

**PRESTON CAPES PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 20TH OCTOBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe, D Jones, R Mansfield  
Clerk: S Foster  
Others: District Councillor B Patchett, no members of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
Cllr Maddison as her mother is ill.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Hughes declared an interest in planning application DA/2015/0862.  
Cllr Cox declared a personal interest in item 5.5 as he had submitted a quote for the work.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 15<sup>th</sup> September 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Delacoe, seconded by Cllr Dearn; all in favour.
- 1.5 To approve the minutes of the Extraordinary Meeting held on 29<sup>th</sup> September 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Delacoe; all in favour.
- 1.6 To agree dates for 2016 Ordinary Parish Council meetings and Annual Village Meeting  
Dates agreed for Ordinary meetings are: 16<sup>th</sup> February, 15<sup>th</sup> March, 19<sup>th</sup> April, 17<sup>th</sup> May, 21<sup>st</sup> June, 19<sup>th</sup> July, 20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November and 20<sup>th</sup> December.  
The Annual Village Meeting will be held on Thursday 19<sup>th</sup> May.

**2. Matters arising from previous minutes (for information only)**

None.

**3. Public Time**

No comment.

**4. Planning**

- 4.1 To consider applications received

| Application No | Description of Development                                 | Location of Development                              | Comment   |
|----------------|--|--|---|
| DA/2015/0862*  | Remove trees within a conservation area                    | The Old Rectory, Church Way, Preston Capes, NN11 3TE | Support<br>Proposed by BD, seconded by DJ. All in favour. Carried |
| DA/2015/0875   | Single storey rear extension and conversion to outbuilding | The Conifers, High Street, Preston Capes NN11 3TB    | Support<br>Proposed by BD, seconded by RM. All in favour. Carried |

\* Cllr Hughes took no part in the discussion or decision.

- 4.2 To report decisions received

| Application No | Description of Development | Location of Development | Decision |
|----------------|----------------------------|-------------------------|----------|
| None           |                            |                         |          |

- 4.3 Other planning matters (For report only)

None

**5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
Cllr Mansfield reported that a drain cover is loose on the Preston Hill by the Preston Capes road sign. It was agreed that no action be taken at this time.
- 5.2 Resurfacing of The Square – progress report  
The Clerk was asked to contact County Cllr Brown to see whether there is any progress.
- 5.3 Consideration of putting dog bins in the village to deal with dog fouling – progress report  
It was agreed that no dog bins should be provided but that this item be altered to read dog signs instead of dog bins.
- 5.4 Consideration of quotes for bench for the bus shelter  
Cllr Cox left the room for this item. The Clerk had circulated 4 quotes.  
Proposal: To provide a bench in the bus shelter.  
Proposed by Cllr Jones, seconded by Cllr Mansfield. All in favour. Carried.  
Proposal: To accept quote from Butterworth Cox for £120 inc VAT on the basis of being the lowest quote received. The Clerk to confirm that the bench will be fixed to the ground.  
Proposed by Cllr Hughes, seconded by Cllr Jones. All in favour. Carried.

**6. Tree Warden's Report**

To include:

- 6.1 Japanese Knotweed – progress report  
Cllr Cox confirmed that there is no knotweed on the Rapson's bank or in previously reported areas. However, there was a mention of it possibly being present in 'Price's Barn'. Cllr Mansfield to check and report back to the November meeting.
- 6.2 Consideration of works to holly trees on The Square  
A working party will carry out the works on 28<sup>th</sup> and 29<sup>th</sup> November.

**7. Update from Neighbourhood Watch/Police**

Nothing to report.

**8. Regulatory Matters**

- 8.1 To consider adoption or review (as applicable) of the following:  
Risk Assessment  
Asset Register  
Policy documents  
A working party will meet on Tuesday 27<sup>th</sup> October to discuss.

**9. Finance**

- 9.1 To update re amendments to the Lloyds Bank bank mandate  
The Clerk updated the meeting and requested that the printed mandate provided by Lloyds Bank now be signed and returned to Lloyds.

- 9.2 To note bank balances

|                                       |                      |                  |
|---------------------------------------|----------------------|------------------|
| As at 16 <sup>th</sup> September 2015 | Lloyds current a/c   | £2,579.80        |
|                                       | Lloyds deposit a/c   | <u>£1,402.19</u> |
|                                       | Uncashed expenditure | <u>£ 0.00</u>    |
|                                       | Total available      | <u>£3,981.99</u> |

- 9.3 To approve payments

| Details                             | Amount (£) | + VAT (£) | Cheque Total (£) | Payee      | Authority         | Cheque no |
|-------------------------------------|------------|-----------|------------------|------------|-------------------|-----------|
| Clerk's salary - Oct                | 117.38     | 0.00      | 243.51           | S Foster   | LGA 1972 s112     | 386       |
| Clerk's expenses – Oct              | 100.13     | 0.00      |                  |            |                   |           |
| Mowing of verges (Invoice 6687)     | 130.00     | 26.00     | 156.00           | P W Warden | Highways Act 1980 | 387       |
| Repair to well cover on High Street | 100.00     | 20.00     | 120.00           | D Cox      | Highways Act 1980 | 388       |

Proposal: To approve payment of the above cheques.  
Proposed by Cllr Dearn, seconded by Cllr Hughes. All in favour. Carried.  
Cllr Jones requested payment of the receipt passed to the Clerk last month. This will be on the agenda for November payments.

- 9.4 To note income received  
£ 0.10 Lloyds Interest (Sept)  
£ 0.07 Lloyds Interest (Oct)  
£10.77 Maidford PC – Insurance portion for speed sign  
£1,550.00 DDC ½ year precept  
(£1,000.00) Transfer between accounts
- 9.5 To present ½ year budget figures  
The Clerk had circulated figures. It was agreed that current figures are looking healthy.
- 9.6 To consider working party to produce 2016/2017 budget  
It was agreed that the Clerk would produce a draft to be discussed at the November meeting. All Councillors are to consider any expenditure which they may wish to put forward for financial year 2016/2017. During a short discussion, two litter picks were requested to go into the budget.
10. **Consultations**  
10.1 DDC Consultation on Statement of Principles – Gambling Act 2005  
No comment to be made.
11. **Correspondence Received**  
DDC – Alteration to electoral register Noted  
DDC/Police – Farmers' Information Guide Noted  
NCALC e-Update Noted  
DDC Invitation to Planning Training on 8<sup>th</sup> December 2015 4.30pm-5.30pm Cllrs Cox, Dearn and Delacoe to attend.
12. **New matters requested for next agenda**  
Registration to the Information Commissioner's Office.
13. **Diary dates for 2015**  
17<sup>th</sup> November Parish Council meeting  
22<sup>nd</sup> December Parish Council meeting  
  
1<sup>st</sup> Sunday of each month Village Hall Lunchtime Bar  
2<sup>nd</sup> Friday of each month Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.37pm

Signed ..... Date .....