

OVERSTONE PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING

Tuesday 5th January 2016

Time: 7.15pm

Venue: Overstone Village Hall

01/16 Conduct a Public Session (Duration and Content at Chairman's Discretion)

None Required.

02/16 Record Attendance, Apologies, Absence

Attendance:

Councillors (Parish): Cllr J Austin, Cllr G Clayson, Cllr J Cork,
Cllr K Cork, Cllr Delany, Cllr Oliver,
Cllr Sharp, Cllr Townsend

Councillors (District): Cllr M Warren,

Councillors (County): None

Clerk: Jane Austin

Other: None

Apologies: Cllr Owen (unwell), Cllr Cribbin

Absence: None

03/16 Record any Declarations of Interest on subjects included on this agenda

None

04/16 To approve the Minutes of Council Meeting held on Tuesday 3rd November 2015

It was **resolved** to accept the minutes of the council meeting held on 3rd November 2015

05/16 Progress any Matters Arising from previous Minutes

None

06/16 Report on Daventry District Council Matters by District Councillors

Cllr Warren reported that contracts had been exchanged on Overstone Hall with completion expected by March 31st 2016. DDC were in the very early stages of negotiation and discussion with the prospective developer and Cllr Warren felt that this scheme would be the best opportunity to refurbish the Hall. Cllr Warren stated that some form of development would be needed to pay for the refurbishment.

Cllr Oliver reported that the litter bins had not been emptied during the Christmas period and the parish were unable to contact DDC due to the offices being closed and that several recycling boxes did not have lids and owing to the high winds, box contents were strewn throughout the village exacerbating the litter problem. Cllr Warren to investigate.

07/16 Finance Related Matters

1. Propose payments and sign cheques

It was **resolved** to make the payments and sign the cheques. Authorised payments were as follows:

387	Moulton Parish Council (Admin Service)	£1,200.00
388	Hayeswood	£2,280.00
389	NCALC (Code of Conduct Training)	£34.00
390	EON (Street Lighting Maintenance)	£136.84
391	J Austin (Jan & Feb salary)	£131.36
392	B Oliver (ink expense)	£32.98

393	A Sharp (various expenses)	£29.74
394	OVH Hall Hire	£20.00
		£3,864.92

2. Approval of Financial Statement Month 8 November 2015

The financial statement up to the end November (Month 8) was presented to council and the current financial position was reviewed against the annual budget.

It was **resolved** to approve the current financial statement.

3. Budgeting/Precept Request for 2016/2017

It was **resolved** to approve the following budget and precept request from DDC for year ended March 31st 2017:

OVERSTONE PARISH COUNCIL - BUDGET WORK SHEET (2016-2017)

<u>CATEGORIES/SUB CATEGORIES</u>	<u>SUB CAT</u>	<u>CATEGORY</u>
	<u>BUDGET</u>	<u>TOTAL</u>
<u>PLAYING FIELDS</u>		
Maintenance Grant		<u>£0.00</u>
<u>VILLAGE HALLS:</u>		
Maintenance Grant		<u>£0.00</u>
<u>STREET LIGHTING:</u>		
Maintenance	£500.00	
Electricity	£1,000.00	
		<u>£1,500.00</u>
<u>OTHER GENERAL EXPENSES & ADMIN:</u>		
Clerk	£7,900.00	
Internal Audit	£150.00	
External Audit	£250.00	
S.137	£400.00	
Subscriptions (Ncalc/SLCC)	£500.00	
Insurance	£1,500.00	
Website	£400.00	
Training	£400.00	
		<u>£11,500.00</u>

OTHER (Please specify):

Removal of ivy Billing Lane	£1,500.00
PWLB Repayments	£2,000.00
Leaf Clearance	£500.00
Verge maintenance (NCC136 agreement)	£3,000.00
Grass cutting Village Hall	£350.00
Weed control village	£350.00
NDP	£2,000.00
Village Hall Rent PC Meetings	£120.00
Legal Fees	£2,500.00
Professional Fees	£2,000.00
Bedding Plants/Planters	£100.00
Contingency	£2,000.00
	£16,420.00
TOTAL	£29,420.00

Less: INTEREST & INCOME:

Use of Reserves	£4,605.00
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TOTAL (Precept request):	£24,815.00
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4. Approval of the use of a variable Direct Debit (point 6.7 Financial Regulations)

It was **resolved** to approve the use of a variable Direct Debit in accordance with point 6.7 Financial Regulations

5. Approval of the use of a Banker's Standing Order (point 6.8 Financial Regulations)

It was **resolved** to approve the use of a Bankers Standing Order in accordance with point 6.8 Financial Regulations

6. Approval of the use of BACS or CHAPS (point 6.9 Financial Regulations)

It was **resolved** to approve the use of BACS or CHAPS in accordance with point 6.9 Financial Regulations

7. To confirm that the council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit.

It was **resolved** to confirm that the council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit

08/16 Village Services

1. Discuss any Tree/Footpath and Bridleway Matters – Cllr Sharp

Cllr Sharp reported that several branches from tree located within Gashouse spinney had broken off and were suspended in the remainder of the tree. Clerk to inform Street Doctor. It was **resolved** to request a grass cut from Hayeswood as soon as the ground is dry enough.

2. Update on Overstone Primary School Extension – Cllr Sharp

Cllr Sharp reported that plans for the extension were progressing and works to a tree would be required to make way for a new path at the back of the building.

3. **Discuss any Roads/Village Signage/Street Lights/Grass Cutting Matters – Cllr K Cork**

Cllr K Cork reported that the Chevron was to be replaced at Blacksmith Corner. Several potholes had been reported and 3 street lights were not working and had been reported also.

4. **Discuss any Police Related Matters –**

Cllr Austin reported back on a meeting that he had attended re: Speed Enforcement. It was **resolved** for the Clerk to write to NCC Highways requesting that an average speed camera be sited between Overstone and Sywell.

It was reported that PCSO Natalie Halling had left Northants Police.

Cllr Clayson reported that there would be a new Police Commissioner elected in May

Cllr Oliver reported to council that Wellingborough District held a very successful Joint Action Group Meeting and asked Cllrs Austin and Clayson to attend if able to.

09/16 Planning Related Matters

1. **Agree Responses to any new and any late received Planning Applications:**

a) **DA/2015/1081 Construction of building to house indoor golf teaching facility. Overstone Park Golf Club**

It was **resolved** to submit the following comments: No objections. Recommend Approval.

b) **DA/2015/1147 Two externally illuminated signs (retrospective). Almscliff, Park View**

It was **resolved** to submit the following comments: No objections. Recommend Approval.

2. **Report on Recent Planning Decisions**

a) **DA/2015/0815** Remove existing openings and insertion of additional openings. The Roundel, 80 Overstone Park. **GRANTED**

b) **DA/2015/0969** Remove tree subject of Tree Preservation Order DA6. Overstone Lodge, 3 Sywell Road **GRANTED**

3. **Other Planning Matters**

a) **Progress Report on Neighbourhood Development Plan – Cllr J Cork**

Cllr J Cork updated council on the progress of the NDP. A meeting was to be held next week and then more regularly to progress the NDP as soon as possible. The target date for completion is March 2016.

b) Cllr Townsend has reviewed the A43 planning application decision and has written a letter to NCC requesting further information. Clerk to send.

c) Cllr Townsend requested planning decisions for DA/84/0938. Clerk to find and send to Cllr Townsend.

10/16 Discuss any Sywell Aerodrome Matters – Cllr Townsend

Cllr Townsend reported that a decision was still awaited from the Local Authority Ombudsmen.

11/16 Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils)

It was **resolved** to approve and adopt the Northamptonshire County Association of Local Councils Internal Audit Service Terms of Reference document.

12/16 Review of Effectiveness of Internal Audit

It was **resolved** to approve and adopt the review of effectiveness of internal audit for year ended 31st March 2016.

13/16 Annual Review of Risk Assessment/Risk Management Policy

The Clerk confirmed that the annual risk assessment had been completed. It was **resolved** to approve the updated Risk Assessment Policy. It was also **resolved** to approve the updated Risk Management policy.

14/16 Annual Review of Council Policies

It was **resolved** to approve and adopt the review of the following Council policies and Governing Documents: Anti-Bullying, Appraisals, Archive and Retention, Child Protection, Complaints Procedure, Code of Conduct, Data Protection, Disability Discrimination, Disciplinary Procedure, Email and Use of the Internet, Emergency Plan, Environmental, Equal Opportunities, Financial Regulations, Freedom Of Information, Grant Application Form,

Grants to Village Organisations, Grievance Procedure, Health and Safety, Recruitment, Retirement, Sickness Absence, Standing Orders, Training Statement of Intent, Working at Home

15/16 Update of OPFA

Cllr Oliver updated council with the latest position re: Overstone Playing Field Association. It was **resolved** to call an Annual General Meeting to be held at the end of January.

16/16 Review Correspondence

a) None

17/16 Address any Other Business Items: For information only at the discretion of the Chairman

None

18/16 Date of Next Meeting

Tuesday 1st March 2016

Meeting Closed at 8.24pm

Copies to:

Parish Councillors (9), District Councillors (2), County Councillor

Chairman's Acceptance Signature.....Date.....