

Overstone Parish Council

Minutes of Parish Council Meeting

Date: Tuesday 3rd January 2017 **Time:** 7.15pm

Location: Overstone Village Hall

Agenda Item:		Action
01/17	Conduct a Public Session: (Duration and Content at Chairman's Discretion)	
	None Required. Before the meeting started, Cllr Oliver addressed the meeting, asked all councillors to act professionally when carrying out their responsibilities as councillors and asked that they operate under the Code of Conduct at all times. Cllr Oliver requested that all councillors not wait until the next parish council meeting to report a matter or request further information but to email the Clerk or Chair straight away.	

Record Attendance, Apologies, Absence:

02/17	Councillors (Parish):	Cllr Clayson (GC), Cllr J Cork (JC), Cllr K Cork (KC), Cllr Owen (JO), Cllr Delany (JD), Cllr Oliver (BO), Cllr Sharp (AS), Cllr Townsend (ST), Cllr Austin (JA)
	Councillors (District):	Cllr Warren
	Councillors(County):	None
	Clerk:	Jane Austin (JAu)
	Other Attendees:	
		None
	Apologies:	
	Absence:	Cllr Cribbin
		None

Agenda Item:	Discussion Content:	
03/17	Record any Declarations of Interest on subjects included on this agenda:	Action:
	None	
04/17	To approve the Minutes of Council Meeting held on Tuesday 1st November 2016	Action:
	It was resolved to accept the minutes of the council meeting held on 1 st November 2016.	

05/17	Progress any Matters arising from previous Minutes	Action:																											
	<p>94/16 CPR training – ongoing</p> <p>97/16 After a lengthy discussion regarding the placement of bollards in verges to prevent parking it was resolved for the bollards remain in place and for the Clerk to further investigate the position and report back at the next pc meeting.</p> <p>104/16 Reply received from Revd Beet.</p>	<p>JD</p> <p>JAu</p>																											
06/17	Report on Daventry District Council Matters by District Councillors	Action:																											
	Nothing to report.																												
07/17	Finance Related Matters	Action:																											
	<p>1. Propose Payments and Sign Cheques</p> <p>It was resolved to approve the current financial statement and approve the following payments:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">451</td> <td style="width: 75%;">Moulton Parish Council (Admin Service)</td> <td style="width: 20%; text-align: right;">£1,200.00</td> </tr> <tr> <td>452</td> <td>Overstone Village Hall</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>453</td> <td>Hayeswood</td> <td style="text-align: right;">£1,248.00</td> </tr> <tr> <td>454</td> <td>ACRE Subscription</td> <td style="text-align: right;">£35.00</td> </tr> <tr> <td>455</td> <td>BDO Annual Return</td> <td style="text-align: right;">£640.80</td> </tr> <tr> <td>456</td> <td>NCC Pensions</td> <td style="text-align: right;">£59.34</td> </tr> <tr> <td>457</td> <td>J Austin (salary)</td> <td style="text-align: right;">£155.64</td> </tr> <tr> <td>458</td> <td>EON (street lighting maintenance)</td> <td style="text-align: right;">£136.63</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£3,535.41</td> </tr> </table>	451	Moulton Parish Council (Admin Service)	£1,200.00	452	Overstone Village Hall	£60.00	453	Hayeswood	£1,248.00	454	ACRE Subscription	£35.00	455	BDO Annual Return	£640.80	456	NCC Pensions	£59.34	457	J Austin (salary)	£155.64	458	EON (street lighting maintenance)	£136.63			£3,535.41	
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	2. Approval of Financial Statement Month 8																												
	It was resolved to approve the Financial Statement for November (Month 8).																												
	3. Discuss Greenworks Quotes																												
	<p>After some discussion on the 3 tenders received, it was resolved to delete the ivy clearance from the specification and report the matter to StreetDoctor. It was also resolved to continue using Hayeswood Landscapes but Clerk to request a lower figure for verge cutting if possible. Contract to be issued for 3 years.</p> <p>Cllr Owen to inform village hall committee that action needed to be taken re: overhanging ivy on stone boundary wall.</p>	<p>JAu</p> <p>JO</p>																											
	4. Discuss Issues Arising Report for Audit Year ended 31st March 2016																												
	<p>The Annual Return and Issues Arising Report has been returned from the external auditors. There was one Issue Arising for councils' attention:</p> <p>The Clerk confirmed that an Action Plan had been put into place to rectify the issues for the current financial year. It was resolved to approve and accept the Annual Return and Issues Arising Report. It was resolved to accept the Action Plan for the current financial year.</p>	<p>All</p> <p>JAu</p>																											

5. Approval of Precept Request for year ended 31st March 2018	
It was resolved to approve the following budget and precept request from DDC for year ended March 31 st 2018:	
S.137	£400.00
Clerk Salary	£1,700.00
Admin Recharge	£7,200.00
Internal Audit	£200.00
External Audit	£250.00
Subscriptions/Membership Fees	£500.00
Insurance	£1,000.00
Website	£600.00
Training	£400.00
PWLB Repayment	£2,030.00
NDP	£2,000.00
Legal Fees	£2,500.00
Professional Fees	£2,000.00
Village Hall Rent (PC Mtgs)	£160.00
Grants to Village Organisations	£100.00
Admin (Misc)	£250.00
Street Lighting Maintenance	£600.00
Electricity Costs	£1,300.00
Verge Maintenance (NCC)	£3,000.00
Grass Cutting - Village Hall	£350.00
Weed Control - Village	£350.00
Leaf Clearance	£500.00
Bedding Plants/Planters	£100.00
Village Maintenance (Misc)	£1,000.00
Contingency	£4,000.00
TOTAL	£32,490.00
Use of Reserves	£7,150.00
TOTAL (Precept request):	£25,340.00
6. 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	

	7. 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	
	8. 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	
08/17	Village Services	
	1. Discuss any Tree/Footpath and Bridleway Matters – Cllr Sharp	Action:
	Nothing to Report Cllr Clayson reported a problem with a footpath adjacent to the A43 works. Cllr Oliver, Cllr Sharp and Cllr Clayson to visit the Balfour Beatty Site Office and draw this problem to their attention.	BO, AS, GC
	2. Discuss any Roads/Village Signage/Street Lights/Grass Cutting Matters – Cllr K Cork	Action:
	Cllr Cork had reported the damage to the chevrons at Blacksmiths Corner. Street Doctor Reference number 849493 Cllr Clayson reported several matters that he had dealt with.	
	3. Discuss any Police Related Matters	
	It was resolved for Cllr Austin to make contact with the SCT Sgt Dobbs.	JA
09/17	Planning Related Matters	Action:
	1. Agree Responses to any new and any late received Planning Applications: a) NMA/2016/0084 Non material amendment to application DA/2013/0850 (outline application for up to 2000 dwellings) Change to house types. Overstone Leys Cllr Oliver reported that he had spoken with the case officer who was currently reviewing the designation of the planning application	
	2. Report on Recent Planning Decisions	Action:
	a) DA/2016/0756 Construction of new dwelling. Land at Langdene, Overstone Lane GRANTED b) DA/2016/0902 Work to tree subject of Tree Preservation DA124 GRANTED c) DA/2016/0931 Construction of bungalow. Land at Church Farm, Overstone Park REFUSED	
	3. Other Planning Matters	Action:
	a) Progress Report on Neighbourhood Development Plan Cllr J Cork reported that a meeting had been held and the remaining photographs and text would be sent to the Admin team in time for next Monday. b) Update on Overstone Hall Cllr Oliver reported that the planning application had been withdrawn. c) A43 Improvement Works Cllr Sharp reported back on a recent update meeting and informed council that she had congratulated the contractors on the works so far. Little disruption has been felt in the surrounding villages. All councillors had been asked to submit suggestions for Traffic Calming measures – none had been	JC

	<p>received. £150,000 S106 monies is to be divided between four parishes and it was resolved to join efforts with Sywell parish and request a chicane at the Overstone/Sywell border. It was felt that any possible mitigation for Blacksmith Corner would need to be reviewed once the new road is operational. Cllr Warren suggested that it may be worth contacting the new Police commissioner who was in favour of average speed cameras and that future CIL's payments could pay for this.</p> <p>Cllr Townsend reported that the drainage scheme for the new A43 was still incomplete</p> <p>It was resolved for Cllr Austin to revisit the average speed camera scheme.</p> <p>Cllr Sharp requested that OPC consider more 'positive' speed awareness signage It was resolved for the Clerk to invest speed awareness signage.</p>	<p>JA</p> <p>JAu</p>
10/17	Discuss any Sywell Aerodrome Matters – Councillor Townsend	Action:
	<p>Cllr Townsend requested that all councillors log any low flying aircraft over the summer months and report to Sywell Aerodrome and WBC. Copy to Cllr Oliver and Townsend also.</p> <p>After some discussion it was resolved to contact Ian Vincent at DDC and request he contact the Chief Executive at Wellingborough Council to notify him of the problems surrounding Sywell Aerodrome. It was resolved for Cllr Townsend to supply the Clerk with the information to include in the letter.</p> <p>It was resolved to remove this topic as a standard agenda item.</p>	<p>ALL</p> <p>ST</p> <p>JAu</p> <p>JAu</p>
11/17	Update on Health and Wellbeing Strategy	Action:
	The Clerk reported that a Community Connector, Mary-Jane Brown had been appointed and would join Moulton Parish Council on 9 th January	
12/17	Approve and Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils)	Action:
	It was resolved to approve and adopt the Northamptonshire County Association of Local Councils Internal Audit Service Terms of Reference document.	
13/17	Review of Effectiveness of Internal Audit	Action:
	It was resolved to approve and adopt the review of effectiveness of internal audit for year ended 31 st March 2017.	
14/17	Annual Review, Approval and Adoption of Risk Assessment/Rick Management Policy	Action:
	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.	
15/17	Annual Review, Approval and Adoption of Council Policies	Action:
	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,	

	Working at Home	
16/17	Approve and Adopt Social Media Policy	Action:
	It was resolved to approve and adopt the new Social Media Policy.	
17/17	Review Correspondence	Action:
	None	
18/17	Address any Other Business Items: For information only at the discretion of the Chairman	Action:
	<p>a) Cllr Owen stated his disappointment with the turn out at the New Years Eve event at the Village hall and informed council that he would be standing down at the next parish council election to concentrate on supporting the village hall. Cllr Oliver spoke on behalf of council and expressed his thanks to Cllr Owen for all his help.</p> <p>b) Cllr Sharp highlighted the quality of the Moulton Scene and Welcome Pack and requested that this item be placed on the agenda for discussion at the next meeting. It was resolved for the Clerk to investigate design and print costs for magazines, newsletters, welcome packs etc</p>	JAu
19/17	Date of Next Meeting	Action:
	Tuesday 7 th February 2017	

Meeting Closed at 8.55pm

Copies to:

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

Chairman's Acceptance Signature

.....Date.....