

Minutes of Stoke Albany Parish Council Meeting Held on Tuesday 2nd February 2016 at 8.00 pm in the Village Hall

Present:

Councillors: D Benson (Chair), B Squires, V Green and Wallace (8:05pm)

Clerk: Justina Medwell

In Attendance: Borough Councillor Howes

Minute No.		ACTION
1	Apologies approved: County Councillor Allan Matthews	
2	Declarations of Interest: None.	
3	Approve and sign the minutes of the meetings of 5th January 2016 It was RESOLVED that the minutes be signed as a correct record. Proposed Cllr Green Seconded Cllr Squires	
4	Matters Arising: There were no matters arising from the minutes not covered on the agenda.	
5	Representations from Members of the Public: Cllr Squires passed on concerns about the potholes and condition of the verges along Lower Road. The Council noted these concerns and will continue to monitor.	
6	Co-option to Fill Casual Vacancy: Cllr Benson informed the Council that due to holiday commitments, Mrs Bridget Heggs was not able to attend this meeting. The Council agreed to co-opt Mrs Heggs onto the Council at the next meeting.	
7	Planning: 7.1 KET/2015/0958 Mr and Mrs Harold 12-14 Green Lane Alteration to Windows and Doors KBC Planning Approved	
8	Surveys/Questionnaires/Meetings: 8.1 NCC Highways Parish Satisfaction Questionnaire – This had been received and circulated prior to the meeting. The Clerk agreed to complete the survey on behalf of the Council, noting that there were no ‘Specific Issues’ to report. 8.2 NCC Lighting Survey – A Northants County Council Street Lighting questionnaire had been received and circulated prior to the meeting as part the County Council’s ongoing programme to modernise the street lighting for which it has responsibility. The Parish Council agreed to answer No when asked if it would like to raise a lighting precept and be responsible for lighting in the parish. Clerk to return the necessary paperwork.	JM JM
9	Bus Shelters, Seats, Roads & BMX Track: 9.1 Cllr Squires had undertaken an inspection of the bus shelters, allotments and	

Chairman

Date

	BMX track and reported that they are all fit for purpose for the time of year. 9.2 There was nothing further to report at this time regarding the concrete area.																
10	Review of Internal Controls: The Risk Assessment, Standing Orders, Freedom of Information Policy, Financial Regulations and Complaints Procedure had been circulated to all Councillors prior to the meeting. These were reviewed and a few amendments made to the Freedom of Information Policy in order that the Council complied with the new Transparency Code. Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Parish Council agreed 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 the risk of loss or damage.																
11	Newsletter: The Council noted that it was awaiting content from the Village Hall Committee. This will be forwarded to the Council to collate. The Clerk was asked to send previous copies of the newsletter to the Chair.	JM															
12	Finance:																
12.1	Accounts for payment: It was RESOLVED that the following accounts be paid:																
	<table border="1"> <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>100877</td> <td>£147.31</td> <td>Justina Medwell</td> <td>January Salary</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100878</td> <td>£360.00</td> <td>Justina Medwell</td> <td>April 15-March 16 Compliance with Transparency Code</td> <td>s.111 LGA 1972</td> </tr> </tbody> </table>	Cheque No.	Amount	Payee	Reason for Payment	Statutory Power	100877	£147.31	Justina Medwell	January Salary	s.111 LGA 1972	100878	£360.00	Justina Medwell	April 15-March 16 Compliance with Transparency Code	s.111 LGA 1972	
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12.3	<p>SUMMARY OF BALANCES</p> <table> <tr> <td>National Savings</td> <td>£5,074.94</td> </tr> <tr> <td>Current Account</td> <td><u>£3,414.14</u></td> </tr> <tr> <td>Total Reserves</td> <td>£8,489.08</td> </tr> </table> <p>Bank Statement & Accounts: Bank Reconciliation was unanimously approved and duly signed by the Chairman.</p> <p>The Clerk was pleased to report that the Council's bid to the NALC Transparency Fund to enable compliance with the Transparency Code had been successful. Monies had been received for a new computer, scanner, website access and extra hours to upload documents.</p>	National Savings	£5,074.94	Current Account	<u>£3,414.14</u>	Total Reserves	£8,489.08										
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13	<p>Correspondence: The below detailed correspondence was noted: 13.1 NCALC – Training Schedule 2016 (sent 13/1) 13.2 NCALC – Notification of Successful Bid (sent 21/1) 13.3 NCALC – Good Councillor Guide (sent 27/01) 13.4 KBC – Rural Forum Agenda 4th February (sent 27/01) 13.5 NCALC – Jan / Feb eUpdate (sent 1/2)</p>	
14	<p>Exchange of Information: Cllr Howes mentioned that Kettering Borough Council was currently in the process of undergoing budget consultations. The Chair thanked Cllr Howes for attending.</p>	
15	<p>Items for Next Agenda: Newsletter Co-option of New Councillor</p>	
16	<p>Date of Next Meeting: The next meeting will be held on Tuesday 1st March 2016. Cllr Benson offered his apologies for this meeting</p> <p>The meeting closed at 8.50 pm</p>	

Chairman

Date

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