



Chairman: Councillor Barry Frenchman

Clerk: Mrs L Compton  
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## Minutes of the Annual Meeting of Spratton Parish Council

held on Tuesday 19<sup>th</sup> May 2015 in the Village Hall, School Road, Spratton at 7.30 pm

**Present:** Cllrs Barry Frenchman, (out-going Chairman), Lynn Hogg, Michael Heaton, John Hunt, Fiona Keable, Ruaraidh McDonald Walker, Mark Pacey, Jay Tindale and Paul Vellam

In attendance: Lynne Compton, Clerk and RFO plus 12 members of the public.

Prior to the meeting beginning, Cllr Frenchman, Chairman verbally gave his resignation and passed the signed resignation letter to the Clerk. Council thanked him for his service over the last 14 years.

- 1.15 ELECT A CHAIRMAN AND VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE**  
Parish Council resolved to elect Cllr Lynn Hogg as Chairman and Cllr Fiona Keable as Vice-Chairman. Cllr Hogg signed the Declaration of Acceptance of Office. Mr Frenchman withdrew from the meeting. **Action: Clerk to inform relevant organisations of the Council vacancy and new Chairman plus update the Council Contact List**
- 2.15 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. Representation was received on the following
- DA/2015/0369 Construction of new dwelling (revised scheme), Land Adj Copt Oak 15, Yew Tree Lane, Spratton, Northamptonshire, NN6 8HL
  - Intended application for 2 properties on the Walk together with re-affirmation of provision of a new footpath between Yew Tree Lane and Brampton Valley Way. Noted: Spratton Neighbourhood Plan allows for development adjacent to the village boundary. Parish Council cannot consider an application until one is formally made through Daventry District Council.
- 3.15 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE**  
Parish Council resolved to approve acceptance of apologies from Cllr Bill Blowfield.
- 4.15 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 21<sup>ST</sup> APRIL 2015.** Parish Council resolved to approve.
- 5.15 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.** There were none.
- 6.15 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS**
- To receive for relevant items on the agenda: Cllr Heaton declared a pecuniary interest in 18.15 b Planning application DA/2015/0369. Cllr Vellam declared an interest in 16.15 h 1. Grant to Spratton Recreation Field.
  - To receive details of any changes to registrable interest forms (if any) – there were none.
- 7.15 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated)**  
**Parish Council to discuss and make resolution on the following:-**
- Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** Parish Council resolved no changes.
  - Review of the terms of references for committees/steering/advisory groups.** Parish Council resolved no changes
  - Receipt of nominations to existing committees/steering/advisory groups.** Parish Council resolved to appoint as follows:-  
Resources (Staffing and Strategy) Committee – Cllr Fiona Keable  
CCOS Advisory Group – Cllr John Hunt  
Highways Advisory Group – Cllr Paul Vellam
  - 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.** Parish Council resolved to appoint the following:-  
**Disciplinary Committee:** Delegated to deal with Employee and Council disciplinary matters. Reporting to Spratton Parish Council. Minimum of 3 Councillors – Cllrs Bill Blowfield, Michael Heaton and Jay Tindale

**Human Resources Advisory Group:** No delegated powers. Advising on Human Resources matters. Reporting to Spratton Parish Council. Minimum of 2 Councillors – Cllrs Ruairaidh McDonald-Walker and Paul Vellam.

**Local Government Pension Scheme Advisory Group:** No delegated powers. Terms of Reference: discuss Pension arrangements with NCC LGSS, advising on matters pertaining to the exit of Council and Clerk from the Local Government Pension Scheme. Reporting to Spratton Parish Council. Minimum of 2 Councillors – Cllr Lynn Hogg, Cllr Michael Heaton and Mr Barry Frenchman

**Former Spratton Folk Festival equipment disposal Advisory Group:** Reporting to the Clerk who is delegated to approve sales. Terms of reference: assess worth of remaining equipment (with the exception of the Stage and marquee), report to Clerk who will review and give approval to sell. All monies to be paid either by cheque made payable to ‘Spratton Parish Council’ or directly to the Spratton Parish Council bank account. Minimum of 2 Councillors – Cllrs Ruairaidh McDonald Walker and Mark Pacey  
**Action: Clerk to update Council Contact list and Terms of Reference.**

**8.15 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES eg Village Organisations, District Council, Neighbourhood Watch AND ARRANGEMENTS FOR REPORTING BACK.** Parish Council resolved no changes.

**9.15 WARDENS**

To review, accept new nominations and appoint. Parish Council resolved to appoint the following:-  
Highways Warden: Cllr Lynn Hogg  
Footpaths Warden: Cllr John Hunt

**Action: Clerk to inform NCC Highways and Rights of Way**

**10.15 STANDING ORDERS AND FINANCIAL REGULATIONS**

1. Standing Orders: After review of the new legislation regarding openness and transparency, Parish Council resolved that no changes were necessary and to re-adopt the current Standing Orders.

2. Financial Regulations: Parish Council resolved to adopt the following amendments:-

**REMOVE:** The bank mandate will state clearly the amounts of payments that can be instructed by the use of the service administrator alone, or by the service administrator with a stated number of approvals.

**INSERT:** These Regulations specifically exclude the Clerk (RFO) from acting in the capacity of a signatory.

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

Parish Council resolved to adopt the Asset Register as at 31<sup>st</sup> March 2015 for Audit. **Note: Current insurance runs until October 2015. Action: Clerk to check insurance for adequacy in the event new dog bins and new litter bins (Holdenby Rd) are purchased.**

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

Parish Council resolved to continue with the following in the financial year 2015/16:-

Organisation	Approx. Amount	Brief Summary of Services
NORTHANTS CALC	£414.23	Clerk and Councillor Support, Legal advice, Courses
NORTHANTS CALC	£190.00	Internal Audit
COMMUNICORP	£12.00	Clerks and Councils Direct Magazine
INFORMATION COMMISSIONER	£35.00	Registration for compliance with the Data Protection Act
NORTHAMPTONSHIRE ACRE	£35.00	Village Support, statistics, Courses
DAVENTRY AREA COMMUNITY TRANSPORT (DACT)	£25.00	To allow village organisations to use the bus service
THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)	£93.50	Clerk training and magazine (included in annual cost), support, networking
<b>TOTAL</b>	<b>£804.73</b>	

**13.15 CONFIRM GOVERNING INSTRUMENTS (POLICIES) TO BE ADHERED TO:** Parish Council resolved to confirm and adopt with no changes

**14.15 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2015/16 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)**

Parish Council resolved to approve the following:-

June	Tuesday 16 <sup>th</sup> June 2015	January	Tuesday 19 <sup>th</sup> January 2016
July	Tuesday 21 <sup>st</sup> July 2015	February	Tuesday 16 <sup>th</sup> February 2016
August	<b>NO MEETING</b>	March	Tuesday 15 <sup>th</sup> March 2016
September	Tuesday 15 <sup>th</sup> September 2015	April	Tuesday 19 <sup>th</sup> April 2016
October	Tuesday 20 <sup>th</sup> October 2015	May	Tuesday 17 <sup>th</sup> May 2016
November	Tuesday 17 <sup>th</sup> November 2015		(Annual Meeting of Parish Council)
December	Tuesday 15 <sup>th</sup> December 2015		

**Annual Parish Meeting and Cheese and Wine Evening (NOT a Parish Council meeting):** Wednesday 4<sup>th</sup> May 2016, 7.30 pm, Café Doris

**15.15 SPC ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2015 (Chairman and Committee Reports)**

Parish Council resolved to approve.

**16.15 RESOURCES (STAFFING AND STRATEGY) COMMITTEE**

**a) Update**

1. Election Reserve: Parish Council resolved to allocate £500 per annum to an election reserve for the purposes of a contested election. **Action: RFO to amend 2015/16 budget**

- b) Minutes of the Resources Committee meeting held on Tuesday 5<sup>th</sup> May 2015 (Closed to the Press and Public due to its sensitive nature):** Resources Committee to review and make resolution. Parish Council noted the minutes and it was reported that the discussion was still ongoing and therefore no actions for resolution as yet.

- c) NCALC Internal Audit Thursday 14<sup>th</sup> May 2015** – Parish Council noted.

**d) Annual Return 2014/15**

1. Parish Council resolved to approve End of Year Accounts, Annual Return and explanation of variances: **Attached Paper A**
2. Parish Council resolved to approve the Annual Governance Statement

- e) Income received** – The following was reported to 30<sup>th</sup> April 2015:-

Date	Payer	Details	Ref	Amount
31/03/2015	NAT WEST	Bank Interest	STAT	£2.34
16/04/2015	HMRC	2014/15 VAT	538488	£3,061.89
24/04/2015	PITSFORD AND CREATON PC'S	Donation towards office phone and copier	66	£157.79
24/04/2015	CO-OP	Burial Fees (Eldred)	67	£440.00
24/04/2015	BAGGOTT AND KEABLE	Pre-purchase of burial plots	68	£600.00
30/04/2015	NAT WEST	April interest	STAT	£2.12
30/04/2015	DAVENTRY DC	1st Instalment of precept	19	£19,500.00
<b>TOTAL</b>				<b>£23,764.14</b>

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

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT	ACCOUNT	POWER TO PAY	
<b>PAYMENTS</b>									
28/04/2015	LYNNE COMPTON	May Salary (£944.19), plus use of office (£18), broadband/mobile (£2)	2855	£964.19		£964.19	Salaries/Pension/Office/Mileage	LGA 1972 s112	GPC
28/04/2015	NCC LGSS	April Employer Pen cont: £259.40, Employee Pen cont: £58.71	2856	£318.11		£318.11	Salaries & Pension	LGA 1972 s112	GPC
28/04/2015	AUTELA LIMITED	PAYE Services for Q1, April, May and June 2015	2857	£30.00		£30.00	Office	LGA 1972 s112	GPC
06/05/2015	J TINDALE	Re-imbursment for expenditure on refreshments for 2015 Annual Parish Meeting (receipts provided)	2858	£78.53		£78.53	Projects	LGA 1972 s112	GPC
<b>TOTAL SIGNED BETWEEN MEETINGS</b>				<b>£1,390.83</b>	<b>£0.00</b>	<b>£1,390.83</b>			

19/05/2015	BT	Office Phone	DD	£28.60	£5.72	£34.32	Office	LGA 1972 s112	GPC
19/05/2015	CGD CONTRACTORS LTD	Verges: 8th and 22nd April: £90, Churchyard: £90, EVC: 120, mowing, strimming and removing grass from all sites: £490	2859	£700.00	£140.00	£840.00	Parish Property	Open Spaces Act 1906 s9	GPC

19/05/2015	M BLOWFIELD	Keep Dogs on Leads signs' for East View Cemetery	2860	£13.91	£2.78	£16.69	Parish Property	Open Spaces Act 1906 s9	GPC
19/05/2015	NORTHANTS CALC	Inv 5121 Openness and Accountability Course 28th March 2015	2861	£34.00		£34.00	Training	LGA 1972 s112	GPC
19/05/2015	SPRATTON VILLAGE HALL	Hire of hall 19/5	2862	£18.00		£18.00	Meetings	LGA 1972 s112	GPC
19/05/2015	ST ANDREWS PAROCHIAL CHURCH COUNCIL	Donation towards Heating and Lighting for Resources Meeting (5/5) and Annual Parish Meeting (6/5)	2863	£20.00		£20.00	Meetings	LGA 1972 s112	GPC
19/05/2015	LYNNE COMPTON	Clerk Mileage 13th Feb to 1st May (as per timesheet)	2864	£18.18		£18.18	Mileage	LGA 1972 s112	GPC
19/05/2015	SPRATTON VILLAGE STORE	Invoice for Annual Parish Meeting purchase of wine	2865	£54.08	£10.82	£64.90	Projects	LGA 1972 s112	GPC
19/05/2015	MR G ASHTON	Re-imburement for receipted Spratton Youth Club purchases	2866	£147.01		£147.01	Youth Club	LGA 1972 s112	GPC
19/05/2015	HUNT & COOMBS SOLICITORS	Consecration of new Remembrance Garden, East View Cemetery	2867	£500.00	£100.00	£600.00	Projects	LGA 1972 s112	GPC
19/05/2015	JIM PYE	General Maint: 6 hours - £52.80, Greenwork: £100	2868	£152.80		£152.80	Maintenance/ Greenworks	LGA 1972 s112	GPC
19/05/2015	J HUNT	Re-imburement for receipted purchase of Napkins and Plates for APM: £6.28 and Sadolin for Pocket Park: £31.61	2869	£31.57	£6.32	£37.89	Projects/Natural Spratton	LGA 1972 s112/ Open Spaces Act 1906 s9	GPC
19/05/2015	SPRATTON RECREATION FIELD MANAGEMENT	Annual grant towards maintenance	2870	£2,000.00		£2,000.00		Open Spaces Act 1906 s9	GPC
<b>TOTAL FOR SIGNATURE ON 19/05/2015</b>				<b>£3,718.15</b>	<b>£265.64</b>	<b>£3,983.79</b>			
<b>TOTAL CHEQUES 28/04/2015 TO 19/05/2015</b>				<b>£5,108.98</b>	<b>£265.64</b>	<b>£5,374.62</b>			

**g) Bank balances, Bank Reconciliation and Receipts and Payments report to 30<sup>th</sup> April 2015:** Parish Council resolved to approve

**h) Grant Applications: Parish Council to discuss and make resolution:-**

1. Annual Grant to Spratton Recreation Field - £2000 towards maintenance: Cllr Vellam withdrew having declared an interest. Parish Council resolved to approve the grant. **Action: Clerk to arrange cheque and confirmation letter.** Parish Council further resolved that there should be a meeting with the Recreation Field Committee to discuss future support. **Action: Clerk to organise date and venue.**

2. Annual Grant to St Andrews PCC for installation of broadband and ongoing costs: the grant application form had not yet been received. **Action: Clerk to re-send form to Cllr Tindale for completion.**
  3. Spratton Photography Group: the grant application had not yet been received.
- i) **Consultation - Draft Community Engagement Strategy 2015-2020 (209.14 a):** Deadline for response 22<sup>nd</sup> May 2015: Parish Council resolved no response.
  - j) **Un-metered Electricity Supplies for Parish Lighting:** to receive an update from Northants County Association of Local Councils (NCALC), discuss and make resolution. After reviewing the information received from NCALC and Clerk advice, Parish Council resolved no action necessary.
  - k) **Openness and Transparency legislation (previously circulated): to discuss and make resolution.** Parish Council resolved no action necessary as current policies adequately covered the new legislation.
  - l) **Expenses Policy:** Parish Council to review and make resolution. Parish Council resolved to approve the expenses policy. **Action: Clerk to send to website administrators for publication on website. Clerk to update list of policies and Freedom of Information Schedule**

#### 17.15 SPRATTON NEIGHBOURHOOD DEVELOPMENT PLAN

- a) **To report:** DDC has now launched a six-week consultation to allow people to comment on it. Those comments will then be passed to an independent examiner who will be appointed to inspect the plan. People can view the plan and find out how to comment by following the link from [www.daventrydc.gov.uk/living/planning-policy](http://www.daventrydc.gov.uk/living/planning-policy). Alternatively, copies of the relevant documents are available at DDC's Lodge Road offices, Brixworth Library and from Spratton's Kings Head Bar and Coffee Shop in Brixworth Road, Café Doris at St Andrew's Church, and Spratton Sports and Social Club in Smith Street. The consultation was launched on Friday, 1 May and will close at 4.30pm on Friday, 12 June. Parish Council noted.

#### 18.15 PLANNING EXECUTIVE COMMITTEE

- a) **Update for information only**
  1. **DA/2015/0240:** No decision necessary as Daventry District Council had invalidated the application due to issues of ownership of a footpath
- b) **Planning Applications:** Cllr Heaton withdrew having declared an interest pertaining to DA/2015/0369. After some discussion and considering views from the Public, Parish Council resolved the following responses:-

Application No.	Description	Location	Parish Council
DA/2015/0240	Change of use of land from agriculture to equestrian, construction of 6 stables, hay barn and menage	Land At Yew Tree Lane, Spratton, Northamptonshire	No response necessary: application invalid
DA/2015/0369	Construction of new dwelling (revised scheme)	Land Adj Copt Oak 15, Yew Tree Lane, Spratton, Northamptonshire, NN6 8HL	Objection as contrary to Spratton Village Design Statement, DDC Policies and emerging Neighbourhood Development Plan : see attached letter <b>Paper B</b>

Note: DA/2015/0369: SPC Planning Executive Chairman asked for it to be minuted that she had not invited the adjacent neighbours to the site meeting.

- c) **There were no Planning application decisions to report.**

#### 19.15 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

- a) **Update** – To receive and Parish Council to discuss and make resolutions
  1. New Litter Bins, Holdenby Road: The Clerk had circulated an update report and was awaiting confirmation from NCC. After some discussion, Parish Council resolved to purchase new litter bins for Holdenby Road. **Action: Clerk to organise**
- b) **Village Handyman**
  1. Additional work – Parish Council to discuss and agree: there was none.
- c) **Improving Village Matters** to discuss and make resolution: there were none.
- d) **Mowing/Maintenance Issues (if any)** – to discuss and make resolution. The Clerk reported that a non-compliance letter had already been issued. In addition, it was reported that the bank had been missed on Church Road. **Action: Clerk to speak to contractors again**

#### 20.15 NATURAL SPRATTON INCLUDING SPRATTON POCKET PARK ADVISORY GROUP

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

- a) **Jubilee Wood:** Parish Council noted the update report. **Action: Natural Spratton to report via the next newsletter**
- b) **Spratton Pocket Park:** Parish Council noted the update report. **Action: Natural Spratton to report via the next newsletter**

#### 21.15 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**

1. Bus parking in layby: **Action: Highways Warden to investigate whether contrary to existing rules and regulations.**
2. Puddles on Brixworth Road/Teeton Road Junction and top of Smith Street: **Action: Highways Warden to discuss solution with NCC Highways**
3. Blocked Drains: **Action: Highways Warden to report**

b) **Streetlighting:** The following issues were reported:-

1. PL3 Gorse Road: still not working
2. Smith Street lights: 3 working intermittently

**Action: Clerk to report to contractors**

**22.15 POLICE REPORTS:** Parish Council noted the following report:-

Crime o/n 19-20 Apr: Holdenby Road – forced entry to vehicle, items taken.

**23.15 SPRATTON ANNUAL MEETING AND CHEESE AND WINE EVENING - Weds 6<sup>th</sup> May 2015, St Andrews Church Community Room (aka Café Doris) – Parish Council noted the report: **Action: Clerk to send to website administrators to put on website.****

**24.15 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated)**  
Parish Council resolved no actions necessary.

**25.15 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)**  
Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

**26.15 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**  
There were none.

**27.15 DATE OF NEXT MEETING – 16<sup>th</sup> June 2015, 7.30 pm, Village Hall School Road, Spratton**

***Meeting Closed to the Press and Public 9.15 pm. The Clerk also left the discussion***

The following item was CLOSED to the PRESS and PUBLIC due to its sensitive nature.

**28.15 PENSION SCHEME ISSUES**

Subject to the formal process of agreement and after discussion, Council resolved to pursue the transfer of the Clerk's pension arrangements from LGPS and NEST with negotiations for mis-selling compensation being designated to the Local Government Pension Scheme Advisory Group.

**Chairman Signature**.....

**Dated:**.....