



Chairman: Councillor John Hunt

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Minutes of the Annual Meeting of Spratton Parish Council

held on Tuesday 15th May 2018 at Spratton Village Hall, School Road, Spratton at 7.30 pm

Present: Chairman Cllr John Hunt, Vice Chairman Cllr Jay Tindale, and Cllrs Lydia Crawford, Louise Smith, Paul Vellam, Barry Ward and Sally Wilkes.

In attendance: Emma Gibson, Clerk and RFO, Mr Stuart Smith Lamport Lawns plus 7 members of the public.

71.18 ELECT A CHAIRMAN RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Parish Council **RESOLVED** to re-elect Cllr John Hunt as Chairman. Cllr Hunt signed the Declaration of Acceptance of Office.

72.18 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Parish Council **RESOLVED** to re-elect Cllr Jay Tindale as Vice-Chairman. Cllr Tindale confirmed acceptance of office.

73.18 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.

Members of the public raised concerns regarding the new mowing provider and the Council's decision to change mowing contractors. Mr Smith responded to the Concerns raised and outlined that the work being done was in line with the instructions received from the Council. The public were informed that some of the mowing schedule document had not been properly received and therefore the mowing was not being done on the same basis as previously done due to this. Council apologised for this misunderstanding.

The public were also informed that the Council had agreed with the new contractor to trial a different way of working, for example mowing on a rolling basis and mowing more with wildlife and nature being a consideration. The council and Mr Smith acknowledged that this new approach was not agreeable to all the village and this would need further review. However, Council also wished to thank Mr Smith for his flexibility in mowing areas at short notice for example the churchyard when there was a visit by the Bishop, and for mowing areas when they were highlighted that they had been missed.

Mr Smith confirmed to Council that he felt it would be appropriate to step down as he was finding it difficult living and working in the village when there was such strong feeling in the village regarding this change to the mowing approach. The Council sympathised with Mr Smith and thanked him for his hard work and effort in what has been a difficult Spring regarding the weather and the impact of this on the mowing generally.

ACTION: CCOS Advisory Group to meet as soon as possible to consider way forward with the mowing and that all areas to be mowed are correctly identified. Chair of CCOS group Cllr Smith to arrange meeting.

74.18 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE – None. Council were informed by the Clerk that Cllr Molloy had decided to resign due to his impending house move.

75.18 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 17th APRIL 2018. Parish Council **RESOLVED** to approve.

76.18 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only. None.

77.18 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS

1. To receive for relevant items on the agenda: Cllr Smith declared an interest in agenda item 86.18 (e) payment to S Smith for April Mowing, and discussion regarding Mr Smith's work so far. 88.18 (b)
2. To receive details of any changes to registrable interest forms (if any) – None.

78.18 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated)

Parish Council to discuss and make resolution on the following: -

- a) **Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** Parish Council **RESOLVED** no changes.
- b) **Review of the terms of references for committees/steering/advisory groups.** Parish Council **RESOLVED** to no changes to current document, save to add on the Community Engagement Group.
- c) **Receipt of nominations to existing committees/steering/advisory groups.** Parish Council **RESOLVED** to make the following additions/changes and appoint as follows: -

Street lighting Committee- Cllr Vellam, Cllr Hunt and David Cooke will remain on this Committee Cllr Tindale has joined.

Churchyard, Cemeteries and Open Spaces (CCOS) – Chair Cllr Smith, Cllr Hunt and Cllr Vellam to remain and Cllr Tindale to join this Committee.

- 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.** - NIL

79.18 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, Neighbourhood Watch AND ARRANGEMENTS FOR REPORTING BACK.

– Council **RESOLVED** to appoint Cllr Ward as the Council's representative on the REC Committee. Council further **RESOLVED** to appoint Cllr Smith as the Town and Charity Land Trustee representative.

80.18 WARDENS

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

Highways Warden: Cllr Paul Vellam

Footpaths Warden: Cllr John Hunt

Snow Warden: Barry Ward.

81.18 STANDING ORDERS AND FINANCIAL REGULATIONS

1. Standing Orders: Council **RESOLVED** to adopt the up-dated model Standing orders.
2. Financial Regulations: Parish Council **RESOLVED** to adopt the up-dated model Financial Regulations.
3. Risk Assessment and Risk Management Document: Parish Council **RESOLVED** to adopt the new Risk Assessment and Risk Management Document.

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

Council **RESOLVED:** to adopt the Asset Register as at 31st March 2018 for Audit 2017/18. Changes to be made to asset register for financial year 2018/19 as follows, Phone box to be added at cost of £1, and new office at cost of £0. **Action: Clerk to up-date and amend asset register.**

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

Parish Council resolved to continue with and subscribe to the following in the financial year 2018/19: -

Organisation	Approx. Amount	Brief Summary of Services
NORTHANTS CALC	£656.68	Clerk and Councillor Support, Legal advice, Courses
THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)	£135	Clerk training and magazine (included in annual cost), support, networking

84.18 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2018/19 AND THE ANNUAL PARISH MEETING (HELD IN SPRATTON VILLAGE HALL UNLESS OTHERWISE STATED)

Parish Council resolved to approve the following: -

Council meetings to continue to take place on the third Tuesday of the month with the exception of August. December date to be confirmed.

June Tuesday 19th June 2018

July Tuesday 17th July 2018

August **NO MEETING**

September Tuesday 18th September 2018

October Tuesday 16th October 2018

November Tuesday 20th November 2018

December (T.B.C) Tuesday 18th December 2018

January Tuesday 15th January 2019

Annual Parish Meeting (NOT a Parish Council meeting): T.B.C

85.18 SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2017 (Chairman and Committee Reports)

All reports are yet to be submitted and viewed by Council they will be completed for the Annual Village Meeting. **Action:** Clerk to be sent electronic copy of reports by Monday 21st May 2018.

86.18 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

a) **Update** – None.

b) **Annual Return 2017/18**

1. Parish Council **RESOLVED** to approve Annual Governance Statement 2017/18.
2. Parish Council **RESOLVED** to approve Accounting Statements 2017/18.
3. Parish 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 2018 took place on 30th April 2018. A copy of the report has been circulated to Councillors and will be made available on the Council's website. Council considered and **RESOLVED** to accept internal auditor's report.

d) **Income received** –

02/04/18 Burial fee - £250.00

26/04/18 Precept - £20,500.00

30/04/18 Bank Interest - £2.84

30/04/18 DDC CIL Payment - £7,271.22

e) **Payment of outstanding invoices.** Parish Council resolution to approve those listed plus additional received between 9th May and 15th May 2018 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
18/04/18	E Gibson	Stamps	Bank transfer			£6.72
18/04/18	E Gibson	McAfee Virus protection	Bank Transfer	£54.16	£10.83	£64.99
08/05/18	O2	Office phone	DD	£31.20	£6.24	£37.44
15/05/18	S Smith	April Mowing	3183			£592.00
18/05/18	E. ON	May streetlight electricity	3184	£171.62	£34.32	£205.94
18/05/18	J Pye	April Greenworks	3185			£212.00
25/05/18	NEST	Pension contributions	DD			£33.68
25/05/18	E Gibson	May Salary	Bank transfer			£739.58

f) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2018:** Parish Council **RESOLVED** to approve.

g) **PCSO** – Council received an up-date regarding the appointment of the PCSO. Boughton village are yet to make a final decision so unlikely to move any further forward until June. The Council confirmed that the PCSO project had been put on the village meeting agenda. Council further confirmed that Spratton has agreed to participating in the PCSO funding in principle, subject to agreeing the final contract.

h) **Bus Cuts** – Council received an up-date regarding the bus cuts. There are 9 Parishes on the soon to be discontinued bus route and the cost to continue the route would be in the region on £31,000. Lots of options are being considered, mini bus, taxi services, linking with University Northampton. This has also been added to the village meeting agenda for discussion. Council to continue to investigate options in time for the end of the service.

87.18 PLANNING EXECUTIVE COMMITTEE

a) **Update for information only** – None

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

Application No.	Description	Location	Respond by	Case Officer
TPO/ DA/497 2018	Tree Preservation Order Silver Birch T1	Corner of front garden 33 Brixworth Road, Spratton	16.05.18	M Venton

TPO/DA/497/2018 - Council discussed this application and **RESOLVED** to support the objectors of the application. The Council noted that the tree had not been raised as an issue at the initial planning application stage. The Parish Council feel that it would be in the interest of all parties if Tree Specialists' reports were obtained advising as to the best way forward to hopefully enable the tree to remain and the development to go ahead. **ACTION:** DDC to be informed of the Council's decision.

c) Planning application decisions to report-

DA/2017/1252, 32 St Lukes Close, Spratton – Planning permission refused.

d) Planning Application withdrawn: Application **DA/2017/1176**, Adj Former Police House, 25 Smith Street, Spratton – Application withdrawn.

88.18 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

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

1. EVC – Memorial application has been received for a replacement headstone and additional inscription. Council considered application and **RESOLVED** to approve. **ACTION:** Clerk to inform of decision.

b) Mowing – Council to arrange a CCOS advisory group meeting to review mowing and secure contractor.

c) Village Handyman – CCOS group to liaise with the handyman to review and allocate his work schedule.

d) Litter picking agreement – Council **RESOLVED** to approve the DDC litter picking agreement regarding Spratton Parish Council taking responsibility for the litter picking. **ACTION:** Clerk to return signed agreement to DDC.

89.18 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.

b) Spratton Pocket Park: Parish Council noted the update report. **Action:** Information that 10th June is Spratton Villages' Open Garden event.

90.18 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

The Bridge at A5199 is still being controlled by lights. NCC are reviewing their options, Highways Warden remains in close contact with NCC.

Potholes have also been reported to NCC. However as with all Council departments at present there are budget constraints.

b) Street lighting – Update. Broken light on Gorse Road has been reported. Peacocks have been out to survey the MBFU lights due to be changed. **ACTION:** Clerk to contact Peacocks to try to get a commencement date for the work to the MBFU lights.

91.18 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 regarding the phone-box. There have not been any volunteers to re-paint the phone-box despite posters around the village. Council **RESOLVED** to allow Cllr Smith to obtain quotes to get the phone-box repainted.

92.18 GENERAL DATA PROTECTIONS REGULATIONS (GDPR)

a) NCALC have issued an agreement for the Provision of a Data Protection Officer (DPO). Cllrs have had sight of this agreement. Council considered the agreement and **RESOLVED** to sign the agreement and appoint NCALC as its DPO. **ACTION:** Clerk to return signed agreement to NCLAC.

b) GDPR documents for Council to adopt: NCALC have forwarded documents covering policies and practice they suggest Councils adopt to aid compliance with GDPR. Clerk has reviewed and amended these documents for SPC. Cllr have previously had sight of these documents. Council discussed and **RESOLVED** to approve and adopt the following documents:

- Subject Access Request Procedure.
- GDPR Security Compliance Checklist.
- Data Breach Policy.
- Data Protection Policy.
- Records Retention Policy.
- Data Protection Data Map.

ACTION: Clerk to add adopted documents to the Council website and Cllrs to complete and return the GDPR Security Compliance Checklist.

93.18 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated).
None.

- 94.18 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.
- a) Parish and Town Council Meeting – Thursday 14th June 2018 at 6.30pm.** Council **RESOLVED** for Cllr Vellam to attend as SPC'S representative. Cllrs to contact the Clerk with any agenda items by 31st May 2018.
 - b) Saxon Spires Patient Participation Group (SSPPG):** Letter received from SSPPG requesting help with funding extra equipment. The Cllrs have all had sight of this letter. Council **RESOLVED** to donate £250.00.
 - c) Newsletter article/dates/notices deadline – 19th May 2018.**
- 95.18 DATE OF NEXT MEETING – Tuesday 19th June 2018 at 7.30pm**

Meeting Closed at 9.05pm

Chairman Signature.....

Dated:.....