

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

Minutes of the Meeting of Pitsford Parish Council Monday 14 January, 2019, at 7:30pm in the Village Institute

Present: Cllrs Martin Flanagan (Chairman), Martin Jaffrey, Edward Rogers, Keith Isaacs, Sarah Bentley, Jo Woolard, Shelley Maclellan, Alastair Kimbell, Stephen Arnold (9 members)

In attendance: Maureen Holliday, Clerk and RFO, PCSO Paul Miller

085/18 PUBLIC SESSION 15 mins:

PCSO Paul Miller reported only two crimes since October.

31/10/18 Burglary non-dwelling. Moulton Road, Forced entry and into 2 sheds

07/01/19 Burglary Dwelling. Brampton Lane. Entry gained but left when alarm sounded.

Updated the PC on crime and activity in the area. Problems highlighted were the fact that people should take more care and take action to protect themselves. Particular problems; inattention when using the new keyless cars, leaving front doors and garages unlocked. The Members were updated on the activities that PCSO Miller was undertaking on a regular basis.

086/18 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE: There were none

087/18 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 in **091/18 g** being the Church Warden. It should also be noted that the Clerk is also the treasurer for the church.

088/19 Congratulations are in order for our Parish Councillor Sarah Bentley, who has been awarded the prestigious title of Northamptonshire's Business Woman of the Year at the awards evening on 15th November.

089/18 RESOLUTION TO SIGN & APPROVE MINUTES OF MEETING HELD ON 14th November, 2018
Members **Resolved** to accept the minutes as a true record and they were signed by the Chairman.

090/18 Clerk and Chairman Verbal Reports - For Information Only. These were received by the council.

091/18 RESOURCES: Members **Resolved** to approve the following items **a - e:**

a) **Bank Balances:** Community Account £50, Reserve A/c £33,890.50: Total £33,940.50

b) **Income received since last meeting:** Interest: £12.66

c) **Receipts and Payments: Budget Summary, Bank Reconciliation for year to date- circulated**

d) Members **Resolved** to approve a list of payments and direct debits **since the November meeting.**

Date	Payee	Details	Chq	£	VAT
06/11/2018	Police & Crime Commissioner	Sponsored PCSO	1135	2486.64	
30/11/2018	Total Gas & Power Ltd	Oct electricity	DD	117.63	5.6
05/12/2018	Hayeswood Landscapes	Hedge cut playing field	1136	102.00	17
05/12/2018	M Holliday	Reimb of BT bill paid Nov	1137	35.88	5.98
05/12/2018	M Holliday	Salary Nov	1138	272.01	
05/12/2018	M Flanagan	Materials - Millennium Spin	1139	112.58	
05/12/2018	British Legion	Donation	1140	50.00	
13/12/2018	CPRE	Membership	1141	36.00	
13/12/2018	Broxap Ltd	Grit Bin	1142	144.00	24
13/12/2018	Picard Solutions	MacAfee Virus Protection	1143	46.80	7.8
12/12/2018	Autela Group	Payroll Processing	1144	46.80	7.8
15/12/2018	BT Plc	Telephone/WiFi Dec	1145	35.88	5.98
15/12/2018	M Holliday	Salary Dec	1146	272.01	

15/12/2018	HMRC	Tax	1147	204.00	
21/12/2018	Midshire Bus Sys Ltd	Printer/Copier Lease	DD	64.14	
24/12/2018	Total Gas & Power Ltd	Nov electricity	DD	125.58	5.98
04/01/2019	Information Commissioner	Data Protection Registration	DD	35.00	
				4186.95	80.14

e) Members **Resolved** to approve this list of payments at the meeting –

Date	Payee	Detail	Chq	£	VAT
14/01/2019	TBS Building Supplies	Grit Bun refills	1148	144.00	24
14/01/2019	Police & Crime Commissioner	Sponsored PCSO	1149	414.44	
14/01/2019	Aitchison Raffety	Insurance revaluation	1150	360.00	60
				918.44	84.00

f) **Report from Aitchison Raffety Property Consultants** and recommendations on Insurance Rebuilding Cost Valuations on the Sports Pavilion £420,000, Sportsfield Wall £150,000 and Village Hall £686,000. Members **Resolved** to accept the recommended valuations for rebuilding from this date.

Action: Clerk to confirm the acceptance to the insurance company.

g) **Application for closure of All Saints churchyard to future burials:** (circ) To Respond to a letter from the Churchwarden Mr Keith Isaacs with regard to any objections the Council may have to the proposed closure of the churchyard. Proposal to request transfer of maintenance responsibility to follow. Members **Resolved** no objections to the closure as the churchyard is full.

h) **Appointment of Northants CALC as DPO** from 1/4/19 to 30/3/20 cost £10. **Resolved** to approve.

i) **The National Joint Council for Local Government Services (NJC)** has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019 for clerks and other employees employed under the terms of the model contract. The new scales will apply from 1 April 2019, so need to be taken into account for 2019/20 budgeting. Increase of £147.89 per annum. Members **Resolved** to approve.

j) **Budget and Precept Demand for 2019/20** Final review of Draft Budget discussed at meeting 12 November, 2018. Council to discuss and agree the Precept request for 2019/20. Members **Resolved** to accept the Budget and set the Precept request to £25,833 for 2019-20 (Precept Request 2018-19 £24,936.00).

The draft budget was reviewed and considered against further information provided, in particular:

- i. **Increase in insurance premium** as a result of the Insurance Rebuilding Cost Valuations. This added £750 to the present year insurance cost of £1,999, plus adding cover for footpath fencing.
- ii. **Small increases** in: Training, in the light of the approaching Unitary status. Audit fees and Membership and advisory services, essential to Parish Councils.
- iii. **Reductions: Village maintenance** costs reduced by £300 following a large budget increase in 2018/19 and current year spending review. Re-tendering for the village mowing has been carried out and spending will change little. The current contractor will be retained.
- iv. **Village newsletter** is funded by the Parish Council and the budget for 2019/20 will be £1,000 pa.
- v. The **Village Hall Committee** requested a nominal contribution towards the costs of electricity at £120 per annum which was considered to be a fair charge.

Action: Clerk to request an invoice.

k) **Upgrade of web site to modern template** at special offer cost of £100. Members **Resolved** approval.

Action: Clerk to set up changeover.

092/18 HIGHWAYS MOWING AND VILLAGE MAINTENANCE:

i) **General Maintenance requirements** for discussion, proposal and Resolution on further action.

a) **Millennium Spinney.** Cllr Flanagan reported as follows: The Spinney is 85% complete and many positive comments have been received. Further weed suppressant is required. Hammerite has been donated by a resident but more is required. Bark chippings are required for the planted area. The furniture pieces will be renovated in the Spring once they have dried out. A request was made for a further £530 to complete the project. Members **Resolved** to approve the request for a further payment.

Action: Clerk to make payment.

- Action:** Cllr Flanagan to liaise with the working group
- b) **The Island (Flagpole)** Although the large shrubs were reduced a few years ago complaints of visibility problems are still being reported seasonally from drivers exiting Manor Road on either side of The Island. It is suggested to clear much/all of the shrubbery facing on Moulton Road side as they are expensive and difficult to maintain. Whilst the opinion of the neighbours has been sought it was agreed that the community should also be consulted via the next newsletter with responses to be received by 15 February, 2019
Members **Resolved** to approve the suggestions and consultation and that 4 Cllrs will form a group to initiate the works on receipt of the responses.
Action: Cllrs Flanagan and Jaffrey will prepare the consultation for the newsletter.
Action: Cllrs Flanagan, Jaffrey, Woolard and McLellan will form a group and initiate the works.
- c) **General tidiness:** A combination of hearty volunteers and Gary the NORSE sweeper driver have done a very good job of clearing the leaves and composting material around the village. Some areas were not possible to complete due to parked vehicles or other limitations, such as the school wall in Moulton Road. A programme will be formulated to clear the remaining leaves, to wash signs and decide which need replacing. Brampton Lane and A508 footpath maintenance will be assessed along with the brambles around the northbound bus stop. Members **Resolved** to approve the suggestions.
Action: Cllrs Flanagan, Jaffrey, Woolard and McLellan will formulate a programme.
Trees in the Parish. Michael Venton the DDC Landscape Officer agrees that the TPO trees in Millennium Spinney should be surveyed for maintenance and crown lifting.
Action: Clerk to arrange the tree survey.
- ii) **Yellow Lines:** From High Street to the A508, and, around the bend by The Green along High St, and Moulton Rd. For discussion, proposal and Resolution on next action.
Members recognised that to implement parking limitations would just move the problem elsewhere. The Clerk explained that the process will take a year to go through. Highways are currently dealing with the 2018 applications being actioned for this year and no new applications can be considered yet (for implementation in 2020). Before submitting it is necessary to consult with householders immediately affected by each proposal. Highways will carry out their own consultation and make recommendations on schemes. Members **Resolved** to revisit the matter at a future meeting.
Action: Cllrs Flanagan and Jaffrey to visit the owner of the large vehicle parking near The Green.
- iii) **Lighting:**
- Remove Pole bracket on disused pole at zebra crossing. Members **Resolved** to accept the E.on quotation of £170.
 - VM16915 VAS Sign in Moulton Road - Renewal Maintenance Contract offer of a package that would include for an annual preventative maintenance visit, along with a response to all faults and the replacement of all spare parts due to fair wear and tear. Members **Resolved** to accept the contract.

093/18 PLANNING – Current applications can be viewed on the village website:

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

a) Applications Received – Members Resolved to approve the following responses.

DA/2018/1049 Remove tree within a conservation area, The Granary 23, Manor Road, Pitsford
Response: To hand this over to Michael Venton for his consideration with the following observations: Whilst the Members of the Planning Advisory Group understand the nature of the request, it doesn't feel it can support the removal of an apparent healthy tree, especially one in a conservation area. This tree has been severely cut back in the past (by Western Power) and Members asked the question was this approved.

DA/2018/1148 Felling tree within a conservation area, The Old House 39, Manor Road, Pitsford,
Response: No observations.

DA/2018/0931 Conversion of farm building to dwelling and garaging Sedgebrook Home Farm, Pitsford Road, Chapel Brampton (Pitsford Parish),

Response: No observations.

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.

DA/2018/1019 **Work to trees within a conservation area** Pitsford Farm House, Church Lane, Pitsford,

Response: No observations.

b) Recent Decisions

DA/2018/0835 **Change of use of land from agricultural to domestic garden space** associated with dwelling (Sedgebrook Lodge Farm, Pitsford Road, Chapel Brampton, **Approval 18 December, 2018**

DA/2017/0895 **Construction of trekking centre with associated accommodation** for tourists and site manager, exercise courtyard, horsebox and car parking, new vehicular access to Moulton Road. 09-Nov-2017. Parish Council lodged an objection. **Withdrawn**

094/18 NEIGHBOURHOOD PLAN:

- a) To receive a report from the Chairman of the Pitsford Neighbourhood Plan Working Group. Members **Resolved** to approve the report presented.
- b) Minutes of Neighbourhood Plan meetings. Members **Resolved** to approve the minutes of the Neighbourhood Plan meetings.

095/18 CORRESPONDENCES (previously circulated): To discuss and agree action, if any

- a) Northamptonshire County Council News
- b) Settlements & Countryside Local Plan Part 2 - responses published. The plan will be submitted for examination, subject to approval of Full Council (DDC), by the 24th January 2019.
- c) Daventry District Council requests your views on policy changes on elements contained within its Provision of Housing Assistance Policy. Survey.
- d) Local Government Reform Update to Town and Parish Councils 3 Dec 2018.
- e) Anglian Water User Group Meetings 2018 – Pitsford 8 Jan, 2019 Cllr Flanagan reported to Council.
- f) NCALC Year-end Briefing – report from Danny Moody
- g) Notes on Neighbourhood Planning - Issue 21

096/18 GENERAL CORRESPONDENCE RECEIVED Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

097/18 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)

098/18 FUTURE MEETING DATES were agreed as: March 11th May 20th, July 8th, Sept16th, Nov18th, Jan 20th, 2020

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

Future Meeting Dates: May 20th, July 8th, Sept16th, Nov18th, Jan 20th, 2020.
Annual Meeting with the Parishioners (APM) 14th May.

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