

**Overstone Parish Council**

**Minutes of Parish Council Meeting**

**Date:** Tuesday 8<sup>th</sup> January 2019    **Time:** 7.15pm

**Location:** Overstone Village Hall

<b>Agenda Item:</b>		<b>Action</b>
<b>01/19</b>	<b>Conduct a Public Session: (Duration and Content at Chairman's Discretion)</b>	
	None required	

**Record Attendance, Apologies, Absence:**

<b>02/19</b>	Councillors (Parish):	Cllr Delany (JD), Cllr Sharp (AS), Cllr Townsend (ST), Cllr Spooner (DS) Cllr Giles (KG), Cllr Weston (EW), Cllr Mc Goldrick (LG), Cllr Austin (JA)
	Councillors (District):	Cllr Warren
	Councillors(County):	None
	Clerk:	Jane Austin (JAU)
	Other Attendees:	None
	<b>Apologies:</b>	Cllr Cribbin
	<b>Absence:</b>	None

<b>Agenda Item:</b>	<b>Discussion Content:</b>	<b>Action:</b>
<b>03/19</b>	<b>Record any Declarations of Interest on subjects included on this agenda:</b> <i>Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.</i>	<b>Action:</b>
	Cllr Townsend declared an interest in agenda item 09/19	
<b>04/19</b>	<b>Dispensations:</b> <i>To consider written requests for dispensation of DPI</i>	
	None	
<b>05/19</b>	<b>To approve the Minutes of Council Meeting held on Tuesday 30<sup>th</sup> October 2018</b>	<b>Action:</b>
	It was <b>resolved</b> to accept the minutes of the council meeting held on 30 <sup>th</sup> October 2018	
<b>06/19</b>	<b>Report on Outstanding Items from Previous Minutes</b>	<b>Action:</b>
	<ul style="list-style-type: none"> <li>• All councillors to set up a corporate email address for council business only</li> <li>• Full council training sessions – Dates to choose from: 11<sup>th</sup> Feb, 4<sup>th</sup> March, 18<sup>th</sup> March</li> </ul>	<b>All All</b>

07/19	Planning Related Matters	Action:
	<p><b>1. Agree Responses to any new and late received Planning Applications:</b> Resolution to approve responses</p>	
	<p>a) DA/2018/0273 (Amended) The restoration and reinstatement of Overstone Hall, including the conversion to 16 residential units, demolition of existing single storey outbuilding, construction of building for 4 garages, demolition of single storey extension, provision of access and road and parking area, construction of wildlife tower, construction of foul water pumping station and Sustainable Urban Drainage System. Overstone Hall, Overstone Park, Overstone</p>	
	<p>b) DA/2018/0274 (Amended) Listed Building Consent for the restoration and reinstatement of Overstone Hall. Internal alterations to the original room layout to facilitate provision of 16 residential units associated with change of use from a dual use (Class D1 and C2) to Class C3 dwelling houses; demolition of existing single storey outbuilding and reconstruction to provide 4 garages and bin stores; demolition of single storey extension adjoining east elevation (former canteen); reinstatement of east elevation following removal of former canteen; removal of existing dilapidated former boiler house and swimming pool base. Overstone Hall, Overstone Park, Overstone</p>	
	<p>c) DA/2018/0275 (Amended) Outline planning permission for the construction of 60 dwellings for the part enabling development of the restoration of Overstone Hall, including alterations to the existing access, creation of new parking spaces for Overstone School, new pedestrian footpaths, the re-planting of an existing oak tree (subject to a TPO), repositioning of existing stone wall, public open space, construction of foul water pumping station, Sustainable Urban Drainage System, construction of sub-station with landscaping details reserved only. Overstone Hall, Overstone Park, Overstone</p>	
	<p>It was <b>resolved</b> to submit the following response to all 3 planning applications for Overstone Hall:</p> <p>OPC confirm that their original strong objection to these applications is still current.</p> <p>The recent information provided is misleading in that it does not contain the following:</p> <ul style="list-style-type: none"> <li>• No key dates are shown on the longer works programme i.e. when the building will be watertight or with power</li> <li>• No critical path analysis</li> <li>• Costs will be inflated due to length of anticipated build questioning viability</li> <li>• No new information has been provided</li> </ul>	
	<p><b>2. Report on Recent Planning Decisions</b></p>	
	<p>None</p>	
	<p><b>3. Other Planning Matters</b></p>	
	<p>a) Overstone Farm – House Close application. Cllr Townsend summarised the meeting held with the developers in December. All households in Overstone had received literature relating to the development and a questionnaire. The main concern were the increased vehicle movements to the highway network. It was noted that as a positive, the existing old buildings were to be integrated into the scheme.</p>	

<b>08/19</b>	<b>Report on Daventry District Council Matters by District Councillors</b>																									
	Cllr Warren explained that officers and councillors were busy working with officers from other councils in preparation for the unitary authority changes.																									
<b>09/19</b>	<b>Finance, Administration and Governance Matters</b>																									
	<b>1. Progress Co-option of Parish Councillor</b>																									
	Cllr Townsend declared an interest in this agenda item and did not take part in the vote. Two candidates had applied for the position of parish councillor and a vote was required. Lema Townsend was voted onto the parish council. Clerk to write to new councillor.	<b>JAu</b>																								
	<b>2. Approve Proposed Payments and Sign Cheques</b>																									
	It was <b>resolved</b> to approve the following payments and sign the cheques:  <table border="0"> <tr> <td>580</td> <td>J Austin (Dec &amp; Jan Salary)</td> <td>£112.74</td> </tr> <tr> <td>581</td> <td>NCC Pensions (Oct &amp; Nov contributions)</td> <td>£65.10</td> </tr> <tr> <td>582</td> <td>HMRC (Oct-Dec Contributions)</td> <td>£112.40</td> </tr> <tr> <td>583</td> <td>MPC (Admin Service Dec &amp; Jan)</td> <td>£1,200.00</td> </tr> <tr> <td>584</td> <td>Hayeswood (village grass cutting &amp; leaf clearance)</td> <td>£1,452.00</td> </tr> <tr> <td>585</td> <td>Eon (street lighting maintenance)</td> <td>£136.63</td> </tr> <tr> <td>586</td> <td>K&amp;J Hird (hanging baskets install/de-rig, water and repair to noticeboard)</td> <td>£3,174.00</td> </tr> <tr> <td>587</td> <td>Eon (unmetered supplies)</td> <td>£434.50</td> </tr> </table>	580	J Austin (Dec & Jan Salary)	£112.74	581	NCC Pensions (Oct & Nov contributions)	£65.10	582	HMRC (Oct-Dec Contributions)	£112.40	583	MPC (Admin Service Dec & Jan)	£1,200.00	584	Hayeswood (village grass cutting & leaf clearance)	£1,452.00	585	Eon (street lighting maintenance)	£136.63	586	K&J Hird (hanging baskets install/de-rig, water and repair to noticeboard)	£3,174.00	587	Eon (unmetered supplies)	£434.50	
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	<b>3. Approve Financial Statement Month 9</b>																									
	The financial statement up to the end of December 2018 (Month 9) was presented to council and the current financial position was reviewed against the annual budget.  It was <b>resolved</b> to approve the Financial Statement for December (Month 9)																									
	<b>4. Approve Budget for 2019/20</b> It was <b>resolved</b> to sign the S136 agreement for year ending October 2019. It was <b>resolved</b> to approve the 2% National Salary award to the Clerk from April 1 <sup>st</sup> 2019 It was <b>resolved</b> to produce a double sided newsletter before the next pc meeting in March It was <b>resolved</b> to place an order for 100 Welcome Pack folders and for the Clerk to collate and distribute to new residents. It was <b>resolved</b> to set the following budget:																									
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Insurance	£1,000.00	
Website	£600.00	
Training	£1,000.00	
PWLB Repayment	£2,030.00	
NDP	£2,000.00	
Printing (Newsletters etc)	£1,000.00	
Professional Fees	£1,000.00	
Village Hall Rent (PC Mtgs)	£200.00	
Grants to Village Organisations	£1,000.00	
Admin (Misc)	£250.00	
Street Lighting Maintenance	£1,000.00	
Electricity Costs	£1,500.00	
Verge Maintenance (NCC)	£3,000.00	
Weed Control - Village	£350.00	
Leaf Clearance	£550.00	
Hanging Baskets (install, de-rig, water and plants)	£2,817.00	
Bedding Plants/Planters	£100.00	
Village Maintenance (Misc)	£1,000.00	
Contingency/Special Projects	£1,500.00	
<b>TOTAL</b>	<b>£32,147.00</b>	
Use of Reserves	£7,150.00	
<b>TOTAL (Precept request):</b>	<b>£24,997.00</b>	
It was <b>resolved</b> to approve the budget for year ended 31 <sup>st</sup> March 2020.		
<b>5. Approve Precept Request for 2019/2020</b>		
It was <b>resolved</b> to approve the precept request of £24,997.00 from DDC for year ended March 31 <sup>st</sup> 2020.		
<b>6. Confirm Date for Annual Parish Meeting May 2019</b>		
It was <b>resolved</b> to hold the Annual Parish Meeting on Tuesday 7 <sup>th</sup> May 2019		
<b>7. Approval of the use of a variable Direct Debit (point 6.7 Financial Regulations)</b>		
It was <b>resolved</b> to approve the use of a variable Direct Debit in accordance with point 6.7 Financial Regulations.		
<b>8. Approval of the use of a Banker's Standing Order (point 6.8 Financial Regulations)</b>		
It was <b>resolved</b> to approve the use of a Bankers Standing Order in accordance with point 6.8 Financial Regulations.		
<b>9. Approval of the use of BACS or CHAPS (point 6.9 Financial Regulations)</b>		
It was <b>resolved</b> to approve the use of BACS or CHAPS in accordance with point 6.9		

	Financial Regulations.	
	<b>10. Approve and Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils)</b>	
	It was <b>resolved</b> to approve and adopt the Northamptonshire County Association of Local Councils Internal Audit Service Terms of Reference document.	
	<b>11. Review of Effectiveness of Internal Audit</b>	
	It was <b>resolved</b> to approve and adopt the review of effectiveness of internal audit for year ended 31 <sup>st</sup> March 2019.	
	<b>12. Annual Review, Approval and Adoption of Risk Assessment/ Risk Management Policies</b>	
	The Clerk confirmed that the annual risk assessment had been completed. It was <b>resolved</b> to approve the updated Risk Assessment Policy. It was also <b>resolved</b> to approve the updated Risk Management policy.	
	<b>13. Annual Review, Approval and Adoption of Council Policies</b>	
	It was <b>resolved</b> to approve and adopt the review of the following Council policies and Governing Documents: Anti-Bullying, Appraisals, Child Protection, Complaints Procedure, Code of Conduct, Data Breach, Data Protection, Disability Discrimination, Disciplinary Procedure, Email and Use of the Internet, Emergency Plan, Environmental, Equal Opportunities, Financial Control and Internal Audit Procedure, Financial Regulations, Freedom Of Information, Grant Application Form, Grants to Village Organisations, Grievance Procedure, Health and Safety, Internal Audit Control, Privacy Notice (general), Privacy Notice (staff), Records Retention, Recruitment, Retirement, Sickness Absence, Social Media, Standing Orders, Subject Access Request Procedure, Training, Working at Home	
<b>10/19</b>	<b>Village Services</b>	
	<b>1. Discuss any Tree/Footpath Matters</b>	
	Some footpaths in the village are in need of remedial works. Cllr Sharp to meet with Ian Boyes.	<b>AS</b>
	<b>2. Discuss any Roads/Village Signage/Street Lights/ Grass Cutting Matters</b>	
	Ivy from a private property is growing into the verge. Councillor to inform Clerk of address. Clerk to report to Street Doctor. 2 White vans are routinely parking on the grass verges obscuring views of the highway. Councillor to report registration numbers to the Clerk who will report to the local SCT team for action. Cllr McGoldrick volunteered to monitor street lights and report any defects to the Clerk.	<b>AS</b> <b>LMcG</b> <b>LMcG</b>
	<b>3. Discuss any Police Related Matters</b>	
	Cllr Giles noted that there had been a spate of burglaries in Overstone and Sywell. Notice to be placed on OPC website alerting residents Cllr McGoldrick asked if speeding checks could be arranged for Overstone. Cllr Austin explained that the landscape of the highway made it difficult to carry out checks. Cllr Giles to investigate Community Speed Watch.	<b>JAu</b> <b>KG</b>
<b>11/19</b>	<b>Review Correspondence</b>	
	Cllr Sharp reported contacting Chris Heaton-Harris MP re: Overstone Post Office. The Postmistress had received a call seeming to change the previously agreed arrangements for opening during the planned building works and had requested assistance from the parish council.	

12/19	Date of Next Meeting – Tuesday 5 <sup>th</sup> March 2019	
	The date of the next meeting is scheduled for Tuesday 5 <sup>th</sup> March 2019	

Meeting Closed at 8.55pm

Copies to: Parish Councillors (8), District Councillors (2), County Councillor

Chairman’s Acceptance Signature .....Date.....

DRAFT