



Chairman: Councillor Barry Frenchman

Clerk: Mrs L Compton
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Minutes of the Annual Meeting of Spratton Parish Council (AGM)

Held on **Wednesday 4th June 2014** in the Village Hall, School Road, Spratton at **7.30 pm**

Present: Cllrs Rachel Baillie, Bill Blowfield, Tim Forster, Barry Frenchman, Michael Heaton, Fiona Keable, Mark Pacey, Jay Tindale and Ruaraidh McDonald-Walker (9 members)

Public Forum:-

There were 3 members of the public present and the following was discussed:-

- a) **Elections** - Councillor Frenchman gave his congratulations to newly elected Councillor Fiona Keable and his commiserations to Mr Paul Vellam who narrowly lost out at the election. Councillor Frenchman welcomed the re-elected members of Parish Council.
- b) **Dogs loose in Cemetery** – It was reported that dogs had been allowed to run loose and foul in the Cemetery. A resident requested that dogs should be banned from the Cemetery. Cllr Blowfield responded that a new gate (to replace the vandalised gate) was due to be installed between the Recreation Field and Cemetery which would hopefully assist with this issue and deter dogs and owners from entering the Cemetery and suggested that a reminder go in Clerks Tweets reminding people not to let their dogs loose in the Cemetery. Parish Council resolved that issue would be monitored and if necessary, the Burial regulations would be reviewed. **Action: Clerk to do an article in Clerk's Tweets**
- c) **Increase to the Precept** – A resident read out a letter to Parish Council outlining his concerns about the rise to the precept and asked if all the projects were absolutely necessary in this austere financial climate. The Parish Council responded as follows:-
 - Increase in Salary costs – due to increasing demand put on Parish Councils by County and District, increasing professionalism of the role of Clerk which entails keeping up to date with legislation and undergoing regular training courses plus project and grant administration for necessary projects e.g. Neighbourhood Plan, Spratton Pocket Park, new roles such as administering the website and Facebook to ensure good communication between Parish Council and its community requiring an increase in hours from 15 (hours per week) to 20 hours per week. The increase in hours was also strongly recommended by the Northamptonshire County Association of Local Councils (NCALC) Auditor. **NOTE: The Clerk's hours are regularly monitored and scrutinised by SPC Resources Committee. Parish Council is able to maintain good value for money in the Clerk as the role is currently shared with 2 other Parish Councils (Pitsford and Creaton), therefore, training, some mileage, office telephone and photocopier costs are shared.**
 - Requirement to provide employees with a pension and subsequent increases in Pension Contribution costs – Parish Council now has to make a 23.3 % contribution (based on the Clerk's salary) through LGSS (Northamptonshire County Council Pension Scheme)
 - Increases in village maintenance costs – Due to climate change, Parish council is having to mow over a longer season and previously Parish Council did try to reduce the mowing within the village but this was met with resistance from villagers.
 - Contingency Funds – Due to the Parish Council being responsible for maintenance of the Churchyard Wall and over 60 Street Lights, we need to keep a reserve which would be able to fund any repairs to these. The last repairs made to the Churchyard Wall cost in excess of £20,000.
 - Percentage Increases – It was pointed out that it was dangerous to compare the Parish Council increase with the increase to the Police budget in terms of percentage. The increase to the Parish Council precept represented a few pence per week increase per Council Tax Bill paying elector. It was further

pointed out that the precept had been kept at the same level for about 5 years prior to 2012.

In addition to the above, due to the changes to the tax base rate (on which your Council Tax is based) meaning that 90% of the village (approx.) has to pay 100% of the tax, even if the Parish Council had not increased the precept, residents Council Tax would still have increased. Parish Council as residents themselves are well aware of the impact on Council Tax bills and did not take the decision to increase the precept lightly. The resident congratulated the Parish Council on the fact that a lot of areas within the village had improved dramatically and that when he had been Chairman, a lot of the jobs had been done by volunteers. The resident also requested that the response be given in writing. **Action: RFO (Responsible Financial Officer)**

- 1.14 ELECT A CHAIRMAN AND VICE-CHAIRMAN** – There being no other nominations, Cllr Frenchman was proposed as Chairman by Cllr Heaton, seconded by Cllr Blowfield, voted on and unanimously resolved to be elected Chairman of Spratton Parish Council. There being no other nominations, Cllr Forster was proposed as Vice-Chairman by Cllr Frenchman, seconded by Cllr Heaton, voted on and unanimously resolved to be elected as Vice-Chairman to Spratton Parish Council. **Action: Clerk to inform the necessary authorities (Northants County Association of Local Councils, Daventry District Council and Northamptonshire County Council).**
- 2.14 TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE FORMS FROM COUNCILLORS ELECTED IN THE ELECTION HELD ON 22ND MAY 2014** – The Proper Officer (Parish Clerk) witnessed the signing of the forms. **Action: Parish Clerk to keep on file**
- 3.14 TO RECEIVE REGISTRABLE INTEREST FORMS** – The forms were received. **Action: Clerk to copy registrable interest forms, send originals to DDC and enter details on website.**
- 4.14 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS**
Parish Council to discuss and make resolution on the following:-
- a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities. Cllr Frenchman proposed that the delegation arrangements remained as follows:-
Resources Committee - The Committee has delegated powers to spend up to **£500.00** without prior approval of the Council.
Planning Executive Committee –
- Responding to Planning Applications and Licensing Applications.
 - Responding to Appeals
 - Responding to Consultation Documents involving planning
- Seconded by Cllr Heaton and resolved to be approved by Parish Council
- b) Review of the terms of references for committees/steering/advisory groups. – Cllr Frenchman proposed that the terms of reference were fit for purpose, with the exception of Strategy Advisory Group which would be reviewed by 31st July, seconded by Cllr Heaton and resolved to be approved by Parish Council. **Action: Strategy Advisory Group and Clerk to review terms of reference for Strategy Advisory Group to be agreed at Sept Full Parish Council meeting.**
- c) Receipt of nominations to existing committees/steering/advisory groups – After some discussion, Cllr Frenchman proposed the following nominations, seconded by Cllr Heaton, voted on and unanimously resolved to be approved by Parish Council. **Note: All Parish Councillors/Members of the public are welcome to attend Committee/Advisory Group meetings. Action: Clerk to update Council contact list accordingly and publicise on Noticeboard, website and Facebook. Cllr Pacey to organise Highways Advisory Group meeting as soon as possible and invite Mr Foskett.**

<p>RESOURCES COMMITTEE Cllr Michael Heaton (Chair) Cllr Rachel Baillie Cllr Barry Frenchman Cllr Jay Tindale 4 members Plus Lynne Compton, Clerk and Responsible Financial Officer</p>	<p>PLANNING EXECUTIVE COMMITTEE (PEC) Cllr Fiona Keable (Chair) Cllr Rachel Baillie Cllr Bill Blowfield Cllr Michael Heaton Cllr Ruaraidh McDonald Walker Cllr Mark Pacey Cllr Jay Tindale 7 members (reduced from 8) <i>Clerk to attend all PEC meetings</i> <i>Note: all Cllrs informed of planning meetings</i></p>	<p>CHURCHYARDS, CEMETERIES and OPEN SPACES (CCOS) ADVISORY Cllr Bill Blowfield (Chair) Cllr Rachel Baillie Cllr Barry Frenchman Cllr Michael Heaton Minimum 4 members Lynne Compton, Clerk to attend</p> <p>COMMUNICATIONS ADVISORY GROUP Cllr Rachel Baillie Cllr Tim Forster Cllr Ruaraidh McDonald Walker Mr A Roffey Minimum 3 members No chair necessary, Clerk to organise meetings</p>	<p>HIGHWAYS ADVISORY GROUP Cllr Mark Pacey (Chair) Cllr John Hunt Cllr Ruaraidh McDonald Walker Mr P Foskett Minimum 3 members</p>
<p>STREETLIGHTING ADVISORY GROUP Cllr Ruaraidh McDonald-Walker Cllr John Hunt Mr David Cooke Cllr Mark Pacey</p>	<p>NATURAL SPRATTON (Incorporating Brixworth Road Pocket Park) Cllr John Hunt (Chair) Mr David Cooke – Project Manager Pocket Park) Cllr Michael Heaton</p>	<p>NEIGHBOURHOOD PLAN Project Manager: Cllr Michael Heaton</p>	<p>STRATEGY ADVISORY GROUP Cllr Barry Frenchman (Chair) Cllr Michael Heaton Cllr Jay Tindale</p>

Minimum 4 Members

Lynne Compton, Clerk

Newsletter

Bus Services

Please contact Lynne Compton, Clerk if you would like to post anything on the Noticeboard or Website:

WEBSITE: www.sprattonpc.org.uk

FACEBOOK: http://www.facebook.com/pages/Spratton-Parish-Council/350035681721691

Cllr Jay Tindale

Minimum 5 members

Editorial Team:-Cllr Tim Forster, Cllr Rachel Baillie and Lynne Compton, Clerk

Lynne Compton, Clerk

Minimum 3 members

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. There were none.

5.14 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES eg Village Organisations, District Council, Neighbourhood Watch AND ARRANGEMENTS FOR REPORTING BACK

Cllr Frenchman proposed the following, seconded by Cllr Heaton and resolved to be approved by Parish Council.

Parish Plan/Design Statement Cllr John Hunt **NCALC/DDC/NCC/ACRE** Mrs Lynne Compton, Clerk
Recreation Field Charity Cllr Rachel Baillie **Village Hall** Cllr Barry Frenchman

Town & Land Charity (Trustees) Cllr John Hunt **Audit (Self)** Cllr Michael Heaton

Note: Clerk to remove contractors from Wardens list.

Action: Clerk to make necessary changes and publicise on Noticeboard, website and facebook

6.14 WARDENS

To review, accept new nominations and appoint. Cllr Frenchman proposed the following nominations, seconded by Cllr Heaton, voted on and unanimously resolved by Parish Council

Footpaths Cllr John Hunt
Snow Cllr Mark Pacey
Trees and Natural Spratton Mr David Cooke
StreetLighting Streetlighting Advisory Group

VILLAGE AREAS

Outside Village Signs (Parish) Cllr Tim Forster
Welford Road, Smith Street to Brixworth Road Cllr Ruaraidh McDonald-Walker
Half of Brixworth Road (split at Church Road), Sandhills and Starvold Close Cllr Jay Tindale
Half of Brixworth Road, School Road, Olde Hall Close Cllr Tim Forster
Holdenby Road and South + Orchard Close Cllr Rachel Baillie
Bakers Lane, Manor Road, Haynes Lane Cllr Barry Frenchman
Gorse Road and roads off. Cllr Mark Pacey
Church Rd & roads off, Yew Tree Lane Cllr Michael Heaton
East View Cemetery, Rec.Field & Roly Banks Cllr John Hunt
Churchyard Cllr Bill Blowfield
Spratton Pocket Park (previously Brixworth Road Cemetery) Mr David Cooke

Responsible:

Cllr Blowfield proposed that instead of the Annual Village Walk and Risk Assessment, Wardens should be asked to survey their areas and report any issues to the Clerk for discussion at the September meeting. Any urgent issues should be reported to the relevant authorities immediately (copying the Clerk in), seconded by Cllr Frenchman and resolved by Parish Council. **Action: Clerk to email out a reminder on 1st August. All reports to be received by 1st September.**

7.14 STANDING ORDERS AND FINANCIAL REGULATIONS

Parish Council to review and make resolution to adopt. After review, Cllr Frenchman proposed adoption of the Standing Orders and Financial Regulations, seconded by Cllr Heaton and resolved to be approved by Parish Council. **Noted: The Clerk recommended review of the Financial Regulations if and when Council decided to move to internet banking (now that regulations allowed this)**

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

Parish Council to review and make resolution to adopt. **Note: Current insurance runs until October 2014.** After some discussion, Cllr Heaton proposed adoption, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

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

Parish Council to review and make resolution as to continuation or otherwise. After some discussion, Cllr Frenchman proposed continuation of the following, seconded by Cllr McDonald Walker and resolved to be approved by Parish Council.

Payee	Details	Cost	Brief Summary of Services
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Northamptonshire County Association of Local Councils (NCALC)	Subs	£254.66	Clerk and Councillor Support, Legal advice, Courses
NCALC	Internal Audit Service	£190	Internal Audit and reports
Society of Local Council Clerks (SLCC)	Subs	£92	Clerk training, support, networking
Action with Communities in Rural England (ACRE)	Subs	£35	Village Support, statistics, Courses
Daventry Area Community Transport (DACT)	Registration	£25	To allow village organisations to use the service
Navigus Planning	Neighbourhood Planning Magazine	£50	Neighbourhood Planning advice
St Andrews Heritage Society	Subs	£100	Maintaining the fabric of a village asset

10.14 CONFIRM GOVERNING INSTRUMENTS (POLICIES) TO BE ADHERED TO (and review where necessary)

Cllr Frenchman proposed adoption of the following governing instruments and review dates, seconded by Cllr Blowfield and resolved to be adopted by Parish Council:-

No.	Description	Last Reviewed	Due for Review	Prompt for Review
1.	Aims and Objectives	2010	July 2014	Strategy Advisory Group/Clerk
2.	Archive Policy	2010	August 2014	Clerk/New Regs
3.	Audit Plan and Internal Audit Service Terms of Reference	March 2014	March 2015	Annual Review/Arrival of Audit papers/Clerk/Resources Committee
4.	Burial Regulations	2013	March 2015	Changes to Diocesan Fees/New regulations/Fees/Clerk/CCOS Advisory Group
5.	Code of Conduct	2012	As directed	Daventry District Council
6.	Financial Regulations (plus summary of LGA 1972 PC Powers)	2013	July 2014	Annual Review/Clerk/Resources Committee – Will need to be reviewed to enable Internet banking
7.	Financial Risk Assessment and Management	March 2014	July 2014	Clerk/New activities - Will need to be reviewed to enable Internet banking
8.	Freedom of Information – Model Publication Scheme	2013	June 2014	Clerk/publication of any new documents/policies – VDS needs to be added
9.	Grants Policy	2014	As necessary	Clerk/Resources Committee
10.	Standing Orders	June 2014	April 2015	Annual Review Clerk/NCALC
11.	Website Policy	2013	As necessary	Clerk/Communications Advisory Group
12.	Equality and Diversity	2013	As necessary	NALC/new legislation
13.	Media and Press Policy	2013	As necessary	NALC/new legislation

Action: Clerk to update policies with date adopted and review dates

11.14 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2014/15 AND THE ANNUAL PARISH MEETING TO BE HELD IN SPRATTON VILLAGE HALL (UNLESS OTHERWISE STATED) Parish Council to review and adopt.

Cllr Frenchman proposed adoption of the following dates, seconded by Cllr Heaton and resolved to be approved by Parish Council.

Tuesday 17th June 2014

Tuesday 15th July 2014

August **NO MEETING** (Wardens to risk assess and survey their areas)

Tuesday 16th September 2014

Tuesday 21st October 2014

Tuesday 18th November 2014

Tuesday 16th December 2014

Tuesday 20th January 2015

Tuesday 17th February 2015

Tuesday 17th March 2015

Tuesday 21st April 2015

Tuesday 19th May 2015 (Annual Meeting of SPC)

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

Action: Clerk to publicise dates on the Noticeboard, website and Facebook

12.14 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE Cllr Frenchman proposed acceptance of apologies from Cllr John Hunt, seconded by Cllr McDonald-Walker and resolved to be approved by Parish Council. **Action: Clerk to update attendance register**

13.14 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 15th April 2014 (previously circulated). Cllr Frenchman proposed approval of the minutes, seconded by Cllr Heaton and resolved to be approved by Parish Council.

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

a) **Annual Village Social and Cheese and Wine evening AKA Annual Parish Meeting** (Min 206.13 March 2014 and 212.13 a) 15th April 2014)

Cllr Frenchman proposed a vote of thanks to Cllrs Michael Heaton, Jay Tindale, Lynne Compton (Clerk), David Bennett and the Café Doris Team for all their hard work in making this event a fantastic success! Over 40 parishioners attended and listened to Reports from the County, District and Parish Council plus the Village Hall and Recreation Field Charity Committees. Attendees were then invited to enjoy the cheese (sourced from Sauls) and Wine (sourced from Spratton Village Stores) and view the village organisation reports whilst having a chat. Parish Council unanimously endorsed the vote of thanks.

Action: Clerk to include an article in Clerk's Tweets, Cllr Heaton to provide photos.

b) **Vehicle Activated Signs (VAS)** (219.13 April Minutes) – Cllr Pacey reported that he was due to meet with NCC Highways on Friday 6th June to agree sites and that NCC had also indicated that they might provide some temporary signs prior to installation of the VAS signs. Cllr Forster requested a copy of the most recent speed survey for the newsletter. Cllr Frenchman proposed a vote of thanks to Cllr Pacey for all his work on this project, unanimously resolved by Parish Council. **Action – Cllr Forster to forward speed survey results to Cllr Pacey.**

c) **Repair of Fence on Footpath to Churchyard** – NCC had reported that this would be repaired as soon as possible. It was reported that a child had very nearly fallen through the gap. **Action: Clerk to write in the strongest terms to NCC**

15.14 MEMBERS' DECLARATION OF INTEREST/DISPENSATION REQUESTS for relevant items on the agenda – there were none.

16.14 SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2014 (previously circulated) - Parish Council resolution to approve.

Cllr Frenchman thanked the Clerk for collating the individual, Chairman, Committee and Advisory Group reports together to form the Annual Report. Cllr Frenchman proposed adoption of the 2014 Spratton Parish Council Annual Report, seconded by Cllr Bill Blowfield and resolved to be approved by Parish Council.

17.14 RESOURCES COMMITTEE – Chair: Councillor Michael Heaton

a) **Update**

1. Awards for All Grant (joint project with History Society) to fund a free to attend event commemorating the Spratton Men who went to war (198.13i March Minutes) – Cllr Heaton

reported that, unfortunately, the grant application had been turned down on a number of grounds, the main ones being:-

- The changes the project would bring about do not clearly fit with what Awards for All want the funding to achieve.
- Awards for All cannot pay for projects related to heritage activities **unless** the main purpose of the project meets one or more of the Awards for All programme outcomes.

Cllr Heaton reported that the History Society was considering the back-up plan which would be discussed with Parish Council shortly.

b) **NCALC Internal Audit**– Parish Council to discuss and agree any actions necessary (previously circulated). David Linnell MILCM (NCALC Internal Auditor) was pleased to report that there were no issues arising which required disclosure. However, he advised that the Lunch Club should be a stand-alone organisation (as had already been recommended by the Clerk) due to the current legislation on this sort of activity not being clear. After some discussion, Cllr Heaton proposed that the Parish Council should note the auditors comments and respond that the Parish Council are happy that the current HM Government legislation in place (General Power of Competence) does allow for such activities, seconded by Cllr Frenchman, voted on and unanimously resolved by Parish Council. **Action: Clerk to respond to Internal Auditor**

c) **Annual Return 2013/14 (previously circulated)**

1. Resolution to approve End of Year Accounts, Annual Return and explanation of variances. Cllr Heaton proposed approval of the following, seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council:-

	Actual 2012/13	Actual 2013/14	Variances	Explanation
Balances brought forward	£46,132	£42,633		
Precept	£34,000	£36,000	£2,000	Precept increase to produce NP and replace streetlighting.
Total Other Receipts	£34,081	£43,868	£9,788	£25,077.01 Grants Received 2013/14
Staff Costs	£11,823	£15,239	£3,416	Increased due to overtime due to additional projects, Neighbourhood Plan (now paid for out of Lottery grant), Salary and pension increases.
Loan Interest/capital repayments	£0	£0		
All other payments	£59,756	£66,486	£6,730	£14,329.31 Final payment for Play Equipment
Balances brought forward	£42,633	£40,776	-£1,857	
Total Cash and short term investments	£42,633	£40,776		
Total Fixed Assets	£89,948	£63,541.74		2013/14 Additions: £3419.40 Disposals: £29,825.66
Additions		Total as at 31/03/2013		89,948
2 x Green Oak Benches		Spratton Pocket Park		£1,640
Heated Trolley		Café Doris		£50.00
Spratton Lunch Club (china, cutlery, glasses, jugs, cruets)		Church		£566.90
Memorial Bench		St Andrews Church		£1,162.50
		TOTAL ADDITIONS		£3,419.40
Disposals				
Freestanding play Equipment		Recreation Field		£23,170.29
Grass Mat Tiles		Recreation Field		£6,038.47

Spratton Lunch Club (china, cutlery, glasses, jugs, cruets)	Church	£566.90
Heated Trolley	Café Doris	£50.00
TOTAL DISPOSALS		£29,825.66
Total as at 31/03/2014		£63541.74

2. Resolution to approve Annual Governance Statement – Cllr Heaton proposed agreement with the Annual Governance statement 2013/14, seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council.

d) **Income received for April/May 2014** – to report. The following income was reported:-

D Wykes Pre-purchase and Burial (C237) - £286.00

Co-Op Burial (pre-purchased plot) - £272

AJ Mills – D Wykes Memorial and Inscription Balance - £42 (already paid £75) = Total £117

Blenkharn – Toombes Memorial (£117) and Wilsdon Memorial (£334) – Total £451

e) **Payment of invoices for April/May 2014** Parish Council resolution to approve

Cllr Heaton proposed approval of payment of the outstanding invoices, seconded by Cllr Frenchman and resolved to be approved by Parish Council:-

DATE	PAYEE	DETAILS	CHEQUE NO.	VAT	TOTAL CHQ AMOUNT	ACCOUNT	POWER TO PAY	
29/04/2014	LYNNE COMPTON	April Salary	2702		£923.47	Salaries	LGA 1972 s112	GPC
29/04/2014	LYNNE COMPTON	Mileage and exp	2703		£178.96	Mileage/Exp	LGA 1972 s112	GPC
29/04/2014	LGSS	Pension	2704		£311.26	Salaries	LGA 1972 s112	GPC
29/04/2014	AUTELA LTD	Payroll Services (quarterly billing)	2705	£5.40	£32.40	Office	LGA 1972 s112	GPC
05/05/2014	BT	Office Phone	DD	3.75	£25.22	Office	LGA 1972 s111	GPC
07/05/2014	JAY TINDALE	APM Cheese & Wine Evening napkins and squash (£20.28) plus Spratton PP Paint and brushes (£92.44)	2706	xx	xx	Cheque not accepted by bank as incorrect payee	LGA 1972 s145	GPC
07/05/2014	SAULS OF SPRATTON	Cheese for APM Cheese and Wine evening	2707	£8.30	£41.48	Reserve	LGA 1972 s145	GPC
07/05/2014	SPRATTON STORES	Wine for APM Cheese and wine evening	2708	£15.74	£78.68	Reserve	LGA 1972 s145	GPC
08/05/2014	MICHAEL HEATON	Printing & Laminating reports for APM (£12), Mileage to view Memorial garden at Thurmaston 78 miles x 0.45 ppm - £35.70	2709		£47.70	Reserve	LGA 1972 s112	GPC
16/05/2014	ASHLEY COLDWELL	Delivery of Village Newsletter	2710		£30.00	Newsletter	LGA 1972 s112	GPC
16/05/2014	JIM PYE	Greenworks and Maintenance April 2014	2711		£170.20	Greenworks/Maint	Open Spaces Act 1906 s9	GPC
16/05/2014	J TINDALE	APM Cheese & Wine Evening napkins and squash (£20.28) plus Spratton PP Paint and brushes (£92.44) re-issue of cheque 2706	2712		£112.72	Reserve	LGA 1972 s145	GPC

30/05/2014	LYNNE COMPTON	Clerk May Salary (Month 2) plus 8.75 hours NP overtime	2713		£1,065.18	Salaries(841.04)NP(204.14), Office (use) (£18), Broadband/Phone (£2)	LGA 1972 s112	GPC
04/06/2014	NAVIGUS PLANNING	Final preparation of plan and preparation for consultation	2714	£460.00	£2,760.00	Neighbourhood Plan	Localism Act 2011	GPC
04/06/2014	CGD CONTRACTORS LTD	Mowing and Maintenance 4th and 23rd April 2014	2715	£164.00	£984.00	Greenworks/Maint	Open Spaces Act 1906 s9	GPC
04/06/2014	SPRATTON VILLAGE HALL	hire of hall 4th and 17th June	2716		£18.00	Meetings	LGA 1972 s111	GPC
04/06/2014	RICOH	office copier	2717	£6.40	£32.00	Office	LGA 1972 s111	GPC
04/06/2014	NORTHANTS CALC	Subs (£254.66) and Internal Audit Service (£190)	2718		£444.66	Subs and IAS	LGA 1972 s143 (Subs), Accts and Regs 2003 (Audit)	GPC
04/06/2014	ST ANDREWS PCC	Donation for APM meeting use of space plus heating and lighting	2719		£50.00	Reserve	LGA 1972 s111	GPC
04/06/2014	LGSS	Pension	2720		£311.26	Salaries	LGA 1972 s112	GPC
04/06/2014	SPRATTON LOCAL HISTORY SOCIETY	Replacement poster boards for those damaged in NP consultation	2721		£150.00	Neighbourhood Plan	Localism Act 2011	GPC
04/06/2014	JIM PYE	Greenworks & maintenance May 2014	2722		£254.00	Greenworks/Maintenance	Open Spaces Act 1906 s9	
		TOTAL			£8021.19			

f) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2014** (hard copies tabled) – Cllr Heaton reviewed the Bank balances, Bank reconciliation and receipts and payments report and proposed approval, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

g) **Proposal for £50 donation to St Andrews Parochial Church Council** for use of premises, heating and lighting (Annual Parish Meeting and Social) to be equally split with Café Doris (who do not have their own bank account) – Parish Council resolution to approve. Cllr Blowfield reported that Café Doris did now have their own bank account. Cllr Heaton proposed approval of the donation (under the General Power of Competency), seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to write to Mr Bennett, St Andrews PCC and enclose cheque.**

h) **County Councillor Empowerment Fund Survey Form** – to receive completed form and make resolution to approve response. Cllr Heaton proposed approval of the Lunch Club report (tabled by Cllr Tindale), seconded by Cllr Frenchman and resolved to be approved by Parish Council. The Clerk reported that the Youth Club report had not yet been received. **Action: Clerk to type up Lunch Club report and contact Mr Ashton (Spratton Youth Club)**

i) **Awards for All Grant (Neighbourhood Plan)** – End of Project Report (previously circulated), showing expenditure of £10,057.63 – Parish Council resolution to approve. The Clerk and Resources Committee having reviewed the report recommended approval. Cllr Frenchman proposed approval of the report, seconded by Cllr Heaton and resolved to be approved by Parish Council. **Action: Clerk to complete contact details, sign, copy and post report.**

18.14 CORRESPONDENCE RECEIVED FOR DISCUSSION (previously circulated)

a) **DDC Parish and Town Councils meeting – Thursday 19th June 6.30 pm – to discuss and agree attendance plus any items for agenda** – Cllr Keable kindly agreed to attend on behalf of Spratton

Parish Council (as she was already attending as a Clerk). After some discussion the following items were agreed to be raised for the agenda:-

Elections

- I. There was confusion as to how the voting should be done in the recent Spratton Parish Council elections, residents and Councillors have asked if there could be clearer instructions in future. **Note: Response now received from DDC Elections Office that there were clear instructions plus help on hand should anyone have needed it.**
- II. Use of pencils to mark ballots –residents have requested that pens should be used in future, pencil marks could be rubbed out. **Note: Response now received from DDC that legislation prevents pens being used**
- III. Election results – In the past these have been sent directly to Parish Councils to put on Noticeboards, this time for some reason they had to be requested. On requesting the Clerk was told they are available on the DDC website. Unfortunately, the website did not appear to have the facility to download the election results for printing. We still have not received the results of the European or District elections to put on the Noticeboard/website. **Note: an apology from DDC together with the results has since been received**

- b) **Resident – Speeding Issues – to discuss and agree response.** The Clerk’s draft response (drafted in liaison with Cllr McDonald Walker) as follows was proposed by Cllr Frenchman, seconded by Cllr Pacey and resolved to be approved by Parish Council:-

“Thank you for your email and we are sorry you have been experiencing noise and speeding issues. Measures such as introducing a 40 mph limit, red paint and new lighting were introduced on the road by Northamptonshire County Council. Parish Council regularly requests for the Police to undertake monitoring. We will request for the speed monitoring van to attend as soon as possible. Also, we have a Highways advisory group who endeavours to tackle such issues and you are most welcome to join. Meetings are as necessary and most of the issues are dealt with via email. All proposals from the Highways Advisory Group go to full Parish Council for a decision.”

Action: Clerk to submit response

- c) **Resident – Issues with rise in precept – to discuss and agree response** – After some discussion (see Public Forum), Cllr Frenchman proposed that the Clerk should draft a response based on the verbal response, to be agreed by the Chairman and Resources Chairman, seconded by Cllr Heaton and resolved by Parish Council. **Action: Clerk**

- d) **Briefing on 5 Year Land Supply (DDC) 2nd July** – Cllr Frenchman proposed that the Clerk, Cllr Heaton and Cllr Keable should attend, seconded by Cllr Heaton

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

- a) **Vegetation overhanging footpaths** – The following quotations had been received from the Handyman (Mr Pye) for works to hedges overhanging footpaths and likely to cause a risk to residents:- Sandhills (3 hedges) - £75, Brixworth Road (low branches) - £30. After some discussion, it was ascertained that the hedges and branches were not the responsibility of Spratton Parish Council and Parish Council resolved that the Clerk should write to Daventry District Housing regarding the hedges in Sandhills. Cllr Pacey kindly agreed to speak to the owner of the property in Brixworth Road and another property with vegetation overhanging the footpath between High Street and Sandhills. **Action: Clerk and Cllr Pacey**

- b) **Hopscotch Pre-School** – Cllr Frenchman reported that it was with regret that the Village Hall Committee had served notice on Hopscotch Pre-School to vacate the premises by 31st July due to the considerable amount of debt amassed with no reasonable prospect of repayment. **Action: Clerk to inform Mr Baker (Chair, Village Hall Committee) that 2 equipment trolleys were owned by the Parish Council and request that they should not be removed from the premises.**

- c) **Streetlight (outside 3 Gorse Road)** – It was reported that this was not working. **Action: Clerk to report.**

20.14 DATE OF NEXT MEETING – 17th June 2014, 7.30 pm, Village Hall School Road, Spratton

Chairman Signature.....

Dated:

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

July Tuesday 15th July 2014
August **NO MEETING**
September Tuesday 16th September 2014

October Tuesday 21st October 2014
November Tuesday 18th November 2014
December Tuesday 16th December 2014