

**PRESTON CAPES PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 17TH NOVEMBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe,  
D Jones, S Maddison, R Mansfield  
Clerk: S Foster  
Others: 1 member of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
None.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Cox declared a personal interest in planning application DA/2015/1037.  
Cllr Hughes declared a personal interest in planning application DA/2015/0862.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 20<sup>th</sup> October 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Jones; SM abstained, 6 in favour.

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

None.

**3. Public Time**

The applicant on planning application DA/2015/1037 answered questions from the Parish Council.

**4. Planning**

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2015/1037	Works to and removal of trees within a conservation area	Langdale House, Old Forge Lane, Preston Capes NN11 3TD	Proposal: To support the application. Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2015/0835	Two storey side extension, first floor side and front extension	Bee Close House, Little Preston	Approved
DA/2015/0862	Works to trees within a Conservation Area	The Old Rectory, Church Way, Preston Capes	Approved

- 4.3 Other planning matters (For report only)  
None

**5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
Nothing to report.
- 5.2 Resurfacing of The Square – progress report  
County Councillor Brown had advised that NCC see no change in circumstances and therefore full funding for repairs will not be available. This item will be removed from the agenda.

5.3 Consideration of putting dog bins in the village to deal with dog fouling – progress report  
Cllr Jones will look to put notices up in the new year/spring. This item will be removed from the agenda.

5.4 Consideration of ownership of pumps and wells within the village  
Discussion took place regarding assuming ownership of two pumps in the High Street. The Clerk was asked to find out the insurance implications of doing so.

## 6. Tree Warden's Report

To include:

6.1 Japanese Knotweed – progress report

There is no sign of Japanese Knotweed at 'Price's Barn'. This matter will be removed from the agenda until spring 2016.

6.2 Consideration of works to holly trees on The Square

A working party will deal with removal on 28<sup>th</sup>/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

The above documents had been circulated following a working party meeting.

Proposal: To agree and adopt the circulated Risk Assessment.

Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.

Proposal: To agree and adopt the circulated Asset Register.

Proposed by Cllr Maddison, seconded by Cllr Dearns. All in favour. Carried.

Proposal: To agree and adopt the circulated Policy documents.

Proposed by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.

## 9. Finance

9.1 To update re amendments to the Lloyds Bank bank mandate

The Clerk reported that all amendments have now been made to the account.

9.2 To note bank balances

Clerk unable to verify until electronic banking is activated.

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary - Oct	117.38	0.00	152.62	S Foster	LGA 1972 s112	389
Clerk's expenses – Oct	35.24	0.00				
PAYE due for P Davies	5.00	0.00	5.00	HMRC	LGA 1972 s112	390
Registration	35.00	0.00	35.00	ICO	LGA 1972 s112	391
Mowing of verges (Invoices 6697)	130.00	26.00	156.00	P W Warden	Highways Act 1980	392
Flowers for outgoing Clerk	20.00	0.00	20.00	D Jones	LGA 1972 s112	393

Proposal: To approve payment of the above cheques.

Proposed by Cllr Hughes, seconded by Cllr Dearns. All in favour. Carried.

9.4 To note income received

Clerk unable to verify until electronic banking is activated.

9.5 To consider Urban Highways Mowing Grant from NCC for £417.51

Proposal: To accept and sign the Urban Highways Mowing Grant from NCC for £417.51.

Proposed by Cllr Maddison, seconded by Cllr Jones. All in favour. Carried.

- 9.6 To consider draft 2016/2017 budget  
A draft had been circulated and was discussed. Additions will be made and presented to the December meeting for ratification.
- 9.7 Confirmation of Information Commissioners' Office registration  
The Parish Council was confirmed as having registered with ICO in line with Cheque 391 above.
- 9.8 Confirmation of Clerk's tax code  
The Clerk confirmed that her tax code is 130T.
- 9.9 Consideration of paying travel expenses to Parish Councillors  
The Clerk had circulated research on the matter following an enquiry.  
Proposal: To agree that Parish Councillors can claim expenses of 45p per mile for mileage outside of the Parish at their own discretion.  
Proposed by Cllr Delacoe, seconded by Cllr Dearn. 4 for. 1 against. 1 abstained. Carried.

**10. Consultations**

10.1 None.

**11. Correspondence Received**

DDC re Community Infrastructure Level changes	Noted
DDC re Parish & Town Councils Meeting on 17 <sup>th</sup> December at 6.30pm	Cllrs Dearn and Hughes to attend
Police & Crime Commissioner re opportunities	Noted
DDC re New Dog Fouling Enforcement Rules	Noted

**12. New matters requested for next agenda**

None at this time.

**13. Diary dates for 2015**

15<sup>th</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 8.26pm

**Signed** ..... **Date** .....