

**Minutes of Stoke Albany Parish Council Meeting Held on Tuesday 4<sup>th</sup> March 2014 at  
8.00 pm in the Village Hall**

**Present:**

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

In Attendance: Members of the public

Clerk: Leigh Parkin

<b>Minute No.</b>		<b>ACTION</b>
<b>1</b>	<b>Apologies:</b> Cllr D Benson.  Cllr D Howes, Kettering Borough Councillor and Cllr A Matthews, Northamptonshire County Councillor also sent their apologies.	
<b>2</b>	<b>Approve and sign the minutes of the meetings of 4<sup>th</sup> February 2014</b> It was <b>RESOLVED</b> that the minutes be signed as a correct record.	
<b>3</b>	<b>Matters Arising:</b> None.	
<b>3.1</b>	<b>Minute 3.1/Feb 14</b> – Ashley Road Hill spring – Northamptonshire Highways has revisited the site. Following their previous visit they uncovered an old stone culvert beneath the road that appears to run beneath the wall and onto private land. Northamptonshire Highways has tried to get the system running again. The road was repaired whilst they were on site.	
<b>3.2</b>	<b>Minute 8/Feb 14</b> – Ms P Bellamy, Community Services at Kettering Borough Council (KBC) has acknowledged receipt of the Parish Council's email raising concern about the condition of the goal posts on the playing field. A representative from Grounds Maintenance at KBC is to inspect the posts.	
<b>4</b>	<b>Declarations of Interest:</b> None.	
<b>5</b>	<b>Representations from Members of the Public:</b> <b>Dog Fouling</b> – This was raised as a continued concern on the playing field and around the village. It was <b>Agreed</b> that information on how people can report dog fouling to KBC will be placed in the next Parish Council newsletter.	
<b>6</b>	Cllr D Small arrived at the meeting	
<b>6.1</b>	<b>Planning:</b> <b>KET/2014/0036</b> – Mr Freer – Denman Close (land adjacent to), Stoke Albany – Outline Application: 1 no. dwelling. The Parish Council supported this planning application.	
<b>7</b>	<b>Surveys/Questionnaires/Meetings</b>	
<b>7.1</b>	Northamptonshire Highways Parish Enhancement Gangs. The following work is to be requested for 2014: <ul style="list-style-type: none"> <li>As you turn right towards Wilbarston at the White Horse Pub cross roads on the right hand side there is a pavement that is completely covered with vegetation to the end of the stone wall. The pavement needs to be cleared from the road back to the stone wall. The pavement ends towards the corner where the much used footpath over the fields to Barlows Lane, Wilbarston commences. It would also help if the vegetation in the vicinity of</li> </ul>	

Chairman .....

Date .....

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>the stile into the field can also be cut back.</p> <ul style="list-style-type: none"> <li>• Strimming of the bank and ensuring the footpath is cleared and hedgerow vegetation is cut back, especially around the bench.</li> </ul> <p>CPRE /Spring Clean-Up Campaign: The annual village litter pick will be held on Monday 7<sup>th</sup> April 2014, 6.30pm meeting on the Top Green. The litter pick will be advertised on the Parish Council newsletter and posters will be put up.</p> <p>KBC Planning Policy Committee 19<sup>th</sup> February 2014 – Gypsy &amp; Travellers – Noted.</p> <p>CPRE Spring Road Show 10<sup>th</sup> April 2014 – No Councillor is available to attend.</p> <p>KBC Borough Councillor Walkabout Nov 13 – updated notes of the meeting provided by Cllr D Howes, Kettering Borough Councillor were noted. Cllr Matthews, Northamptonshire County Councillor had provided the following feedback:</p> <ul style="list-style-type: none"> <li>• 7.5 tonne weight limit Stoke Road – Northamptonshire Highways has stated that a weight limit should only start at a point where there is an alternative route for a HGV driver to take when they come to the start of the weight limit. Under the existing arrangement a driver approaching from Desborough, along Stoke Road, can take the Brampton Wood Road or Back Lane to avoid the restriction. Moving the weight limit to the village side of the Pastures site would result in HGV drivers having no alternative route to take so they would have to perform a ‘U’ turn at the Pastures junction, which would be inherently dangerous, or they would be tempted to continue on to Stoke Albany and ignore the limit. Any alteration to the Weight Limit would also require a change to the Traffic Regulation order which would cost in the region of £2,750 to amend in addition to any signing amendments.</li> <li>• Directional Sign Village Green – Northamptonshire Highways has confirmed that the refurbishment of the sign is in hand. A specialist contractor is used to refurbish these types of signs and it is likely the repairs will be carried out during the summer months.</li> </ul>																					
<p>8</p>	<p><b>Bus Shelters, Seats &amp; BMX Track</b></p> <p>Cllr Squires has undertaken an inspection of the bus shelters, seats and BMX track and reported that they are all in good condition.</p> <p>Cllr Squires noted that the goal posts are to be inspected by KBC (Minute 3.2) and that KBC has replaced the Queen’s Diamond Jubilee Commemorative Oak tree which was damaged during mowing last autumn.</p>																					
<p>9</p> <p>9.1</p>	<p><b>Finance</b></p> <p><b>Accounts for payment:</b> It was <b>RESOLVED</b> that the following accounts be paid:</p> <table border="1" data-bbox="365 1543 1404 1822"> <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>100817</td> <td>£71.92</td> <td>Mrs Leigh Parkin</td> <td>Salary (Feb 14)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100818</td> <td>£17.80</td> <td>HM Rev &amp; Customs</td> <td>PAYE (Feb 14)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100819</td> <td>£87.13</td> <td>Mrs Leigh Parkin</td> <td>Clerk Expenses Oct 13 – March 14</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	100817	£71.92	Mrs Leigh Parkin	Salary (Feb 14)	s.111 LGA 1972	100818	£17.80	HM Rev & Customs	PAYE (Feb 14)	s.111 LGA 1972	100819	£87.13	Mrs Leigh Parkin	Clerk Expenses Oct 13 – March 14	s.111 LGA 1972	
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Date .....

<p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p>	<p><b>Receipts:</b></p> <table border="1" data-bbox="367 201 1401 405"> <thead> <tr> <th data-bbox="367 201 561 268">Paid into Lloyds/TSB</th> <th data-bbox="561 201 708 268">Amount</th> <th data-bbox="708 201 954 268">Received from</th> <th data-bbox="954 201 1401 268">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="367 268 561 405">To be confirmed Note: paid in 07/03/14</td> <td data-bbox="561 268 708 405">£20.00</td> <td data-bbox="708 268 954 405">Mrs Pridmore</td> <td data-bbox="954 268 1401 405">Allotment Rent (due 1 January 2014)</td> </tr> </tbody> </table> <p><b>Bank Statement &amp; Accounts:</b> The Bank Statement up to 28<sup>th</sup> February 2014 had not been received and will be reported to the next Parish Council meeting.</p> <p><b>6<sup>th</sup> February 2014 - Email from Mr D Moody, Northants CALC – Precept Capping:</b> Brandon Lewis MP made a written ministerial statement yesterday on the final local government finance settlement 2014 to 2015. In the statement Mr Lewis says “<i>We have not determined principles for local precepting authorities in 2014 to 2015, but we are putting on notice that we are prepared if necessary to apply the referendum thresholds to larger town and parish councils from 2015 to 2016 onwards to provide protection for local taxpayers and extend the principle of direct democracy.</i>”</p> <p>Northants CALC is pleased that capping has been avoided for another year and will continue to make representations against it being applied in the future.</p> <p>The full statement and supporting information is available at <a href="https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015">https://www.gov.uk/government/speeches/final-local-government-finance-settlement-2014-to-2015</a>.</p> <p><b>VAT Return:</b> This is to be completed to 31<sup>st</sup> March 2014.</p> <p><b>Asset Register:</b> The updated document was <b>Agreed</b> by the Parish Council. It was <b>Agreed</b> that this document will in future be reviewed at the Annual Parish Council meeting.</p> <p><b>KBC Grounds Maintenance quotation 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015:</b> The Parish Council <b>Agreed</b> the quotation for 2014/15. The Clerk is to sign and return the form.</p>	Paid into Lloyds/TSB	Amount	Received from	Reason for Payment	To be confirmed Note: paid in 07/03/14	£20.00	Mrs Pridmore	Allotment Rent (due 1 January 2014)	
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<p>10</p> <p>10.1</p> <p>10.2</p>	<p><b>Pocket Park</b></p> <p><b>Pocket Park Trees:</b> Cllr Squires has met with Mr David Winston-Hart, Trees at Heart Ltd, to obtain a quote to coppice a number of trees in the Park. It was <b>Agreed</b> at the meeting that as the ground is so wet work will not be completed until Autumn 2014.</p> <p>The Pocket Park Annual Inspection will be completed in May 2014.</p>									
<p>11</p>	<p><b>Letter from Wilbarston Parish Council – Horse riders on the highway</b> The letter was discussed in detail. The Parish Council noted the comments and concerns made by Wilbarston Parish Council however it was not thought that any further action can be taken at present. Any complaints need to be specific in respect of the date/time/details/picture evidence etc.</p>									

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<p><b>12</b></p> <p><b>12.1</b></p>	<p><b>Review of Stoke Albany Parish Council's Policies and Procedures</b>  A review of the Parish Council's Policies and Procedures had been undertaken by the Clerk and a report was presented to the Parish Council for consideration. It was <b>Agreed</b> to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> <li>• Financial Regulations;</li> <li>• Standing Orders;</li> <li>• Risk Assessment;</li> <li>• Internal Audit. It was <b>Agreed</b> to sign the Northants CALC Internal Audit Terms of Reference;</li> <li>• Freedom of Information Stoke Albany Parish Council Publication Scheme;</li> <li>• Equal Opportunities Statement;</li> <li>• The Code of Conduct Stoke Albany Parish Council.</li> </ul> <p><b>Review of the effectiveness of Internal Controls including Risk Assessment</b> -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Parish Council <b>Agreed</b> that it believes there is an adequate system of internal controls in place to safeguard the assets and finances of the Parish Council to mitigate against the risk of loss or damage.</p>	
<p><b>13</b></p>	<p><b>Draft Parish Council newsletter</b>  The content of the newsletter was <b>Agreed</b>. A final draft is to be circulated by email to Councillors for final checking prior to printing. Cllr Squires is to distribute the newsletters to Councillors for delivery.</p>	
<p><b>14</b></p> <p><b>14.1</b></p> <p><b>14.2</b></p> <p><b>14.3</b></p> <p><b>14.4</b></p> <p><b>14.5</b></p> <p><b>14.6</b></p> <p><b>14.7</b></p> <p><b>14.8</b></p> <p><b>14.9</b></p> <p><b>14.10</b></p> <p><b>14.11</b></p> <p><b>14.12</b></p> <p><b>14.13</b></p> <p><b>14.14</b></p> <p><b>14.15</b></p>	<p><b>Correspondence:</b> The below detailed correspondence was noted:</p> <p>KBC Work Programme February 2014</p> <p>Northamptonshire Highways January Members' Newsletter</p> <p>Northants CALC Update January – February 2014</p> <p>Kettering Borough Rural Forum meeting – WW1 Centenary</p> <p>The Greener Northamptonshire Fair 08/03/14</p> <p>Came &amp; Company – Guidance for your Council on Managing Flood Risk</p> <p>NCC Community Emergency and Flood Plans</p> <p>Northants CALC Training Courses Available During March &amp; April 2014</p> <p>Northamptonshire Highways Highway Warden Scheme Induction Pack</p> <p>Northants CALC Guidance for Local Councils on Principal Councillor Attendance at Local Council meetings</p> <p>BBC2 The Big Allotment Challenge</p> <p>NCC Safer Winter Driving Leaflet 2013-14</p> <p>KBC East of Kettering Explained</p> <p>My County Council In Northamptonshire Feb 14</p> <p>NCC Emergency Planning Volunteer Recruitment</p>	
<p><b>15</b></p>	<p><b>Exchange of Information:</b> None.</p>	
<p><b>16</b></p>	<p><b>Date of Next Meeting and Agenda Items:</b> It was noted that the next meeting will be held on <b>Thursday 3<sup>rd</sup> April 2014, 8.00pm.</b></p>	
	<p><b>The meeting closed at 9:20 pm</b></p>	

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