



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

Notice of Pitsford Parish Council Meeting

To members of the Council: You are hereby summoned to attend a meeting to be held on Monday 11th March, 2019, at 7:30pm in the Village Institute for the purpose of transacting the following business.

Public and Press are welcome to attend

Public Participation: In accordance with Standing Order 3 (e & f), members of the public and press are invited to address the Council about any matter relating to the business to be transacted and any function of the Council. A period of time, not exceeding 15 minutes, will be set aside at the start of the meeting for this purpose unless directed by the chairman of the meeting.

Persons (other than Members) wishing to address Council may register their intention to do so to the Clerk by (see below) mail, telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes.

AGENDA

- 099/18 **CONDUCT A PUBLIC SESSION 15 mins:** (Duration and content at Chairman’s discretion)
- 100/18 **RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE:**
- 110/18 **RECORD ANY DECLARATIONS OF INTEREST on subjects included on this agenda. 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:**
- 111/18 **RESOLUTION TO SIGN & APPROVE MINUTES OF MEETING HELD ON** 14th January, 2019 and the Minutes of the RSSA Advisory Group meeting on 4 March, 2019.
- 112/18 **CHAIRMAN and CLERK Verbal Reports/updates - For Information Only**
- 113/18 **RESOURCES:** To discuss and approve recommendations from the RSSA Advisory Group meeting, circulated.
Parish Council Resolution to Approve the following bank balances and payments at 4 March, 2019
 - a) **Bank Balances:** Community Account £50. Reserve A/c £24,451.36, Total £24,501.36.
 - b) **Income received since last meeting:**
Interest: £3.03, Goodwill Credit Zeta Lighting £737.04, VAT £5,467.70
 - c) **Receipts and Payments: Budget Summary, Bank Reconciliation for year to date: - circulated**
 - d) **To approve a list of payments and direct debits since the January 14th meeting.**

Date	Payee	Detail	Chq	£	VAT
14/01/2019	Zeta Specialist Lighting	LED Lighting	1151	13973.30	2328.88
14/01/2019	Peac Uk Ltd	Printer/Copier Lease	DD	147.96	24.66
24/01/2019	BT Group PLC	Telephone/WiFi Jan	DD	35.88	5.98
25/01/2019	Total Gas & Power Ltd	Electricity Dec	DD	136.93	6.52
18/02/2019	2commune Ltd	Website Update	1152	120.00	20
18/02/2019	Came & Co	Insurance revaluation	1153	270.38	
18/02/2019	M Holliday	Salary Jan	1154	272.01	
25/02/2019	Total Gas & Power Ltd	Electricity January	DD	47.32	2.25
25/02/2019	BT Plc	Telephone/WiFi Feb	DD	35.88	5.98
04/03/2019	Kirkwells Ltd	Neighbourhood Plan	1155	1620.00	270
04/03/2019	M Holliday	Salary Feb	1156	272.01	
04/03/2019	M Holliday	12 months Office Expenses & Training/Practitioners Conf.	1157	412.88	
				17344.55	2664.27

- e) **Resolution to approve a list of payments at the meeting.**
- f) **Internal Audit 2018/19 – process to be noted.** The Council has been notified of the new NCALC Internal Auditor, Fiona Keable. The new auditor will want to fully review records of: Book keeping, Evidence of Due Process, Policies, Risk Management, Budget, Payroll, Asset Control, Year End Procedures and Annual Return, Transparency Code etc., This may involve more than one visit to familiarise herself with the Council and complete the audit.
- g) **Neighbourhood Plan Grant Funding:** Cllr Isaacs to provide report to Council.
- h) **Annual Review of Village Newsletter. Resolution** to approve action if any.
- i) **Cllr Isaacs to report on internal checks carried out to Jan 14 2019.** Resolution to approve report. Internal control checks have been carried out to July 9th, Sept 3rd 2018 and 14 Jan 2019.
- j) **Insurance Renewal 2019/20** The Clerk will obtain 3 quotations. The revaluation of the Village Hall and Sportsfield will bring an increase in the annual insurance fee. (£1999.07 for the previous year. A further cost of £270.38 was paid to cover the revaluation of the assets for the remainder of this year.) **Resolution** to decide way forward.
Normally the Clerk will ask for 3 quotations from Came and Co for group cover of all of the Parish assets and liabilities. Some insurance companies cannot insure the Council, Sportsfield, Village Hall under the same policy. The Clerk suggested that a second separate quotation could be requested for each property as a comparison. RSSA agreed to make the above **Recommendation** to Council.
- k) **To consider and approve the following draft policies: Recommended** for approval by RSSA Advisory Group
 1. Data Breach Policy
 2. Equal Opportunities Policy
 3. Environmental Policy
 4. Volunteer Policy and Procedures
 5. Appendix B to Volunteer Policy (Risk Assessment example)
 6. Council Volunteer List

114/18 HIGHWAYS MOWING AND VILLAGE MAINTENANCE:

- i) **Overhanging trees and hedges.** Seasonal reminder to residents. Council to resolve action.
- ii) **To consider quotations for tree works in Millennium Spinney:** The Clerk has obtained 3 quotations to carry out the works discussed with the DDC Landscape Officer during his visit on 29 November. The works will require a planning application to be lodged. 3 Quotations have been received: £1,476, £918 and £500. The RSSA Group **Recommended** that the quotation of £500 be accepted. The Clerk will lodge a planning application for the works.
- iii) **Trees in the Parish. Quotations received for the works required to the trees in Millennium Spinney. Resolution** to approve recommendations.
- iv) **Provision of a further Dog and Litter bin in Manor Road or Grange Lane.** Council to discuss and resolve further action.
- v) **General Maintenance:** Parish Councils have a variety of powers and duties, all of which impact directly on the community. The Council's ability is hampered when carrying out certain activities such as works on land owned by Highways; pathways, gutters, verges etc., inside and outside of the village. Permission and adherence to expensive traffic regulation would be required for health and safety reasons. Many villages have 'Village Cleanup Days' or voluntary groups who litter pick and tidy areas. **Resolution** to consider and agree options.

115/18 PLANNING – Current applications can be viewed on the village website:

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

a) Applications Received – Resolution to approve response

DA/2019/0083 **Work to trees subject of Tree Preservation Order DA 450** Sedgebrook Cottage 4, Pitsford Road, Chapel Brampton

DA/2018/0997 **Conversion of garage plus extension to form annexe:** Byeways, Grange Lane, Pitsford,

b) Awaiting Decision:

DA/2018/0894 **Demolition of outbuilding and shed.** Construction of two storey rear extension at Sedgebrook Barn, Pitsford Road, Chapel Brampton, (Pitsford Parish)
Response: No Observations

c) Recent Decisions

DA/2018/1148 **Felling tree within a conservation area,** The Old House 39, Manor Road, Pitsford,
Response: No Observations. Permitted, Feb 2019

