

DRAFT Minutes of Stoke Albany Parish Council Meeting Held on Wednesday 8th April 2015 at 8.00 pm in the Village Hall

Present:

Councillors: D Benson (Chair), B Squires, V Green, J Wallace (arrived 20:05)

In Attendance: County Cllr Matthews, Borough Councillor David Howes and one member of the Public

Clerk: Justina Medwell

Minute No.		ACTION
1	Apologies: None.	
2	Approve and sign the minutes of the meetings of 3rd March 2015 It was RESOLVED that the minutes be signed as a correct record (proposed by Cllr Green and seconded by Cllr Squires).	
3	<i>Cllr Wallace arrived at the meeting at 8.05pm</i>	
3.1	Matters Arising: Minute 3.3/Mar 15 – Cllr Benson said that the cost of employing a commercial litter picking firm was very high and asked the Council to consider the possibility of employing a parish litter warden. This could be a part time post with fixed hours. The Council noted that poor turnout at the village litter pick was due to adverse weather and considered re-arranging. It was suggested that an article be put in the village newsletter encouraging residents to assist in litter picking where necessary. Cllr Benson asked the clerk to find out from the previous clerk when the next newsletter was due for release.	Clerk
3.2	Minute 7.7/Mar 15 – The Clerk to check that the e-mail regarding works for the Community Enhancement Gang had been sent.	Clerk
4	Declarations of Interest: None.	
5	Confirmation of appointment of a Parish Clerk: Cllr Benson confirmed the appointment of and introduced the new clerk, Mrs Justina Medwell, welcoming her to the Council.	
6	Representations from Members of the Public: None.	
7	Planning:	
7.1	KET/2015/0179 – Mr Bates – Debdale, Harborough Road, Stoke Albany – Full Application: Single storey front and side extension. Conversion of part of garage to habitable accommodation Stoke Albany Parish Council considered and fully supported this planning application. KET/2015/0181 Mr Hull – End Cottage, 8 Lower Road, Stoke Albany – Full Application: Two storey side and front extensions. Detached garage with stone boundary wall and gated access Stoke Albany Parish Council considered and fully supported the amendment to this planning application, observing that it was an improvement to the site.	

Chairman

Date

<p>8 8.1 8.2 8.3</p>	<p>Surveys/Questionnaires/Meetings Northants CALC Openness & Accountability course – Tuesday 28th April 2015 – 10am to 12 noon, Litchborough – The Clerk informed the Council that she was unable to attend due to work commitments. Cllr Benson asked if any Councillor would be available to attend. None were. CPRE Northants – Planning Road Show – Thursday 4th June 2015, 6.00pm to 9.00pm, Great Houghton Village Hall – Making Planning Responses Count (emailed to Cllrs 10/03/15) – Cllr Green may attend this event and asked when the deadline was for acknowledging his attendance. Clerk to find out. KBC Standards Advisory Committee (emailed to Cllrs 17/03/15) – Noted.</p>	<p>VG Clerk</p>																				
<p>9 9.1 9.2</p>	<p>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 and fit for purpose. Ashley/Harborough Road Bus Shelter – The Council agreed to put an article in the newsletter inviting suggestions from residents as to what may be done with the existing concrete area. Commemorative Oak Tree Cllr Squires was pleased to report that the tree is showing signs of growth.</p>																					
<p>10</p>	<p>Broadband Cllr Benson reported that the website figures for the take up of the Gigaclear service, which had appeared to have stalled, showed a recent increase. He questioned the accuracy of these figures and said the outcome for Gigaclear seemed difficult to predict at present. It was noted that the Gigaclear signs had been wilfully uprooted and damaged.</p>																					
<p>11</p>	<p>Vehicle Activated Speed Sign Northamptonshire County Councillor Matthews confirmed the cost of the s.50 licence required from NCC as being £260 which he was happy to fund but needed to wait for his next allocation of monies. He informed the Council that the VAS is two directional and records the speed and volume of traffic. He said that two volunteers would be required to look after the equipment.</p>																					
<p>12 12.1</p>	<p>Finance Accounts for Payment: The following accounts for payment were agreed (Proposed by Cllr Wallace and seconded by Cllr Benson – Agreed): LGA = Local Government Act</p> <table border="1" data-bbox="363 1570 1409 1843"> <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>100857</td> <td>£73.11</td> <td>Mrs Leigh Parkin</td> <td>Salary (March 15)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100858</td> <td>£18.40</td> <td>HM Rev & Customs</td> <td>PAYE (Mar 15)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100859</td> <td>£17.50</td> <td>Mrs L Parkin</td> <td>Clerks Expenses</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	100857	£73.11	Mrs Leigh Parkin	Salary (March 15)	s.111 LGA 1972	100858	£18.40	HM Rev & Customs	PAYE (Mar 15)	s.111 LGA 1972	100859	£17.50	Mrs L Parkin	Clerks Expenses	s.111 LGA 1972	
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<p>12.2</p>	<p>Receipts:</p> <table border="1"> <thead> <tr> <th data-bbox="365 231 527 336">Paid into Lloyds/T SB</th> <th data-bbox="527 231 665 336">Amount</th> <th data-bbox="665 231 950 336">Received from</th> <th data-bbox="950 231 1404 336">Reason for Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 336 527 420">To be confirmed</td> <td data-bbox="527 336 665 420">£20.00</td> <td data-bbox="665 336 950 420">Mr Pridmore</td> <td data-bbox="950 336 1404 420">Allotment Rent (due 1 January 2015)</td> </tr> <tr> <td data-bbox="365 420 527 493">To be confirmed</td> <td data-bbox="527 420 665 493">£20.00</td> <td data-bbox="665 420 950 493">Mr Bee</td> <td data-bbox="950 420 1404 493">Allotment Rent (due 1 April 2015)</td> </tr> </tbody> </table>	Paid into Lloyds/T SB	Amount	Received from	Reason for Payment	To be confirmed	£20.00	Mr Pridmore	Allotment Rent (due 1 January 2015)	To be confirmed	£20.00	Mr Bee	Allotment Rent (due 1 April 2015)					
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<p>12.3</p>	<p>Bank Statement & Accounts: The Bank statement had not been received and thus will be reported with the accounts to the Parish Council at the next meeting in May.</p>																	
<p>12.4</p>	<p>Internal/External Audit Dates: Details of the annual audit for Stoke Albany Parish Council for the year ending 31st March 2015 have been received from BDO Stoy Hayward LLP, External Auditor. From the information received the Clerk has put together the following timetable of action points to meet the required deadlines:</p> <table border="1"> <thead> <tr> <th data-bbox="365 871 1193 903">Activity</th> <th data-bbox="1193 871 1421 903">Date Arranged</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 903 1193 966">Presentation of Accounts 14/15 to Stoke Albany Parish Council for approval</td> <td data-bbox="1193 903 1421 966">18/05/15</td> </tr> <tr> <td data-bbox="365 966 1193 1102">Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Stoke Albany Parish Council for approval</td> <td data-bbox="1193 966 1421 1102">02/06/15</td> </tr> <tr> <td data-bbox="365 1102 1193 1134">Internal Audit to be carried out by NCALC, Internal Auditor</td> <td data-bbox="1193 1102 1421 1134">To be confirmed</td> </tr> <tr> <td data-bbox="365 1134 1193 1165">Display Notice</td> <td data-bbox="1193 1134 1421 1165">18 – 31/05/15</td> </tr> <tr> <td data-bbox="365 1165 1193 1197">Make records available</td> <td data-bbox="1193 1165 1421 1197">01 – 26/05/15</td> </tr> <tr> <td data-bbox="365 1197 1193 1228">Send annual return</td> <td data-bbox="1193 1197 1421 1228">22/06/15</td> </tr> <tr> <td data-bbox="365 1228 1193 1312">Annual return and supporting information to be at BDO Stoy Hayward</td> <td data-bbox="1193 1228 1421 1312">29/06/15</td> </tr> </tbody> </table>	Activity	Date Arranged	Presentation of Accounts 14/15 to Stoke Albany Parish Council for approval	18/05/15	Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Stoke Albany Parish Council for approval	02/06/15	Internal Audit to be carried out by NCALC, Internal Auditor	To be confirmed	Display Notice	18 – 31/05/15	Make records available	01 – 26/05/15	Send annual return	22/06/15	Annual return and supporting information to be at BDO Stoy Hayward	29/06/15	
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<p>12.5</p>	<p>The Parish Council approved the audit timetable. (Proposed by Cllr Benson and seconded by Cllr Wallace – Agreed)</p> <p>Insurance Policy Amendment: The updated Asset Register (Minute 11.6/March 2015) was sent to Came & Company Local Council Insurance who has confirmed that they have made the following alteration within the Property Damage – All Risks and Theft Sections of the Aviva Policy effective from 17th March 2015:</p> <ul style="list-style-type: none"> Decreased the sum insured for street furniture by £3,713.26 to a new total of £12,899.24 to include the removal of the bus shelter located at Harborough / Ashley Road. <p>This alteration has decreased the Total Risk Sum Insured to £12,899.24.</p> <p>The annual premium will reduce by £16.93 including Insurance Premium Tax (IPT). There will be no return premium for the period of cover remaining until the next renewal date of the policy on 1st June 2015 as the amount in question is less than £25.00 which is the minimum refundable premium. The renewal being</p>																	

Chairman

Date

	prepared will include this amendment.	
13 13.1	Pocket Park Update on coppice trees and relaying of hedge – The Council observed that the works had been completed and the park looked very smart. Cllr Squires was thanked for his involvement with this project. It was noted that the invoice had not as yet been received but the quoted amount of £425 would be allocated to the 2014/15 financial year.	
14	Parish Council Elections: The Councillors were reminded of the forthcoming election and to return nomination papers to KBC by 4pm on April 9 th .	
15 15.1 15.2 15.3 15.4 15.5 15.6 15.7 15.8 15.9 15.10 15.11 15.12	Correspondence: The below detailed correspondence was noted: Northants CALC – Local Council Award Scheme – Panel Members Wanted (emailed to Cllrs 10/03/15) Northamptonshire Highways – Bus Service 67 (emailed to Cllrs 10/03/15) Clerks & Councils Direct March 2015 Adopt a Telephone Kiosk for as little as £1 KBC Work Programme March 2015 (emailed to Cllrs 18/03/15) NCC In Northamptonshire March 2015 (emailed to Cllrs 18/03/15) Launch of Northamptonshire County Council Flood Tool Kit (emailed to Cllrs 24/03/15) Northants CALC Email: Parish Council elections be prepared (emailed to Cllrs 25/03/15) The Women's Tour Coming to Northamptonshire (emailed to Cllrs 25/03/15 & 28/03/15) Northants CALC Email: Pensions, Eon & Elections (emailed to Cllrs 25/03/15) Northants CALC eUpdate March/April 2015 (emailed to Cllrs 26/03/15) NCC Letter: Change of Location Oundle Registration Office (emailed to Cllrs 25/03/15)	
16	Exchange of Information: None The Chair thanked the visitors for attending.	
17	Date of Next Meeting and Agenda Items: It was noted that the next meeting, the Annual Meeting of the Parish and the Annual Parish Council Meeting will be held on Monday 18 th May 2015 at the earlier time of 7.45 pm. Next Agenda – Newsletter / Litter Warden / Broadband	
	The meeting closed at 9.05 pm	

Chairman

Date