

Minutes of the Meeting of Pitsford Parish Council Monday 11 March, 2019, at 7:30pm in the Village Institute

Present: Cllrs Martin Flanagan (Chairman), Martin Jaffrey, Edward Rogers, Keith Isaacs, Sarah Bentley, Jo Woolard, Shelley McLellan, Alastair Kimbell, (8 members)

In attendance: Maureen Holliday, Clerk and RFO,

099/18 CONDUCT A PUBLIC SESSION 15 mins: No attendees

100/18 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE: It was **resolved** to accept the apologies from: Cllr Arnold (meeting of the NHS), District Councillor Shephard, County Councillor Shephard both had commitments to a Boughton meeting.

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: There were none

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. Members **Resolved** to accept the minutes as a true record and they were signed by the Chairman.

112/18 CHAIRMAN and CLERK Verbal Reports/updates - For Information Only: Verbal updates were given by the Chairman and Clerk, Cllr Isaacs updated the Members on the application to close the churchyard.

113/18 RESOURCES: To discuss and approve recommendations from the RSSA Advisory Group meeting, circulated. Parish Council **Resolved** to Approve the following bank balances and payments (a to e) at 11 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.** See Appendix 1

e) **Resolution to approve a list of payments at the meeting.** See Appendix 1

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. Noted.

g) **Neighbourhood Plan Grant Funding: Appendix 2.** Cllr Isaacs provided a verbal report to Council on the balance of grant funding after payments have been made. Confirmation of any outstanding balance of consultancy fees to stage 2 is being requested of the Consultant. A project plan needs to be formulated.
Action: Cllr Isaacs will progress further.

h) **Annual Review of Village Newsletter. Resolution** to approve action if any.

The Newsletter Group reported that they had a surplus of £191.03 from paid advertising. They would like to use this money to buy daffodil bulbs for areas of the village. It was **resolved** to approve.

There was lengthy discussion on the content of the Newsletter following a small amount of feedback received from a survey carried out by the Group – Parish Council was not provided with a copy of the feedback results for the discussion. The Clerk has asked for a copy. Although the Parish Council funds the newsletter the question was raised how much space was being taken up by the Parish Council? Usually, short notes from the Council minutes,

public consultation requests and other notices that DDC and NCC ask to be circulated to the parish residents. Some suggestions were made which will be followed up.

The Group would like to continue as they currently are with the Parish Council funding the facility to print 30,000 double sided pages of copy per year. It is not necessary to obtain funding from advertising.

Action: Cllr Bentley will re-confirm the printing facility arrangements with the Group – originally notified to them in March 2018.

- i) **Cllr Isaacs to report on internal checks carried out to Jan 14, 2019.** Cllr Isaacs reported that he had systematically gone through the accounts and signed them off with no issues. Members **resolved** to approve the report received. 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 Pavilion 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.) 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 made the above recommendation to Council. Members **resolved** to accept the recommendations to obtain both separate and joint quotations.
Action: Clerk to obtain quotations.
- k) **To consider and approve the following draft policies:** The **recommendations** of the RSSA Advisory Group were accepted and the policies were approved.
 - 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**Action:** Clerk to finalise the policies and upload to the Website.

114/18 HIGHWAYS MOWING AND VILLAGE MAINTENANCE:

- i) **Overhanging trees and hedges.** Seasonal reminder to residents. It was **resolved** to issue reminders to village residents and write again to Sedgebrook Hall about clearing the roadside footpath.
Action: Clerk to issue the reminders and correspondence.
- 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 TPO 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. Members **resolved** to approve this.
Action: The Clerk to lodge a planning application for the works to be carried out.
- iii) **Provision of a further Dog and Litter bin in Manor Road or Grange Lane.** It was **resolved** that an additional bin could be more suitably placed in Manor Road adjacent to the footpath to Grange Lane. Cllr Rogers suggested that the Clerk should consult with the neighbours and report back to council.
Action: Clerk to write to the nearest residents and also ask Norse how frequently the bins are emptied.
- iv) **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 activities alongside highways ie., maintaining roadside verges. Permission and adherence to expensive traffic regulation would be required. Many villages have 'Village Cleanup Days' and voluntary groups who litter pick and tidy areas. Council Members were informed that a group of volunteers had formed wishing to tidy up certain areas. No involvement by the Council is required.

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. Response: No Observations.

DA/2018/0997 Conversion of garage plus extension to form annexe: Byeways, Grange Lane, Pitsford, No Observations.

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

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 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.
Approved 9 Jan,19

DA/2018/1019 Work to trees within a conservation area Pitsford Farm House, Church Lane, Pitsford,
Response: No Observations Approved 19 Dec 2018

DA/2018/0931 Conversion of farm building to dwelling and garaging Sedgebrook Home Farm, Pitsford Road, Chapel Brampton (Pitsford Parish), Response: No Observations Approved 11 Jan 2019

116/18 NEIGHBOURHOOD PLAN:

- a) To receive a report from Philip Saunderson, Chairman of the Pitsford Neighbourhood Plan Working Group. Members **resolved** to approve the following report:
We have sent Draft 3 revised back to Kirkwells for them to pull it all together, add pictures and give what we hope will be a final Draft 4 a professional finish ready for us to go through again on 21st March. We will then plan the programme etc. for our six-week consultation period with the village. All being well, we will submit the draft and our plan of campaign to the Parish Council for them to approve before we proceed further. We hope that the Annual Parish Meeting might be a good time to launch all being well.
- b) Minutes of Neighbourhood Plan meetings. None recent.

117/18 POLICE: for discussion and resolution to approve action.

Parish Sponsored PCSO Initiative: Chairman to provide a report for discussion.

- I continue to have weekly catch ups with Paul Miller to exchange views and info.
- Paul is a regular visitor outside the primary school in the mornings and afternoons plus Broadlands as there is a sitting MP residence there.
- He has held 2 mobile police station visits 1) Buckton Fields 2) Bramptons. There will be a visit to Pitsford in the spring.
- The purpose of the visits (normally 2/2.5hrs) Meet the people/offer security advice/advise the people what the police/PCSO are up to.
- I spent an hour at the Bramptons just to get a feel of the visit.
- The first quarterly reviewing Jan was held with the Bramptons/Boughton/Spratton/Harlestone/Pitsford to discuss how we all thought the PCSO was performing. Everybody was very positive and confirmed it was working as expected.
- There is an issue in the background regarding Paul's car as he may lose it to the 'regular' police in Brixworth (where he is based) This would be a concern as he is covering 5 villages. I have raised this with Stephen Mold and the Chief Constable who assure me they will address. I shall follow up in late March.
- I have got Paul involved with the Quarry issues re bikers. He has visited the site to familiarise himself and I will keep this on the agenda for our weekly catch ups.
- We have agreed that we should follow up progress on 101 calls made by residents and we are to agree a process which will be done in March.
- I am arranging Paul to meet up with the Neighbourhood Watch group. Meeting with Mark Smalley on the 19/03 to discuss.
- As we enter 2019/2020 I do have initial concerns on Pauls workload. With phase 2 of Buckton Fields on the horizon which once complete increase the Buckton Field site to 1200 house (4 times larger in numbers than Pitsford) plus the on-going development in Harlestone are we going to be in a position where Paul is going to be over-stretched? This I shall raise at the next quarterly meeting.

118/18 Training courses: Attendance to be agreed

The Code of Conduct in Practice, Moulton Community Centre, Monday 10 June 7-9pm

It was **resolved** to approve attendance by Cllr Woolard and Cllr Bentley.

Action: Clerk to make the bookings.

119/18 CORRESPONDENCES (previously circulated): To discuss and agree action, if any

- a) Join Keep Britain Tidy's Great British Spring Clean. Noted

120/18 GENERAL CORRESPONDENCE RECEIVED Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

- a) Join Keep Britain Tidy's Great British Spring Clean

121/18 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)

122/18 DATE OF NEXT MEETING – 20 May, 2019

Meeting Closed: 21.32

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

Future Meeting Dates: May 20th, July 8th, Sept 16th, Nov 18th, Jan 20th, 2020.
Annual Meeting with the Parishioners (APM) 14th May.

Parish Clerk: Maureen Holliday, Pitsford Farmhouse, Church Lane, Pitsford, NN6 9AJ
01604 880395 078844 90997 clerk@pitsfordparishcouncil.org.uk

Appendix 1 Payments made since the January 14th meeting.

Date	Payee	Detail	Chq	£	VAT	Power to pay
14/01/2019	Zeta Specialist Lighting	LED Lighting	1151	13973.30	2328.88	Highways Act 1980 s301
14/01/2019	Peac Uk Ltd	Printer/Copier Lease	DD	147.96	24.66	LGA (1972) s142
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	LG Misc. Prov. 1978
18/02/2019	2commune Ltd	Website Update	1152	120.00	20	LGA (1972) s142
18/02/2019	Came & Co	Insurance revaluation	1153	270.38		LGS (1972) s140
18/02/2019	M Holliday	Salary Jan	1154	272.01		LGA (1972) s142
25/02/2019	Total Gas & Power Ltd	Electricity January	DD	47.32	2.25	LG Misc. Prov. 1978
25/02/2019	BT Plc	Telephone/WiFi Feb	DD	35.88	5.98	LGA (1972) s111
04/03/2019	Kirkwells Ltd	Neighbourhood Plan	1155	1620.00	270	Localism Act 2011 s9
04/03/2019	M Holliday	Salary Feb	1156	272.01		LGA (1972) s142
04/03/2019	M Holliday	12 months Office Expenses & Training/Practitioners Conf.	1157	412.88		LGA (1972) s111
				17344.55	2664.27	

Payments made at the meeting:

Date	Payee	Detail	Chq	£	VAT	Power to Pay
11/03/2019	M Flanagan	Millennium Spinney	1158	157.86		LG Misc. Prov 1976
11/03/2019	M Flanagan	Printing Paper	1159	27.50		LGA (1972) s142
11/03/2019	M Holliday	Printing Paper	1160	15.00		LGA (1972) s142
11/03/2019	SLCC	Membership Shared	1161	78.00		LGA (1972) s143
				278.36	0.00	

Appendix 2 Neighbourhood Plan Expenses to date.

<u>Payments made against first Grant of £2,050</u>		Total	Paid /Fees	Unspent - repaid 2018
02/03/2018	Grant Received	2050.00		
20/03/2018	Kirkwells	-1800.00	-1800.00	
31/03/2018	Repaid/unspent (questionnaire analysis not paid before 31/3)	-250.00	-250.00	-250.00

<u>Payments Made against second Grant of £5,800</u>				
13/08/2018	Grant received **	5800.00		
30/10/2018	Kirkwells	-2000.00	-2000.00	
04/03/2019	Kirkwells	-1350.00	-1350.00	
12/02/2019	Balance unspent	2450.00	-3350.00	***

<u>Budget against current grant application for £5,800 **</u>		Budget		Cash in hand
Preparation of Preferred Option Draft Plan for Consultation		3350.00	***	-3350.00
Questionnaire analysis (Sarah is providing invoice)		240.00		
Consultation on preferred option		1050.00		
Preparation of Regulation 14 plan		700.00		
Village Hall Hire Costs		110.00		
Exhibition- printing invitations, boards, documentation		250.00		
Exhibition refreshments		100.00		
		<u>5800.00</u>		<u>2450.00</u>

<u>Expenses previously paid by Parish Council</u>		
31/03/2018	Neighbourhood Plan Expenses	15.98
02/03/2018	Neighbourhood Plan Expenses	19.19
02/03/2018	Neighbourhood Plan Expenses	41.21
14/09/2017	2 Mailboxes Neighbourhood Plan	50.00
13/02/2018	Minuteman Press - printing of first stage materials	558.00
		<u>684.38</u>