



Chairman: Councillor Barry Frenchman

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Minutes of a Meeting of Spratton Parish Council

Held on **Tuesday 17th December 2013** in the Village Hall, School Road, Spratton at **7.30 pm** for the purpose of transacting the following business.

Present: Cllrs Barry Frenchman, Liz Tee, Rachel Baillie, Bill Blowfield, Tim Forster, Michael Heaton, John Hunt, Ruairaidh McDonald Walker, Mark Pacey and Jay Tindale

In attendance: Lynne Compton (Parish Clerk and RFO), Navigus Planning, County Councillor Judy Shephard, District Councillor John Shephard and 12 members of the public.

124.13 A STATEMENT BY NAVIGUS PLANNING ON THEIR FINDINGS FROM THE NOVEMBER CONSULTATION BY QUESTIONNAIRE WAS READ OUT AT THE BEGINNING OF THE MEETING. A number of questions were raised on the Neighbourhood Plan which were answered by Navigus Planning and covered in the attached document which was approved for general publication – **attached Paper A**

125.13 PUBLIC FORUM members of the public and press are invited to address the council at its open forum (30 mins) – The following points were raised:-

- a) **Accident Statistics** for the A5199 compared to Brixworth Road were thought to be worse
- b) **Young people walking between Spratton and Brixworth** – concern was expressed about the dangers due to there being no pavement. Cllr Frenchman informed parishioners that this had been investigated with NCC Highways previously and unfortunately it would cost in excess of 1 million pounds to put in a safe route between Spratton and Brixworth. There was a suggestion that farmers had proposed maintaining a verge as a soft verge for pedestrians to use. After some discussion, Mr Gaywood offered to assist Spratton Highways Group with further investigation for alternatives to allow safe passage for pedestrians between Spratton and Brixworth.
- c) **Footpath to Brampton Valley Way** – Cllr Hunt explained that although no link to Brampton Valley Way had been established yet, thanks to Mrs Tice, Spratton was now connected to Teeton. Action: County Councillor Shephard to investigate what had happened to the original application for a footpath from Spratton to Brampton Valley Way.
- d) **Haynes Lane** – it was reported that the gutter was broken for the 2nd time that year due to large vans thinking they can use Haynes Lane as a cut through. It was thought that the developers of the Euroleathers site might be responsible. One resident asked if developers could be advised not to bring their lorries into the village at School times. Parish Council had already asked the police about this. Action: Cllr Pacey to discuss with developers.
- e) **Bus Services** – it was reported that there were inconsistencies when young people were allowed to use bus passes. Cllr Frenchman (recently appointed Rural Transport Champion) explained that the Bus Passes were not allowed to be used past Chapel Brampton and if young people managed to exceed the area then they had been lucky. Cllr Frenchman further explained that Young People should be able to obtain help from the college of up to 50% subsidy.

126.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE There were no apologies. All present.

127.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON 19th November 2013
Cllr Heaton proposed approval of the minutes, seconded by Cllr Tee and resolved to be approved by Parish Council. The minutes were subsequently signed by the Chair as an accurate record of the meeting.

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

- a) **Car Sharing (122.13)** Cllr Frenchman suggested that the Communications Advisory Group could look at a forum for Car Sharing on the website. **Action: Communications Advisory Group to look at and report back to Feb meeting.**

- b) **Traffic Calming (115.13 a1)** – Cllr Pacey reported that he had seen a new system of Traffic Lights in Swindon whereby if you approached the lights in excess of the speed limit, they turned red. **Action: Cllr Pacey to look into the costs.**

129.13 MEMBERS' DECLARATION OF INTEREST/DISPENSATION REQUESTS for relevant items on the agenda
There were none.

130.13 NEIGHBOURHOOD PLAN - Project Manager: Councillor Michael Heaton

- a) **Navigus Planning Recommendations (circulated prior to the meeting) – Parish Council to discuss and make resolution.** Cllr Heaton reported that the return rate had been excellent at 25% and summarised the consultation responses returned as follows:-

- 4 came without addresses (despite the note on the collection box),
- one came blank (uncompleted) stating 'same views as my husband'
- 2 were delivered after the closing time
- 237 accepted questionnaires, 244 in total.

After some discussion, Cllr Heaton proposed approval of the following recommendations:-

1. That the issues raised as being of importance to the community do not point clearly in favour of one development proposal over the other.

Seconded by Cllr Frenchman and resolved to be approved by Parish Council. *The issues of importance are dealt with in Point c)*

- c) **Draft letter to promoters – Parish Council to discuss and make resolution** – Cllr Frenchman pointed out the following from responses to the questionnaires:-

- Little comment had been made on the community benefits listed by promoters
- In the 2 questions where people were asked to list other community benefits needed, there were responses but these did not constitute community benefits.

After some discussion, Cllr Heaton proposed the letter to promoters (requesting evidence to back up the community benefits they had listed e.g. confirmation from Highways that a scheme proposed would be acceptable), seconded by Cllr Blowfield, and resolved to be approved by Parish Council. **Action: Clerk to send letter to promoters**

- d) **Revised Timetable – Parish Council to discuss possible postponement of the consultation set for 2 February 2014 and make resolution.** The following points were made:-

- Sustainability Appraisal - Chris Bowden explained that Daventry District Council (DDC) would need to review whether or not a Sustainability Appraisal (SA) was necessary. If there were significant environmental factors to consider then it was likely that an SA would be necessary. Action: DDC
- Within the Awards for All grant money, there were no funds remaining now to do an SA. Navigus Planning were of the opinion that an SA would not be necessary. Noted: Geraint Jones (Pegasus – Site 2) explained that developers would approach DDC when doing background work so they should know whether or not an SA necessary.

After some discussion, Cllr Heaton proposed postponement of the consultation until the beginning of March 2014 (Date to be confirmed on receipt of Community Benefit evidence from promoters - by end January 2014).

- e) **Awards for All Grant – Revisions to budget headings – to discuss and make resolution.** Cllr Heaton (NP Project Manager) made the following report:-

"Since this project was approved, with a start date of November 2012, there has been a change in the needs and processes of the project, but not its principle purpose which remains exactly as per the application.

The expected costs of the project shown in the application were £19,000, inclusive of £5,000 notional Parish Councillors time of 200 hours. With a potential over-run of £4000 over the expected hard costs of £14,000, it was a matter of judgement as to which of these specific cost headings should be sought for inclusion within the request for £10,000.

At the time, it was considered likely that a Sustainability Assessment would be necessary, and this is an expensive item. Our consultant now advises that, whilst this is possible, it is very unlikely. If it were to be required, it would now fall outside the (extended) project period (which runs to 21 May 2014) and we would have to bear this cost.

We had anticipated modest postage and exhibition costs of £600, and had chosen not to include these within our application. In the event, the Neighbourhood Plan process has required far more extensive community involvement than we had anticipated. This has resulted solely from the way the process has developed, but this is entirely in line with one of our strong aims, expressed in Q17, to build a stronger community, and also with the over-riding objective of the project to promote a Neighbourhood Plan (Q's 10, 15a, 15b, 16a, 16b). The emerging Neighbourhood Plan required a most comprehensive consultation, which took place over the weekend of 9/10 November. For this, a very detailed and thought provoking 12 page questionnaire (necessary to be partly in colour) was prepared at a cost of some £800, and in order to prompt as large an attendance as possible, six 6 ft wide banners were erected around the village. This promotional activity resulted in an exceptional turnout of nearly 25% of the village electorate. We are sure that this will help in our aim of building, through proper consultation, a stronger community.

The project is on timetable for effective completion by May 2014 (after which there are a number of formal processes). The 50 page Neighbourhood Plan is in draft and will be launched in February via another consultation.

Much more involvement has been necessary than was anticipated. In the last 7-8 weeks alone, I (the Project Manager, Michael Heaton) have spent an estimated 130 hours on this. Taking the remainder of the 12 months to date, and other councillor's time in attending the consultation (60 hours) and undertaking door drops, as well as further time until completion, the amount of 'free' time given by councillors and others is estimated to have doubled by the end of the

project. If added to the hard costs, the entire cost of the project is £20,000, very close to the original forecast of £19,000."

After some discussion, the following revisions to the budgetary headings for the Awards for All Grant were proposed for approval by Cllr Frenchman, seconded by Cllr Tee, voted on and unanimously proposed for approval by Parish Council:-

| | Original | Revised |
|---|---------------|---------------|
| Professional advice and Sustainability Assessment | 10,000 | 6,300 |
| Consultations and exhibitions (expected cost £600) | nil | 2,300 |
| Parish clerk's time and expenses (expected cost £1000) | nil | 1,400 |
| Sub-total | <u>10,000</u> | <u>10,000</u> |
| Parish Councillors notional time (expected cost @ £25 per hour) | 5,000 | 10,000 |

Action: Application for revisions to be submitted to Awards for All together with explanation. – Cllr Heaton/Clerk

131.13 RESOURCES COMMITTEE – Chair: Councillor Michael Heaton

a) **Update (if any).** There was nothing further to update.

b) **Bank Balances** – to receive and Parish Council resolution to approve. Cllr Heaton proposed approval of the bank balances, seconded by Cllr Frenchman and resolved to be approved by Parish Council:-

| | |
|---------------|-------------------|
| Community A/C | £200.00 |
| Reserve A/C | £59,617.25 |
| TOTAL | £59,817.25 |

c) **Income** received for October/November 2013 – to report

Cllr Heaton proposed approval of income received, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

| DATE | PAYER | DETAILS | VIA | AMOUNT | |
|------------|-------------|-----------------------------|-------|-----------|---|
| 20/11/2013 | BETH MCKALL | Donation for memorial bench | CHAPS | £1,848.00 | already included in Bank Reconciliation |

d) **Receipts and Payments report and Bank Reconciliation** (tabled) – Parish Council resolution to approve. Cllr Frenchman proposed approval, seconded by Cllr Heaton and resolved to be approved by Parish Council.

e) **Payment of invoices for November/December 2013** Parish Council resolution to approve (to be tabled) Cllr Heaton proposed approval of payment of the following invoices, seconded by Cllr Frenchman and resolved to be approved by Parish Council:-

| DATE | PAYEE | DETAILS | CHEQUE NO. | AMOUNT | ACCOUNT | POWER TO PAY |
|--|--|--|------------|------------------|------------------------------|--------------|
| 28/11/2013 | LYNNE COMPTON | Nov Salary plus NP Weekend Consultation overtime + Work/Home allowance + £112.32 Mileage + exp | 2644 | £1,105.64 | Salaries/NP/ Mileage/ Office | GPC |
| 28/11/2013 | SPRATTON REC FIELD COMMITTEE | 2nd Instalment of annual grant towards maintenance of Rec | 2645 | £1,000.00 | Grants /donations | GPC |
| 28/11/2013 | CENTRAL AND EAST NORTHAMPTONSHIRE CITIZENS ADVICE BUREAU | Donation | 2646 | £50.00 | Grants/ donations | GPC |
| 28/11/2013 | SPRATTON GUIDES | Hire of Digger plus donation | 2647 | £105.00 | Grants/ donations | GPC |
| TOTAL (already included in Nov Bank Reconciliation) | | | | £2,260.64 | | |
| 17/12/2013 | LYNNE COMPTON | Nov Salary (1010.97) plus NP overtime 44 hours (513.26, Use of Office/Bus calls (£20) | 2648 | £1,236.18 | Salary/Office | GPC |
| 17/12/2013 | BT | Office Phone | DD | £27.45 | Office | GPC |
| 17/12/2013 | NCC LGPS | Nov and Dec Pension | 2649 | £582.32 | Salaries | GPC |
| 17/12/2013 | HMRC ONLY | Quarterly PAYE | 2650 | £631.68 | salaries | GPC |
| 17/12/2013 | JIM PYE | Greenworks/Maint November | 2651 | £310.40 | Greenworks /Maint | GPC |
| 17/12/2013 | NCALC | Effective Councils Training Cllr Frenchman and Clerk | 2652 | £43.50 | Training | GPC |
| 17/12/2013 | AUTELA LIMITED | Payroll Services | 2653 | £31.50 | Office | GPC |
| 17/12/2013 | SPRATTON VH COMMITTEE | Resources Committee Meeting (27/11) and SPCM 17/12 | 2654 | £36.00 | Meetings | GPC |
| 17/12/2013 | ASHLEY COLDWELL | Delivery of Newsletter whole village | 2655 | £30.00 | Newsletter | GPC |
| TOTAL | | | | £2,929.03 | | |

- f) **2014/15 Budget and Precept Application** – Parish Council to discuss Resources Committee Recommendations (from a meeting held on 27th November 2013) to increase the precept to £39,000 and make resolution. Cllr Frenchman reported that this represented approximately 13 p per week increase (on a Band D property) per elector. After some discussion, Cllr Heaton proposed adoption of the budget and increasing the precept to £39,000, seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk and Chairman to complete and submit precept demand form when received from Daventry District Council**
Noted: Cllr Blowfield (Church Warden) said there was a possibility that the Parish Council could have the Churchyard Noticeboard for East View Cemetery (to put regulations and fees on) as St Andrews Church was in need of a larger noticeboard. Action: Cllr Blowfield to investigate and report back.

132.13 PLANNING EXECUTIVE COMMITTEE – Chair: Councillor Michael Heaton

a) **Update (if any)** There was nothing further to report.

b) **Planning Applications to consider**

Cllr Heaton reported that the following application had only been received early today and therefore proposed that there should be a Planning Executive Committee Meeting to discuss the proposed change of use on Monday 23rd December 2013 in Café Doris, seconded by Cllr Frenchman and resolved by Parish Council. Cllrs Heaton (Chair, PEC), Blowfield, Pacey and Tee indicated that they would be able to attend.

Application No: DA/2013/0962

Description: Change of use of paddock to garden

Location: Land Adj Yew Tree Cottage 21, Yew Tree Lane, Spratton NN6 8HL

Respond by: 7 January 2014

Case Officer S Barnes on 01327 302528 or email sbarnes@daventrydc.gov.uk .

Action: Clerk to produce and publicise agenda, Cllr Heaton to do a site visit

c) **Planning application decisions** – there were none.

d) **Broomhill Liaison Group** – to discuss setting up a group to have meetings as necessary in order to encourage good relations and keep up to date with any possible changes to the planned development. Parish Council to make resolution. Parish Councillors all agreed this was an excellent idea. After some discussion, Cllr Heaton proposed setting up the Broomhill Liaison Group, seconded by Cllr Frenchman and unanimously resolved by Parish Council. **Action: Cllr Heaton and Cllr Frenchman to draft letter to St Matthews Healthcare. Clerk to send.**

133.13 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP –

Chair: Councillor Bill Blowfield

a) **Update**

1. Benches in Churchyard (from donation) – It was reported that the sum of £1,848 had been received. CCOS Advisory has recommended that the benches should be fitted in Spring 2014 – Parish Council to discuss and make resolution.
2. Memorial Bench in Churchyard – it was reported that this had been repaired.

134.13 STREETLIGHTING ADVISORY GROUP – Members: Cllr Mark Pacey, Cllr John Hunt, Cllr Ruairidh McDonald Walker and Mr Dave Cooke

a) **Change of Membership** – It was reported that Cllr Heaton had withdrawn from this group

b) **Change of Standard Specification** – It had been reported that due to 35 Watt SOX lanterns being phased out, the current contractors (Allan Peacock) informed Parish Council that they were now 6 times the price of other lanterns. Streetlighting Advisory Group recommended that the new standard specification (to replace Mercury lights when they fail) should be 50 Watt SON lanterns. Parish Council to discuss and make resolution. Cllr Frenchman proposed approval of the recommendation to change from SOX to SON, seconded by Cllr Pacey, voted on and unanimously resolved to be approved by Parish Council.

135.13 COMMUNICATIONS ADVISORY GROUP – Chair: Councillor Tim Forster

a) **Update (if any)** There was nothing further to report.

b) **Newsletter**

1. **Christmas Issue – to receive a brief report and discuss if necessary** – It was reported that feedback from this issue had been excellent, the competition for the front cover had been really enjoyed by Spratton Primary School Children and had resulted in 3 different covers (from the winners of the different age groups). Cllr Frenchman proposed a vote of thanks to Tim Forster for the quality of the newsletter – the motion was unanimously agreed by Parish Council. Cllr Frenchman agreed to be the next Councillor to be profiled in the newsletter.
2. **Spratton Primary School Governors letter with concerns over in-appropriate advertising** – Parish Council to discuss and make resolutions for response and future practice (draft letter circulated prior to the meeting). After some discussion, Cllr Forster proposed approval of the draft response, seconded by Cllr Frenchman and resolved to be approved by Parish Council. Parish Council resolved that in future advertisements would be more clearly differentiated from articles. **Action: Clerk to send response**

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

The following were discussed or noted and actions agreed where necessary (Bold, italics)

- a) **NCC** Northamptonshire Fire and Rescue Service Draft Strategic Update and Review for 2014 – Deadline for responses 13th Jan 2014
- b) **DDC** Daventry District Council is responsible for preparing the draft Community Strategy on behalf of the Local Strategic Partnership. The Community Strategy is a key strategic document for the Council and its partners setting out the long term vision and key priorities for the district. I have attached a copy of the draft strategy for your information. The consultation will start on Friday 1st November 2013 and run until Friday the 24th January 2014. **Action: Clerk to send to resident who had expressed an interest**
- c) **NCC Local Govt Pension Scheme** Our Draft Funding Strategy Statement has been loaded to our website - <http://pensions.northamptonshire.gov.uk/index.php/governance2/key-documents-for-the-northamptonshire-fund/>
This is an important document that sets out the Funds approach to funding it's liabilities. Given its significance we would be grateful for any comments/feedback you may have regarding it. Therefore this email is notice of a formal consultation period regarding the Draft Funding Strategy that closes on the **24th December 2013**. Any comments you may have should be sent to penemployers@northamptonshire.gov.uk
- d) **NCC Local Govt Pension Scheme** Briefing Note to employers about changes to the scheme and possible charging of councils who send in pension contributions late. Their preferred method is BACS transfer.
- e) **Residents** Letter of concern about possible development which will damage the solitude of the cemetery
- f) **Connexions** Apprenticeships and Jobs Fair 2014 – Poster circulated
- g) **DDC** Communications with Parishes – additional assistance with website suggested.
- h) **NCALC** Eupdate and opinion against precept capping of parishes
- i) **NCC** Minerals and Waste Local Plan Submission (after consultation)
- j) **POLICE** Community Panel Minutes plus ASB's/Crime reports:-

| | |
|---|--|
| 19 Nov: Gallops Fields – report of aggressive | |
| 24 Nov: Holdenby Road – report of threatening | o/n 06-07 Nov: Brixworth Road – forced entry to premises, items taken. |
- k) **NCC** **Draft Budget and Council Plan Consultation**
It is important that we hear from as many people as possible during this consultation period, as we all work together to find the best solutions. Details of this consultation, including proposals and a range of ways to take part, can be found on the Council's dedicated web pages. Please encourage your local community to take part and to have their say: www.northamptonshire.gov.uk/draftbudget
Please let us have your views and ideas by 4th February, so that we can consider these fully and seriously. The Draft Budget and Council Plan 2014-19 will be agreed at the Council meeting on 20th February 2014.
Action: Resources Committee to draft a response for discussion at the January 2014 meeting

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

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

- a) **Timekeeping** –The Chairman reminded councillors of the necessity to attend meetings at the time stated

139.13 DATE OF NEXT MEETING – Tues 21st January 2014, 7.30 pm, Village Hall School Road, Spratton

Meeting Closed 10.15 pm

Chairman Signature.....

Dated:

Dates of 2013/14 Meetings – all held 7.30 pm, Spratton Village Hall unless stated otherwise

Tues 18th February 2014

Tues 20th May 2014

Mon 2nd June 2014 – **Annual**

Tues 18th March 2014

Weds 7th May 2014

Meeting of Parish Council

Tues 15th April 2014

Annual Parish Meeting

Tues 10th June 2014