

**Minutes of Stoke Albany Parish Council Meeting Held on Tuesday 8th March 2011
at 8.30 pm in the Village Hall**

Present:

Councillors: J Wallace (Chairman), J Tugwell, B Squires

Clerk: Leigh Parkin

Minute No.		ACTION
1	Apologies Apologies were received from Cllr T Thompson and Cllr A Willey, Borough Councillor - Noted	
2	Approve and sign the minutes of the meetings of 1st February 2011 It was RESOLVED that the minutes be signed as a correct record	
3	Matters Arising: Broadband Reception (Feb 2011/Minute 15.1) - Cllr Small had reported that it is up to each individual to contact BT directly regarding concerns about Broadband speed. Cllr Wallace is to report back to the member of the public.	JW
4	Declarations of Interest: None	
5	Representations from Members of the Public: Mr & Mrs Smith from The Pastures, Stoke Albany Road attended the meeting to talk to the Parish Council about The Pastures Site, what they have accomplished, their current situation in respect of the purchase of land along the Stoke Albany Road and past/present planning applications. The Parish Council commended Mr & Mrs Smith for their achievements at The Pastures Site.	
6	Rural Housing Needs Survey The survey return date to KBC was 4 th March 2011. Katie Prati, Housing Strategy Officer (Enabling) KBC, has confirmed that forms are still being returned and at present there has been a 31% return rate (145 distributed & 46 returned). Ms Prati will provide a report to the Parish Council of the findings.	
7	Planning The following planning application had been received for comment:	
7.1	KET/2010/0826 – Hampton Brook Ltd & Sainsbury's Supermarkets Ltd – Magnetic Park (land at), Desborough – Full Application with EIA: New class A1 foodstore and petrol filling station with associated access, landscaping, servicing and car parking – No comment.	
7.2	KET/2010/0789 – Mr & Mrs Heggs – The Old House, Lower Road, Stoke Albany – Application for Listed Building Consent: Office formation by insertion of internal doors. Replacement of external doors, insertion of window to ground floor office and conversion of kitchen windows to doors. Insertion of stud wall in dining room. Create opening for doorway in rear hall. Remove fireplace in drawing room. Removal of stud wall in dressing room – No objection.	
7.3	KET/2011/0035 – Mrs Clark Kitz – Katz Cattery, Woodside Bungalow, Stoke Albany Road, Desborough – Full Application: 2 no. cat chalets with runs – No objection.	
8	Surveys/Questionnaires/Meetings	
8.1	KBC Rural Forum – 17 th February 2011 – The Parish Council was unable to send a representative to this meeting.	
8.2	Consultation on Issues for the Joint Core Strategy Review - Noted	
8.3	Site Specific Proposals Local Development Document & Rural Masterplanning	

Chairman

Date

8.4	Project – KBC cancelled this event due to lack of interest. CPRE Planning Roadshow – 14 th April 2011 – The Parish Council is unable to send a representative to this event.																					
9	Bus Shelters & Seats: Cllr Squires undertook an inspection of the bus shelters and seats on 5 th March 2011 and reported that they are all in good condition.																					
10	<p>Review of Policies & Procedures: The following policies and procedures were reviewed, up-dated (as appropriate) and AGREED by the Parish Council: Financial Regulations, Standing Orders, Risk Assessment, Freedom Of Information and Code of Conduct.</p> <p>In line with the NALC Internal Auditor's report 2010 an Equal Opportunities Statement for the Parish Council was AGREED.</p> <p>A review of the Effectiveness of Internal Audit was completed and an Audit Plan/Timetable for 2011/12 was AGREED.</p> <p>The Parish Council AGREED that it believes there are adequate internal controls in place to safeguard the assets and finances of the Parish Council to mitigate against risk of loss or damage.</p>																					
11 11.1	<p>Finance</p> <p>Accounts Approved for Payment - It was RESOLVED that the following accounts be paid:</p> <table border="1" data-bbox="370 940 1393 1283"> <thead> <tr> <th data-bbox="370 940 516 1010">Cheque No.</th> <th data-bbox="516 940 651 1010">Amount</th> <th data-bbox="651 940 971 1010">Payee</th> <th data-bbox="971 940 1393 1010">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1010 516 1045">100702</td> <td data-bbox="516 1010 651 1045">£66.84</td> <td data-bbox="651 1010 971 1045">Mrs Leigh Parkin</td> <td data-bbox="971 1010 1393 1045">Salary (Feb 11)</td> </tr> <tr> <td data-bbox="370 1045 516 1081">100703</td> <td data-bbox="516 1045 651 1081">£16.60</td> <td data-bbox="651 1045 971 1081">HM Rev & Customs</td> <td data-bbox="971 1045 1393 1081">PAYE (Feb 11)</td> </tr> <tr> <td data-bbox="370 1081 516 1150">100704</td> <td data-bbox="516 1081 651 1150">£84.07</td> <td data-bbox="651 1081 971 1150">Mrs Leigh Parkin</td> <td data-bbox="971 1081 1393 1150">Expenses (Sept 10 to March 11)</td> </tr> <tr> <td data-bbox="370 1150 516 1283">100705</td> <td data-bbox="516 1150 651 1283">£75.00</td> <td data-bbox="651 1150 971 1283">Stoke Albany & Wilbarston Community Care Scheme</td> <td data-bbox="971 1150 1393 1283">Agreed donation under s.26 of the Local Government & Rating Act 1997 (Feb 2011/Minute 11.2)</td> </tr> </tbody> </table> <p>11.2 Clerk's Terms & Conditions of employment - The Clerk's appointment was CONFIRMED following the satisfactory completion of a period of probationary service. An additional salary point was AWARDED to the Clerk following the successful completion of the Certificate in Local Government Administration.</p> <p>11.3 Bank Statement & Account - Noted. HSBC Bank Balance at 28th February 2011: £1,200.51. Uncleared cheques: £88.00. Ledger Balance: £1,112.51.</p> <p>11.4 BDO Audit Briefing (Winter 2011) – Noted.</p> <p>11.5 Asset Register (Minute 11.5 Feb 2011) – Cllr Small had provided information about the estimated cost of replacement of the bus shelters. Further advice is to be sought from NCALC with regard to how the bus shelters should be recorded on the Asset Register following advice provided in the BDO Audit Briefing. The level of insurance cover for the bus shelters will be reviewed in April 2011.</p> <p>11.6 HSBC Bank Mandate - Cllr Small is to take proof of identity to the HSBC Market Harborough Branch for the Bank Mandate to be changed.</p> <p>11.7 Review of Constables Land Rent - It was RESOLVED that the rent should remain at £100 per annum for 2011/12.</p>	Cheque No.	Amount	Payee	Reason for Payment	100702	£66.84	Mrs Leigh Parkin	Salary (Feb 11)	100703	£16.60	HM Rev & Customs	PAYE (Feb 11)	100704	£84.07	Mrs Leigh Parkin	Expenses (Sept 10 to March 11)	100705	£75.00	Stoke Albany & Wilbarston Community Care Scheme	Agreed donation under s.26 of the Local Government & Rating Act 1997 (Feb 2011/Minute 11.2)	Clerk
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11.8	Review of grass cutting contract for 2011/12 - It was RESOLVED that the grass cutting contract for 2011/12 should continue to be undertaken by Kettering Borough Council.	
11.9	Letter from KBC confirming 2011/12 grant - It was NOTED that the Parish Council will receive a grant from KBC of £3,810 (15.2% reduction) for 2011/12.	
12	Traffic Calming, Community Speed Watch: Nothing to report.	
13	Pocket Park The Clerk met Rose Little, Pocket Park Officer, Northamptonshire County Council (NCC) on 9 th February 2011 to complete the risk assessment for the Pocket Park. The completed Risk Assessment form was AGREED by the Parish Council. A 'Dog Poo' poster is to be put up in the Park and a warning sign is to be provided to the volunteer when he is undertaking practical tasks in the Park. The next risk assessment is to be completed in February 2012 or sooner if required.	JT/Clerk Clerk
14 14.1 14.2 14.3 14.4 14.5 14.6 14.7 14.8 14.9 14.10 14.11 14.12 14.13	Correspondence NCALC Update Jan – Feb 2011 – Noted. Cally Castle Vegetable Seed Catalogue 2011 – Noted. Quality Hardwood Bus Shelters – Littlestone of Leicester LTD – Noted. NCALC pack of materials to support the promotion of Parish Council Elections 2011 – posters placed on noticeboards – village/Village Hall. NCC Council Service Posters – placed in noticeboard at the designated time. Clerks & Councils Direct Magazine – Noted. Royal Wedding Personalised Mugs email – Noted. CVS Northamptonshire training opportunities – Noted. KBC Fly Tipping Media Awareness Campaign – Noted. NCC/Northants Police free driving skills information day – Noted. Communication Workers Union March & Rally Northampton 12.03.11 – Noted. KBC Parish & Town Councils – How to stand for election leaflet and nomination forms – Noted. Information from NCALC & KBC re: costs for dedicated parish council election poll cards – It was RESOLVED that dedicated poll cards are not required.	Clerk Clerk
15 15.1 15.2 15.3	Exchange of Information Litter – A member of the public has raised concern about the amount of rubbish on the bank around the new footpath along the slip road. This area is to be included in the litter pick being held on Wednesday 30 th March 2011. Cllr Tugwell is to speak to the member of the public. Litter pick – The litter pick is being held on Wednesday 30 th March 2011 commencing at 6.30pm on the Top Green. KBC is providing litter pickers, bibs and bags. Filled bags will be left by the bin on the Top Green for collection the next day. Village Hall Event - The Village Hall Committee has asked the Parish Council for permission to have ponies on the Green outside the Village Hall for an event they are organising. This request was AGREED.	JT ALL
16	Confirmation of Dates for Annual Parish Meeting, Annual Parish Council Meeting and Parish Council Meetings for May/June 2011 The following schedule of meetings was agreed for May: Tuesday 3rd May 2011 - 7.45pm Annual Parish Meeting & 8.00pm Parish Council meeting Tuesday 17th May 2011 - 8.00pm Annual Parish Council meeting Tuesday 7th June 2011 - Parish Council meeting	

Chairman

Date

17	Date of Next Meeting and Agenda Items Tuesday 5 th April 2011 at 8pm – Insurance Review.	
	The meeting closed at 22:15 hrs	

Chairman

Date