



Chairman: Councillor John Hunt

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Minutes of the Annual Meeting of Spratton Parish Council

held on Tuesday 16th May 2017 at Spratton Village Hall, School Road, Spratton at 7.30 pm

Present: Chairman Cllr John Hunt, Vice Chairman Cllr Jay Tindale, and Cllrs Bill Blowfield, Lydia Crawford, Janice Holmes, Louise Smith, Paul Vellam and Sally Wilkes.

In attendance: Emma Gibson, Clerk and RFO, plus 1 member of the public.

- 65.17 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.
- 66.17 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.
- 67.17 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. No Representations were received.
- 68.17 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE** – Apologies received from Cllr Chivers for personal reasons. Council **RESOLVED** to accept apologies.
- 69.17 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 18th APRIL 2017.** Parish Council **RESOLVED** to approve.
- 70.17 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.** None.
- 71.17 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS**
- To receive for relevant items on the agenda: Cllr Crawford declared a Non-Pecuniary interest in agenda item 81.17 (b) planning application DA/2017/0339 (amended).
 - To receive details of any changes to registrable interest forms (if any) – None.
- 72.17 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** to change the terms of reference documents as follows, "All Parish Councillors will be members of the Planning Committee unless they specifically opt-out".
 - Receipt of nominations to existing committees/steering/advisory groups.** Parish Council **RESOLVED** to make the following additions/changes and appoint as follows: -
Resources (Staffing and Strategy) Committee – Chair Cllr Tindale, Cllr Hunt, Cllr Holmes, and Cllr Chiver would remain.
Human Resources Advisory Group – Cllr Chivers would remain and Cllr Crawford would join this group.
Highways Advisory Group – Chair Cllr Vellam, Cllr Hunt, Cllr Chivers, and Cllr Wilkes would remain and Cllr Crawford would join this group.
Natural Spratton – Chair Cllr Hunt, Cllr Holmes and Dave Cooke would remain and Cllr Crawford to join this group.

Planning Committee – Cllr Wilkes would remain as Chair of this Committee with Cllrs Smith and Crawford joining the group and becoming Vice-Chairs. All Councillors to be members of this Committee unless specifically opt-out.

Street lighting Committee- Cllr Vellam, Cllr Hunt and David Cooke will remain on this Committee.
Churchyard, Cemeteries and Open Spaces (CCOS) – Chair Cllr Blowfield, Cllr Hunt and Cllr Vellam to remain and Cllr Smith 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**

73.17 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 continue Cllr Vellam as the Council’s representative on the REC Committee, Village Hall Committee. Cllr Vellam to report back to full council after he attends meetings.

74.17 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.

75.17 STANDING ORDERS AND FINANCIAL REGULATIONS
 1. Standing Orders: Council **RESOLVED** to re-adopt the Standing orders with no changes at this time.
 2. Financial Regulations: Parish Council **RESOLVED** to re-adopt the Financial Regulations with no changes at this time.

76.17 INVENTORY OF LAND AND ASSETS (including buildings and office equipment)
 Council **RESOLVED:** to adopt the Asset Register as at 31st March 2017 for Audit 2016/17. Changes to be made to asset register for financial year 2017/18 as follows, Fireproof cabinet to be removed as no longer held by Council, this was disposed of when records went to DDC. The Village defibrillators are to be added to the asset list. **Action: Clerk to up-date and amend asset register.**

77.17 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)
 Parish Council resolved to continue with and subscribe to the following in the financial year 2015/16: -

Organisation	Approx. Amount	Brief Summary of Services
NORTHANTS CALC	£636.92	Clerk and Councillor Support, Legal advice, Courses
ST ANDREW’S HERITAGE SOCIETY	£100	
THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)	£131	Clerk training and magazine (included in annual cost), support, networking

78.17 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2016/17 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 20 th June 2017	January	Tuesday 16 th January 2018
July	Tuesday 18 th July 2017	February	Tuesday 20 th February 2018
August	NO MEETING	March	Tuesday 20 th March 2018
September	Tuesday 19 th September 2017	April	Tuesday 17 th April 2018
October	Tuesday 17 th October 2017	May	Tuesday 15 th May 2018
November	Tuesday 21 st November 2017		(Annual Meeting of Parish Council)
December (T.B.C)	Tuesday 19 th December 2017		

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

Council **RESOLVED** that there would no longer be a village walk. Cllrs try to be visible and approachable all year round. Cllr Hunt to draft notice for the newsletter to advise villagers the Council is always looking for their comments and suggestions. Councillors felt this could be a more effective way of engaging with the community as some people may wish to be anonymous. Suggestion boxes could be place in strategic locations such as the village shop and school.

- 79.17 SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2017 (Chairman and Committee Reports)**
All reports have been submitted and viewed by Council as they were completed for the Annual Village Meeting. Council **RESOLVED** to approve report. **Action:** Clerk awaiting electronic copy of one group report so that report can be compiled from the individual reports.

80.17 RESOURCES (STAFFING AND STRATEGY) COMMITTEE

- a) **Update** – None.
b) **Annual Return 2016/17**
1. Parish Council **RESOLVED** to approve Annual Governance Statement 2016/17.
2. Parish Council **RESOLVED** to approve Accounting Statements 2016/17.
3. Parish Council **RESOLVED** to approve the End of Year Accounts and explanation of variances. Governance Statement

- c) **Income received** –
03/04/17 – Mr Barker Newsletter advert - £40.00
10/04/17 – Mrs Veitch internment of ashes - £60.00
10/04/17 - Co-op Inscription of headstone - £60.00
19/04/17 - RGR Memorials - £170.00

- d) **Payment of outstanding invoices.** Parish Council **RESOLVED** to approve those listed plus additional received between 10th May and 16th May 2017 (if any) circulated at meeting.

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
18/04/17	J Pye	Green works and maintenance	3085			£213.00
18/04/17	E Gibson	Mileage CiLCA training and office supplies	Bank Transfer			£10.80
08/05/17	O2	Office Phone	DD	£31.18	£6.24	£37.42
17/05/17	NCALC	CiLCA training	3086			£495.00
17/05/17	4 Counties	Mowing	3087	£460.00	£92.00	£552.00
15/05/17	S Smith	Tree Works	3088			£450.00
17/05/17	R&G	Rec Mowing Grant	3089	£157.86	£31.58	£189.44
17/05/17	E Gibson	Mileage	Bank transfer			£9.31
17/05/17	4 Counties	Mowing	3090	£920.00	£184.00	£1104.00
17/05/17	S Wilkes	Village meeting refreshments	3091			£8.17
17/05/17	Village Hall	Hall hire March, April, and May	3092			£72.00
25/05/17	E Gibson	May Salary	Bank Transfer			£720.38

- e) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2017:** Parish Council **RESOLVED** to approve.
f) **Internal Audit:** Cllr Tindale informed Council that the internal audit was taking place on Friday 26th May 2017.

81.17 PLANNING EXECUTIVE COMMITTEE

Update for information only –

- a) **DA/2017/0055 – Spratton Hall School** – Update. Applicant proposes to install 12.0m lighting columns to playing surfaces in place of the 15.0m units originally proposed. Furthermore, following negotiations with Council Officers to improve the visual appearance and impact on the setting of the listed building revised drawings of the proposed extension are being submitted to DDC.

DA/2017/0167 – Land off Merry Tom Lane, Brixworth – Update. Application to be considered by DDC Planning Committee 18th May 2017.

DA/2017/0319 – Land at Teeton Road, Spratton – Update. Application to be considered by DDC Planning Committee 18th May 2017.

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

Application No.	Description	Location	Respond by	Case Officer
DA/2017/0339 (amended)	Raise height of roof to create first floor accommodation. Two storey side extensions (revised scheme).	15A Brixworth Road, Spratton	23 May 2017	D Jordan

DA/2017/0339 (amended) – Council **RESOLVED** that they have no further comments or observations to add. **Action Clerk to advised DDC.**

c) **Planning application decisions to report.** – None.

82.17 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

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

1. Ash Tree at the Pound and Yew Trees in churchyard have been trimmed.
 2. There are two funerals planned this week. With another funeral due in next two weeks.
 3. Gravediggers and funeral homes have been advised that the soil must not be disposed of on the REC.
- b) **Village Handyman** – **RESOLVED** Street light numbers to be restored. Numbers have been acquired for this. **Action: Cllr Blowfield to arrange.**

83.17 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 11th June is National Garden Scheme.**

84.17 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**

- NCC have received a request from a resident for the reduction of the existing speed on the A5199 near Spratton Grange. The resident has requested the 40-mph speed limit be extended to the bottom of the hill taking in three farm entrances on the hill. When a change to a speed limit is requested it is considered by a Speed Limit Review Panel, such requests must be supported by Parish Councils. Council **RESOLVED** to support the request.
- Cllrs advised Highways Warden Cllr Vellam that they had been asked by residents to raise the issue of the High Street needing resurfacing. Cllrs also raised signage in the village needing to be cleaned and repainting in some areas such as Church Lane. **Action: Cllr Vellam to liaise with NCC Highways this week and will raise these issues.**

b) **Street lighting** – Update. Sleeves due to be delivered to Peacocks w/c 15th May 2017, once they have been received work should commence on Gorse Road and surrounding area.

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

a) **Buses** – Replacement buses out for tender in September. **Action:** Council discussed suggested routes and the need to ensure they have an input in the bus routes. The main concern is to maintain the buses as they are relied on by villagers. Cllr Tindale to draft a letter for approval by the council outlining the Council's views on proposed routes and the necessity for a bus route through the village.

b) **Clean Green Co-ordinator Project-** Angelina Farrant, a voluntary worker, is leading a joint project with DDC and Daventry Volunteer Centre which aims to promote and support the development of a network of clean green volunteers across the district. The Co-ordinator will offer support to all parishes already doing community litter picks, help to recruit local volunteers to take part in litter picks, and assist Parish Councils who are considering taking formal responsibility for litter picking within the village. Angelina is happy to attend Council meetings to advise Councillors further. Council **RESOLVED** to introduce itself to Co-ordinator and say that they would like her to attend a meeting once it is agreed that SPC will be taking over formal litter picking. **Action:** Clerk to write to Angelina Farrant.

86.17 GENERAL CORRESPONDENCE RECEIVED (For Information – Members file for circulation)- Revised dates for publication of Newsletter proposed by Editor outlined to Cllrs. Council **RESOLVED** to agree these dates.

87.17 DATE OF NEXT MEETING – Tuesday 20th June 2017 at 7.30pm

Meeting Closed at 9.05pm

Chairman Signature.....

Dated:.....

