



Chairman: John Hunt

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## Minutes of the Meeting of Spratton Parish Council

held on Tuesday 18<sup>th</sup> October 2016 in Spratton Village Hall, Spratton at 7.30 pm

**Present:** Cllrs John Hunt (Chair), Craig Chivers, Janice Holmes, Paul Vellam and Sally Wilkes.

**In attendance:** Emma Gibson, Clerk and RFO, Barry Frenchman DDC, Jenny Osborne and Victoria Garret Spratton Pre-school plus 6 members of the public.

**Apologies:** Apologies from Cllrs Bill Blowfield, Jay Tindale and Graham Bandy. No apologies received from Cllr Janine Spence.

**82.16 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. Cllrs addressed by Jenny Osborne regarding an application for a grant to help set up a Pre-school in Spratton **Action: Clerk to forward grant application form.** Cllrs listened to representations from the applicant regarding planning application DA/2016/0804, and the residents of a neighbouring property objecting to the planning application. **Action: Cllrs to discuss planning application under 88.16, and observations to be submitted to DDC by 19 October 2016.** Cllr Barry Frenchman spoke to the Council about a task panel set up at DDC to look at the planning department and Parish Councils. Cllr Frenchman has requested the Council consider the following questions and provide a response:

1. How does the Parish Council find the planning department? Do they find the co-operative? Easy to deal with? Is it a transparent process?
2. In relation to major planning applications (5/10 Houses) Does the Council have any suggestions for the process of planning applications, and how they could be improved?
3. Does the Council feel they have any training requirements regarding planning applications?

**Action: Clerk to forward Council's responses to Cllr Frenchman within the next two weeks.**

**83.16 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE-** Council **RESOLVED** to approved the apologies received from Cllrs Blowfield, Tindale, and Bandy. Cllrs discussed that apologies had not been received from Cllr Spence. Cllrs have been unable to get in contact with Cllr Spence for some time, as a result Cllr Spence's absence was not approved.

**84.16 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 19th JULY 2016, and NOTICE OF CANCELLED MEETING TUES 20TH SEPTEMBER 2016.** Parish Council **RESOLVED** to approve.

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

**86.16 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS FOR RELEVANT ITEMS ON THE AGENDA: To receive**

1. **Non-pecuniary – None**
2. **Disclosable Pecuniary Interest – None**

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

a) Income received – to report	
30/06/2016 – Bank Interest	£2.96
20/07/2016 - Co-op Funeral Service	£310
18/07/2016 – Bank error refund	£6.00
18/07/2016 – Bank error compensation	£25.00
29/07/2016 - Bank Interest	£2.76
25/08/2016 – Wilkson and Sons Funeral	£250

b) Payment of outstanding invoices. Parish Council **RESOLVED** to approve the following payments:

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
22/07/16	O2	Office Phone	DD	£30.79	£6.16	£36.95
03/08/16	DDC	Business Rates EVC	3009			£48.40
08/08/16	O2	Office Phone	DD	£30.39	£6.08	£36.47
25/08/16	E Gibson	August Salary (approved at July meeting)	3010			£706.56
10/08/16	E Gibson	Office stationary/ stamps/mileage	3011			£17.16
10/08/16	R&G Landscaping	REC Mowing	3012	£113.67	£22.74	£136.41
20/09/16	J Pye	Greenworks and Maintenance	3013			£375.20
20/09/16	4 Counties Maintenance	Mowing	3014	£820.00	£164.00	£984.00
20/09/16	Reids Playground maintenance	Repair of REC roundabout	3015	£1050.00	£210.00	£1206.00
20/09/16	WEL medical LTD	Defibrillators	3016	£1554.00	£310.80	£1864.80
20/09/16	R &G Landscaping	REC Mowing	3017	£285.09	£57.03	£342.12
20/09/16	R & G Landscaping	REC Mowing	3018	£157.86	£31.58	£189.44
20/09/16	4 Counties	Mowing August	3019	£820	£164	£984
20/09/16	BDO LLP	External Audit	3020	£200	£40	£240
20/09/16	Autela	Payroll	3021			£38.55
20/09/16	HMRC	PAYE Liability	3022			£29.31
23/09/16	E Gibson	Clerk Salary Sept	3023			£706.56
20/09/16	J Pye	Greenworks and Maintenance	3024			£435.40
08/09/16	O2	Office Phone	DD	£30.39	£6.08	£36.47
20/09/16	DDC	Business rates Smith St Cemetery	3025			£48.40
04/10/16	Merland Copy Shop	Newsletter printing	3026			£37.10
04/10/16	Merland Copy Shop	Newsletter printing	3027			£265
04/10/16	SADS uk	Defibrillator Cabinet	3028			£640
04/10/16	Came and Co	Council Insurance	3029			£743.99
18/10/16	R & G	REC Mowing	3030	£252.60	£50.53	£303.13
18/10/16	Village Hall	September Meeting	3031			£18
18/10/16	E Gibson	Stamps	3033			£7.68
18/10/16	E-on	Street light electricity	3034	£654.75	£130.95	£785.70

- a) **Bank balances, Bank Reconciliation and Receipts and Payments report to 31<sup>st</sup> July, 31<sup>st</sup> August, and 30<sup>th</sup> September 2016:** Council **RESOLVED** to carry this over to next meeting in the absence of Cllr Tindale, Chair of Resources.
- b) **Resources Committee to arrange a meeting to consider the Spratton Youth Club grant application and for Precept planning 2016/2017.** Council **RESOLVED** that in the absence of Cllr Tindale they will wait until w/c 31 October 2016. If then Cllr Tindale is able to arrange a meeting a Resources meeting will be called. If Cllr Tindale is still unwell a Resources Committee meeting will be called, and a temporary Chair appointment to enable grant applications and precept planning to take place.
- c) **On-line Banking** – Council **RESOLVED** to allow the set-up and use of on-line banking. This will enable payments to be made in a timelier manner, cut down on the cost of postage, mileage to bank and time spent processing cheque payments. The signatories will have access to the online account and approve all payments with the Clerk acting as administrator, except regarding payments which are relevant to the Clerk such as salary. SPC Financial Regulations to be up-dated accordingly and approved.
- d) **Audit Conclusion** – Reported to Council that the external audit was completed on 31<sup>st</sup> August 2016. A copy of the report is available on the SPC website and has been forwarded to Cllrs. There were two issues identified by the auditors;
1. The Approval of the Annual Return took place before the approval of the Annual Governance Statement. In future years the Annual Governance Statement must be minuted before the Accounting Statements.
  2. The Council answered “yes” in error in Section 1 of the annual return. In future years the Council should answer N/A.
- e) **Poppy Wreaths November Remembrance Day Service** – SPC **RESOLVED** to donate £75 towards Poppy Day including the costs of the wreath for SPC to lay.

## 88.16 PLANNING EXECUTIVE COMMITTEE

### a) Planning Applications to consider and make resolution - None

Application No.	Description	Location	Respond by	Case Officer
DA/2016/0804	Conversion of former Blacksmith workshop to dwelling	Brixworth Road, Spratton	19.10.16	Sue Barnes
DA/2016/0710	Construction of dwelling	Land Off The Walk, Spratton, Northamptonshire NN6 8HU		

**DA/2016/0804** – Cllrs heard representations from the applicants and the neighbours who are making objections to the application during the public forum. Council **RESOLVED** to make the following observations, that the Council was unable to come to a consensus. The Council found itself facing a number of dilemmas when trying to balance the objectives set out on the Spratton Neighbourhood Development Plan (SNDP) such as parking restrictions within the village, and its aim to encourage small scale low cost housing in the village. This was further complicated by the Councillors' considering the interpretation of whether this application was related to a "new dwelling" for the purpose of 10.1 of the SNDP which says "All new dwellings should have sufficient off-road parking spaces to cater for the residents of that dwelling". Although it was raised by some Councillors that the neighbourhood plan should be strictly observed in particular in relation to the parking restrictions, the councillors were unable to agree on this due to the conflicting issues outlined above.

**DA/2016/0710** – Cllrs advised by Chair of Planning Cllr Wilkes that observations on this have already been submitted.

### b) Planning application decisions to report (if any) – The following was reported:

**DA/2016/0556** – 19 High Street - Work to tree subject to TPO – Consent to work given

**DA/2016/0332** – Yew Tree Cottage - **Town and Country Planning (General Permitted Development) Order 1995, As Amended Direction Made Under Article 6.**

**DA/2016/0466** – Spratton Grange Lodge -Removal of tree subject to TPO – Consent to work given.

**DA/2016/0070** – St Andrews Church - Provision of new paved footpath access – Refused.

**DA/2016/0676** – Land off Welford Road – Application for single dwelling – Refused.

### c) Planning appeals for information – None

### d) Council **RESOLVED** to sign and approve the minutes of the Planning Meeting held on Tues 16<sup>th</sup> August 2016.

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

### a) Village Handyman

1. Additional work (if any) – Parish Council to discuss and agree – None

2. **East View Cemetery Issues** (if any) to discuss and make resolution.

Application for memorial bench- **Cllrs RESOLVED to approve application for memorial bench subject to location being agreed.**

### c) Mowing/Maintenance Issues (if any) – to discuss and make resolution.

1. Mowing of the verge below Old Hall Close. Tree and Bush cutting requests – No up-date received as Cllr Blowfield absent.

2. Cllrs were advised of the possibility of SPC taking over the village maintenance work themselves, for example, curb spraying and clearing gutters. Clerk has approached NCC is awaiting response about possibility of rebates if undertook such work. Clerk to also approach DDC regarding sweeping if this is something the council would like to consider. Cllr Vellam advised council he had discussed this with DDC and there are suggestions that DDC could provide training and health and safety equipment and risk assessments etc. Clerk advised Cllrs that if DDC were unable to provide this support then it was important to consider the hours needed from the Clerk to ensure all HR issues are addressed adequately. Clerk does not think the present their working hours could accommodate the management of this type of employee.

3. Bin on Holdenby Road- In early 2015 SPC resolved to acquire a rubbish bin for Holdenby Road. The order was placed in about April 2015 and the cost was around £300 which included the cost of emptying it. The bin then did not go ahead. It has been suggested that this now be re-ordered and placed towards the bottom of Holdenby Road on the north side (up from the white cottage on the north side). Furthermore, a second bin at the top of Holdenby Road on the south side would also be useful. After discussion Council **RESOLVED** that bins were not necessary in this area and the residents of this area were not requiring this.

- 90.16 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.** - The hedge is now finished. Shrubs have been ordered. Cllr Hunt will advertise and e-mail when some help needed to plant the shrubs.
  - b) **Spratton Pocket Park.**

**91.16 HIGHWAYS ADVISORY GROUP (including Street Lighting Advisory Group)**

a) **Street lighting:**

- 1) **Peacocks quote up-date-** Cllr Hunt and the Clerk provided feedback to council and information from the meeting with Peacocks held on 4<sup>th</sup> October 2016.  
**ACTION:** Clerk to do the following:
  - Get a quote for LED lights in Gorse Road.
  - Clerk to find out if LED lights can be angled and dimmed.
  - Clerk to find out if part night photocells can be switched off easily once fitted.
  - Clerk to confirm if SPC decide to use SON lights as a replacement on Gorse Road when the time comes and these need to be changed to LED, is it a matter of changing the lamp, or will it be a similar cost again to that of changing to SON.
  - Clerk to get a quote for the replacement of all MBFU lights to LED.
  - Clerk to get an estimate regarding energy savings in switching to LEDIn principle Cllrs agreed with part night photocells however they wanted to confirm where the all night lights would be.
- 2) **Removal of light box on hairdresser's wall** – Up-date Cllr Vellam. Council **RESOLVED** to leave light where it is subject to agreement and liaison with owner.

b) **Highways:**

- 1) Concerns have been raised regarding the parking on Church Road. Motorists parking too close to the corner makes this a dangerous turning. **Cllrs discussed and agreed there was little within their power to deal with such problems.**
- 2) Northamptonshire Highways are carrying out major repairs to Spratton Sands Bridge. To undertake this work safely will reduce the available carriageway to such a point that it will not be possible to allow traffic to pass at any time and therefore the road will be closed from the 31st October and is expected to remain closed for up to four weeks. The section of road closed will be between Spratton Grange and Merry Tom Lane - **Cllr Vellam up-dated Cllrs that he had liaised with relevant agencies and diversions would remain as they were, and implementation of weight restrictions would not be possible.**
- 3) Neighbourhood Watch group- Cllr Vellam up-dated Cllrs that he had spoken Andy Crisp Chairman of Daventry Area NHW Support Team. He advised Cllrs that to set up a NW group a volunteer was needed to register as a Co-ordinator.
- 4) Parking of Hamiltons School Buses- Complaints received about school buses in the village. Cllr Vellam has been considering this issue and is monitoring it.

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

- 1. **Up-date on defibrillators and first responders** – Defibrillators have been fitted to the pub and Rec by and electrician this week. First responders training 24<sup>th</sup> October 7.30pm village hall.
- 2. **Up- date received from Cllr Vellam from NCALC AGM.**
- 3. **Resignation of Cllr Mallinder- Update-** Council advised that vacancy will be advertised tomorrow and any applicants are requested to contact the Clerk by 1<sup>st</sup> November, with a view to Co-option taking place at next SPC meeting Tuesday 15<sup>th</sup> November 2016.

**93.16 GENERAL CORRESPONDENCE RECEIVED (For Information)- None**

**94.16 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting).**

Cllr Hunt advised Cllrs that some plates had been broken at lunch club and Cllr Tindale had asked that Council consider covering the cost of replacing them. Cllr Vellam suggested that the lunch club completes a grant application form. **ACTION:** Clerk to forward grant application form to Cllr Hunt.

Cllr Vellam advised that he would be unable to attend the Remembrance Service.

Cllr Wilkes asked if Clerk could see if School would be available for the next meeting.

**95.16 DATE OF NEXT MEETING – Tuesday 15<sup>th</sup> November 2016, 7.30 pm, village hall.**

Signed.....  
Cllr John Hunt - Chair

Date: 18<sup>th</sup> October 2016

