

**Minutes of Stoke Albany Annual Parish Council Meeting Held on Tuesday 4th June
2013 at 8.00 pm in the Village Hall**

Present:

Councillors: B Squires, J Tugwell, D Benson, D Small

Clerk: Leigh Parkin

| Minute No. | | ACTION |
|--------------|--|--------|
| 1 | Apologies: Cllr J Wallace. | |
| 2 | Approve and sign the minutes of the meetings of 7th May 2013 It was RESOLVED that the minutes be signed as a correct record with one amendment: <ul style="list-style-type: none"> • Minute 3 – final sentence – Cllr Small was amended to read Cllr Benson. | |
| 3 | Matters Arising: None. | |
| 4 | Declarations of Interest: None | |
| 5 | Representations from Members of the Public: None | |
| 6 6.1 | Planning KET/2013/0178 – Stoke Albany Village Hall Management Committee – Application for Listed Building Consent: Replace 2no. internal doors. Kettering Borough Councillor (KBC) has approved this planning application. | |
| 7 7.1 | Surveys/Questionnaires/Meetings Northants CALC Training – Major Planning Applications & Parish/Town Councils – No Councillor is available to attend this training. | |
| 8 8.1 | Bus Shelters, Seats & BMX Track Cllr Squires has undertaken an inspection of the bus shelters, seats and BMX track and reported that they are all in good condition except the wooden seat along the Ashley Road. Cllr Squires reported that the Queen's Jubilee Commemorative Oak Tree recently planted on the playing field is growing well. It was noted that one of the Birch trees replaced by KBC at the top of the play area has snapped and died. This will be reported to Ms D Hughes, Tree Officer at KBC. Ashley Road bench – The bench awaits repair by Mr R Arnold, Specialist Joiner. | Clerk |
| 9 9.1 | Finance To approve Section 1 of the Annual Return (Statement of Accounts): The Parish Council CERTIFIED that the statement of accounts contained in the annual return (as detailed in the Finance Report) presents fairly the financial position of the council for year ended 31 st March 2013 (Proposed by Cllr Tugwell and seconded by Cllr Small – Agreed). | |

Chairman

Date

| <p>9.2</p> | <p>To approve Section 2 of the Annual Return (Annual Governance Statement): The Parish Council APPROVED the Annual Governance Statement for inclusion in Section 2 of the annual return for year ended 31st March 2013 2013 (Proposed by Cllr Tugwell and seconded by Cllr Small – Agreed).</p> | | | | | | | | | | | | | | | | |
|----------------------|---|----------------------|---------------------------------|-----------------|--------------------|-----------------|--------|----------|---------------------------------|-----------------|----------------|--------|--------|------------------|---------------|----------------|--|
| <p>9.3</p> | <p>To approve the Intermediate Audit Questionnaire for year ended 31st March 2013: The Parish Council APPROVED the information to be sent to the external auditor to meet the requirements of the Intermediate Audit Questionnaire 2013 (Proposed by Cllr Tugwell and seconded by Cllr Small – Agreed).</p> | | | | | | | | | | | | | | | | |
| <p>9.4</p> | <p>Northants CALC Internal Audit Report: No issues were raised. Noted.</p> | | | | | | | | | | | | | | | | |
| <p>9.5</p> | <p>Accounts for payment: It was RESOLVED that the following accounts be paid:</p> <table border="1" data-bbox="370 701 1398 909"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> <th>Statutory Power</th> </tr> </thead> <tbody> <tr> <td>100789</td> <td>£71.92</td> <td>Mrs Leigh Parkin</td> <td>Salary (May 13)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100790</td> <td>£17.80</td> <td>HM Rev & Customs</td> <td>PAYE (May 13)</td> <td>s.111 LGA 1972</td> </tr> </tbody> </table> <p>LGA = Local Government Act</p> | Cheque No. | Amount | Payee | Reason for Payment | Statutory Power | 100789 | £71.92 | Mrs Leigh Parkin | Salary (May 13) | s.111 LGA 1972 | 100790 | £17.80 | HM Rev & Customs | PAYE (May 13) | s.111 LGA 1972 | |
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| <p>9.6</p> | <p>Receipts:</p> <table border="1" data-bbox="370 1010 1398 1146"> <thead> <tr> <th>Paid into Lloyds/TSB</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>23/05/13</td> <td>£20.00</td> <td>Mr Perry</td> <td>Allotment Rent (due 1 May 2013)</td> </tr> </tbody> </table> | Paid into Lloyds/TSB | Amount | Received from | Reason for Payment | 23/05/13 | £20.00 | Mr Perry | Allotment Rent (due 1 May 2013) | | | | | | | | |
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| 23/05/13 | £20.00 | Mr Perry | Allotment Rent (due 1 May 2013) | | | | | | | | | | | | | | |
| <p>9.7</p> | <p>Bank Statement & Accounts:</p> <ul style="list-style-type: none"> • HSBC Bank Balance at 29th April 2013: £4,122.94. Uncleared cheques: £0. Ledger Balance: £4,122.94. • HSBC Bank Balance at 29th May 2013: £3,545.89. Uncleared cheques: £0. Ledger Balance: £3,545.89. | | | | | | | | | | | | | | | | |
| <p>9.8</p> | <p>Bank signatory update: The new bank mandate form to include Cllr D Benson has been completed and will be taken into the Kettering HSBC Branch. Cllr Benson is to provide his nearest HSBC Branch with original documents to confirm his identity and verify his residential address.</p> | <p>Clerk/DB</p> | | | | | | | | | | | | | | | |
| <p>9.9</p> | <p>Response received from Mr P Hollobone, MP re: precepts 2014-15: Noted.</p> | | | | | | | | | | | | | | | | |
| <p>10 10.1</p> | <p>Village Issues Directional Sign – Lower Road/Ashley Road: MGWSP has replied stating that replacement concrete posts have been unobtainable for a number of years and an old one cannot be found. MGWSP has proposed that Stoke Albany trial an oak hardwood post (not painted black and white, at least initially) as a replacement, the arms would still be white painted and the existing lettering will be reused. The Parish Council Agreed to trial the oak post reusing the existing letters as is.</p> | | | | | | | | | | | | | | | | |

Chairman

Date

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| <p>10.2</p> <p>10.3</p> <p>10.4</p> | <p>Ashley Road Hedge: Following concerns raised by a Parishioner at the May Parish Council meeting MGWSP has reported that on 1st May the hedge was cut back. Following a visit by the MGWSP Community Enhancement Gang on 3rd June Parish Councillors have inspected the hedge and noted that it has been 'trimmed' and 'tidied' but it is thought that in a month's time it will need doing again especially at this time of year. The Parish Council is to request that the hedge is considerably cut back to ensure that the footpath is kept clear for a reasonable period of time. Cllr Squires is happy to meet a representative from MGWSP to walk along the hedge and agree a plan of action.</p> <p>Community Enhancement Gang (CEG) visit 03/06/13: It was noted the CEG had trimmed and tidied the Ashley Road Hedge and cut back the undergrowth from the footpath around the corner between Desborough and Wilbarston Roads.</p> <p>HGV's along Desborough Road: Cllr Small reported that he had recently taken a picture of a HGV undertaking a 'U' Turn on junction to the A427 slip road. When Cllr Small approached the lorry driver he refused to drive onto the A427 and turn road at the next roundabout. It was Agreed to write to the Great Bear Distribution Centre to ask them to remind drivers not to travel through the village. In addition it was Agreed to write to MGWSP to request new signage on the A427 slip roads in Wilbarston and Stoke Albany stating 'No access to Magnetic Park'.</p> | <p>Clerk/BS</p> <p>Clerk</p> <p>Clerk</p> |
| <p>11</p> | <p>Parish Council Newsletter It was Agreed to distribute a Parish Council newsletter in September. A draft is to be considered at July's meeting to be finalised in September.</p> | <p>Clerk/DB</p> |
| <p>12</p> | <p>Pocket Park Following the annual inspection of the Pocket Park (Minute 15/May 13) it was agreed to consider a longer term replacement programme for the larger trees situated on the Village Green. The following actions were Agreed:</p> <ul style="list-style-type: none"> • To check with KBC whether any of the trees situated on the Village Green in front of the Village Hall are subject to Tree Preservation Orders; • To request advice/quotes for the possible removal of the tree situated opposite the Village Hall, next to the Pocket Park which has evidence of fungus, rotting wood and bark loss. <p>Quotes are to be obtained to re-lay the hedge on the outer edge of the Park.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p> <p>13.6</p> <p>13.7</p> <p>13.8</p> | <p>Correspondence</p> <p>NCC Highways Newsletter – Noted.</p> <p>Email - Free Funding website for Charities and Local Groups – Noted.</p> <p>NCC Youth Ambition Awards – Noted.</p> <p>NALC Chairman's update – Noted.</p> <p>Northants Police & Crime Commissioner – Victim's Voice – Noted. A poster is to be placed in the notice board.</p> <p>KBC Civic Service – Noted.</p> <p>KBC Dog Control Orders Consultation – The Parish Council did not wish to comment on this consultation.</p> <p>KBC Local Development Framework Public Consultation – Site Specific Proposals Local Development Document – Gypsy and Traveller</p> | |

Chairman

Date

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| <p>13.9 13.10 13.11</p> | <p>Accommodation Options Paper – to be discussed at the July Parish Council meeting. Northants CALC eUpdate May/June 2013 – Noted. KBC Work Programme published 23rd May 2013 – Noted. NCC/Woodland Trust Community Tree Packs and Tree and Hedge Packs for Farmers - the Parish Council does not wish to apply for a community tree pack. The tree and hedge packs for farmers information is to be placed on the notice board.</p> | <p>Clerk</p> |
| <p>14 14.1 14.2</p> | <p>Exchange of Information Fencing on the footpath above Green Lane where it meets D’Albini Close: Cllr Wallace had emailed to report that this section of fence needs repairing. Cllr Squires is to have a look at the fence and try to establish who is responsible for its upkeep. A427 Corby Road Sign: The road sign will be reported to MGWSP as it has fallen down and is currently propped under the Ashley Road sign against Talbot House.</p> | <p>BS Clerk</p> |
| <p>15</p> | <p>Date of Next Meeting and Agenda Items: Tuesday 2nd July 2013, 8.00pm. Agenda items: Draft Parish Council Newsletter, KBC Local Development Framework Public Consultation – Site Specific Proposals Local Development Document – Gypsy and Traveller Accommodation Options Paper</p> | |
| <p>The meeting closed at 9:25 pm</p> | | |

Chairman

Date