



Chairman: John Hunt

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## Draft Minutes of the Meeting of Spratton Parish Council held on Tuesday 21<sup>st</sup> June 2016 in Spratton Village Hall, Spratton at 7.30 pm

**Present:** Cllrs John Hunt (Chair), Jay Tindale (Vice Chair), Bill Blowfield, Janice Holmes, Paul Vellam and Sally Wilkes.

**In attendance:** Emma Gibson, Clerk and RFO plus 6 members of the public.

**Apologies:** Parish Council resolved to approve apologies from Cllrs Craig Chivers and Harry Mallinder. Daventry District Councillor Barry Frenchman. No apologies received from Cllrs Graham Bandy and Janine Spence.

**32.16 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. Mr Ben Shaunessey discussed with the Council the possibility of Cllrs walking round the village, being visible and meeting villagers. Cllrs agreed that this had been done in the past and they would arrange for this to take place in August 2016.

**33.16 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE-** Council Resolved to approved the apologies received from Cllrs Chivers and Mallinder. Cllrs discussed that apologies had not been received from Cllrs Bandy and Spence. However, Cllrs were aware that Cllr Bandy may have been absent for medical reasons. Cllrs had been unable to get in contact with Cllr Spence for some time.

**34.16 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 17<sup>th</sup> May 2016.** Parish Council RESOLVED to approve.

### 35.16 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.

a) Previous minutes dated 19th April 2016 omitted the details of the payments that had been approved by the council at this meeting at point 39.16. The following payments made since 9th March 2016 should have been noted in the minutes:

Chq No 2950	J Tindale - office supplies Paper and Ink	£ 54.76
Chq No 2951	S Porter – expenses/mileage	£ 18.20
Chq No 2953	E Gibson- Clerk expenses/mileage	£ 26.81
Chq No 2955	J Pye – Greenworks and Maintenance	£ 109.80
Chq No 2956	E Gibson- Clerk Mileage	£23.52
Chq No 2957	S Porter- Clerk Salary	£277.00
Chq No 2958	E Gibson- Clerk Salary	£700.52
Chq No 2959	Autela Payroll Services	£30.00
Chq No 2960	DACT annual subscription	£25.00
Chq No 2961	HMRC Q4 – P32	£417.80
Chq No 2963	Northants CALC – Councillor Training	£ 215.00
Chq No 2964	Northants CALC – Annual Membership subscription	£22.67
Direct Debit	O2	£36.00
Cash Payment	PC World	£607.48

b) Minutes dated Tuesday 17th May 2016 Point 14.16 - Spratton Parish Council Annual Report – Clerk is still awaiting a report from the 2015/2016 Chairman and the Chair of the Wellbeing and Community Engagement group. Cllrs discussed that there must be better communication between them all to ensure they work together, at present some e-mails are going unanswered. **ACTION-** Cllr Hunt to write the Chairman's report on behalf of the former Chair Cllr Bandy. Cllr Holmes to write Wellbeing and Community engagement group's report on behalf of the Chair Cllr Spence.

c) Point 8.16 – Clarification of the appointment of Cllr Vellam as SPC's representative on the Village Hall and Rec Committees. Cllr Vellam advised the Council in his view he could report back to them on what took place in meetings regarding these committees. However, he felt he could not vote on issues relating to these committees such as a grant application. In Cllr Vellam's view his role on these committees is advisory and to aid information exchange.

**36.16 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS** – Cllr Vellam stated he would not be voting on the Rec Committee's Grant Application as he represents the Council on the Rec Committee.

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

a) Income received – to report

22/4/2016	Credit to account – Burials	£490
28/04/2016	DCC Precept	£19,500
29/04/2016	Bank Interest	£2.16
10/05/2016	NCC Mowing	£712.19
25/05/2016	HMRC VAT refund	£2561.95

b) Payment of outstanding invoices. Parish Council RESOLVED to approve those listed as follows ;

Date	Payee	Details	Chq No	Amount ex VAT	VAT	Total Chq amount
09/05/16	E Gibson	Clerk Salary May	2976			£700.52
11/05/16	Spratton Primary School	Copying for village litter pick	2977			£50.00
11/05/16	Sauls of Spratton	Supplies for litter pick	2978	£32.64	£6.53	£39.17
13/05/16	J Pye	Greenworks and Maintenance	2981			£161.60
16/05/16	D Bennett (on behalf of St Andrew's Heritage)	Annual membership St Andrew's Heritage Society	2982			£100
21/05/16	Allan Peacock Ltd	Street lighting repairs	2983	£248.92	£49.78	£298.70
23/05/16	Daventry District Council	Van hire collection and return of council files	2984	£166.67	£33.33	£200
24/05/16	O2	Office phone	DD	£30.39	£6.08	£36.74
31/05/16	Society of Local Council Clerks	Clerks Annual Subscription	2985			£141
06/06/16	Allan Peacock Ltd	Street lighting repairs	2986	£39.50	£7.90	£47.40
06/06/16	E Gibson	Office expenses postage and stamps	2987			£10.05
08/06/16	HMRC	P32 PAYE Q1	2988			£28.26
08/06/16	Autela Ltd	Payroll Q1	2989			£35.70
24/06/16	E Gibson	Clerk salary June	2990			£719.12
14/06/16	4 Counties Maintenance	Greenworks	2992	£820	£164	£984
14/06/16	J Pye	Greenworks and Maintenance	2991			£251.60

c) **Bank balances, Bank Reconciliation and Receipts and Payments report to 30th MAY 2016:** Parish Council Resolved to approve.

**d) Audit 2015/16**

1. **Notice of conclusion of Internal Audit:** Conclusions of the internal audit were outlined as follows;

a) The Auditor noted that the Council has been meeting on licensed premises which is in contravention of the Local Government Act 1972, Schedule 12 Sections 7 and 23. He stated that it is only permissible for the Council to meet in such premises if no other venue is available. There are several alternatives and he said this practice must cease.

b) The Auditor was satisfied of the legality of payments which had been made during the relevant year and noted that whilst there was an interregnum period due to all but one of the Council members resigning and being re-elected, Daventry District Council took control and made a number of payments to suppliers. In the interests of completeness, the Auditor requested the SPC approach the District Council to request a list of the payments made on their behalf.

c) SPC should arrange to review early in the new Council Year its Internal Audit and Controls Procedures and Risk Assessment.

2. **Effectiveness of Audit: To review and agree actions (if any). ACTION:** Clerk has approached DDC for list of payments made on SPC'S behalf whilst DDC were making these payments. The Clerk has received clarification of who was dealing with SPC's payments during this time. SPC to review Internal Audit and Controls Procedure and Risk Assessment. Council meeting to be held in village venues other than the King's Head.

e) **Newsletter:** Council RESOLVED to appoint Cllrs Hunt, Tindale and Blowfield to the Newsletter Editorial Committee with Mrs Enid Jarvis as Editor. A two-page newsletter will be delivered to the village in July. The first full edition of the newsletter will be in September 2016.

f) **Good Councillors Guide** – Council RESOLVED to purchase Copies of Good Councillors Guides as needed.

g) **Charles Arnold Baker (CAB) Tenth edition** – Council RESOLVED to purchase a copy for the Council for the use of the Clerk.

**h) Resources Committee Meeting 14th June 2016** – Council RESOLVED to approve minutes from meeting. The date on the copy of the minutes at this meeting was incorrect, this was corrected by Cllr Tindale to read 14<sup>th</sup> June 2016. Cllr Tindale outlined the Rec Committee’s Grant Application and the Resources Committee’s recommendation to gift services and goods to the Rec namely the repairs and parts for the roundabout and the mowing on the Rec.

Council RESOLVED to donate to the REC all costs associated with the repair of the roundabout. SPC will be invoiced for, and pay for all the associated costs of the repairs to the roundabout, and agreed to donate these goods and services to the Rec.

Cllrs further RESOLVED to pay for the mowing of the Rec and donate this service for the next year to the Rec. ACTION: Cllr Blowfield to discuss with the Rec committee the possibility of getting further quotes for the mowing. The Rec Committee informed the Council that they were currently in the process of collecting outstanding monies due to the Rec from the football club. There is 12 months’ worth of payments outstanding and they are expecting this to be paid by the end of July.

**i) Assets –**

**1) COUNCIL TO RESOLVED TO APPROVE** that the clerk arranges the disposal of the following old computer and telecommunications equipment that is no longer in use.

- DELL PC Tower and Mouse
- Acer Flat Screen PC Monitor
- DELL PC Tower
- HP Printer and Scanner
- Gigaset Phone

**2) Shipping container and contents** – Cllrs discussed the contents of the container, and how effective the container itself is as storage for this equipment. Council RESOLVED to advertise in the Parish Newsletter the contents of the container to enable village organisations to request the use of the equipment. ACTION: Council to review this after Christmas, as they will then have seen whether this equipment is of any interest to village organisations.

**j) Defibrillator** – As previously discussed this will be located at the Kings Head. The costs of this will be £770 plus VAT and £500 for the box. As previously RESOLVED by council this will now be ordered. Cllrs discussed the possibility of a second defibrillator to be located at the Rec. The majority of the Rec committee have said they are in favour of having one but there has not yet been a formal vote on this. ACTION: It was proposed that Cllr Hunt investigate the possibility of a defibrillator at the Rec. If possible to get two at the same price Council RESOLVED to purchase two.

**38.16 PLANNING EXECUTIVE COMMITTEE**

**a) The following Planning Applications were considered.**

Council RESOLVED that they had no observations regarding application number DA/2016/0466 – Spratton Grange Lodge to remove tree subject to TPO DA 104.

In relation to planning application DA/2016/0556 – 19 High Street Spratton, the Council RESOLVED that the only comment to make was that any pruning should be done for the benefit of the tree. ACTION: Clerk to inform Case Officers of council’s comments.

**b) Planning application decisions to report (if any)**

**DA/2016/0185** – WELLSIDE 6 BRIXWORTH ROAD, SPRATTON – PLANNING PERMISSION SUBJECT TO CONDITIONS.

**DA/2016/0160** – 19 HIGH STREET, SPRATTON – REFUSAL OF CONSENT.

**c) Planning appeals for information**, the council considered the following appeals and RESOLVED that there were no further comments to add.

**DA/2015/0514** – Land Adjoining 20 Yew Tree Lane, Spratton.

**DA/2015/1124** – Land Adjoining 19 Holdenby Road, Spratton.

**39.16 CHURCHYARD CEMETERIES AND OPEN SPACES (CCOS) ADVISORY GROUP**

**a) Village Handyman –**

**1.** Council RESOLVED that the village handyman should be instructed to trim and tidy the bottom wall of the churchyard. ACTION: Cllr Blowfield to discuss with Jim Pye.

**2.** The Elm tree at the Pound across from the shop needs to be trimmed. ACTION: Cllr Blowfield to see whether there is a TPO on the tree and who to approach to complete the work.

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

**1. Application for Memorial Works-** Council RESOLVED to approve to add to an existing lawn memorial another name.

**2.** Cllr Blowfield informed the Council that some of the money set aside for the church wall should be spent on some repairs now as previously agreed. Council RESOLVED that arrangements should be made to begin repairs on the wall.

ACTION : Clerk to look at paperwork held regarding this and liaise with Cllr Blowfield.

**c) Mowing/Maintenance Issues (if any)** – to discuss and make resolution- NONE

**40.16 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**- Update given.
- b) **Spratton Pocket Park** – Update given.

**41.16 HIGHWAYS ADVISORY GROUP (including Street lighting Advisory Group)**

**a) Street lighting:**

- 1) Street lighting Committee meeting to be arranged to discuss way forward with village street lighting replacement/maintenance and to then make recommendations to full council. Peacocks quotes received for some work to be considered by committee. Cllr Hunt, Dave Cooke and Clerk are gathering information to be considered.
- 2) The electricity contract for the street lighting is due for renewal the end of June. Council RESOLVED to remain with E-on for the street lighting and agreed to a 36 Month contract. **ACTION:** Clerk to arrange contract renewal. Cllr Hunt advised there may be a rebate due so this is to be investigated further.

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

E-mail dated 6 June 2016 – Youth Club looking for funding to help maintain the youth club and employ a youth worker for 2 hours per week. – Council RESOLVED that the youth club should make a formal Grant Application. **ACTION:** Clerk to contact and inform.

E-mail dated 3 June 2016 - At its meeting of Full Council on 18th May Daventry District Council agreed that the Spratton Neighbourhood Development Plan, as modified by the examiners recommendations, should proceed to referendum. This will take place on Thursday 21st July 2016. Further information, is available on the Councils website at the following page;<https://www.daventrydc.gov.uk/living/planning-policy/neighbourhood-planning/spratton>.

A letter informing the village of the Referendum for the Neighbourhood plan has been drafted. Council RESOLVED to approve this letter and sent to all households.

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

**44.16 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)- None**

**45.16 DATE OF NEXT MEETING** – Tuesday 19th July 2016, 7.30 pm, Village Hall School Road, Spratton.

\*Papers attached available on website but unfortunately, due to lack of space cannot be displayed on Noticeboard. Please contact Clerk if you would like to see any of the attached papers.

Signed:.....

Date:.....

**2016/17 ORDINARY MEETINGS**

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

ANNUAL PARISH MEETING (NOT A PARISH COUNCIL MEETING): TBC

**\*Please note; there maybe additional (Extra-ordinary) meetings to discuss matters of importance, these will be advertised on the Parish Council Noticeboard (opposite Spratton Stores), a minimum of 3 days before the meeting. SPC Planning Executive Meetings are called as necessary i.e. if Council needs to respond to a planning application prior to the next ordinary meeting. You can view all planning applications on the Daventry District Council website <http://www.daventrydc.gov.uk/living/planning-and-building-control/search-comment-planning/>**