



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

**Minutes of a Meeting of Pitsford Parish Council held
Monday 12th March 2018 in the Village Institute, Pitsford at 7.30 pm**

Present: Cllrs Martin Flanagan (Chair), Alastair Kimbell, Martin Jaffrey, Edward Rogers, Keith Isaacs, Sarah Bentley, (6 members)

In attendance: Maureen Holliday, Clerk and RFO, 2 Members of the Public

127/17 PUBLIC SESSION 15 mins:

Residents Jeff Jacobs and Jo Woolard addressed the council members about their concerns over the amount of litter deposited in Brampton Lane, Moulton Road to Spectacle Lane and the A508. Mr Jacobs made reference to the Keep Britain Tidy, Great British Spring Clean campaign. They were happy to undertake a litter collection if the council were not considering doing anything.

They were thanked for their offer and their concerns and informed that village cleanup is on the agenda item (134/17 iii)

128/17 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE : apologies were received from Cllr Arnold (commitment) and Cllr Trott (declaration of an interest on item 139/17.

129/17 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. Cllr Isaacs declared an interest on item 133/17 e) by being a Church Warden.

130/17 RESOLUTION TO SIGN & APPROVE MINUTES OF MEETING HELD ON 8 January, 2017. It was resolved to accept the minutes as a true record.

131/17 CO-OPTION OF COUNCILLOR – Members to consider applications submitted and make a decision. 2 applications were received. A vote took place for the vacancy created by the resignation of Jane Holmes. Jo Woolard was co-opted to the council.

Action: Clerk to arrange for the Acceptance of Office and Notice of Registrable Interests to be signed.

132/17 Clerk Report - For Information Only

- Applied for VAT reclaim.

- The 2018 SLCC Practitioners Conference covered primarily the following major subjects: changes to the Data Protection Act from the viewpoint of a Parish Council. Standards of Behaviour of councillors, Grievance and Disciplinary Procedures, Conflict Management. External Audit changes following the appointment of the new external auditors.

- Mrs Barcock had expressed concern about the condition of the surface at the bottom of Home Farm Lane. The Chairman will respond to this question in item 137/17 Sportsfield.

- Suggestion made by the Clerk in the January newsletter to move her Bulletin database into the Parish Council domain considering the forthcoming changes to the Data Protection Act. Advice given by Nicholas Hancox Solicitors is that as it was created as a hobby and with formal agreement from members it was not necessary to move it. There is no liability and no conflict of interest on the part of the Clerk in leaving the arrangement as it is. It may become complicated and limited if moved into the council domain.

133/17 RESOURCES: Parish Council **Resolved** to Approve the following bank balances and payments at **1 March, 2017** – Statement not received, reports were tabled

- a) **Bank Balances** : Community Account: £50, Business Reserve A/c: £31,370.65 Total: £31,420.65
- b) **Income received** : £2,050 from Groundwork UK, £1.15 interest
- c) **Receipts and Payments: Budget Summary, Bank Reconciliation** - tabled
- d) **Payment of invoices between meetings and during the meeting:**

Payments between meetings					
Date	Payee	Service	chq	Gross	VAT
13/02/18	M Holliday	Jan Salary	1069	260.59	
13/02/18	Minuteman Press	Neighbourhood Plan Printing	1070	669.6	111.6
02/03/18	P Saunderson	Neighbourhood Plan Expenses	1071	41.21	
02/03/18	R Adams	Neighbourhood Plan Expenses	1072	19.19	
				990.59	111.6
Payments made at meeting					
12/03/18	CPRE	Annual Subscription	1073	36.00	
12/03/18	Northants CALC	Audit and Parish Mapping training	1074	72.00	
12/03/18	SLCC	Practitioners Conference	1075	150.00	25
12/03/18	Total Gas & Power	Jan, Feb, March electricity	1076	484.72	80.77
12/03/18	E.on Energy Solutions	Repair Light 23	1077	28.16	4.69
12/03/18	2commune Ltd	UKLC Website hosting	1078	660.00	110
12/03/18	M Holliday	Feb Salary	1079	260.39	
12/03/18	J Heaton-Harris	Newsletter printing	1080	140.00	23.33
12/03/18	Mr P Forrest	Repairs to road sign	1081	74.99	
				1906.26	243.79

- e) **Renewal of Subscription to Planning Resource newsletter.** Council **Resolved** to renew.
- f) Council **Resolved** to bring forward item f (a) at this point as this and f (i) were related.
The Clerk provided quotations gathered from suppliers of printer/copiers and the following two options were considered at length:
 - 1) The payment of a grant of £500 to cover printing costs. The Newsletter Group would source their own printing and expenses within that budget.
 - 2) The sourcing of a printer/copier for Parish Council related work which would also be available to the Newsletter Group to print up to 30,000 pages per annum for the village newsletter.

Decision: It was **Resolved** to replace the grant request by providing the facility to print up to 30,000 pages per annum of the newsletter at no cost. The printer would have the capability of producing in booklet format. Toner and staples will be supplied. Paper will be provided for the first year and then reviewed.

The suggestion of providing a grant and charging for printer usage was discounted to simplify matters.

Conditions: That the Parish Council monthly posting is not to be edited. That the Group agree to bear full responsibility for all content contained in the newsletter, apart from the Parish Council report. Any funding obtained from advertising should be credited to the bank account of the Newsletter Group.

The Parish Council believe in offering financial support to village organisations that make efficient use of public funds where it will most benefit the residents of the village.

All Groups and Organisations receiving public funding or support from the Parish Council are required to provide a report and accounts to the Parish Council and residents annually at the Annual Parish Meeting.

Action: Clerk to arrange the lease of a printer/copier on a 3 year agreement with maintenance contract. To ascertain a date for delivery. Rev Trott has offered to print the March edition.

- f) **Grant Applications for consideration:** to approve.
 - a) **Pitsford Village Newsletter** £500 for printing costs. See resolution above.
 - b) **Pitsford Parochial Church Council** - £265.38 for service of ride-on mower. Not submitted in time for the meeting.
- g) **Receipt of Grant Funding for first stage of the Neighbourhood Plan NPG-04007.** Clerk to report A first payment of £2,050 has been received From Groundwork UK.
Action: Clerk to account for spending and report back to Groundwork by the end of March.
- h) **Payments for expenses incurred on the launch and questionnaire for the N Plan.** To approve. According to Cllr Isaacs all expenses to date has been passed to the Clerk for payment.
- i) **Update on a printer facility.** With item f(a) see above
- j) **Council Policies for review.** Deferred to May meeting. Clerk to send a reminder 4 weeks before the meeting. As part of the Openness and Transparency Act all Policies are filed on the Web site.
- k) **Councillor Isaacs to report on financial internal check carried out to quarter ended Dec 2017.** Cllr Isaacs reported that he had carried out 2 internal checks for the year to date and reported that there were no findings of concern.
- l) **Review bank account facility with a view to changing banks.** Council to discuss The Clerk reported recent difficulties with Nat West Bank. This has previously been a subject for discussion. A number of councils have moved their banking facility to Unity Trust Bank (<https://www.unity.co.uk/who-we-help/>) Clerks have reported that Unity work particularly well within the regulations of Parish Councils.
Action: Clerk to research Unity and Barclays and provide information for discussion at a future meeting.

134/17 HIGHWAYS MOWING AND VILLAGE MAINTENANCE:

- i) **DDC suggestion of Parish Council taking over litter picking duties from 4th June 2018** Chairman circulated a report and recommendations. The members **Resolved** not to take up the offer from DDC.
Action: Clerk to confirm decision to DDC.
- ii) **Litter bin at bus stop on the A508 and a Dog/Litter bin at Millennium Spinney.** Clerk to report on cost estimates received. Following discussion it was **Resolved** to place a litter bin at the bus stop on the A508 and place a dual-purpose litter/dog bin adjacent to Millennium Spinney. The bin outside the village hall to be removed.
Action: Clerk to arrange.
- iii) **Village maintenance and cleanup:** Report from the Chairman Following the suggestion by residents who spoke in the Public Session (above) the members **Resolved** that the first step is to invite Northamptonshire Highways to a meeting to establish what works they will be able to do in the future following the NCC cuts. Further discussion will follow to decide a way forward.
Action: Clerk to arrange a meeting with Northamptonshire Highways, Ian Boyes.
- iv) **Upgrade of street lighting in High Street.** Clerk to report on status. E.on have been exceptionally slow in installing the new lights which were ordered in November. The reasons given were not satisfactory and E.on were asked to install the lights by the time of this meeting. They were not able to complete the job due to the bad weather a further date of 17th March was suggested.
- v) **Village Sign:** Report from the Village Sign Group. The suggestion of a sign is a question in the Neighbourhood Plan questionnaire and further discussion will follow from the comments received.
- vi) **Restoration work carried out to directional sign on The Green.** Clerk to update council. The members all complimented Mr Forrest on the work carried out to restore the sign.
Action: Clerk to send a formal thank you to Mr Forrest.
- vii) **Overhanging trees and hedges.** Council to agree action. First contact has been previously been made to the owners of hedges and trees overhanging the roads and footpaths. Most have been attended to. If

owners do not respond then the council has to put the matter in the hands of Highways who will either write to the owners or carry out the work themselves and charge the owners.

There is also concern about the trees belonging to Pitsford School overhanging Moulton Road.

Action: Clerk to make final contact with owners. To also contact Pitsford School.

135/17 PLANNING – New applications can be viewed on the village website:

<http://www.pitsfordvillage.co.uk/planning>

a) New Applications:

Application No: DA/2018/0094

Description: Work to trees within a conservation area – Fell Plum Tree

Location: Pear Tree Cottage 1, Manor Road, Pitsford, Northamptonshire, NN6 9AR

Decision: Michael Venton Approved 28-Feb-2018

Application No: DA/2018/0072

Description: Remove tree within a conservation area, causing damage to wall

Location: Pitsford Primary School, Moulton Road

Case Officer: Michael Venton

Application No: DA/2018/0028

Description: Single storey front and rear extensions, raise height of roof over original building and new extensions to create first floor with front and rear dormers, and front porch

Location: 12, Broadlands, Pitsford

Case Officer: Sue Barnes

b) Applications awaiting decision – discussed at Extraordinary Meeting on 5th December, 2017

Application No: DA/2017/1081

Description: Reserved matters application (appearance, landscaping and scale) for construction of one dwelling and garage with new access drive from Ride Lane Wickets, High Street,

Response: Members **Resolved** to object on the basis of appearance, landscaping and scale. The proposed property being oversized for the position and out of keeping with the environment. The materials proposed are also out of keeping with the original and later built properties which are stone built. There will be a loss of privacy for neighbouring properties.

Update: The Planning Officer reported: I have requested further revisions to the submission in order to ensure that it is fully compliant with the existing outline consent. The Application will now go the DDC Planning Committee on 14th March.

Application No: DA/2017/0895

Description: Construction of trekking centre with associated accommodation for tourists and site manager, exercise courtyard, horsebox and car parking, new vehicular access to Moulton Road Land off Moulton Road, Pitsford, Northamptonshire

Response: Members **Resolved** to object to the application on the basis of overdevelopment of the site, health and safety concerns, no nearby bridleways or safe riding routes, no facilities on-site or in the village for guests and staff. Additionally there is the problem to horses and walkers of the narrow width of the road in two places entering the village from Moulton. There is no possibility of a footway. There was a recent vehicle collision on the bend adjacent to the property. Floodlights on the site will also be detrimental to the nearby observatory which is an important information collection point.

Update: the Clerk has reported to the Planning Officer that a nearby Observatory has been accepted by the Harvard Smithsonian (a project financed by NASA) as a recognised observatory involved in all the activity to protect the planet from Asteroids. Observatory code Z34 has been granted for the Observatory. Any works that will limit the ability of the Observatory will be a matter for consideration in planning matters.

136/17 Annual Parish Meeting reminder. It was **Resolved** that the meeting be held on Tuesday 1 May 2018. 7pm in the Village Hall. **Action:** Clerk confirm reservation and to inform County and District Councillors.

137/17 PITSFORD SPORTSFIELD: to receive a report from the Chairman following a meeting of the Sportsfield Committee on 20 Feb. The following matters were discussed: The condition of Home Farm Lane – Moulton College have offered support in repairing it. Car park and the condition and maintenance work on the play area. The pitches are in good order. Repair to the wall by the bus shelter is required. Some repairs to the sports pavilion are required. Update on the defibrillator. There is a lack of available storage which will be resolved by the siting of a storage container behind the pavilion. There are currently 2 Trustees and the Trust Deed states that there should be 3. A 3rd Trustee should be sought.

How membership of the committee is decided was discussed. According to the Trust Deed new members are agreed by the Trustees, not by the committee. A village resident attended the meeting to express their concerns, which are shared by other residents, that the opinions of village residents are not being taken into consideration on changes/actions by the committee. Subjects: tree planting and the car park were mentioned. The resident requested to join the committee and it will be considered by the Trustees. It was suggested that 2 additional committee members should be sought, particularly with an interest in the play area.

138/17 NEIGHBOURHOOD PLAN:

To receive report from Philip Saunderson, Chairman of the Neighbourhood Development Plan Working Group (circulated): The report has been placed on the village Website as part of the public consultation. A summary will be included in the village newsletter.

139/17 POLICE: For discussion and resolution to approve action. circulated

Parish Sponsored PCSO Initiative: Chairman to provide report for discussion and action going forward. Boughton are yet to respond with their decision. If all are in agreement the initiative should begin on 1st June. At a recent meeting at Mere Way it was suggested that the initiative should be trialled for 12 months, there should be an opportunity to review after 6 months. It was agreed that if the scheme goes ahead to invite the PCSO to the September meeting of the council.

Update on Neighbourhood Watch. Chairman to report. The NHW signs around the village are to be replaced.

140/17 CORRESPONDENCES (previously circulated): To discuss and agree action, if any

- a) Brixworth PC response to the Settlements & Countryside Local Plan Noted
- b) Keep Britain Tidy & Best Village competition Noted
- c) Daventry Funding Fair 2018 Noted
- d) Minutes 14 December 2017. Parish & Town Councils Meeting – circulated 31 Jan. Noted

141/17 GENERAL CORRESPONDENCE RECEIVED Items received of interest to parishioners will be displayed on the Noticeboard, Newsletter or Social media where relevant.

142/17 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting) None

143/17 DATE OF NEXT MEETING – 14 May, 2018 7.30 pm, Village Institute, Pitsford

Meeting closed : 21:20

Signed..... **Date:**
Chairman

Future meeting Dates of Full Council: 2018: APM 1 May 2018 9th July, 10th September, 12th November

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