



Chairman: John Hunt

Clerk: Emma Gibson
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Minutes of the Meeting of Spratton Parish Council

held on Tuesday 21st May 2019 in Spratton Village Hall, Spratton at 7.30 pm

Present: Cllrs John Hunt (Chair), Lydia Crawford, Colin Donnelly, Denise Fry and Sally Wilkes.

In attendance: Emma Gibson Clerk, PCSO Miller and 3 members of the public.

Apologies: None.

- 73.19 ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.** Council **RESOLVED** to elect Cllr John Hunt as Chair. Declaration of Office received.
- 74.19 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.** Council **RESOLVED** to elect Cllr Sally Wilkes as Vice-Chair and Declaration of Office received.
- 75.19 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.
- **Speeding:** The problem of speeding motorists in the village was raised. Council confirmed that that the new signs were being ordered and it is hoped that these will help monitor and reduce the speeding within the village. New batteries for the existing sign had also been ordered. PCSO Miller in attendance and advised he will be in the village with the radar gun in the coming months.
 - **Parking in village:** PCSO Miller to speak with owners of vehicles parked illegally in the village, the main concerns are when pavements are blocked to pedestrians.
- 76.19 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.** None.
- 77.19 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 16th APRIL 2019.** Council **RESOLVED** to approve.
- 78.19 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.** None.
- 79.19 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS.**
1. To receive for relevant items on the agenda: None
 2. To receive details of any changes to registrable interest forms (if any): None.
- 80.19 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated).**
Parish Council discussed and **RESOLVED** the following: -
- a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities. Council **RESOLVED** to approve.
 - b) Review of the terms of references for committees/steering/advisory groups. Council **RESOLVED** to approve the terms of reference document.
 - c) Receipt of nominations to existing committees/steering/advisory groups. Council **RESOLVED** to approve the following Committees and Advisory Groups:
Resources (Staffing and Strategy) Committee: Cllr Crawford (Chair), Cllr Donnelly, Cllr Hunt, Cllr Fry, and Cllr Wilkes.
Human Resources Advisory Cllr: Cllr Fry
Churchyard, Cemeteries and Open Spaces (CCOS) Advisory: Cllr Hunt (Chair), Cllr Donnelly, Cllr Fry, and Cllr Wilkes.
Highways Advisory Group: Cllr Hunt, Cllr Wilkes, and Cllr Donnelly.
Natural Spratton Advisory Group: Cllr Hunt (Chair), Cllr Crawford, and Mr Cooke (co-opted)
Planning Committee: Cllr Wilkes (Chair), Cllr Crawford, Cllr Donnelly, Cllr Fry, and Cllr Hunt.
Streetlighting Advisory: Cllr Hunt, Cllr Donnelly and Mr Cooke (co-opted)
Community Engagement Advisory Group: Cllr Crawford and Cllr Wilkes.
 - d) Appointment of any new committees/steering/advisory groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. None
- 81.19 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, REC Committee, Highways and arrangements for reporting back.**
Cllr **RESOLVED** to appoint the following representatives:
Town and Charity Land: Cllr Wilkes
REC Committee: Cllr Donnelly

82.19 WARDENS

To review, accept new nominations and appoint. Council **RESOLVED** to approve the following Appointments:

Snow Warden: Mr Barry Ward

Burials Warden: Mr Bill Blowfield

Footpaths Warden: Cllr Hunt

83.19 STANDING ORDERS, FINANCIAL REGULATIONS AND RISK ASSESSMENT

1. To review and approve changes to Standing Orders necessary in respect of any new legislation. Council **RESOLVED** to approve.
2. Parish Council to review Financial Regulations and make resolution to adopt. Cllrs to make a resolution that ***"BACS payments are to be actioned solely by the RFO, once the invoice/payment has been authorised by two Cllrs as signatories"***. Council **RESOLVED** to approve.
3. Parish Council to review Risk assessment and Risk Management document and make resolution to adopt. Council **RESOLVED** to approve.

84.18 POLICY REVIEWS: Council reviewed the following policies and **RESOLVED** to re-adopt.

1. Data Protections policy
2. Data Breach policy
3. Subject Access Requested procedure
4. GDPR Security Compliance checklist
5. DATA Protection Data Map
6. Reserves Policy

85.19 INVENTORY OF LAND AND ASSETS (including buildings and office equipment)

Parish Council to reviewed and **RESOLVED** to re-adopt. **Note: Current insurance runs until September 2021.**

86.19 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)

Parish Council reviewed and **RESOLVED** to continue with the following memberships:

- a) Northamptonshire County Association of Local Councils – NCALC.
- b) Society of Local Council and Clerks – SLCC.

87.19 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2019/20 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)

Parish Council **RESOLVED** adopt the following meeting dates:

2019-20

Meeting dates

Tuesday 18th June 2019

Tuesday 16th July 2019

Tuesday 17th September 2019

Tuesday 15th October 2019

Tuesday 19th November 2019

Tuesday 17th December 2019

Tuesday 21st January 2020

Tuesday 25th February 2020

Tuesday 17th March 2020

Tuesday 21st April 2020

Tuesday 19th May 2020

Annual Village Meeting (to be agreed)

88.19 SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2019

Parish Council **RESOLVED** to approve.

89.19 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

a) Update (if any)

b) Annual Return 2018/19

1. Council **RESOLVED** to approve the Annual Governance Statement.
2. Council **RESOLVED** to approve Annual Return.
3. Council **RESOLVED** to approve the End of Year accounts and explanation of variances.

c) Internal Audit – The council's internal audit for year ending 31st March 2019 took place on 2nd May 2019. A copy of the report has been circulated to Councillors and will be made available on the Council's website. Council considered the report and **RESOLVED** to accept internal auditor's report.

d) Income received –

25/04/19 DDC Precept (first payment) - £20,500

26/04/19 DDC CIL Payment - £12,505.35 Ref: DA/2017/0407 Yew Tree Cottage

26/04/19 Bank Interest - £20.32

17/04/19 VAT Refund - £2,201.99

e) **Payment of outstanding invoices.** Parish Council resolution to approve those listed plus additional received between 15th May and 21st May 2019 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
08/05/19	Welford PC	Bus refund	Bank transfer			£120.64
08/05/19	Northants ACRE	Community Facility	Bank transfer			£40.00
13/05/19	Jones Wholesale	Stationery	Debit card	£1.49	£0.30	£1.79
13/05/19	Tesco	Refreshments	Debit card			£23.09
22/05/19	NCALC	Cllr training	Bank transfer			£72.00
22/05/19	NCALC	Annual Membership	Bank transfer			£688.34
22/05/19	Merland	Poster printing	Bank transfer	£4.40	£0.88	£5.28
22/05/19	S Barnett	Greenworks				£375.00
22/05/19	Village hall	Meetings	Bank transfer			£36.00
22/05/19	R &G	Mowing	Bank transfer			£1025.42
25/05/19	E Gibson	May Salary	Bank transfer			£762.70
25/05/19	E Gibson	HW Allowance	Bank transfer			£18.00
25/05/19	NEST	Pension contribution	Direct Debit			£56.37
22/05/19	O2	Office phone	Direct Debit	£31.98	£6.40	£38.38
22/05/19	E.on	Streetlighting electricity	Bank transfer	£175.00	£35.00	£210.00

f) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2019:** Parish Council **RESOLVED** to approve.

g) **Newsletter advertising review:** Cllr to discussed newsletter advertising rates. Council **RESOLVED** keep rates at current prices.

90.19 PLANNING EXECUTIVE COMMITTEE

a) **Update (if any) for information only.** None

b) **Planning Applications to consider and make resolution-**

Application No.	Description	Location	Respond by	Case Officer

c) **Planning application decisions to report- None**

91.19 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

a) **Update** – To receive and Parish Council to discuss and make resolutions.

1. **Benches at Millennium Garden:** Cllrs discussed options and will be looking at more benches so this item to be forwarded to next agenda.

2. **Headstone Application:** Cllrs have had sight of the application. Council **RESOLVED** to approve the application.

b) **Mowing** – Council discussed the mowing schedule; clarification is needed regarding Starvold Close.

c) **Village Handyman** – Cllr Donnelly to meet with the handyman to discuss schedule, and the work on the Roly Banks in particular damage to daffodils planted.

d) **Churchyard Wall** – Council discussed the church wall. Council **RESOLVED** that Cllr Wilkes will look at the planning applications needed for the removal and reconstruction of the pillar. This will be added to the June agenda to approve the planning application.

e) **Roly Banks** – Discussed under handyman item above.

92.19 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-** Up-date received.

b) **Spratton Pocket Park-** Up-date received.

93.19 HIGHWAYS ADVISORY GROUP (including Street lighting Advisory Group)

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

a) **Highways Issues** - To receive and Parish Council to discuss and make resolutions.

1) **Re-painting of road humps in the village:** Clerk to report to street doctor in particular the hump on School Road.

b) **Street lighting** - Clerk has obtained quotes from a comparison company for streetlight electricity providers but these have been delayed. Clerk to forward to Councillors upon receipt. Council **RESOLVED** to delegate to the Clerk the power to make the final decision on the streetlighting provider once final comparison and quotes from current provider have been received.

94.19 COMMUNITY ENGAGEMENT ADVISORY GROUP: Parish Council to receive and consider any updated reports and Advisory Group recommendations.

a) **Phone-box:** Council received an up-date. It is hoped that the box will be opened at the Open Gardens on 9th June 2019. Council **RESOLVED** to contact the local Primary School to ask them to design a poster for the opening. Council would give an Amazon Voucher to the chosen winner.

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

a) Daventry District Council's Scrutiny and Improvement Committee have undertaken to review the waste collection service that came into operation last year. Feedback from the Parish Council is sought. The response is required by Friday 31st May 2019. Council considered questionnaire and **RESOLVED** to respond to the questionnaire that in the main all was working well. Clerk to respond on Council's behalf.

96.19 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)- None. Items received of interest to parishioners will be displayed on the Noticeboard or Website where relevant.

97.19 DATE OF NEXT MEETING – Tuesday 18th June 2019 at 7.30pm

98.19 To resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3d: The public and press should leave the meeting during the consideration of: Staffing issues.

Meeting closed: 9.05pm

Signed.....
John Hunt, Chair to Spratton Parish Council

Date:

2019-20

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