



Chairman: Councillor Barry Frenchman

Clerk: Mrs L Compton
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Minutes of the Annual General Meeting of Spratton Parish Council Held on **Tuesday 21st May 2013** in the Village Hall, School Road, Spratton at **7.30 pm**

Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm

There were no members of the public present.

Present:- Cllr Barry Frenchman, Chair, Cllr Liz Tee, Vice-Chair, Cllr Rachel Baillie, Cllr Bill Blowfield, Cllr Michael Heaton, Cllr Tim Forster (co-opted April 2013) Cllr John Hunt, Cllr Ruairaidh McDonald Walker, Cllr Mark Pacey and Cllr Jay Tindale **10 members**

- 1.13 ELECT A CHAIRMAN AND VICE-CHAIRMAN** – There being no other nominations, Cllr Heaton proposed Cllr Frenchman as Chairman, seconded by Cllr Tee, voted on and unanimously resolved to be approved by Parish Council. Cllr Frenchman proposed Cllr Tee as Vice-Chair, seconded by Cllr Blowfield, voted on and unanimously resolved to be approved by Parish Council.
- 2.13 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM** - The form was duly signed in accordance with the regulations
- 3.13 CHANGES TO REGISTRABLE INTERESTS** - In view of the new Code of Conduct, all Councillors completed the revised registrable interest forms and submitted them to the Clerk. Action: Clerk to copy for file and send originals to the Monitoring Officer.
- 4.13 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS – Attached Paper A**
 - a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities. – Cllr Frenchman proposed that this item be deferred for review by the new strategy group, the existing delegation arrangements remaining in place, seconded by Cllr Tee and resolved to be deferred by Parish Council.
 - b) Review of the terms of references for committees/steering/advisory groups. Cllr Frenchman proposed that this item be deferred for review by the new strategy group, the existing delegation arrangements remaining in place, seconded by Cllr Tee and resolved to be deferred by Parish Council.
 - c) Receipt of nominations to existing committees/steering/advisory groups – There were no nominations, the existing members were happy to continue.
 - 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.

Cllr Frenchman proposed the establishment of a new Strategy group to advise on the Parish Council's direction and new ideas plus agree delegation and review of committees. Members Nominated:- Cllrs Barry Frenchman, Michael Heaton and Liz Tee, seconded by Cllr Heaton and resolved to be approved by Parish Council. Cllr Frenchman further proposed the establishment of a Communications Advisory Group to produce the newsletter, advise on Social Media e.g. Twitter, website. Members Nominated: Cllrs Tim Forster (Chair and Newsletter editor), Rachel Baillie and Ruairaidh McDonald Walker. Seconded by Cllr Heaton and resolved to be approved by Parish Council. **Action: Terms of Reference to be drafted by Cllr Forster for Strategy Group**

5.13 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES eg Village Organisations, District Council, Neighbourhood Watch AND ARRANGEMENTS FOR REPORTING BACK
Parish Council resolved that the current representation was in order:-

Recreation Field Charity Representative – Cllr R Baillie
Town and Land Charity Representative – Cllr J Hunt
District Council Representative – Cllr B Frenchman (as District Councillor)
County Council/District Council/Village Organisations Liaison - Parish Clerk

6.13 WARDENS

To review, accept new nominations and appoint
Parish Council resolved to appoint the following:-

Footpaths

Snow

Trees

StreetLighting

Cllr John Hunt

Cllr Mark Pacey

Mr David Cooke

Streetlighting Advisory Group

VILLAGE AREAS

Outside Village Signs (Parish)

Welford Road, Smith Street to Brixworth Road

Half of Brixworth Road (split at Church Road), Sandhills and Starvold Close

Half of Brixworth Road, School Road, Olde Hall Close

Holdenby Road and South + Orchard Close

Bakers Lane, Manor Road, Haynes Lane

Gorse Road and roads off.

Church Rd & roads off, Yew Tree Lane

East View Cemetery, Rec.Field & Roly Banks

Churchyard

Brixworth Road Cemetery

Responsible:

Cllr Tim Forster

Cllr Ruairaidh McDonald-Walker

Cllr Jay Tindale

Cllr Liz Tee

Cllr Rachel Baillie

Cllr Barry Frenchman

Cllr Mark Pacey

Cllr Michael Heaton

Cllr John Hunt

Cllr Bill Blowfield

Mr David Cooke

Action: Clerk to update Council Contact List, post on Noticeboard and circulate

7.13 STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt

Having been reviewed (by the Clerk and Councillors), Cllr Frenchman proposed adoption of the Standing Orders and Financial Regulations for 2013/14 subject to the following amendments being made:-

Standing Order 2 kviii - Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities (if any).

Standing Order 7 – Code of Conduct – The Daventry District Council Code of Conduct 2012 was adopted July 2012

Standing Order 25 – Power of Wellbeing – Removal – no longer exists

Planning Advisory Group replaced with Planning Executive Committee

Delegated powers for Planning Executive Committee added (see terms of reference for Committees)

Adoption of the Standing Orders (with amendments) was seconded by Cllr Heaton and resolved to be approved by Parish Council.

Financial Regulations: Add:- Quotations:-Detailed specifications need to be written (to enable a like for like comparison)

Action: Clerk to make necessary amendments and circulate a revised copy of the Standing Orders and Financial Regulations

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

To review and adopt. After some discussion, the inventory of land and assets was proposed for adoption by Cllr Heaton, seconded by Cllr Tindale and resolved to be adopted by Parish Council

9.13 INSURANCE COVER

To review and confirm arrangements for insurance cover in respect of all insured risks.

It was noted that the insurance was not due for renewal until October 2013. Parish Council resolved that the current cover was satisfactory.

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

To review.

Payee	Details	Brief Summary of Services
NCALC	Subs	Clerk and Councillor Support, Legal advice, Courses
NCALC	Internal Audit Service	Internal Audit and reports
SLCC	Subs	Clerk training, support, networking
ACRE	Subs	Village Support, statistics, Courses

NAVIGUS PLANNING	Neighbourhood Planning Magazine	Neighbourhood Planning advice
St Andrews Heritage Society	Subs	Maintaining the fabric of a village asset
Centre for the protection of Rural England	Subs	Magazine plus support with planning, keeping up to date with current legislation affecting village life.

Cllr Frenchman proposed continuing with the current subscriptions, subject to Cllr Heaton checking with the current status of Navigus and whether a subscription still needed to be paid (as they had now been appointed to write the Neighbourhood Plan), seconded by Cllr Tee and resolved to be approved by Parish Council. **Action: Cllr Heaton to report back to June meeting regarding Navigus Planning.**

11.13 COMPLAINTS PROCEDURE

To review

Having been reviewed, Cllr Frenchman proposed re-adoption of the Complaints procedure with no changes, seconded by Cllr Heaton and resolved to be approved by Parish Council.

12.13 FREEDOM OF INFORMATION

To review procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998

Parish Council resolved that the current procedures were fit for purpose. The Clerk pointed out that once the Village Design Statement had been formally ratified, this would need to be added to the list of documents available. **Action: Clerk to amend when necessary**

13.13 CONFIRM GOVERNING INSTRUMENTS TO BE ADHERED TO (and review where necessary) – Cllr

Frenchman proposed adoption of the governing instructions/guidelines, seconded by Cllr Heaton and resolved to be approved by Parish Council.

14.13 ESTABLISH COUNCIL'S POLICY FOR DEALING WITH PRESS/MEDIA

The Clerk had adapted a press and media policy based on Roade Parish Council. Cllr Frenchman proposed adoption subject to the following sentence being removed:-

;" for further guidance on the Code of Conduct, see below"*

Seconded by Cllr Heaton and resolved to be approved by Parish Council. **Action: Clerk to make necessary amendment, add to Standing Orders, publicise in FOI documentation list, circulate to Parish Council and add to website.**

15.13 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2013/14

To review and adopt

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

Unless advertised, all meetings to be held at 7.30 pm in the Village Hall, School Lane, Spratton

Tues 18th June 2013

Tues 16th July 2013

August – No meeting

Tues 17th September 2013

Tues 15th October 2013

Tues 19th November 2013

Tues 17th December 2013 – confirmed

Tues 21st January 2014

Tues 18th February 2014

Tues 18th March 2014

Tues 15th April 2014

Tues 20th May 2014 Annual Meeting of Parish Council

Weds 7th May 2014 Annual Parish Meeting

There was some discussion on the re-branding of the Annual Parish Meeting to encourage greater participation. One suggestion was to call it the Parish Review and Social Evening and provide wine. **Action: Discuss at Communications Advisory Group and bring proposal forward to a future Parish Council meeting**

16.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

There were no apologies, all present.

17.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 16th April 2013

Cllr Heaton proposed approval, seconded by Cllr Frenchman and resolved to be approved by Parish Council. The minutes were subsequently signed by the Chairman as an accurate record of the meeting.

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

- a) **National Open Gardens Scheme** – Cllr Heaton reported that there had been 325 at this event in Spratton which was an excellent turnout considering the poor weather and sporting events on the same day.

19.13 MEMBERS' DECLARATION OF INTEREST for relevant items on the agenda

There were none.

20.13 RESOURCES COMMITTEE – Chair: Councillor Michael Heaton

a) Update (if any) –

1. BIFFA Grant – There was some concern that the final instalment had not yet been received. The RFO pointed out that it was likely to have come in since the last bank statement which only went to 30th April. **Action: Clerk to check and report back.**

b) Resources Committee Meeting held on 25th April 2013 attached Appendix A – Parish Council resolution to adopt – Cllr Heaton proposed adoption of the minutes and the resolutions therein, seconded by Cllr Frenchman and resolved to be adopted by Parish Council

c) Annual Return 2012/13

Cllr Heaton proposed approval of the following resolutions:-

1. Resolution to approve End of Year Accounts, Annual Return and explanation of variances (if any)
 2. Resolution to approve Annual Governance Statement
- Seconded by Cllr Frenchman, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to publicise in Annual Report**

d) Income received for April/May 2013 – to report (if any) The following was noted:-

RECEIPTS

08/04/2013	BIFFA grant	Playground	£10,746.99
	Money in Bank	£70,295.25	Business Reserve
	as at 30th April 2013	£200.00	Current Account
		£70,495.25	TOTAL

e) Payment of invoices for April/May 2013 Parish Council resolution to approve

Cllr Heaton proposed payment of the outstanding invoices with the exception of TCV Cheque No 2562 which would be withheld subject to satisfactory completion of the Stock Proof Fence.

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT	ACCOUNT	POWER TO PAY
PAYMENTS						
03/05/2013	BT	Office Phone	DD	£31.35		LGA 1972 s111
13/05/2013	MIRACLE DESIGN AND PLAY LIMITED	Final payment for playground	2551	£17,195.17	Office Playground Reserve	Misc Prov 1976
21/05/2013	LYNNE COMPTON	Clerk Salary (Month 1 to 30th April 2013) and Expenses to 20th May	2552	£879.20	Salaries(619.26) NP(212.71) Office (27.43) Mileage (19.80)	LGA 1972 s112
21/05/2013	HMRC ONLY	PAYE	2553	£82.64	Salaries	LGA 1972 s112
21/05/2013	NCC LGPS	Clerk pension	2554	£216.19	Salaries	LGA 1972 s112
21/05/2013	CGD	Verge mowing	2555	£984.00	Greenworks	Open Spaces Act 1906 s9
21/05/2013	JIM PYE	Maintenance April	2556	£150.40	Maintenance/greenworks	Open Spaces Act 1906 s9
21/05/2013	SPRATTON VILLAGE HALL	hire of hall 21st May	2557	£18.00	Meetings	LGA 1972 s111
21/05/2013	JOHN HUNT	Reimbursement for Tree Guards	2558	£4.49	Parish Property	Misc Prov 1976
21/05/2013	RICOH	office copier	2559	£41.93	Office	LGA 1972 s111
21/05/2013	NORTHANTS CALC	Subs and IAS	2560	£455.07	Subs and IAS	LGA 1972 s143 (Subs), Accts and Regs 2003 (Audit)
21/05/2013	FOSS	Grant for community music event	2561	£500.00	Grants	LGA 1972 s145
21/05/2013	TCV	Stock Proof Fence	2562	£522.62 Withheld	Pocket Park	Misc Prov 1976
21/05/2013	NCALC	New Councillor Training	2563	£29.00	Training	LGA 1972 s111
		TOTAL		£21,110.06		

- f) **VAT Return 2012/13** – Cllr Heaton proposed approval of the VAT return in the amount of £10,167.60, seconded by Cllr Frenchman and resolved to be approved by Parish Council.
- g) **Confirmation of Clerk progression to next spinal column point (in line with contract) – subject to satisfactory progress.**
Cllr Heaton proposed increase to SCP 26 with effect from 1st April 2013, seconded by Cllr Frenchman and resolved to be approved by Parish Council.

21.13 PLANNING EXECUTIVE COMMITTEE – Chair: Councillor Liz Tee

- a) **Planning applications received** - to consider (if any) – there were none.
- b) **Planning application decisions** (if any) – there were none.
- c) **Update on Planning Applications** (if any) Cllr Frenchman (District Councillor on DDC Planning Committee) reported the following:-
1. Broomhill (DA/2012/0953) – this had officially gone for consideration by Judicial Review. The Action Group against the Broomhill proposed development had written to parishioners asking for funds towards the legal representation.
 2. Copt Oak (DA/2011/0197 – Land adjacent to Copt.Oak) - – This application was still not acceptable to DDC in its current form.

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

Chair: Councillor Bill Blowfield

a) Update (if any)

1. Moving of Dog Bin – Cllr Blowfield reported that the dog bin (previously at the top of Holdenby Road had been re-sited (after complaints that the ditch at the top of Willow Close was being filled up with dog poo bags and it was recognised that the bin was in the wrong place). Cost to move approximately £30. **Action: Clerk to inform DDC of new location and Cllr Blowfield to write a piece for the newsletter.**
2. Community Payback Team – Cllr Frenchman reported that Harlestone Parish Council had used this service and that it had worked well with no payment being asked for. **Action: Clerk to contact Sarah Stock (Harlestone PC)**
3. Footpath to Brixworth road Cemetery (BRC)– it was reported that this still needed siding out. It was suggested that if NCC didn't do then it might be a job for the handyman. **Action: Clerk to follow-up with NCC in the first instance.**
4. Hedge adjacent to footpath to BRC– the landowner had cut back the hedge but not far enough. Unfortunately, it could not be done again yet due to nesting bird season. **Action: Clerk to contact landowner and ask if he could cut it back harder in October.**
5. Yew Tree Lane Corner wall – It was reported that the landowner had had this repaired.
6. Jubilee Wood Saplings – the RFO had sanctioned payment of £80 to the Handyman for necessary spraying of the area around the saplings. One other quote had been received from CGD (Verge Mowing contractors) for £400. Cllr Blowfield proposed approval of the payment (retrospectively) to the Handyman, seconded by Cllr Heaton and resolved to be approved by Parish Council.
7. Churchyard Bench – Cllr Blowfield reported that the memorial bench would need to be approved by the Archdeacon. The Clerk reported that the family had agreed to any remaining monies to be donated to the new Coffee Shop and/or youth activities.
8. Home Oaks – It was reported that these were looking a bit unhappy. **Action: Clerk to contact Dave Cooke and ask him to have a look at.**

b) Brixworth Road Cemetery Pocket Park Steering Group

1. Cemetery Development Plan – The plan (circulated prior to the meeting) appeared to be coming along well. The footpath had been completed, wall was due to be started anytime now and this would be followed by the masonry on the Lychgate
2. Request for Additional Resources – to discuss request from Mr Cooke – After discussion, Parish Council resolved that they would be more than happy to help where needed but that an estimate of additional costs and time was needed. Parish Council further resolved to write to all Clubs and Societies to explain what had been done so far and ask if use of the Pocket Park could be included in their programmes. **Action: Clerk to contact Mr Cooke and draft letter for approval by Chairman and Mr Cooke.**
3. Draft leaflet – to review (circulated prior to the meeting) – after some discussion, Parish Council resolved that the layout and content of the finished article would need a bit more

thought to make it more “exciting”. **Action: Cllr Hunt/Cllr Tindale to feedback comments to the next Pocket Park Steering Group meeting.**

- c) **Burial/Memorial applications to approve** (if any) – there were none.
- d) **Village Handyman** - To consider any additional work necessary for June 2013 – After some discussion, Parish Council resolved that the Handyman should be asked to put another BIFFA sign up at the Car Park end of the Playground (the other one had been put near the outside gym equipment). **Action: Cllr Baillie to pass to the handyman**
- e) **Improving Village Matters** – To report (if any)
- f) **Village Mowing and Maintenance** – To report any issues arising (if any) and agree action (if any)
 - 1. Sandhills – It was reported that the residents of Sandhills had complained that the area to the rear of the cul-de-sac had not been mowed and that this happened on a regular basis. **Action: Cllr Blowfield to take up with Tom Cooper (CGD)**
 - 2. CGD Mowing Contractors –apologised for not mowing the village in its entirety prior to the National Open Gardens – there had been machinery and staffing problems which were being addressed. Cllr Blowfield further reported that the contractors had been back on the Monday but still hadn’t completed the job which their manager had been very unhappy about. **Parish Council resolved to monitor the situation**
 - 3. Millenium Garden – It was reported that the roses were still not doing very well and the Garden was not aesthetically pleasing. After some discussion, Parish Council resolved that it would be good to do a partnership project with the Garden Club and/or Natural Spratton and that perhaps Mr Cooke might have some suggestions as to what to plant as well. **Action: Clerk to contact Mr Cooke, Natural Spratton and the Garden Club.**

23.13 HIGHWAYS ADVISORY GROUP – Chair: Councillor Mark Pacey

- a) Update on Highways Issues (if any) – to receive a report and agree action
 - 1. Closure of Manor Road for 3 days from 20th May – noted
 - 2. Vehicle Activated Signs - Cllr Pacey reported that there had been varying reports on the effectiveness of VAS signs and the cost (in the region of £2334 – which would be more costly with a data capacity), could outweigh the benefits. After some discussion, Parish Council resolved to await the results from the speed data survey which the Clerk had organised, following that a decision could be made on how to proceed. It was also reported that one village (Whittlebury) had lowered curbs in the village and removed all street furniture to make the village look more rural and help reduce speeding. Noted: Cllr Frenchman reported that he had an additional contact: Mr K Fagan who was able to set up speed data surveys in rural locations.
 - 3. Speed limit (see letter from NCC)
 - 4. Notification of Road closure – It was reported that NCC had instructed that Morland Utilities were requiring to install a new gas supply to the Kings Head public house. The supply to be installed on Manor Road and due to the location of the connection it would not be safe to undertake the works without closing the road. In the circumstances the road would be closed for up to three days from the 20th May 2013. **Action: Clerk to inform Spratton Hall School.**
 - 5. **Extension of 40 MPH Speed Limit on Teeton and Holdenby Roads** – It was reported that NCC had confirmed that this would be done due to safety reasons (this was originally requested by Spratton Parish Council).
- b) Notes from Meeting with NCC Highways held on 8th May 2013 – to receive and approve – the Clerk had been unable to complete the report due to lack of time. The following was reported from the meeting:-
 - 1. Suggestion of white lines to visibly narrow Brixworth road on entry to the village – Action: Ian Smith (NCC Highways) said he would look into.
 - 2. Brixworth Road road surface repair– Ian Smith confirmed that only patching would be done rather than a full re-surface. **Action: Clerk to finish report and circulate to Parish Council.**
- c) Streetlighting Steering Group – to receive an update (if any). It was reported that several streetlights had still not been repaired. **Actions: Streetlighting Steering Group to look into.**

24.13 NEIGHBOURHOOD PLAN

- a) **May Update** – to review and discuss if necessary –Parish Council noted the update (which had been circulated prior to the meeting). In addition, Cllr Heaton reported the following:-
1. Sites - It was also reported that one potential site appeared to now be out of the picture until after 2026 as the landowner had indicated that the site would not be available therefore it could not be included in the plan.
 2. 1st Draft of Plan - Cllr Heaton reported that Navigus (planning consultants) hoped to provide a 1st draft of the plan in the first week of June. After some discussion, Parish Council resolved to hold an extraordinary meeting on 11th July (venue tba) purely to discuss the Neighbourhood Plan draft. Noted: all Councillors happy to receive a digital copy. **Action: Clerk to organise venue for meeting.**
 3. CPRE Report – a recent report had indicated that the Joint Core Strategy might not be adopted until 2015.
 4. Timeline – to review and discuss if necessary (circulated prior to meeting) – Parish Council noted and resolved that the next consultation should be in October 2013. After discussion, Parish Council further resolved that there should be doorstep engagement with parishioners. The following councillors agreed to assist:- Barry Frenchman, Michael Heaton, Rachel Baillie, Ruairaidh McDonald Walker, Tim Forster, John Hunt and Jay Tindale. It was agreed that this should be done in pairs, Cllr Heaton should write a briefing script and a risk assessment should be done. **Action: Clerk to put a note in next newsletter to let people know Councillors would doing a door to door information gathering exercise and contact DDC to see if they had a risk assessment for door to door activity.**

9.25 Cllr Hunt exited the meeting.

25.13 CORRESPONDENCE RECEIVED FOR DISCUSSION (previously circulated)

- a) **DDC Parish and Town Councils meeting – Wednesday** 19th June 2013 at 6.30pm in the Council Chamber, Daventry District Council offices. – to agree attendance and items for the agenda to be received not later than **Friday 24th May 2013** - Parish Council resolved Chairman and Clerk to attend – nothing for agenda. Action: Clerk to inform DDC
- b) **Police Reports – to review** – Parish Council noted that crimes had appeared to have increased slightly.
- c) **County Councillor Empowerment Fund – request for reports by 31st May 2013** – Action: Clerk to complete
- d) **Training** – NCALC course on Parish and Town councils Agendas and Minutes – Friday 14th June 2013 1-3 pm, Council Chamber, Oundle Town Council, Mill Road, Oundle PE8 4BW – suitable for clerks, Deputy clerks and admin staff wishing to learn about or brush up their knowledge
- e) **ACRE Community Website Hub** – update meeting Weds 29th May 2013, 7-8.30 pm, Hunsbury Hill Centre – to agree attendance – **Action: Clerk to attend**

26.13 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation) - noted

27.13 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting) – there were none.

28.13 DATE OF NEXT MEETING – 18th June 2013, 7.30 pm, Village Hall School Road, Spratton

Meeting Closed 9.40 pm

Chairman Signature.....

Dated: