

Minutes of Staverton Parish Council Annual Meeting

held on

Tuesday 12th May 2015 at 7.30pm in Staverton Village Hall

Present: Parish Councillors: G Edwards (GE), J Gilford (JMG), T Gilford (TeG), T Glover (ToG),

J Golding (JFG), S Frost (SF), I Weaver (IW),

Others: 5 members of the public, S Foster (Clerk).

1.1 Election of Chairman & completion of Acceptance of Office

Proposal: to appoint Jo Gilford as Chairman.

Proposed by IW, seconded by JFG. All in favour. Carried.

The Acceptance of Office will be completed and witnessed by the Clerk.

1.2 Election of Vice Chairman & completion of Acceptance of Office

Proposal: to appoint S Frost as Vice-Chairman.

Proposed by JFG. S Frost advised she was not willing to stand at his time.

Proposal: to appoint J Golding as Vice-Chairman.

Proposed by TeG. Seconded by ToG. All in favour. Carried.

The Acceptance of Office will be completed and witnessed by the Clerk.

The order of the meeting was altered to accommodate members of the public in attendance.

11.1 Report of meeting regarding new bollards around the school and consideration of funding

additional bollards

Following the recent erection of bollards, a site meeting had taken place involving the school, NCC reps and Parish Council reps. It was confirmed the bollards on the grass verge opposite the White House have been put in the incorrect place although it was noted that the ones on the corner near The White House have not. It was noted that there had been no communication with the Parish Council before the bollards had been erected. Members of the public stated their objections to the proposed new site outside their own properties. Following discussion, the Clerk was tasked with arranging another site meeting to discuss further options between the parties as the Parish Council were against the erection of the bollards on the pavement outside of the cottages.

All members of the public left the meeting.

1.3 Report on result of Parish Council uncontested election and advertising of vacancy

Following the recent uncontested election of 7 Parish Councillors, the clerk reported that a notice of co-option is on the noticeboard for the vacant seat. JMG welcomed the two new members.

Proposal: to send letters of thanks to E Kenworthy-Browne and S Taylor as outgoing Parish Councillors.

Proposed by JFG, seconded by SF. All in favour. Carried.

1.4 Acceptance of Apologies for Absence

None.

1.5 Declaration and Nature of Interests

ToG declared a personal interest in cheques 525.

1.6 Consideration of any dispensation requests received

None.

2.1 Acceptance of Register of Members' Interests

The Clerk has received Registers from some members but not all. TeG, JMG and GE confirmed they would forward their forms to the Clerk by the next meeting.

2.2 Review and adoption of Standing Orders

JMG advised that the standing orders, along with all the other policies would need to be reviewed in conjunction with the new Transparency Code for Smaller Authorities in order to bring them into line with the new legislation.

Proposal: to defer to June meeting

Proposed by ToG, seconded by JFG. All in favour. Carried.

2.3 Review and adoption of Financial Regulations

Proposal: to defer to June meeting

Proposed by ToG, seconded by JFG. All in favour. Carried.

2.4 Review and adoption of Policy documents

Proposal: to defer to June meeting

Proposed by ToG, seconded by JFG. All in favour. Carried.

2.5 Review and adoption of Freedom of Information document

Proposal: to defer to June meeting

Proposed by ToG, seconded by JFG. All in favour. Carried.

2.6 Review of Assets Register

Proposal: to defer to June meeting

Proposed by ToG, seconded by JFG. All in favour. Carried.

2.7 Presentation of deeds

The Clerk presented the deeds. It was noted that the deeds should be presented at the Annual Parish Meeting.

2.8 Appointment of Responsible Finance Officer

*Proposal: to appoint the Clerk to the post of Responsible Finance Officer.
Proposed by ToG, seconded by JFG. All in favour. Carried.*

2.9 Appointment of Parish Council Representatives

Discussion took place and the following appointments were agreed:

Finance Representative	JMG
Footpaths Representative	JFG
Grass mowing Representative	TeG
Highways Representative	SF
HR Panel	JMG (as Chairman), ToG, IW
Playing field Representative	ToG
Street lighting Representative	JFG
Village hall Representative	IW
Website Representative	ToG

Proposal: to appoint the above representatives.

Proposed by IW, seconded by SF. All in favour. Carried.

A request was made that the appointment of a Planning Representative and a Neighbourhood Planning Representative be put on the agenda for the June meeting.

3. To approve and sign the minutes of the Ordinary Meeting dated 7th April 2015

Draft minutes had been circulated. The following amendments were discussed:

Item 5.1: Adjust second sentence to read “JFG (as Staverton Footpath Representative) has requested both NCC and the Planning Inspectorate for the hearing to be moved to Staverton Village Hall. This has proved unsuccessful as yet despite transport difficulties of witnesses getting to Northampton”.

Item 5.6: Replace “necessary” with “confirmation had not been received in writing that he intended to continue with the tenancy”.

Item 6.2: Replace with “Items will be covered separately on the agenda”.

Item 6.3: Replace last sentence with “It was reported that Marshalls Lane was blocked by a fallen tree but has now been cleared.”.

Item 10.1: Before proposal, add “JMG advised that there had been no attachment to the clerk’s salary schedule and that the code the clerk currently had meant there would be some tax due for deduction.

The clerk advised she had not had time to run the HMRC real time payroll but would do so, confirming she would deduct the tax accordingly before the payment of any cheque.”.

Item 10.4: Replace with “JMG circulated copies of end of year figures and asked that the following be noted:

- Income was up on the budget for 2014/15 mainly due to the County Council Empowerment grant that had been received for repairs to the Barn Roof
- The rent for the barn is now paid in advance which provides for better financial management of the asset
- Expenditure was well within budget with the main areas of difference being:
 - clerk's salary was over budget
 - grass cutting expenditure was reduced due to less cuts being undertaken
 - the planned expenditure on the barn had not been incurred therefore these monies would be ring fenced and carried over into the next year

Also included within the paperwork circulated were the reserve figures to be carried forward to 2015/16:

- Barn 4181.79
- Playing Field 603.21
- Street Lighting 4367.55
- Contingency 193.93

BALANCE 9346.48 – agreed to bank

JMG also highlighted:

- The Parish Council would not know until 9th April as to whether there would be a cost of an election to cover.
- The Parish Council no longer had a deficit budget
- There was now a medium term financial plan in place covering 4 years

JMG then went on to explain the changes that 2015/16 would bring in connection with the new Local Audit & Accountability Act:

- The Parish Council would be absolved of the requirements to have an internal audit
- A new transparency code would be put in place
- In future the Parish Council would be able to appoint their own auditor
- The Parish Council would still have to complete the annual return form but that would now be the end of the process unless a resident raises a question
- The Parish Council would no longer be required to submit accounts. The new system would be a ‘light touch’ approach. The only requirement would be to give headline figures in section 1 of the annual return
- There would be a requirement to have a dedicated part of the web site that can list:
 - a copy of the Parish Council’s adopted budget for 2015/16
 - a list of any payments over £100
 - statement of accounts & annual return
 - staff costs
 - NCALC clerks pay scales
 - list of council assets

- any parish councillor's expenses re-imbursed
- copies of all policies, standing orders, financial regulations and any risk assessments
- an email address for a parishioner to use if they have any questions about the Council's finances

JMG advised that all these changes would mean the Councillor appointed to the financial role will need to have a 'hands on' approach ensuring the Parish Council adheres to the internal controls in place. In addition minutes would need to reflect accurately and in detail all financial matters discussed.

JMG asked that the following items be put on the agenda for the first meeting of the Parish Council to decide:

- Appointment of internal auditor
- Financial transparency

The Clerk would forward the documentation for the Chairman to publish on the web site.”.
Item 10.5: Add “JMG advised that the Clerk had been unable to meet with her prior to the meeting and that therefore she had not been able to sign off section 2 of the annual return.

JMG confirmed the figures presented earlier in the meeting were a true record of the Parish Council's income & expenditure for 2014/15 and could be used to populate section 1 of the annual return.”.

Item 10.6: Add “The new tax code was noted although the confirmation paperwork has yet to be received. JG asked it be noted that a tax code had been received on the 25th February to use for April payroll and that the clerk had written on it this had been amended to 338T and that the paperwork was being sent. JMG also advised this code would mean tax would be due to be paid on the £449.05 figure presented for payment and that technically a code should not be applied until the hard copy had been received.”.

After Item 12, alter proposal to read “. *It was felt the cost would be in the region of £75 but in order to progress the matter JMG was given authority to use her discretion. JMG was also requested to produce a job description, person specification and interview documentation in conjunction with the Chair.*”.

Item 13.1: Add new sentence at the end “ The Parish Council therefore agreed not to proceed with applying for a charge on the property.”.

Proposal: to make the above amendments and to accept the minutes as a true and accurate record of the meeting.

Proposed by JFG, seconded by ToG. 6 for. 2 abstained. Carried.

4. Open forum

No members of the public in attendance.

5.1 Matters arising from previous meetings

5.1 Modification Order of The Loop, Staverton

JFG reported that a change of location to Staverton village hall has now been agreed and associated costs will be paid by NCC. JFG had requested the working file from the Clerk which she had with her at the meeting and consequently gave it to JFG. The Clerk reported that she had received a letter from the Planning Inspector, a copy of which she passed to JFG. JMG recorded thanks to JFG for all his hard work and success in getting not only the venue changed but agreement that NCC would bear the cost and to ToG for the letter of response he sent to the Inspectorate in support of getting the venue changed.

5.1.1 The appointment of an Independent Legal Representative for the DMMO and Diversion of FD7

Proposal: to remove from the agenda.

Proposed by JFG, seconded by IW. All in favour. Carried.

5.1.2 Possible Parish Council hire of Staverton Village Hall for the DMMO and Diversion of FD7 Hearing

Proposal: to remove from the agenda.

Proposed by JFG, seconded by SF. All in favour. Carried.

5.2 Consideration of changing street lighting maintenance contractor

JFG reported that he is still awaiting the scheduled maintenance which should have taken place in December 2014. It was noted that email correspondence should be copied to all Parish Councillors as well as the Clerk.

5.3 Consideration of updating from Mercury Street Lighting

JFG reported that he had received a price from Aylesbury Mains and has requested an up to date cost from EON as well as information on the lead time.

5.4 Confirmation of attendees to Off To A Flying Start training on 27th May 2015

GE and TeG confirmed that they will be attending.

JMG advised unfortunately she is no longer available to attend the employment training course in June and asked that she be transferred onto the next course.

JMG advised she had witnessed at other Parish Council meetings she attended that NALC had been issuing credit notes to be used against training by way of compensation for the significant hike in fees that had been implemented. JMG will check with NCALC whether training credits are available for Staverton Parish Council.

5.5 Consideration of written inspection on the beech tree on The Green

There was some confusion as to whether a response had been received from B Hatton as JMG and IW thought there had but the Clerk and other Parish Councillors had no record. JFG and JMG to look at their emails and forward said response.

5.6 Consideration of letting of Barn 2015/2016

ToG reported that the roof has now been repaired and the current tenant wants to rent the Barn on a month by month basis. Discussion took place and it was felt to be in the best interest of the Council to agree to the variation and increase the rent. However, it was felt that the best financial approach would be to continue with advertising the barn to find a more permanent tenant. It was agreed the Clerk should put a notice on the noticeboard and at Skylark Farm shop.

Proposal: To lease the barn on a month by month basis effective 24th of each month at a cost of £19.80 per month.

Proposed by ToG, seconded by IW. All in favour. Carried.

Proposal: To thank ToG for all his work on repairing the barn.

Proposed by JFG, seconded by GE. All in favour. Carried.

5.7 Confirmation of information regarding Adopt a Kiosk

The Clerk had circulated confirmation that the public telephone service in Staverton is not due to be removed. She was asked to write and obtain confirmation that there is no objection to the kiosk being painted and restored and to give assurances that the Parish Council have their own Indemnity Insurance.

5.8 Consideration of Neighbourhood Plan

The Clerk reported that DDC had confirmed that the Neighbourhood Area has now been designated. The next step is to start the consultation process. Those volunteers who have come forward will meet with the Parish Council to put together a project plan and a notice asking for more volunteers will be put on the noticeboard.

6. Representative's Reports

6.1 District & County Councillors

JMG (as District Councillor) reported that DDC has not met due to the recent elections. She confirmed that she has been elected back into the Woodford ward and that all 12 seats at DDC are now Conservative.

District Councillor Brown sent his apologies.

6.2 Finance Representative

JMG will recirculate the Transparency Code and draw up an action plan for implementing requirements of the Code. JMG, ToG, TeG and the Clerk will meet to discuss. It was noted that a grant is available to help smaller councils fund the changes.

6.3 Footpath Representative

JFG reported that he had emailed the Nick Wedgebrow of the Rights of Way and copied in the Frosts at Staverton Hall and received a response from them thanking him. Nick Wedgebrow has their contact details and will now deal with them directly.

6.4 Grass Cutting Representative

TeG reported that the grass had been cut. This had been some 7/10 days late due to the contractor being in hospital. TeG was tasked with emailing the contractor to prompt him before the next cut due on 21.05.15 and to ask that he include the area outside Westwood and the adjacent barns in his cuts.

6.5 Highway Representative

SF reported that patching up work had been carried out on the A425 and the Catesby Lane. She also reported that she had spoken to NCC with regards to pruning the tree outside the village hall and the matter is now in hand.

6.6 Parish Website

The Clerk was asked to forward any documentation required under the Transparency Code to ToG for the website.

6.7 Playing Field Representative

ToG reported that he had spent £99.82 on paint for the barn roof but had had to purchase more at a cost of £25.00. He is in the process of arranging for the skateboard ramp area to be dealt with and grassed over and is also working through the actions required on the last inspection report.

6.8 Street Lighting Representative

Nothing further to report.

7.1 Planning Applications - Full Plans available 15 minutes prior to meeting

Planning no.	Description	Location	Comment
DA/2015/0205	Construction of dwelling (part retrospective)	Site At Whitmill Hill Farm, Badby Lane, Staverton, NN11 6DE	For information only.
DA/2015/0293	Works to trees in a Conservation Area	Old House, The Orchard, Staverton NN11 6JA	<i>Proposal: To support the application. Proposed by SF, seconded by IW. All in favour. Carried.</i>
DA/2015/0295	Fell a tree within a Conservation Area	The Green, Staverton	No comment to be made as this is the Parish Council's application.
DA/2015/0318	Remove tree within a Conservation Area	Yew Tree Cottage, Windmill Lane, Staverton NN11 6JQ	<i>Proposal: To support the application. Proposed by ToG, seconded by SF. All in favour. Carried.</i>

The Clerk noted that DA/2015/0114 is going to DDC Planning Committee. JMG to attend the meeting to speak on behalf of the Parish Council.

7.2 Planning Appeals

Planning no	Description	Location	Decision
None			

7.3 Planning Applications - Decisions

Planning no	Description	Location	Decision
DA/2015/0094	Variation of Planning DA/2008/1057	Staverton Hill Farm, Staverton	Approved

7.4 Planning – Non-material Amendment and Permitted Development Applications to DDC

Planning no	Description	Location
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None

8. Clerk's Correspondence

8.1	DDC	Invitation to Parish & Town Councils Meeting on 11 th June 2015	Date to be clarified – see 8.7 below.
8.2	DDC	Housing Land Supply Update	Noted
8.3	HSBC	Statements	Noted
8.4	Police	Special Recruitment Starter Pack	Noted
8.5	G Walter	Letter re almond tree beside the Village Hall	Clerk to respond.
8.6	E Kenworthy-Browne	Standing down as Parish Councillor	Noted
8.7	DDC	Invitation to Parish & Town Councils' Mtg	Items to be requested for the agenda: Appointment of new PCSO, Lack of attendance at APM, lack of consultation re bollards.
8.8	Clerks & Councils Direct	01/05/15	JMG to put a proposal together to apply for Transparency Code funding.
8.9	NCALC	Update - March to April 2015	Noted
N/A	PCSO Jane Coaley	Notice of retirement	Noted
N/A	DDC	Magna Carter	Noted
N/A	Solispot	Solar lighting	Noted
N/A	DDC	Consultation - Draft Community Engagement Strategy 2015-2020	No comment to be made.

9. Subsequent Correspondence

None.

10. Financial Report

10.1 Accounts for Payment

JMG asked that it be noted that due to not receiving the documentation in time she had not been able to verify the cheques or bank reconciliation.

Cheque Payee		Details	Amount (GBP)			Authority
			Cost	VAT	Total	
515	BHA Trees Ltd	Tree Inspection	180.00	36.00	216.00	Open Spaces Act 1906 ss9/10
521	S Foster	Salary	264.33	0.00	264.33	LGA 1972 s112
522	S Foster	Expenses	45.33	0.00	45.33	LGA 1972 s112

523	JohnstonPublishing	Parish Clerk advert	124.26	24.85	149.11	LGA 1972 s112
524	NALC	LCR Subscription	17.00	0.00	17.00	LGA 1972 s112
525	T Glover	Bitumen for barn roof	99.82	0.00	99.82	LGA 1972 s112
526	EON	Electricity	262.27	52.45	314.72	PCA 1957
527	EON	Maintenance	119.2	23.84	143.04	PCA 1957
528	NCALC	Subscription and audit	415.71	0.00	415.71	LGA 1972 s112
						Acc & Audit Regs
529	Brokers Networks Ltd	Insurance 15/16	1133.13	0.00	1133.13	LF(FP)A 1963 s5

Proposal: to approve Cheques 521 to 529 and to await response from B Hatton re Cheque 515.

Proposed by IW, seconded by SF. 5 for. ToG abstained. Carried.

10.2 Income received

£ 0.04 HSBC Interest

£ 5.00 Barn debt

£4,927.18 DDC ½ year precept

10.3 Bank account balances as at 05.05.15

HSBC Business £12,978.21

HSBC Deposit (Barn) £ 700.71

Total £13,678.92

Uncashed cheques £ 359.04

Total available £13,319.88

10.4 Completion of Section 2 of the Annual Return for financial year 2014/2015 JMG and the Clerk had met and agreed Section 2.

Proposal: to complete and sign Section 2 of the Annual Return.

Proposed by ToG, seconded by IW. All in favour. Carried.

10.5 Consideration of Internal Auditor's Report for financial year 2014/2015

The internal report had been carried out and the report circulated. The Clerk was tasked with contacting the auditor for clarification on his answer to point 3.1. JMG asked that it be recorded in answer to the auditor's statement that general reserves were low that the Parish Council acknowledged this and that the Council's Four Year medium term financial plan provided for these reserves to be increased.

10.6 Confirmation of Clerk's PAYE tax code for financial year 2015/2016

The new tax code notification had been circulated.

10.7 Update on EON change in Unmetered Supply Charge

Emails from NCALC had been circulated. It was noted that the proposed increased charges from EON are not excessive in the current marketplace. A decision on whether to change contractor was deferred until further advice is received.

11. New business

11.1 Report of meeting regarding new bollards around the school and consideration of funding

additional bollards

Dealt with earlier in the meeting.

12. Date of next Ordinary Meeting of the Parish Council

Tuesday 2nd June 2015.

13. Confidential – Members of the public and press excluded

13.1 Recovery of debt

The Clerk confirmed that a debt payment is being received regularly and a statement of account sent to the debtor monthly.

Proposal: to remove from the agenda.

Proposed by JFG, seconded by ToG. All in favour. Carried.

13.2 Consideration of vacancy for Clerk

It was reported that four applications had been received and it had been decided to interview all four. One interview had been held with the further interviews to be held this week. It was confirmed that JMG and ToG have delegated powers to appoint a Clerk before 1st June.

The Chairman closed the meeting at 9.30pm.