consultation which the majority of councillors who approved the policy. Council asked who had provided the parishioner a copy of the policy and it was responded that it had been put through the door anonymously. Clerk Note: Policy making is strictly within the remit of the Parish Council and not subject to debate.

49.15 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

Parish Council resolved to approve apologies from Cllrs Pacey and Bull.

50.15 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 16th

June 2015: Parish Council resolved to approve the minutes which were subsequently signed by the Chairman as an accurate record of the meeting.

51.15 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only

7.15 c) Cllrs Vellam and McDonald Walker had been incorrectly added to the Resources (Staffing and Strategy Committee. As can be seen from 7.15 d) Cllrs McDonald Walker and Vellam constituted a new Advisory Group advising on Human Resources matters e.g. Appraisals

52.15 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS FOR RELEVANT ITEMS ON THE

AGENDA: To receive

1. Non-pecuniary: Cllrs Hogg and Keable declared a non-pecuniary interest in 55.15 b) Planning Application DA/2015/0519 due to living in the same road
2. Disclosable Pecuniary Interest: Cllr Heaton declared a disclosable pecuniary interest in 53.15e)

53.15 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

- a) SPC Resources Committee Meeting held on 29th June 2015:** Parish Council to discuss recommendations and make resolutions (attached Paper A). SPC Resources Committee resolved to approve the minutes. After some discussion, Parish Council resolved to approve the recommendations.
- b) Resignation of Clerk (end date Friday 7th August 2015)**
1. Exit Strategy: to discuss and agree actions. Parish Council resolved to approve the recommendations from outgoing Clerk and Resources Committee – see Paper A

2. Advertisement and starting salary for new Clerk: to receive recommendations from Resources Committee and make resolution. Parish Council resolved to approve.
 3. Changes to Job Description and contract (if any): to receive recommendations from Resources Committee and make resolution. Parish Council resolved to approve the new job description and contract which had been advised on by Personnel Advice and Solutions.
- c) **Appointment of Clerk:** to receive recommendation from Resources Committee and make resolution. It was reported that interviews had been held on Monday 20th July and Mrs Gill Evans was recommended for the position. After some discussion, Parish Council resolved to approve the appointment which would be with effect from Monday 17th August. Unfortunately the new Clerk would be unable to attend the September meeting (scheduled for Tuesday 15th September). Parish Council further resolved to amend the date of the September meeting to Tuesday 22nd September 2015. **Action: Letter of appointment and contract to be sent to Mrs Evans. Action: Resources (Staffing and Strategy) Committee. Action: Clerk to amend Calendar of Meetings and circulate.**
- d) **Local Government Pension Scheme, administered by Local Government Shared Services (LGSS) for Northamptonshire and Cambridgeshire (update from Minute 35.15):** It was reported that In view of the Clerk's resignation, the meeting on 29th was deferred. In addition, the position has changed in view of the Clerk leaving and there may be a small shortfall depending on market conditions when the Clerk leaves. Parish Council noted the report and that it was not clear how much the shortfall would be but that there would not now be any Actuary fees.
- e) **Re-imbusement to Cllr Heaton of £75 for smashed windscreen** whilst on Council business: Parish Council to discuss and make resolution. After some discussion, Parish Council resolved that the payment should not be made.
- f) **Chairman's Allowance:** to discuss RFO report (attached Paper B) discuss and make resolution. The matter was not discussed and was deferred to a Resources Committee meeting to enable the Chairman to consider the report more fully.

g) **Income received** – The following was reported:-

Date	Payer	Details	Amount
27/05/2015	ETERNAL BEAUTY	Newsletter Advertising	£50.00
28/05/2015	ELSBY & CO	Newsletter Advertising	£30.00
29/05/2015	NAT WEST	May interest	£2.69
01/06/2015	BAKEHOUSE CURTAINS	Newsletter Advertising	£50.00
05/06/2015	COMPUTER DOCTORS	Newsletter Advertising	£50.00
30/06/2015	NAT WEST	Interest	£2.80
Total:			£185.49

h) **Payment of outstanding invoices.** Parish Council resolved to approve the following:-

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT	ACCOUNT	POWER TO PAY	
PAYMENTS									
29/06/2015	SPRATTON PHOTOGRAPHY CLUB	2015/15 GRANT	2883	£150.00		£150.00	Grants	LGA 1972 s 143	GPC
29/06/2015	LYNNE COMPTON	June Salary plus overtime (£1056.31), plus use of office (£18), broadband/mobile (£2)	2884	£1,076.31		£1,076.31	Salaries/Pension/Office/Mileage	LGA 1972 s112	GPC
29/06/2015	NCC LGSS	June Employer Pen cont: £301.30, Employee Pen cont: £68.20	2885	£369.50		£369.50	Salaries & Pension	LGA 1972 s112	GPC
29/06/2015	HMRC ONLY	PAYE TAX AND NI: Q1	2886	£365.56		£365.56	Salaries & Pension	LGA 1972 s112	GPC
29/06/2015	LYNNE COMPTON	Re-imbusement for 3 years bullguard internet security	2887	£74.96		£74.96	Parish Property	LGA 1972 s112	GPC

29/06/2015	ST ANDREWS HERITAGE SOCIETY	Corporate subs 2015/16	2888	£100.00		£100.00	Subs	LGA 1972 s112	GPC
	TOTAL SIGNED BETWEEN MEETINGS			£2,136.33	£0.00	£2,136.33			

11/07/2015	BT	Office Phone	DD	£25.55	£5.11	£30.66	Office	LGA 1972 s112	GPC
21/07/2015	JIM PYE	Greenworks: 185.20, General Maintenance: 245.20	2889	£430.40		430.40	Parish Property	Open Spaces Act 1906 s9	GPC
21/07/2015	MERLAND COPY SHOP LIMITED	Newsletter	2890	£428.40		£428.40	Newsletter	LGA 1972 s112	GPC
21/07/2015	BDO	External Audit 2014/15	2891	£300.00	£60.00	£360.00	Audit	Accounts and audit regs	GPC
21/07/2015	SPRATTON VILLAGE HALL	Hire of hall 21/7	2892	£18.00		£18.00	Meetings	LGA 1972 s112	GPC
21/07/2015	NCALC	Chairmanship training: 7 July 2015	2893	£39.00		£39.00	Training	LGA 1972 s112	GPC
21/07/2015	SIMON BARNETT	Construction of 2 concrete pads and fixing bench to them: St Andrews Churchyard	2894	£100.00		£100.00	Parish Property	Open Spaces Act 1906 s9	GPC
21/07/2015	CGD CONTRACTORS LTD	Verge Mowing: 1 st , 12 th and 25 th June - £135, Spratton Churchyard: £180 EVC: £180 Additional verges and greens: £735	2895	£1230.00	£246.00	£1476.00	Greenworks	Open Spaces Act 1906 s9	GPC
	TOTAL FOR SIGNATURE ON 21/07/2015			£2550.95	£393.11	£2944.06			
	TOTAL CHEQUES 29/06/2015 TO 21/07/2015			£4687.28	£393.11	£5080.39			

The RFO also reported the following:-

1. Cheque No 2875 £492 Payee: CGD from 16th June appeared to have gone astray in the post. Parish Council resolved that the July statement should be awaited before the cheque was re-issued.
2. EON: all the invoices had incorrectly charged for 90 days instead of 30 and the climate levy had been applied in error. A revised invoice had been received for zero.
3. RICOH: an invoice had been received for zero (due to the previous bill being estimated)

i) Bank balances, Bank Reconciliation and Receipts and Payments report to 30th June 2015: Parish Council resolved to approve.

j) Audit 2014/15

1. Notice of conclusion of Audit: to report that there were no issues arising (attached Paper C). Parish Council resolved to approve the report.
2. Effectiveness of Audit: To review and agree actions. Parish Council resolved that the audit had been effective and that no action was necessary.

k) Burial Records to be input to spreadsheet: proposal for Clerk's daughter, Miss Compton Age 15.8 to do this (at minimum recommended wage for under 18's) thus enabling the Clerk to oversee: After some discussion, Parish Council resolved to approve.

l) Three Year Plan Survey Summary and Interim report (circulated 15/7) – to discuss and agree action (if any). Parish Council noted the interim report and resolved to approve an independent scrutineer (Mr Bailey) to evaluate the responses (with the personal information re-dacted). **Action: Resources Committee to redact personal information and pass to Mr Bailey, under the supervision of the SPC Chairman.**

m) Suggestions for Future Projects: to discuss and agree actions (if any):-

1. Shared PCSO: this was a proposal arising out of the Daventry District meeting of Chairman. It was felt that the coverage would be too thin to be of any value.
2. Shared Planning consultant: It was not known how much the cost for this would be as yet or which Councils it would be shared between. Further information would be forthcoming.

n) Newsletter: to receive a report from the Clerk and discuss future arrangements for:-

1. Layout
2. content
3. charging of adverts

Parish Council noted the report and resolved to defer to a future un-specified date

o) Policies: Parish Council to review and make resolution to adopt

1. Vexatious Policy (previously circulated and approved via email consultation due to urgent need and on advice from Northamptonshire County Association of Local Councils). Parish Council resolved to retrospectively approve the policy with effect from Monday 29th June.
2. Archive Policy (based on the National Records Office advice) – Parish Council resolved to approve.

54.15 SPRATTON NEIGHBOURHOOD DEVELOPMENT PLAN

- a) Independent Examiner:** Parish Council to discuss and make resolution as to recommendation to Daventry District Council. After some discussion, Cllr Hogg proposed the appointment of Ms Cheesley, this was voted on and resolved to be approved (1 abstention: Cllr Heaton).

55.15 PLANNING EXECUTIVE COMMITTEE

- a) Minutes of the Planning Executive Committee Meeting held on 23rd June 2015 (attached Paper C):** SPC Planning Executive Committee resolved to approve the minutes.
- b) Planning Applications to consider and make resolution**

Application No.	Description	Location	Respond by	Case Officer
DA/2015/0519	Construction of detached dwelling	Land adjacent to 19, Holdenby Rd Spratton NN6 8JD	27 th July 2015	S Hammonds on t: 01327 302563 or e: shammonds@daventrydc.gov.uk

After some discussion, Parish Council resolved to object to this application as it contravened the emerging Spratton Neighbourhood Development Plan as it did not provide off-road parking for the existing house.

Action: Clerk to submit response.

- c) Planning application decisions to report:** there were none.

56.15 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

a) Village Handyman

1. Additional work (if any) – Parish Council resolved to request quotes from the Handyman for the following:-
 - 1.1 Sandhills: hedge obstructing footpath
 - 2.1 Brixworth Road: Ash Tree overhanging Bus Shelter

b) Improving Village Matters:-

1. Gorse Road: it was reported that 46 Gorse Road had still not cut back the overhanging foliage. Parish Council resolved to write a 2nd letter. **Action: Clerk**
2. Sandhills: It was reported that the hedge of No1 Sandhills was overhanging the footpath. Parish Council resolved to send an IVM. **Action: Clerk**
3. The King's Head: it was reported that the Leylandii were overhanging their boundary significantly reducing the width of an already narrow Manor Road again. Parish Council resolved to send an IVM. **Action: Clerk**

c) East View Cemetery Issues (if any) to discuss and make resolution

1. **Dog Fouling on Roly Banks (access to the cemetery)** – The Clerk reported that this had been reported to Daventry District Council who were taking it very seriously and had undertaken to do early morning and evening patrols to try and catch the offenders. Parish Council resolved to put up a sign at the bottom of Rolybanks. Wording to be agreed. **Action: CCOS**

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

1. NCC Community Enhancement Gangs (CEG): It was reported that they had been in contact suggesting Thursday 30th July 2015 as the date to do the required works. Parish Council resolved that CEG should be informed that the area for siding out of the verges had changed to Welford Road and that the CCOS Chairman should meet with them on the day. **Action: Clerk to inform CEG.**
2. CGD (current contractors): there were still a few issues with the strimming not being completed. **Action: Clerk to inform contractors, CCOS to monitor and report back**
3. St Andrews Churchyard: it was reported that there was a large stone missing and that the quotation had not yet been received from Mr Foster for repairing the part of the wall damaged by the bus. Action: Clerk to seek alternative quotes for both the bus damage and replacement of the stone. A parishioner came forward offering his services for free but unfortunately, Council were unable to accept without sight of the qualifications and Public Liability Certificate. **Action: Clerk to seek quotes**

e) **Trees**

1. **NCC owned trees:** A report had been received detailing the condition of one of the Hornbeam Trees. The tree concerned was the one furthest from Welford Road which was now leaning to about 15' from vertical. **Action: Clerk to inform NCC**
2. **Churchyard Trees: to discuss employing a Tree Surgeon to assess condition.** It was reported that a branch from one of the Ash Trees had fallen down and another one looked like it could go the same way. Parish Council resolved to request quotations for an inspection from local tree surgeons.
Action: Clerk

57.15 **NATURAL SPRATTON (including Spratton Pocket Park Advisory Group)**

Parish Council to receive and consider update reports and Advisory Group recommendations in respect of the following:-

a) **Jubilee Wood:** It was reported that the trees were now growing above the grass and the project had been a great success.

b) **Spratton Pocket Park**

1. Heritage Lottery Fund Final Evaluation report (previously circulated): Parish Council resolved to approve.
2. Cllr Hunt reported receiving many favourable comments about Spratton Pocket Park
3. Spratton Pocket Park (aka Brixworth Road Cemetery): Clarification was sought on the authority to close the Parish Cemetery. It was reported that it had been closed to all new burials in 1950 (when East View had been opened) and that the last burial had been in 1989. There appeared to be some confusion as to the regulations for closure of churchyards and Parish Cemeteries. **Action: Natural Spratton**

58.15 **HIGHWAYS ADVISORY GROUP (including Street lighting Advisory Group)**

a) **Streetlighting: Planned Programme of replacement:** After some discussion, Parish Council resolved to implement a new project for the planned replacement of streetlighting over 4 to 5 years. The Clerk reported that similar had been done in Creton. **Actions: Clerk to pass details of Creton contact to Streetlighting Advisory Group who would then write a specification for approval at the next full Council meeting, New Clerk to do risk assessment on new project and estimate possible number of additional hours that might be incurred for the Clerk with this new task.**

b) **Potholes:** It was reported that these had been marked by NCC for repair.

c) **Bus parking in bay on the Welford Road:** It was reported that NCC had now requested yellow lines to enable the no parking rule to be enforced.

d) **Brixworth Road/Teeton Road Cross roads:** It was reported that a sunken manhole cover was causing disturbance to residents at night when the lorries drove over it. **Action: Highways Warden to report.**

59.15 **POLICE**

a) **Reports:** to receive and discuss any action necessary. The following was reported in July:-

Crime: 17 Jun: Yew Tree Lane – damage caused to window

60.15 **PARISH AND TOWN COUNCILS MEETING 11TH JUNE 2015:**

1. Minutes of the meeting held on Thurs 11 June 2015 (circulated 25/6/15): to discuss issues arising (if any) and agree action. It was reported that the Community Infrastructure Levy was due to be introduced on 1st August.
2. Next Meeting: Thursday 17 December 2015, 6.30pm: Parish Council noted.

61.15 **CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated)**

Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

a) **Public Space Protection Order Consultation: Enhanced Dog Control Powers**

Daventry District Council is considering introducing a Public Space Protection Order (PSPO), giving its enforcement officers broader powers to deal with dog owners who fail to properly control their pets in public open spaces across the district. Comments of the Parish Councils on the proposals are requested during a statutory consultation period from Monday 1st June 2015 to Monday 10th August 2015. Parish Council resolved to delegate the response to the Clerk

b) **Joint Woodland Trust/Northamptonshire County Council: Free Tree Packs: apply by 3rd September.** Parish Council resolved not to apply.

c) **NCC Consultation: Minerals and Waste Local Plan Update - Issues and Options consultation (circulated 15/5/2015) Subject:** Waste (Environment, Quarrying, Mining and Minerals, Planning, Mineral Extraction), **Start Date:** 14 May 2015, **End Date:** 09 Jul 2015, **Result Date:** 28 Aug 2015. Parish Council resolved no response.

d) **War Memorial Competition:** Deadline 21st July 2015: the Clerk had circulated details to the relevant organisations.

62.15 **GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)**

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

a) **Defibrillator:** it was requested that this item be put on the next agenda.

b) **Spratton Festival 5th to 11th September** – It was reported that there was a Jazz Band playing on 11th September. It was also reported that there was a hobbies and skills day where people could display their hobbies and skills in their gardens or house. People would purchase a map and walk round to the different houses listed (similar to the NGS Open Gardens Scheme).

**64.15 DATE OF NEXT MEETING – August – No meeting, Tuesday 22nd September 2015 (please note date change)
7.30 pm, Village Hall School Road, Spratton**

The Chairman proposed a vote of thanks to the Clerk for all her hard work and service to the Council over the last 8 years.

Meeting Closed: 9.20 pm

Chairman Signature.....

Dated:.....

2015/16 ORDINARY MEETINGS

October	Tuesday 20 th October 2015	February	Tuesday 16 th February 2016
November	Tuesday 17 th November 2015	March	Tuesday 15 th March 2016
December	Tuesday 15 th December 2015	April	Tuesday 19 th April 2016
January	Tuesday 19 th January 2016	May	Tuesday 17 th May 2016

**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/>*