

Minutes of Abthorpe Parish Council Meeting held on Monday, 19 February 2018
at 7:45pm in the Old School, Abthorpe

Present: Councillors: M Perrigo (Chairman), M Berry, D Cambray, M Hulbert, A Hammon, K Fenwick, J Ford-Cordes,
T. Emerton Parish Clerk

1. **To receive and approve apologies for absence**
No apologies.
2. **Members declaration of interest for items on the agenda**
No declarations of interest were made.
3. **To receive and approve for signature the minutes of the meeting held on Monday 8th January 2018**
These were accepted and signed.
4. **To note any matters arising from the minutes**

Action No.	Description	Action
Mar 2017 – 001	Clerk to arrange to download of data from the Speed sign onto the Parish Laptop	Action Ongoing - Councillor Fenwick to purchase a new lead to download software.
Jan 2018 – 005 4.1	Payment of bills	Chairman Perrigo to follow up with bank to allow the Clerk to set up payments rather than just review them.
Nov 2017 – 006 002	Local Government Pay 2018 / 2020	Clerk to agenda at a meeting once decision is made by NCALC The committee agreed to increase the Clerks salary if the agreement is made by NCALC - Closed.
Jan 2018 – 006 005	External Audit	Clerk to agenda at a meeting once communication has been sent.
Feb 2018 – 006 001	Street Lighting invoicing and bulb shroud	Clerk to ask for two payments, March and June, once received complete Grant application. Follow up request for shroud on light outside Forge Cottage as received 2 complaints.
Feb 2018 – 008 005	Change of date of the April meeting from 9th to the 5th. Also publish dates for the next financial year	Clerk to contact Old School Committee to change the date of the meeting booked on 9 th April 2018 to 5th April and book next years meetings.
Feb 2018 - 006 003	Interim Audit	Clerk to clarify the consecutive numbering required on the minutes and also the timescale of displaying the draft minutes.
Feb 2018 – 006 007/8	Neighbour Watch and Big Things- Parish Councils we need you	Councillor Fenwick to include in the next edition of Abtalk.
Feb 2018 – 008 001	New Bus service X96	Councillor Fenwick to include in the next edition of Abtalk.
Feb 2018 – 008 005	Bench at Grafton View	Councillor Fenwick to find out where the bench is.

5. Finance

1. Cash in Bank as of 10th February 2018
 - Treasurers Account £4,609.56
 - Business Account £3878.51

The balances were agreed.

2. Invoices for payment

Agenda Number	Payment to	Description	Cost	VAT
5.2.1	Section 137 donation	Abthorpe PCC	£50.00	
5.2.4	Section 137 donation	Victim Support	£50.00	
5.2.3.	Section 137 donation	Air Ambulance	£50.00	

The invoices were agreed to be paid and the Councillors discussed and agreed that the Victim Support and Air Ambulance donations would no longer to be paid after this year's donation.

6. Specific items for discussion

1. Street Lighting Consumption

An estimated cost below. NB. A tariff increase has happened each year

Quarter	Charge	VAT	Invoice Value
Jan to March	£63.96	£3.20	£67.16
April to June	£64.67	£3.23	£67.90
July to Sept	£65.38	£3.27	£68.65
Oct to Dec	£65.38	£3.27	£68.65

Clerk to ask for two invoices for payment of street lighting, one in March 2018 and the other in June 2018. Once invoice received to request payment of grant funding.

2. Decision on Mini Farm Planning Permission

Councillor Perrigo attended the appeal meeting. The appeal was upheld with the following conditions:

- The site is visually acceptable within its landscape setting
- Disposal of foul drainage to be managed by installation of septic system
- They are not allowed to trade from the site

3. Interim Internal Audit Update

A number of actions were noted from the interim audit:

- Annual Risk Assessment was not completed in time last year – this will be completed prior to the Annual Audit in June this year.
- Internal Control – The Council should complete an annual internal control of their effectiveness – Councillor Fenwick has agreed to complete this prior to the Annual Audit in June with the Parish Clerk.
- The online banking arrangements should be included in the Council's Financial Regulations document – Parish Clerk will complete this.
- The loose-leaf minutes should be consecutively numbered – Parish Clerk to clarify what is needed as there were differences of opinion on what the requirement is – once clarified will complete this.
- Parish Clerk to be included on the online banking with the ability to set up payments – Chairman Perrigo continuing to request bank to effect this.
- A number of items on the accounts did not have the element of VAT recorded – The Parish Clerk has updated this.

4. Buckingham Palace Garden Party
Councillor Fenwick has been invited to Buckingham Palace Garden Party on 31st May 2018 to represent Northamptonshire Council.
5. Meeting with Stephen Mold - PCC for Northamptonshire – attendance and issues
The Councillors agreed that there are not any policing issues in the village and attendance at these meetings is not required.
6. First Round of Funding - HS2 Community & Environment Fund and Business & Local Economy Fund
The Councillors agreed this does not affect our village.
7. Big Things- Parish Councils we need you
The Councilors discussed and agreed that this should be a feature in the next edition of Abtalk to allow the Parish to take part if they would like to.
8. Neighbourhood Watch
The Councillors discussed and agreed that what we already have with the Abthorpe Alerts is enough for the village and are happy with Jill Tolson to keep sending out any Neighbour Watch alerts.

7. Correspondence

There was no correspondence.

8. Any other business

1. Councillor Fenwick discussed the new bus service – no X96 that travels between Brackley – Silverstone – Towcester – Milton Keynes and will feature this in the next edition of Abtalk.
2. Councillors discussed the requirement in the latest edition of NCALC update for Councillors to have a separate email address – it was agreed that as we are a small parish this is not appropriate.
3. Councillor Cambray asked for another Councillor to change the batteries in the speed sign whilst he is away – Councillor Fenwick offered to do this.
4. The Parish Clerk reported that the Old School Committee has requested the use of the Green for the Ginfest on 9th June 2018 – this was agreed.
5. It was raised that the bench in Grafton View was potentially missing – Councillor Fenwick will check and report back.

9. Close

Signed

Date

(Chairman Perrigo)

Dates of next meetings

Thursday 5th April 2018
 Monday 14th May 2018 – Annual Meeting
 Monday 21st May 2018 – AGM and Ordinary Meeting
 Monday 25th June 2018
 Monday 6th August 2018
 Monday 17th September 2018
 Monday 29th October 2018
 Monday 10th December 2018
 Monday 21st January 2019
 Monday 4th March 2019
 Monday 15th April 2019
 Monday 20th May 2019