

Minutes of Abthorpe Parish Council Meeting held on Monday, 30 January 2017 at 7:45 pm in the Old School, Abthorpe

Present: Councillors: K Fenwick (Chairman), Cllr J Ford-Cordes, M Hulbert, A Hammon,
M Perrigo, M Berry
Clerk B Carter

1. To receive and approve apologies for absence.

Cllr D Cambray telephoned the Clerk to apologise that he might not make the meeting as he was caught in traffic, but he would try to attend the meeting later. His apology was accepted.

2. Members' declaration of interest for items on the agenda.

There was no declarations of interest tendered.

3. Acceptance of the minutes of previous meeting

The Clerk had posted copies of the minutes of the meeting held 19 December 2016 and 9 January 2017 on the website and distributed to Councillors electronically.

It was stated that Cllr Ford-Cordes name had not been corrected on the minutes of 9 January. The Church name of St John the Baptist had been misspelt.

There were no other discrepancies within the minutes and they were unanimously accepted by Council and signed by the Chairman.

4. Matters arising from the minutes

Action No.	Action	Action taken for this meeting
Sept 2016 – 003	Clerk to contact Rights of Way Officer and ask for a timetable for opening the path.	Clerk had telephoned the RoW Officer. He stated that the timetable for the closure of the bridleways was necessary to enable full recovery. This was disputed by Cllr Berry. It was agreed to keep a watch on progress. Action Ongoing
Dec 2016 - 001	Clerk to write to Forestry Commission Ranger to ask for some action.	Clerk had telephoned the Ranger. He reiterated the RoW comment regarding closure to enable full recovery of the paths. He also suggested if other issues, such as gates, style or fences needed attention, the Council should inform him by identifying them on a map. He also provided details of the Forestry Commissions Volunteer Scheme and ask if the Council would advertise it. <u>NEW ACTION Jan 2017 – 001 Clerk to send details of Forestry Commission Volunteer scheme to the editor of Abtalk.</u> Action Discharged
Dec 2016 – 002	Clerk to submit the Councils objections to the stopping up order (APP/Z2830?A/14/2228877) in Wappenham Rd	Clerk submitted objections. The Dept. for Transport wrote back stating that the objections could not be accepted. The Clerk contacted the Dept. for Transport They stated that the objections could not be accepted as they had been already been addressed at the Appeal. The Clerk contacted SNC Planning who stated that despite the Stopping Up Order, any wall would require planning permission. Action Discharged

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Dec 2016 – 003	Clerk to submit the Councils comments relating to S/2016/3060/FUL to SNC.	Clerk submitted comments. Action Discharged
Dec 2016 – 004	Clerk to send out Section 137 donations.	Section 137 grants distributed. Action Discharged
Dec 2016 - 005	Clerk to arrange for speed sign to be turned to face up Wappenham Road.	The sign was moved on 20 th Dec 2016 Action Discharged
Dec 2016 - 006	Clerk to ask how long the grant for the replacement street lights offer lasts.	Clerk spoke to Grants Officer at SNC. The grant lasts two years from the offer. Action Discharged
Dec 2016 – 007	Councillors and Clerk to inspect the three lighting suggestions.	The Clerk, Cllrs Hulbert, Perrigo & Ford-Cordes had visited most of the sites. (See Item 7.5) Action Discharged
Dec 2016 – 008	The Clerk was asked to speak to the Planning Enforcement Officer and ask if a septic tank has been fitted on site at Mini Farm	The Clerk contacted the Case Officer at SNC. He stated that there did not appear to be written evidence of a cess pit or septic tank. The Council had concerns regarding disposal of waste. <u>NEW ACTION Jan 2017 – 002 Clerk to contact Environmental Health at SNC to ask if Septic Tank was ever fitted as required under original Planning Application</u> Action Discharged
Dec 2016 – 009	Clerk and Chairman to verify the budget predictions for next year and confirm that the Annual Precept will remain at £4,000.00	The Vice Chairman had reviewed the proposed budget and precept. Whilst there was a little concern as to whether the Solar Farm payment would continue for the full 25 years, He agreed with the proposed budget. (See Item 6.2) The Precept figure has now been submitted to SNC. Action Discharged
Dec 2016 – 010	Chairman or Vice Chairman to review Annual Pay Increase to Clerk.	The Vice Chair had reviewed the Clerks Salary in conjunction with the national pay spine figures. (See Item 7.4) Action Discharged
Dec 2016 - 011	Clerk to investigate potential grants to purchase a Laptop and software.	The Clerk contacted NCALC who administer the Government's Transparency Grants fund at NCALC. The application met the criteria and a grant application was submitted. A payment of £692 was paid into the Council Bank account on 30 January 2017. Action Discharged
Dec 2016 – 012	Clerk to speak to Aon to enquire of insurance Cover for mower whilst	The Clerk spoke to Aon. Following further information, Aon stated that unless the mower was registered as a road vehicle it could not be insured. Cllr Hammon advised that the Council look to take out a Tractor Insurance to cover the mower for the very short time it travels on the road. NFU and JCB Insurance were suggested as possible insurers. Action Discharged

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		<u>NEW ACTION Jan 2017 – 003 Clerk to investigate tractor insurance for the mower whilst on the road.</u>
Jan 2017 – 001	The Chairman or Cllr Perrigo to ask the owners of 38 Wappenham Road what was intended to happen once the road had been stopped up if they saw them.	Owner of property have not been seen. This action has now been overtaken by the Stopping Up Order, see Action Point Dec 2016 – 002. Action Discharged

5. Planning

At the time of distributing the Agenda there were no Planning Applications, however the Clerk received the following notification on Thursday 27 January 2017.

- 5.1 Application No: A/2016/1857/FUL Notice of Appeal
 Proposal : Variation of condition 2 (Plans) of planning application S/2015/1013/FUL (Rear two storey extension) To enable a single storey extension to south west elevation of approved extension & the removal of an existing conservatory to the south west elevation.
 Location : Slapton Mill, Mill Lane Slapton NN12 8PE

This application is not within the Parish of Abthorpe. Following discussion it was agreed the application would improve the property. No action was to be taken.

6. Finance

6.1	Cash in the Bank (as at 25 Jan 2017)	
	Treasurers Account	£3797.61
	30 Day Business Acct	£3876.43
	Petty Cash	-£0.13

(The Treasurers account has increased by £692.95 to £4490.95, (grant from the Transparency fund to purchase Laptop, software and printer). (See Item 7.3)

- 6.2 Acceptance of Annual Precept 2017 – 2018 (£4000.00 per annum)

The Clerk and Vice Chairman had agreed the 2017-2018 Precept of £4000.00. This was put to Council for approval. A motion to confirm the precept was proposed by Cllr Perrigo, seconded by Cllr Forde-Cordes. It was unanimously agreed.

6.3 Invoices for Payment

6.3.1	Eon Energy Solutions	Replace Photocell o/s 24/26Wappenham Rd	£28.16	Ready for Xfer
6.3.2	Eon	Unmetered Electricity Supply (1/10 – 31/12)	£172.68	Ready for Xfer
6.3.3	R Carter	£10.00 Petty Cash; £10.00 TADD repaym't	£20.00	Ready for Xfer
6.3.4	Abthorpe PCC *	Section 137 donation	£50.00	Ready for Xfer
6.3.5	Eon Energy Solutions	Replaced Numbering – <u>(Sent in error)</u>	£18.00	Cancelled by Eon

All the payments were agreed. The Clerk had prepared payments on the online banking system. Cllrs Fenwick & Perrigo to authorise.

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6.4 Interim Audit

The Clerk gave notice that the Council would receive an Interim Internal audit within the next week or two.

7. Specific Items for Discussion.

7.1 Defibrillator

Cllr Hammon reported that the unit was ok.

7.2 Speed Sign

It was agreed that the sign appeared to be effective in slowing vehicle. It was agreed to move the sign to the Wappenham end of the village facing into the Village.

NEW ACTION Jan 2017 - 004 Speed sign to be moved.

7.3 Purchase of laptop, software, etc.

Following the award of £692 for a new laptop, software and printer, the Clerk was given permission to purchase the equipment as agreed within the limits of the grant.

NEW ACTION Jan 2017 - 005 – Clerk to purchase a laptop, software and printer.

7.4 Clerks Salary

Following the Vice Chairman's review, it was suggested that the Clerks salary be increased to meet the National Pay Spine rates, (Nat Pay spine SC18), from 1 April 2017.

A motion to increase the Clerks salary to £1450.00 p.a. was proposed by Cllr Fenwick, seconded by Cllr Hulbert. It was unanimously agreed.

7.5 Street Lighting Replacement

Following the visits by Councillors and Clerk, it was agreed to obtain a firm quote from Aylesbury Main who supplies and maintains the lights in other local villages. The Council agreed that fluorescent lights were preferable to LED lights and that the quote be for fluorescent lights.

NEW ACTION Jan 2017 - 006 Clerk to speak to Aylesbury Main and obtain a firm quote on providing the new lamps.

7.6 Village Enhancement Gang

Following an e-mail from Northamptonshire Highways stating that they will be sending out Community Enhancement Gangs later this year to undertake minor improvements that will enhance the village environment. From the list of types of work they will consider, the Council decided to request that the footpaths around The Green and along Wappenham Road be sided out, the hedges at the corner of Towcester Road/Blakesley Road be cut back, and the area around the Notice Board be tidied up.

NEW ACTION Jan 2017 - 007 Clerk to submit application form to Northamptonshire Highways asking for the Community Enhancement Gang to undertake work within the village.

7.7 Overgrown Hedges & footpath obstructions

There are a number of overgrown hedges covering pavements, and vehicle parked on pavements. It was agreed to ask property owners to trim back hedges, and seek help from the police to identify if vehicles can be stopped from obstructing the pathways. It was agreed to put an article in the next edition of Abtalk.

NEW ACTION Jan 2017 – 008 Clerk to send request for property owners to trim hedges to the editor of Abtalk.

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7.8 Transparency Implications

Under the Government's Transparency Act, Parish Councils must make available figures and documents to the public relating to the work of the Council. The Council had just received a grant to buy computer equipment to assist this. The Council must now ensure that the website is regularly, and promptly updated. It is recommended that the Council has access to the website to undertake this work itself. Approx. £250.00 of the Transparency Grant has been allocated for training or upload time to ensure the information is available. Currently the Chairman is the only person who has access to the website.

NEW ACTION Jan 2017 – 009 Chairman to speak to Web master to resolve access issues.

7.9 Moving old minutes to Records Office, Northampton. (2009 – 2016)

The Clerk reported that the Council are holding copies of minutes from 2009. These will be archived and placed at the Northamptonshire Records Office.

NEW ACTION Jan 2017 – 010 Clerk to take the minutes of meetings from 2009 – 2016 to the Northamptonshire Records Office.

8 Correspondence

The following documents were put in the circulation folder.

8.1 Clerk & Councils Direct – January 2017

9 Any Other Competent Business

9.1 Voting on decisions

It was queried whether all suggestions should receive a formal vote and be recorded in the minutes. Both the Chair and Clerk thought that majority of decisions were recorded together with any vote.

9.2 Heating in the Small Room of the Old School.

It was questioned whether the heating in the small room was adequate.

NEW ACTION Jan 2017 - 011 Clerk to speak to the Old School Committee to see if heating in the small room could be improved.

9.3 Replacement Mower

.It was agreed that a new mower would be needed in the not too distant future.

NEW ACTION Jan 2017 – 012 Cllr Berry to asked Phillip Berry to obtain an estimate of the price of a new mower.

The meeting closed at 20.45

Next Meeting Monday 20 March 2017 at 7.45pm in the Old School

The Clerk tendered his apologise for missing the March meeting.

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Summary of Action Points

Action No.	Action	Action taken for this meeting
Sept 2016 – 003	Clerk to contact Rights of Way Officer and ask for a timetable for opening the paths in Bucknells Wood.	Clerk had spoken to RoW Officer. He stated that the timetable for the closure of the bridleways was necessary to enable full recovery. This was disputed by Cllr Berry. It was agreed to keep a watch on progress. Action Ongoing
Dec 2016 – 012	Clerk to speak to Aon to enquire of insurance Cover for mower	The Clerk spoke to Aon. Following further information, Aon stated that unless the mower was registered as a road vehicle it could not be insured. Cllr Hammon advised that the Council look to take out a Tractor Insurance to cover the mower for the very short time it travels on the road. NFU and JCB suggested as possible insurers. Action Discharged
Jan 2017 – 001	Clerk to send details of Forestry Commission Volunteer scheme to the editor of Abtalk.	
Jan 2017 – 002	Clerk to contact Environmental Health at SNC to ask if Septic Tank was ever fitted as required under Planning Application ??????	
Jan 2017 – 003	Clerk to investigate tractor insurance for the mower whilst on the road.	
Jan 2017 - 004	Speed sign to be moved.	
Jan 2017 - 005	Clerk to purchase a laptop, software and printer.	
Jan 2017 - 006	Clerk to speak to Aylesbury Main and obtain a firm quote on providing new fluorescent lamps.	
Jan 2017 - 007	Clerk to submit application form to Northamptonshire Highways asking for the Community Enhancement Gang to undertake work within the village	
Jan 2017 - 008	Clerk to send request for property owners to trim hedges to the editor of Abtalk.	
Jan 2017 – 009	Chairman to speak to Web master to resolve access issues.	

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Jan 2017 – 010	Clerk to take the minutes of meetings from 2009 – 2016 to the Northamptonshire Records Office.	
Jan 2017 - 011	Clerk to speak to the Old School Committee to see if heating in the small room can be improved.	
Jan 2017 – 012	Cllr Berry to ask Phillip Berry how much a replacement mower would cost.	