



Chairman: Councillor John Hunt

Clerk: Mrs E Gibson
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Minutes of the Annual Meeting of Spratton Parish Council

held on Tuesday 17th May 2016 at the Kings Head, Spratton at 7.30 pm

Present: Cllrs Graham Bandy, (out-going Chairman), Bill Blowfield, Craig Chivers, Janice Holmes, John Hunt, Harry Mallinder, Janine Spence, Jay Tindale, and Paul Vellam (out-going Vice Chairman) and Sally Wilkes.

In attendance: Emma Gibson, Clerk and RFO, Barry Frenchman Daventry District Councillor plus 7 members of the public.

- 1.16 ELECT A CHAIRMAN AND VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE**
Parish Council resolved to elect Cllr John Hunt as Chairman and Cllr Jay Tindale as Vice-Chairman. Cllr Hunt signed the Declaration of Acceptance of Office. **Action: Clerk to inform relevant organisations of the new Chairman plus update the Council Contact List.**
- 2.16 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
- 3.16 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE - Nil.**
- 4.16 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 19th APRIL 2016.** Parish Council resolved to approve.
- 5.16 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.** Village Defibrillator.
Action: Defibrillator to be purchased, location to then be finalised. The Kings Head have in principal agreed for it to be located there, actual location to be formalised. Cllr Hunt to look into further.
- 6.16 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS**
- To receive for relevant items on the agenda: Cllr Hunt and Mallinder declared interests in Agenda item 16.16 planning application DA/2016/0332.
 - To receive details of any changes to registrable interest forms (if any) – All Cllrs completed new forms received by Clerk.
- 7.16 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, up-date any references to up-date to full council to be on the "third Tuesday of every month", take out the section headed, "Local Government Pension Scheme Advisory Group", and "Spratton Folk Festival equipment disposal Advisory Group".
 - 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 – Council resolved the following: Chair Cllr Tindale, Cllr Bandy, Cllr Chivers, and Cllr Holmes to sit on the Resources Committee. Cllr Spence to leave the committee to enable her to act impartially in the Human Resources Advisory Group. Cllr Hunt joined the committee in his capacity as Council Chair.

Human Resources Advisory Group – Cllr Chivers and Spence.

Highways Advisory Group – Council resolved that Chair Cllr Vellam, and Cllr Wilkes would join this committee.

Natural Spratton – Chair Cllr Hunt, Cllr Spence and Dave Cooke also on this committee.

Planning Committee – Council Resolved that Cllr Wilkes would join this committee as Chair.

Street lighting Committee- Council resolved that Cllr Spence would join this committee.

Community Wellbeing Committee (formerly Community Wellbeing and Engagement Committee)- Council resolved to change the name of this committee and include website/social media within this. Chair Cllr Spence.

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

8.16 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, Neighbourhood Watch AND ARRANGEMENTS FOR REPORTING BACK.** Parish Council discussed the possibility of a village network and looking at different ways to communicate with the village, e-mails and social media etc. **Resolved:** to appoint Cllr Vellam as the Council's representative on Spratton's Village Hall and Rec Committees.

9.16 **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: Julian Gaywood.

10.16 **STANDING ORDERS AND FINANCIAL REGULATIONS**
1. Standing Orders: After review of the new legislation regarding openness and transparency, Parish Council resolved that a change should be made to Page 5 section x. It shall now read, **"in no case shall the quorum of a meeting be less than 4"**. **RESOLVED:** Apart for this noted change it was resolved to re-adopt the current Standing Orders.
2. Financial Regulations: Parish Council resolved to adopt the following amendments: -
REMOVE: Under section 5 remove references to internet banking as not currently being used. To also remove references to vehicles as SPC do not currently have any vehicles.

11.16 **INVENTORY OF LAND AND ASSETS (including buildings and office equipment)**
RESOLVED: to adopt the Asset Register as at 31st March 2016 for Audit with the following amendments, the "Rose Garden" should be referred to as the "Millennium Garden" and the "tool box at EVC" removed.
Action: Clerk to up-date and amend asset register. Register to be fully reviewed and old IT equipment to be reviewed after Audit.

12.16 **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	£422.67	Clerk and Councillor Support, Legal advice, Courses
ST ANDREW'S HERITAGE SOCIETY	£100	
NORTHANTS CALC	£200	Internal Audit
THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)	£141	Clerk training and magazine (included in annual cost), support, networking
TOTAL		

13.16 **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: -

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 21 st June 2016	January	Tuesday 17 th January 2017
July	Tuesday 19 th July 2016	February	Tuesday 21 st February 2017
August	NO MEETING	March	Tuesday 21 st March 2017
September	Tuesday 20 th September 2016	April	Tuesday 18 th April 2017
October	Tuesday 18 th October 2016	May	Tuesday 16 th May 2017
November	Tuesday 15 th November 2016		(Annual Meeting of Parish Council)
December (T.B.C)	Tuesday 20 th December 2016		

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

COUNCIL RESOLVED: to use village hall in the summer months for Council Meetings, and Kings Head in winter months. Other venues to be considered to ensure plenty of opportunity for the public to attend.

14.16 **SPC ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2016 (Chairman and Committee Reports)**
Parish Council resolved to ensure committee reports completed as soon as possible as should have been completed for the village meeting. **Action: Councillors and outgoing Chairman to complete reports.**

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

a) Update

1. Councillors advised Clerk will have completed their Probation period on 3rd June 2016. **RESOLVED:** Council approved Clerks appointment.

b) Annual Return 2015/16

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

c) Income received – None to report.

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

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
PAYMENTS						
20/04/2016	J Pye	General maintenance and green works	2970	N/A	N/A	£70.40
25/02/2016	Northants NCALC	New Clerk training	2971	N/A	N/A	£150
03/05/2016	Allan Peacock	Street lighting repairs	2972	£386.07	£77.21	£463.28
06/05/2016	4 Counties Ground Maintenance	Mowing etc. APRIL 2016	2974	£820	£164	£984
06/05/2016	4 Counties Ground Maintenance	Mowing etc. March 2016	2975	£410	£82	£492

e) Bank balances, Bank Reconciliation and Receipts and Payments report to 30th April 2016: Parish Council resolved to approve

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

1. Annual Grant to Spratton Recreation Field- **RESOLVED to defer to next meeting Council still awaiting further information from Rec Committee.**

16.16 PLANNING EXECUTIVE COMMITTEE

a) Update for information only – Cllr Tindale and Wilkes informed Council of other applications that council has not been notified of. Cllr Frenchman advised Council these were barn conversions and the planning considerations regarding barn conversions, and why Councils may not be informed of these.

b) Planning Applications: Cllrs Hunt and Mallinder declined to participate in the vote regarding DA/2016/0332 having declared an interest. After some discussion and considering views from the Public, Parish Council resolved the following responses: -

Application No.	Description	Location	Parish Council
DA/2016/0332	Demolition of existing house and garage	Yew Tree Cottage, 21 Yew Tree Lane, Spratton, Northamptonshire	Council to object on the grounds that the development fundamentally changes the aspect of Yew Tree Lane, and the village as a whole. Furthermore, it is considered overdevelopment of the site.
DA/2015/0369	Appeal by Mr Greenwood against refused planning permission.	Land Adj Copt Oak 15, Yew Tree Lane, Spratton, Northamptonshire, NN6 8HL	No action to be taken as previous comments will be considered in the appeal.

a) Planning application decisions to report.

DA/2016/0131 – Standhills, Holdenby Road, Spratton, Replacement Storage Building.

17.16 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP

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

1. There will be an internment of ashes 21st May 2016.
2. East View Cemetery Gate has been repaired.

b) Village Handyman – **RESOLVED** Street light numbers to be restored that are needed. **Action: Cllr**

Blowfield to arrange.

18.16 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 apply to Woodland Trust for extra trees.**

b) Spratton Pocket Park: Parish Council noted the update report. **Action: Information that 12th June is National Garden Scheme there will be 12 gardens open.**

19.16 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. Pot holes on Manor Road and Hayes Lane raised as a concern. **Action: Cllr Vellam to notify Highways if they have not been by 1st week in June, as they are due to come in June to inspect roads.**

b) Streetlighting: The following issues were reported: -

1. Quotes received from Peacocks. Clerk advised Council queries have been raised with this quote and a request made to adjust it. Clerk awaiting response. Once quote received street lighting committee to hold a meeting to discuss best way forward.

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

Parish Council resolved no actions necessary.

21.16 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.

22.16 DATE OF NEXT MEETING – 21st June 2016, 7.30 pm, Village Hall School Road, Spratton

Meeting Closed at 9.50pm

Chairman Signature.....

Dated:.....