

**Minutes of Stoke Albany Parish Council Meeting Held on Tuesday 3<sup>rd</sup> March 2015 at  
8.00 pm in the Village Hall**

**Present:**

Councillors: D Benson, B Squires, V Green, J Wallace (in part)

In Attendance: Member of the Public

Clerk: Leigh Parkin

Minute No.		ACTION
1	<b>Apologies:</b> Cllr D Small.  Cllr A Matthews – Northamptonshire County Councillor and Cllr David Howes, Kettering Borough Councillor also sent their apologies.	
2	<b>Approve and sign the minutes of the meetings of 12<sup>th</sup> February 2015</b> It was <b>RESOLVED</b> that the minutes be signed as a correct record (proposed by Cllr Squires and seconded by Cllr Benson).	
3	<b>Matters Arising:</b>	
3.1	<b>Minute 7.6/Feb 15</b> – The completed Northamptonshire Highways survey has been returned.	
3.2	<b>Minute 11/Feb 15</b> – Cllr D Howes, Kettering Borough Councillor forwarded the amended advertisement for a Parish Clerk to his contact Clerks.	
3.3	<b>Minute 16.1/Feb 15</b> – Cllr Benson is to look at the cost of litter picking.	
3.4	<b>Minute 16.3/Feb 15</b> – Cllr Howes provided the Clerk with a copy of the KBC leaflet about becoming a Parish Councillor. This has been placed in the noticeboard.	DB
4	<b>Declarations of Interest:</b> None.	
5	<b>Representations from Members of the Public:</b> None.	
6	<b>Planning:</b> No planning applications had been received.	
7	<b>Surveys/Questionnaires/Meetings</b>	
7.1	CPRE Northants – Will you be a litter pick hero this year? – It was <b>Agreed</b> that the Annual Village Litter Pick will be held on Monday 30 <sup>th</sup> March 2015 commencing at 6.30pm meeting at the Top Green. A poster is to be placed in the noticeboard. The White Horse Pub is to be asked whether they will provide a free drink to all litter pickers as they have done in previous years. Litter pickers, bags and gloves are to be requested from Kettering Borough Council (KBC).	
7.2	North Northants Joint Planning Unit Consultation: Pre-Submission North Northamptonshire Joint Core Strategy – Cllr Benson is currently reading this document but has no comment to date. The deadline for comment is 9 <sup>th</sup> March 2015.	
7.3	KBC Street Lighting Plans – Cllr Green has completed a survey of the street lighting in Stoke Albany based on the map provided by KBC. Cllr Green has identified street lights that are not working and those that are not positioned correctly on the map. The amended map is to be returned to KBC. Cllr Benson thanked Cllr Green for completing the survey.	Clerk
7.4	Northants CALC Openness & Accountability course – Tuesday 28 <sup>th</sup> April 2015 –	

Chairman .....

Date .....



	<b>Cheque No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Reason for Payment</b>	<b>Statutory Power</b>	
	100854	£74.70	Mrs Leigh Parkin	Salary (Feb 15). Includes 2% increase backdated to Jan 15 (Minute 11.5/Nov 14)	s.111 LGA 1972	
	100855	£18.60	HM Rev & Customs	PAYE (Feb 15)	s.111 LGA 1972	
	100856	£107.60	Mrs L Parkin	Clerks Expenses	s.111 LGA 1972	
	LGA = Local Government Act					
<b>11.2</b>	<b>Receipts: None</b>					
<b>11.3</b>	<b>Bank Statement &amp; Accounts:</b> The Bank statement had not been received and will be reported to the Parish Council meeting in April.					
<b>11.4</b>	<b>Bank Mandate update:</b> The Bank Mandate form had been returned from HSBC requesting the signatures of Cllr Benson and Cllr Wallace. This was completed and the form will be returned to HSBC.					
<b>11.5</b>	<b>KBC Grounds Maintenance quotation 2015:</b> The Grounds Maintenance quote for the period 1 April 2015 to 31 <sup>st</sup> March 2016 had been received from KBC. The estimated cost is £466.34 + VAT. The quotation was <b>Agreed</b> by the Parish Council (Proposed by Cllr Squires and seconded by Cllr Green).					
<b>11.6</b>	<b>Asset Register update:</b> The Asset Register had been updated following the removal of the Harborough/Ashley Road bus shelter. The revised Asset Register was <b>Agreed</b> by the Parish Council (Proposed by Cllr Wallace and seconded by Cllr Green). This document will be forwarded to Came & Company, the Parish Council insurers.					
<b>11.7</b>	<b>Letter from the Pensions Regulator:</b> A letter had been received from the Pensions Regulator outlining that every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. The staging date for Stoke Albany Parish Council is 1 February 2017. A contact for the Parish Council should be nominated by 31 March 2015. It was <b>Agreed</b> that this should be the Chairman to Stoke Albany Parish Council.					
<b>12</b> <b>12.1</b>	<b>Pocket Park Quote(s) to relay the hedge and coppice the trees</b> – KBC requested information on exactly which 3 stems of the Ash Tree are to be removed. Mr Winston Heart from Trees at Heart Ltd has confirmed that he will contact the Planning Officer and arrange to meet her on site.  The Parish Council would like the coppicing and hedge laying work in the Pocket Park to be completed prior to the end of the current financial year even if the work to the Ash Tree has to be delayed pending a decision by KBC.					
<b>13</b> <b>13.1</b>	<b>Correspondence:</b> The below detailed correspondence was noted: In Northamptonshire February 2015.					

Clerk

Clerk

**Chairman** .....

**Date** .....

13.2	Superfast Northamptonshire Newsletter March 2015	
14	<p><b>Exchange of Information:</b> It was <b>Agreed</b> that a discussion will be held at a future Parish Council meeting about what to do with the concrete area left after the removal of the Harborough/Ashley Road Bus Shelter.</p>	
15	<p><b>Date of Next Meeting and Agenda Items:</b> It was noted that the next meeting will be held on Tuesday 7<sup>th</sup> April 2015, 8.00pm.</p>	
16	<p><i>Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the press and public were excluded for the following item of business:</i></p> <p><b>Recruitment of a Parish Clerk</b> Two applications had been received. Interviews are to take place for both candidates on Thursday 5<sup>th</sup> March 2015 involving Cllr Benson, Cllr Squires and Cllr Green.</p> <p>It is hoped that the successful applicant will commence on 1<sup>st</sup> April 2015 as the current Clerk is due to leave on 31<sup>st</sup> March 2015. A handover between the Clerks is to take place and the current Clerk will continue to undertake the end of year accounts to 31<sup>st</sup> March 2015 and prepare the internal and external audit papers and submit the final payroll return.</p> <p><i>The Press and public were re-admitted to the meeting – none were present.</i></p>	
	<b>The meeting closed at 9.45 pm</b>	

Chairman .....

Date .....