



Maureen Holliday, Clerk and RFO to Pitsford Parish Council
Chairman, Martin Flanagan

**Minutes of the Meeting of Pitsford Parish Council
held on Monday 13 November 2017 in the Village Institute, Pitsford at 7:30pm**

Present: Cllrs: M Flanagan (Chairman), K Isaacs, E Rogers, A Kimbell, S Bentley, M Jaffrey, S Arnold
In attendance: Maureen Holliday, Clerk and Responsible Financial Officer, Mr Mark Smalley, District Sgt Sam Dobbs

084/17 PUBLIC SESSION:

a) Sam Dobbs, Neighbourhood Sergeant, Daventry District: New Project - Police Liaison Representatives and Northamptonshire Police and Crime Plan 2017 – 2021. Sgt Dobbs updated the Council on the proposed changes in policing, the recent police inspection, reduction in funding and the collaboration, regionalisation and sharing of services and the changes that it is bringing about. Recent cuts have reduced the police budget to £115m and further savings in excess of £5-10m have to be found. PCSO's have been reduced by 50% to 6 over the last 5 years. The idea of the Police Liaison Representative (PLR) was further explained as being a Neighbourhood Watch Representative/Parish Councillor to trial a new approach to liaison between parish councils and the police and an attempt to provide information for report to the police. It is the same principle as the Parish Paths Warden Scheme for rights of way and the Highways Representative Scheme for highways. Danny Moody of Northants CALC and Sgt Dobbs agree that if it does not work they won't carry on having meetings (2 per year).

b) District Councillor John Shepherd: Sponsored PCSO and District Council update.

Apologies received. Important planning application at Boughton Parish Council Meeting

085/17 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE - apologies received from Cllr Trott due to Boughton Parish Council commitment. District Councillor John Shepherd.

086/17 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate. Cllrs Flanagan and Rogers declared interests in the Sportsfield Grant Application **089/17 (e)**

087/17 RESOLUTION TO SIGN & APPROVE MINUTES OF MEETING HELD ON 11 September, 2017. The minutes of the meeting held on 21st September 2017 were approved as a true record and signed by the Chairman

088/17 Clerk Report - For Information Only

Following concerns of a resident about trees from adjoining land overshadowing the garden the Clerk met with the landowner to inspect the overhanging trees.

The bin for the end of Ride Lane and at the bus shelter will be ordered following advice from the environmental contractor.

089/17 RESOURCES: Parish Council Resolved to Approve the following bank balances and payments

a) **Bank Balances** as at 1 Nov, 2017

Business Reserve Account: £33,950.92 **Current Account:** £50 **Total:** £34,000.92

b) **Income received** –Interest: £0.30 Precept, £11,036

c) **Receipts and Payments, Budget Summary, Bank Reconciliation at 01 November, 2017** (circulated)
Including anticipated expenditure to the year end 31st March, 2018 and Reserves summary.

d) Payment of invoices to be made at meeting:-

Total Gas & Power	August Power	86.59	4.13
2 Commune	2 Mailboxes Neighbourhood Plan	60	
E.on Energy Solutions	Lighting repair LC37 High Street photocell	28.16	4.69
M Holliday	Clerk Salary September	260.39	
Northants CALC	Training CIL Flanagan & Holliday	84	
Total Gas & Power	September Power	91.3	4.34
Hayeswood Landscapes	Sept & Oct Mowing Inv's 4125 & 4177	1008	168
M Holliday	Clerk Salary October	260.39	
	Total	1878.83	181.16

- e) **Grant Application:** Pitsford Sportsfield grant application for a Defibrillator £468. Council to discuss and Resolution to approve. The use is envisaged to be three-fold: For general use of the sportsfield and sports activities, for the children (recent fatalities), a second Defibrillator being situated at the far end of the village. There will be only one request. **Resolved** to approve the grant application. A stipulation being that the Defibrillator should be sited on the outside of the building. The unit will be covered by the sportsfield insurance
- f) **Internal Audit:** To approve and accept the auditor's certificate for the financial year ended 31st March 2017. Members received the report and noted there were no issues to be addressed.
- g) **External Audit:** To approve and accept the BDO External Auditor's certificate for the financial year ended 31st March 2017. Members received the report and noted there were no issues to be addressed.
- h) **Budget and Precept Demand for 2018/19** (2017/18 Precept £22,072) First Draft Budget (circulated) with recommendations from the Resources and Strategy Committee meeting on 6th November 2017.

Expenses for the year to 1 November; Actual £18,956 less Transparency Grant obtained of £2,209 = Net £16,747. See Appendix 1 for detail.

The reports were discussed in detail as follows:-

- The Budget Analysis of costs year-to-date, anticipated spend to the year-end and the balance of earmarked reserves to-date were examined and discussed.
- Activities/projects from 2016/17 through 2017/18 including anticipated expenditure to the financial year-end. Expenditure within the village, streetlighting upgrade, Neighbourhood Plan and a dedicated PCSO shared with neighbouring villages. Plus future newsletter printing costs (new project). WiFi in the Village Hall is also being considered.

The Council agreed that the final budget will be presented and discussed for Resolution at the 8th January 2018 meeting. The Precept for 2018/19 is anticipated to be in the region of £24,848.

It was noted that Parish Councils will not be capped by Central Government in this coming financial year but may be capped in future years.

- i) **Royal British Legion Poppy Appeal** Parish Council to discuss wreath and donation and make resolution to approve. Parish Council **Resolved** to approve the wreath and donation of £50

090/17 HIGHWAYS MOWING AND VILLAGE MAINTENANCE:

- i) **Bus Shelter in High Street: 074/17 (i)** Clerk and Cllr Rogers to provide update for Council to agree action. The boards to repair the roof will be delivered within a few days and work can then commence.
- ii) **Report on lighting: Light 23 Broadlands:** Clerk to report. The light was reported as not working. **Action:** The Chairman will check to see if it is working.
- iv) **Hedges Overgrowing Highways and Footpaths:** Clerk to provide update on **074/17 (iv)** for Council to agree action. The work in Church Lane is complete. Grange Lane to Moulton Road works are under-way. **Action:** Clerk will speak with the home owner in The Square.
- vii) **Parish Councillors Walk of the Village:** Chairman to report on the recent village walk and report (circulated). Council to review and decide action. Councillors had undertaken a village walk and detailed works for consideration including road signs, gutters and repair of the bus shelter. **Action:** The Chairman will update the spreadsheet and circulate next week.
- v) **Bus Shelter, Northbound A508** – Council to review and agree action. Several people have suggested a second bus shelter on the Northbound side of the A508. Defer until the January meeting in order to

gather costings and establish feasibility

Action: Clerk to obtain utilities maps. Chairman to gather information for the January meeting.

- vi) **Village Newsletter** - Clerk to report on recent meetings and information received. Council to consider report and agree action. A meeting was held on the 31 October to discuss moving forward with the proposal of a new newsletter group to produce the monthly newsletter over 10 months of the year. The volunteers will produce the first newsletter at the end of January. The Clerk presented estimates for printing as part of the budget discussion which will be reviewed again in January.
Action: Clerk to update printing estimates for the January meeting.
- vii) **Permanent Feature, Sign** – Council to review and agree action. Council agreed a small project group of 3 members would revisit the previous paperwork now that more funding is available.
Action: Councillors Flanagan, Jaffrey and Bentley to form project group to bring a recommendation to the January meeting.
- viii) **Streetlighting Project:** Council to decide action following recommendations of the Resources Committee. See **089/17 (h) above**. The Clerk had informed the Members of a new type of LED lamp coming on the market very shortly which can be fitted into the current SOX housing giving a similar distribution of light in white instead of yellow and low energy costs. The lamp fulfills the need for a cheap and effective conversion from the current yellow SOX lamps to an LED white light at a much cheaper price of £110 fitted. Council have previously agreed to replace the expensive-to-run Mercury Vapour lights in High Street and two in Manor Road. Followed by a planned conversion of the remaining lights. The Clerk is still awaiting information from E.on and Philips who cannot locate the type of light fitted in Yardley Gobion BGS451 PGRN16.
Action: Clerk to continue to try to source the above lamp and alternatives.

091/17 DEFIBRILLATOR: To receive a report from the Chairman on training and further requirements. See also **089/17 (e)**. Training will get underway in the New Year.
A spare pair of pads is required along with a pair of child-sized pads. Members **Resolved** to approve the purchase of the pads.
Action: Chairman to provide Clerk with details to action. Chairman will also arrange training.

092/17 PLANNING – New applications can be viewed on the village website:
<http://www.pitsfordvillage.co.uk/planning>

a) New Applications:

Application No: DA/2017/0768

Description: Demolition of existing outbuilding and rear extension. Construction of two and a half storey side extension and single storey rear extension.

Location: Sedgebrook Cottage, 3 Pitsford Road, NN6 8BB

Case Officer: Mr D Jordan on 01327 302591 or email djordan@daventrydc.gov.uk

Response: No observations

Application No: DA/2017/0893 (Amended)

Description: Demolition of existing timber shed and construction of render and stone outbuilding

Location: 17, High Street, Pitsford, Northamptonshire, NN6 9AD

Case Officer: Rebecca Hambridge on 01327 302577 or email rhambridge@daventrydc.gov.uk

Response: No observations

Application No: PD/2017/0058 **Respond by 19 December**

Description: Prior approval for change of use of barn to dwelling (Class A & B)

Location: Barn At Sedgebrook Lodge Farm, Pitsford Road, Chapel Brampton, NN6 8BB

Case Officer: Angela Brockett on 01327 302563 or email abrocket@daventrydc.gov.uk

Response: Clerk to lodge the previous response.

b) Recent Decision

Application No: DA/2017/0425 **Respond by 5 July, 2017 – Approved 28 September, 2017**

Description: Alterations to existing access, Sedgebrook Home Farm, Pitsford Road

093/17 PITSFORD SPORTSFIELD: to receive a report from the Chairman. See also **089/17 (e)** above. The Grant application for the defibrillator was approved. The roof has been repaired. The moving of the fence to mark the new parking area will start tomorrow. The tree by the shelter will be pruned in Spring. Work is being carried out on the changing rooms. The repairs around the play area will begin next week.

094/17 NEIGHBOURHOOD PLAN:

- a) Resolution on the amendment to Neighbourhood Plan Terms of Reference adopted by Parish Council on 23rd August **063/17**.
A subsequent recommendation to change Paragraph 3. From ‘have delegated powers’ to ‘shall form subsidiary groups’ was accepted by the Working Group on 5 September, Agenda item 7a. (No committees or sub-committees of PPC have delegated decision making powers). Council **Resolved** to accept change.
- b) To receive a report from the Chairman following the Pitsford Neighbourhood Plan Working Group meeting on 3rd October 2017 and resolution to approve and adopt any recommendations.
The Chairman reported that there had been another meeting on November 7th. The Working Group is finding it’s feet and mainly discussing the structure of the questionnaire. The Chairman, Cllr Kimbell and Mrs Hamilton received some good guidance from Daventry District Council and a recommendation to study the Braunston NP as a template. Cllr Bentley reported that the November meeting was focussed on discussion of tactical content. Cllr Bentley is looking after the project plan/management for it and will therefore do the update. There will be a need for the Parish Council to promote the launch event and to get people talking about the NP, why they need to be involved in it etc.,

095/17 POLICE: For discussion and resolution to approve action. circulated

i) Pitsford - ASB

22 Sep: Pitsford Quarry - report of motorbikes in quarry. Officer attended but no trace.

Pitsford - crime

10-11 Sep: Railway station - entry made to site and items taken.

21 Sep: Broadlands - attempted forced entry to premises, window broken. Offender escaped when disturbed by occupants.

ii) New Project - Police Liaison Representatives: See **084/17 (a)** above. Council to discuss and decide action going forward. Cllr Flanagan will attend a meeting on 30th November, (est 2 meetings per year).

iii) Parish Sponsored PCSO Initiative: See **084/17 (b)** above. Council to discuss and decide action going forward. Via message Cllr Shephard provided an update of the expected costs of sponsoring a PCSO. The Council await a further update.

iv) Mike Bailey, Police Volunteer. Mike retired from his role as a Police Volunteer on 19 October 2017, therefore the above crime summaries are likely to be the last ones available. The Clerk thanked Mr Bailey on behalf of the Parish Council for the work he has done in providing the Council with this valuable information.

096/17 PITSFORD QUARRY: Boughton/Pitsford Local Liaison Group Meeting - 8th November, 2017

Clerk report for Council to decide further action. Noted

097/17 CORRESPONDENCES (previously circulated): To discuss and agree action, if any

- a) Northamptonshire Libraries and Information Service Review 2017 Consultation
- b) Northamptonshire County Council 2018-19 Budget Consultation Phase 1.
- c) County Council Medium Term Financial Plan – Danny Moody.
- d) Trading Standards Budget Consultation
- e) DDC Planning Training Consultation

098/17 GENERAL CORRESPONDENCE RECEIVED Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

099/17 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)

100/17 DATE OF NEXT MEETING – 8 January, 2018 7.30 pm, Village Institute, Pitsford

Signed.....

Chairman

Date:

Future meeting Dates of Full Council: 2018: 8th January, 12th March, 14th May, APM 8 May 2018

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