

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 21st FEBRUARY 2017 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: One member of the public

1. Administration

- 1.1 To receive and approve apologies for absence
District Councillor B Patchett
- 1.2 To receive declarations of interest in items on the agenda
Cllr Hughes declared an interest in item 5.1.
Cllr Dearn declared an interest in item 11.5.
Cllr Delacoe declared an interest in item 9.3.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 20th December 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.

2. Regulatory Matters

None.

3. Matters arising from previous minutes (for information only)

None.

4. Public Time

A member of the public raised the issue of the large puddle formed on the verge near the junction of Church Lane and The Square. Cllr Hughes will report the matter to Street Doctor.

5. Planning

- 5.1 To consider applications received
Cllr Dearn took the chair.

Application No	Description of Development	Location of Development	Comment
DA/2016/0954 (Amended)	Construction of greenhouse, associated landscaping to create veg garden and ponds. Demolition of timber shed.	The Old Rectory, Church Way, Preston Capes NN11 3TE	No comment Proposed by Cllr Dearn. Seconded by Cllr Delacoe. 1 abstained. 6 for. Carried.
DA/2016/0943 (Amended)	Alterations and extension to The Old Rectory House. Alterations to hard standing and repairs, alteration, partial demolition and extension to existing barn including provision of two first floor workers flats.	The Old Rectory, Church Way, Preston Capes NN11 3TE	No comment Proposed by Cllr Dearn. Seconded by Cllr Delacoe. 1 abstained. 6 for. Carried.

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 5.3 To consider correspondence from Stowe IX Churches Parish Council re Sharing of information relating to Planning and Enforcement Matters
It was agreed that the Clerk would forward details of planning application responses for the last year and maintain a record of the relationship between PCPC responses and DDC decision in the future.
- 5.4 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Cllr Hughes reported that potholes had been filled on the Charwelton Road.

- 6.2 Consideration of Community Enhancement Gang application
An application will be made for maintenance works to the pavement on High Street, repair to the High Street sign at the northern edge of the village, cleaning of village signs, cleaning out the gutter on the bus shelter and repositioning of black and white markers on Charwelton Road.

- 6.3 Completion of Northamptonshire Highways Annual Parish Survey
Cllr Hughes will complete the survey.

7. Tree Warden's Report

The works to the holly trees have been completed.

8. Update from Neighbourhood Watch/Police

Emails have been circulated and it was noted that a number of incidents have occurred over the last couple of months.

9. Finance

- 9.1 To note income received

£ 0.06 Interest (Dec)
£ 0.06 Interest (Jan)
£ 400.00 Empowerment Grant Fund

- 9.2 To note bank balances as at 30.01.17

Lloyds Bank Treasurer's Account	£2,330.75	
Lloyds Bank Business Account	<u>£1,527.44</u>	
	£3,858.19	
Payments yet to clear	£ 0.00	
Total funds available		<u>£3,858.19</u>

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Dec	147.72	0.00	343.53	S Foster	LGA 1972 s112	427
Clerk's expenses – Dec	29.56	0.00			LGA 1972 s112	
Clerk's salary – Jan	147.72	0.00			LGA 1972 s112	
Clerk's expenses – Jan	18.53	0.00			LGA 1972 s112	
Mowing	21.00	0.00	21.00	Village Hall	LGA 1972 s112	428

Proposal: To approve payment of the above cheques.

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

- 9.4 To receive ¾ budget year update

The Clerk and Cllr Dearn had met and signed off the ¾ budget. This had been circulated and was agreed.

- 9.5 To receive update on Empowerment Funding Application and to agree its spending

As reported above, funding had been received following an application made at the request of County Councillor Brown. Discussion took place and it was agreed that a defibrillator should be purchased for Little Preston.

- 9.6 To receive Clerk's request to attend SLCC's conference at a cost of £10 to be split with BPC

Proposal: To accept the Clerk's request.

Proposed by Cllr Dearn. Seconded by Cllr Maddison. All in favour. Carried.

10. Consultations

- 10.1 None.

11. Correspondence Received

11.1	PCSO Update (By email)	Noted
11.2	Daventry Police Report (By email)	Noted
11.3	Parish & Town Councils' Mtg – Minutes and next meeting (By email)	Cllrs Hughes and Dearn will attend the next meeting
11.4	Clerks & Councils Direct – Jan 2017	Noted

11.5	Citizens Advice – Request for funding	Proposal: To make a donation of £100. Proposed by Cllr Hughes. Seconded by Cllr Jones. 1 abstained. 6 for. Carried.
11.6	DDC – Community Speedwatch (By email)	Cllr Hughes is arranging for this to take place in August/September
11.7	CPRE Northants – 2017 Litter Heroes Award (By email)	Noted
11.8	NCALC Friday Update (By email)	Noted
11.9	DDC – Litter picking services (By email)	Taking place on 12.03.17. To be publicised on social media
11.10	NCALC – E-Update (By email)	Noted
11.11	UK Cycling – Advance notification of cycling event (By email)	Noted
11.12	DDC – Parish newsletters request for information (By email)	Noted
11.13	CPRE – 2017 Litter Heroes Award (By email)	Noted
11.14	DDC – Invitation to Tourism Stakeholder Mtg on 13.03.17 (By email)	Noted
11.15	DDC – Use of village halls by local businesses (By email)	To be considered by Village Hall Committee

12. Matters not covered on the agenda above

- 12.1 To report on first aid training arrangements
Remove from agenda.
- 12.2 To update on adopt a kisok
No progress is expected until the recent consultations have finished.
- 12.3 To update with regards to possible defibrillator in Little Preston
Covered at 9.5 above.
- 12.4 To update on request for copies of Daventry Calling to be delivered to households
The Clerk will check that Preston Capes and Little Preston will be receiving the next quarterly edition.

13. New matters requested for next agenda
Parking

14. Diary dates for 2017

Parish Council Meetings: 21st March, 18th April, 16th May,
13th June (bought forward by one week), 18th July,
19th September, 17th October, 21st November, 19th December

Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.45pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 21st MARCH 2017 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: District Councillor B Patchett, Danny Moody

1. Administration

- 1.1 To receive and approve apologies for absence
County Councillor Robin Brown
- 1.2 To receive declarations of interest in items on the agenda
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 21st February 2017
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.

2. Regulatory Matters

None.

3. Matters arising from previous minutes (for information only)

None.

4. Public Time

District Councillor Patchett addressed the meeting. He updated everyone with regards to the approval of the local Tunnel project with conditions. Concerns were voiced with regards to the effect on the highways both during construction works and afterwards. He also advised the meeting of a consultation on Saturday morning at Byfield village hall relating to re-development of Byfield medical centre.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/0211	Single storey rear extension	Pine Trees, Little Preston NN11 3TF	Support

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 5.3 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Cllr Hughes will report to Street Doctor that potholes at the top of High Street were not filled during the recent road closure.
It was reported that ditches have been cleared on the Newnham Road but drips have been omitted which is causing an issue. Cllr Hughes will look into the matter.
- 6.2 Parking within the village
Cllr Cox raised the issue of there not being enough parking within the village. Discussion took place and the Clerk was asked to look into whether use can be made of a piece of land close to the village hall.

- 6.3 Confirmation of Community Enhancement Gang application
The Clerk confirmed that the application has been made.
- 6.4 Eydon Lane closure from 24th to 28th April
This was noted.
- 6.5 Update following Spring Clean
Cllr Dearn reported a good turnout for the Spring Clean with more than 30 bags of rubbish being collected. Thanks went to all, especially Cllr Delacoe for providing bacon sandwiches.

7. Tree Warden's Report
Nothing to report.

8. Update from Neighbourhood Watch/Police
Emails have been circulated from Neighbourhood Watch.

9. Finance

- 9.1 To note income received
£ 0.06 Interest (Feb)
- 9.2 To note bank balances as at 01.03.17
- | | | |
|---------------------------------|------------------|------------------|
| Lloyds Bank Treasurer's Account | £2,709.75 | |
| Lloyds Bank Business Account | <u>£1,527.50</u> | |
| | £4,237.25 | |
| Payments yet to clear | £ 464.53 | |
| Total funds available | | <u>£3,772.72</u> |

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Donation	100.00	0.00	100.00	Citizens Advice	S137	429
Clerk's salary – Feb	74.92	0.00	100.90	S Foster	LGA 1972 s112	430
Clerk's expenses – Feb	25.98	0.00			LGA 1972 s112	
PAYE 2016=2017	72.80	0.00	72.80	HMRC	LGA 1972 s112	431

Proposal: To approve payment of the above cheques.
Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

10. Consultations

- 10.1 NCC – Prioritisation Framework and Process (Closes 24.0317)

11. Correspondence Received

11.1	Invitation to meet with PCC Stephen Mold on 18.04.17 (By email)	No-one to attend
11.2	Daventry & District Forum Newsletter (By email)	Noted
11.3	Best Village Competition (By email)	No application to be made
11.4	NCALC Training Calendar (By email)	Agreed to look at whole-Council training session
11.5	The Great British Spring Clean (By email)	Clerk to upload photographs
11.6	NCALC – County Council Values & Principles (By email)	Noted
11.7	NCALC – S137 limit for 2017/2018 (By email)	Noted
11.8	NCC – Invitation to join Northants Local Access Forum (By email)	Noted
11.9	Response from Citizens Advice following donation	Noted
11.10	Clerks & Councils Direct	Noted

12. Matters not covered on the agenda above

- 12.1 To update on adopt a kiosk
No progress is expected until the recent consultations have finished.

- 12.2 To update with regards to possible defibrillator in Little Preston
The defibrillator machine and cover have arrived. Cllr Maddison will arrange for it to be erected by the noticeboard at Little Preston.
- 12.3 To update on request for copies of Daventry Calling to be delivered to households
No-one has yet received a copy.

13. New matters requested for next agenda

14. Diary dates for 2017

Parish Council Meetings:	18 th April, 16 th May, 13 th June (bought forward by one week), 18 th July, 19 th September, 17 th October, 21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.20pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 18th APRIL 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Jones, S Maddison, R Mansfield
Clerk: S Foster
Others: 1 Member of the public

In the absence of Cllr Hughes, Cllr Dearn took the chair.

1. Administration

- 1.1 To receive and approve apologies for absence
County Councillor Robin Brown
D Hughes – ill
- 1.2 To receive declarations of interest in items on the agenda
Cllr Delacoe declared an interest in item 9.3 for cheque 343.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 21st March 2017
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.
- 1.5 To confirm arrangements for Annual Parish Meeting
The meeting will follow the same format as last year and will take place on Thursday 18th May at 7.45pm.
- 1.6 To arrange Clerk's annual appraisal
Cllrs Hughes, Dearn and Maddison will meet with the Clerk to carry out the appraisal and report back to the next meeting.

2. Regulatory Matters

- 2.1 To arrange working party to review governance documents
Cllrs Hughes, Dearn and Jones will meet and report back to the next meeting.

3. Matters arising from previous minutes (for information only)

There was no further update regarding the Catesby tunnel.
Following the information day at Byfield regarding the medical practice, it was noted that Danetre Medical Practice had been approached as a contingency to take on @50% of the current 11,500 patients from Byfield Surgery. However, it was also noted that the plan for a new surgery in Byfield was receiving support from village and is now dependent on a decision by Daventry District Council. It was noted that works will be taking place on the High Street in the near future which will mean the road being closed for up to 4 days.

4. Public Time

A member of the public queried the dissemination of information by the Parish Council to the public. It was noted that anything which comes through the Parish Council is available under the Transparency Code – either at Parish Council meetings or by request to the Clerk. It was confirmed that no information is disseminated purely through social media outlets.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2016/0954	Construction of greenhouse, associated landscaping to create vegetable garden and ponds. Demolition of timber shed.	The Old Rectory Church Way Preston Capes NN11 3TE	Approved

- 5.3 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report

The Clerk was asked to report the breaking up of the carriageway in two places between Little Preston and Tunningham Farm as well as damage caused to a telegraph pole along the same stretch of road. It was noted that Anglian Water are trying to make contact with the owner of a field adjacent to the crossroads.

The Clerk was asked to write to BT/Open Reach with a request that engineers clear away any detritus left when they have carried out works by the Open Reach box on the High Street.

- 6.2 Footpath Representative's report

R Elkin reported that he had been in contact with NCC with regards to the neglect of footpaths.

Mention was also made of landowners having a constant issue with walkers wandering off footpaths.

After discussion regarding marking of such footpaths, it was agreed that R Elkin would look into fixing extra markers.

- 6.3 Parking within the village

The Clerk had made no progress on this matter.

- 6.4 Confirmation of Community Enhancement Gang application

No further information has been received since the application was made.

- 6.5 Consideration of The Definitive Map and the Rights of Way Improvement Plan

The Clerk will request an electronic copy of the Definitive Map for uploading to the Preston Capes website. She and R Elkin will meet to complete the Improvement Plan questionnaire.

- 6.6 Consideration of DDC offer for PCPC to undertake Litter Picking Services

It was noted that PCPC would receive £68 per annum for taking on the responsibility of litter picking within the 30mph village limits. After discussion, it was agreed that the PCPC would not take up the offer.

Cllr Cox arrived at the meeting at 8.25pm.

7. Tree Warden's Report

It was noted that some works had taken place at Bintree House. The Clerk will contact DDC to see whether these works had been agreed.

Cllr Cox reported that Japanese knotweed had reappeared at the property at the end of Old Forge Lane. The Clerk was asked to contact the owner with a request that it be dealt with in the proper way and confirmed to the Parish Council that the work has been carried out.

8. Update from Neighbourhood Watch/Police

Nothing to report.

9. Finance

- 9.1 To note income received

£ 0.06 Interest (Feb)

£214.82 VAT Reclaim (2016/2017)

- 9.2 To note bank balances as at 01.04.17

Lloyds Bank Treasurer's Account £2,408.24

Lloyds Bank Business Account £1,527.56

£3,935.80

Payments yet to clear £ 100.90

Total funds available

£3,834.90



9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Mar	154.22	0.00	179.15	S Foster	LGA 1972 s112	432
Clerk's expenses – Mar	24.93	0.00			LGA 1972 s112	
NALC Subscription 01.04.17-31.03.18	175.04	0.00	175.04	Northants CALC	LGA 1972 s112	433
Rent for meetings	14.00	0.00	43.30	Village Hall	LGA 1972 s112	434
Rent for litter pick	29.30	0.00				

Proposal: To approve payment of the above cheques.

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

9.4 To receive end of year financial accounts

Cllr Dearn and the Clerk confirmed that they had met and prepared the end of year figures which are now available for circulation.

9.5 To consider requesting quotes for insurance cover

The Clerk was authorised to request insurance cover quotes for consideration at the next meeting.

9.6 To complete Annual Return Sections 1 and 2

Parish Councillors answered all questions in Section 1 and Cllr Dearn confirmed that he agreed figures in Section 2. Both Sections were duly approved and signed.

10. Consultations

10.1 NCC – Northampton Orbital Route and Northampton North-West Relief Road (Closes 30.06.17)

No comment to be made.

10.2 NCC – Library Online Use Survey 2017 (Closed 09.04.17)

No comment had been made.

11. Correspondence Received

11.1	NCALC Update	Noted
11.2	Legal services for town and parish councils	Noted
11.3	Police & Crime Plan 2017-2021	Noted
11.4	DDC – Women's Tour Community Briefing (By email)	Noted
11.5	NCC – Preston Capes/Charwelton Road re-surfacing notification	Noted
11.6	Police – Meeting with Stephen Mold on Tuesday 6 th June	Cllrs Hughes and Delacoe to attend
11.7	Northants Local Access Forum – Recruitment of new members (By email)	To be considered by R Elkin

12. Matters not covered on the agenda above

12.1 To update on adopt a kiosk

No progress. It was noted that the light in the kiosk is now working.

12.2 To update with regards to defibrillator in Little Preston

Cllrs Dearn and Maddison had met with an electrician with regards to cabling to the cabinet. Quotes will be sought for consideration at the next meeting. Discussion took place regarding relocating the noticeboard along with the defibrillator to a more appropriate site. The Clerk was asked to research a covenant or wayleave agreement for the placing of cables on Cllr Maddison's land.

12.3 To update on request for copies of Daventry Calling to be delivered to households

Copies had been received by post. The Clerk was asked to thank DDC.

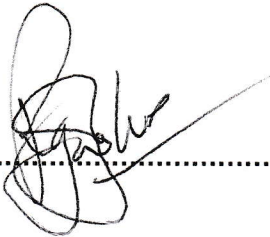
13. New matters requested for next agenda

None.

14. **Diary dates for 2017**

Parish Council Meetings:	16 th May, 13 th June (bought forward by one week), 18 th July, 19 th September, 17 th October, 21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.50pm

Signed  Date 16.5.17

ANNUAL
PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 16th MAY 2017 IN THE VILLAGE HALL

PRESENT: Parish Councillors: D Cox, B Dearn, D Hughes (Chairman), D Jones, S Maddison,
Clerk: S Foster
Others: 1 Member of the public

In the absence of Cllr Hughes, Cllr Dearn took the chair.

1. Administration

- 1.1 Election of Chairman and signature of Acceptance of Office
Proposal: To appoint Cllr Hughes as Chairman and to sign the Acceptance of Office.
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.
- 1.2 Election of Vice-Chairman and signature of Acceptance of Office
Proposal: To appoint Cllr Dearn as Vice-Chairman and to sign the Acceptance of Office.
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.
- 1.3 To receive and approve apologies for absence
S Delacoe – prior appointment
R Mansfield – lambing
County Councillor Robin Brown
- 1.4 To receive declarations of interest in items on the agenda
None.
- 1.5 To consider any dispensation requests
None.
- 1.6 To approve the minutes of the Ordinary Meeting held on 16th April 2017
Minutes had been circulated. No amendments were made.
Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.
- 1.7 To update on the 2017 Annual Parish Meeting to be held on Thursday 18th May 2017
The meeting will follow the same format as last year with Cllr Hughes opening the meeting.

2. Regulatory Matters

- 2.1 To review governance documents
Standing Orders, Financial Regulations, Policy documents, Assets Register, Risk Assessment
Cllrs Hughes, Dearn and Maddison had met with the Clerk. Amendments suggested were that the Standing Orders include the Internal Finance Controller, Recording of meetings by the Parish Council and Electronic working of Parish Councillors. Draft policies will be drawn up to cover Parish Council dealing with correspondence and the Website. These will be presented for adoption at the June meeting.
The defibrillator will be added to the Assets Register.
- 2.2 To arrange Clerk's annual appraisal
Cllrs Hughes, Dearn and Maddison had met with the Clerk to carry out the appraisal. Further discussion took place at the end of the meeting.
- 2.3 To update Register of Members' Interests
The Clerk will circulate copies to all councillors either to do new ones or update the old ones.
- 2.4 To appoint Responsible Finance Office and separate Finance Controller
Proposal: To appoint the Clerk as Responsible Finance Office and Cllr Dearn as Finance Controller.
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.

3. Matters arising from previous minutes (for information only)

Nothing to report.

4. Public Time

Nothing to report.



5. Planning**5.1 To consider applications received**

Application No	Description of Development	Location of Development	Comment
None			

5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2016/0943	Alterations and extensions to The Old Rectory house. Alterations to hard standing and repairs, alteration and partial demolition to the existing barn to create ancillary residential accommodation and construction of new single storey garage	The Old Rectory, Church Way, Preston Capes NN11 3TE	Approved
DA/2017/0211	Single storey rear extension	Pine Trees, Little Preston NN11 3TF	Approved

5.3 Other planning matters (For report only)
Nothing to report.**6. Highways and Footpath matters**

To include:

6.1 Highways representative's report

Following works on the High Street, the potholes will be monitored.

6.2 Footpath Representative's report

R Elkin had provided a written report. He and the Clerk had met to respond to the NCC Survey on footpaths. He had fixed extra markers indicating the route of the Knightley Way and reported a fallen tree on the same route. RE also noted a number of issues of fly-tipping.

7. Tree Warden's Report

Following the report at last months' meeting, the Clerk had reported that some works had taken place at Bentree House. No further action will be taken by the Parish Council as any appropriate action will have to be taken by DDC.

Cllr Cox reported that the Japanese knotweed reported at the last meeting had disappeared. The Clerk confirmed that she had contacted the agent about the matter but had no response. She was asked to chase the agent for a response as to whether the knotweed had been removed in an appropriate way.

8. Update from Neighbourhood Watch/Police

It was noted that a resident had had @100 carp stolen from his pond.

9. Finance**9.1 To note income received**

£ 0.07 Interest
£2,308.50 DDC – ½ year precept

9.2 To note bank balances as at 01.05.17

Lloyds Bank Treasurer's Account	£4,436.69	
Lloyds Bank Business Account	<u>£1,527.63</u>	
	£5,964.32	
Payments yet to clear	£ 218.34	
Total funds available		<u>£5,745.98</u>

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (April)	164.72	0.00	190.04	S Foster	LGA 1972 s 112	435
Clerk's expenses (April)	25.68	0.00				

Proposal: To approve payment of the above cheques.

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

9.4 To receive end of year audited budget figures for financial year 2016/2017
The figures had been circulated. There were no queries.


9.5 To receive internal audit for financial year 2016/2017
 The Clerk confirmed that she had met with the internal auditor who had signed off the Annual Return without any queries. The Annual Return had since been sent to the external auditor who had emailed some questions. The Clerk would respond.

10. Consultations
 None.

11. Correspondence Received

11.1	DDC - Dementia cafe	Noted
11.2	DDC – Clean Green Co-ordinator	Noted
11.3	DDC – Invitation to Parish & Town Councils' Mtg - 15 th June 2017 (By email)	Cllrs Dearn and Hughes to attend
11.4	NCALC – Transparency Funding applications (By email)	Possible application for website fee. The Clerk to discuss with D Wilkinson.

12. Matters not covered on the agenda above

12.1 To update on adopt a kiosk
 No progress.

12.2 To update with regards to defibrillator in Little Preston
 Cllr Maddison had received a quote for connecting the defibrillator to mains electricity for @£486 (including VAT).
 Proposal: To accept the quote and Cllr Maddison to progress the works.
 Proposed by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.

13. New matters requested for next agenda
 None.

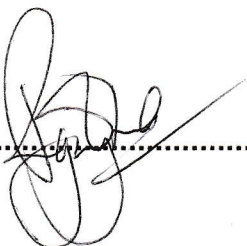
The Clerk then left the room in order for Councillors to consider her appraisal.

2.2 To arrange Clerk's annual appraisal
 Discussion took place regarding the recent appraisal.
 Proposal: To increase the Clerk's salary to SPC22 as £10.739 per hour.
 Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.

14. Diary dates for 2017

Parish Council Meetings: 13th June (bought forward by one week), 18th July,
 19th September, 17th October, 21st November, 19th December
 Village Hall Lunchtime Bar 1st Sunday of each month
 (except June when it will be open last Sunday in May)
 Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.40pm

Signed  Date 13.6.17

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 13th JUNE 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Hughes (Chairman), D Jones,
R Mansfield
Clerk: S Foster
Others: District Councillor B Patchett, 5 Member of the public

1. Administration

- 1.1 To receive and approve apologies for absence
S Maddison – holiday
- 1.2 To receive declarations of interest in items on the agenda
Cllr Dearn declared an interest in item 11.5 as a trustee of the charity.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Annual Meeting held on 16th May 2017
Minutes had been circulated. No amendments were made.
Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Jones, seconded by Cllr Cox. All in favour. Carried.
- 1.5 To update on the 2017 Annual Parish Meeting to be held on Thursday 18th May 2017
It was agreed that the turnout had been disappointing although no complaints had been received.

2. Regulatory Matters

- 2.1 To review governance documents
Standing Orders, Financial Regulations, Policy documents, Assets Register, Risk Assessment
Proposal: To adopt the above governance documents as presented.
Proposed by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.

3. Matters arising from previous minutes (for information only)

Nothing to report.

4. Public Time

Cllr Hughes made a statement regarding a presentation to be made by Howkins & Harrison about a proposed planning application at Village Farm. It was agreed that the Parish Council has no opinion as to the merit of the proposal as it stands and will consider the matter only when a planning application is placed before it. Mr Hammond then made a presentation to the meeting and answered questions from members of the public as well as Parish Councillors.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/0463	Variation of Condition 2 of Planning permission DA/2016/0151 to allow for installation of four dormer windows	Nether Preston, Stowe Road, Preston Capes NN11 3TZ	Proposal: No comment Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2016/0944	LBC for alterations and extensions to hard standing and repairs, alteration, partial demolition and extension to existing barn including provision of two first floor workers' flats	The Old Rectory Church Way Preston Capes NN11 3TE	Approved

- 5.3 Other planning matters (For report only)
Nothing to report.



6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Cllr Hughes will attend the upcoming Parish & Town Councils' Meeting to raise the matter of surface dressing.
Cllr Hughes will report to Street Doctor regarding the need for repair to the handrail beside the high street.
- 6.2 Footpath Representative's report
R Elkin had provided a map showing the amended Rights of Way officers at KierWSP. This will be circulated for the next meeting.
- 6.3 Report of road closure at Preston Capes Road, Farthingstone on 21st June 2017
Noted.

7. Tree Warden's Report

Following comment at the Annual Village Meeting, it was noted that the holly tree stumps should be left as they are, as requested by DDC.

8. Update from Neighbourhood Watch/Police

Various emails from Neighbourhood Watch had been circulated throughout the month.

9. Finance

- 9.1 To note income received
£ 0.06 Interest

- 9.2 To note bank balances as at 01.06.17
- | | | |
|---------------------------------|------------------|------------------|
| Lloyds Bank Treasurer's Account | £4,028.31 | |
| Lloyds Bank Business Account | <u>£1,527.69</u> | |
| | <u>£5,556.00</u> | |
| Payments yet to clear | £ 0.00 | |
| Total funds available | | <u>£5,556.00</u> |

*Proposal: To transfer £3,000 from the Treasurer's Account to the Business Account.
Proposed by Cllr Dearn, seconded by Cllr Hughes. All in favour. Carried.*

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (May)	178.61	0.00	211.12	S Foster	LGA 1972 s 112	436
Clerk's expenses (May)	32.51	0.00				

Proposal: To approve payment of the above cheques.

Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.

- 9.4 To report external audit for financial year 2016/2017
The external auditor had sent some queries to the Clerk. These had been answered. The Clerk is currently awaiting confirmation of the audit having been signed off.
- 9.5 To consider making an application to the Transparency Fund
*Proposal: To make an application to cover one hour of the Clerk's time per month for updating the website.
Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.*

10. Consultations

- 10.1 DDC – Nomination of Local Green Space for inclusion in Annex of Part 2 Settlements and Countryside Local Plan
Following discussion, it was agreed that the Square and the side of the village hall be included.
- 10.2 DDC – Housing Allocations Scheme
No comment.
- 10.3 DDC – Housing Supplementary Planning
No comment.



11. Correspondence Received

11.1	DDC – Women's Tour information (By email)	Noted
11.2	NCALC – Appointment of Deputy Chief Executive (By email)	Noted
11.3	Rev Sue Faullkner – Dementia Awareness Day (By email)	Cllr Dearn had attended and found the event useful.
11.4	PCC Invitation to meet S Mold (By email)	Cllr Delacoe will attend.
11.5	Preston Capes Education Charity – Letter re grants	Noted
11.6	Northants CALC – e-Update (By email)	Noted
11.7	Merchant Navy Day – Fly the Red Ensign	<i>Proposal: To purchase a flag, the size depends on whether it will be flown at the church. Proposed by Cllr Hughes, seconded by Cllr Dearn. All in favour. Carried.</i>
11.1	DDC – Women's Tour information (By email)	Noted

12. Matters not covered on the agenda above

- 12.1 To update on adopt a kiosk
BT had advised that the telephone is to be re-installed and so the Parish Council will not be able to adopt the kiosk at this time.
- 12.2 To update with regards to defibrillator in Little Preston
Nothing to report.
- 12.3 To arrange a sun shade for defibrillator
Cllr Jones is in the process of making a sun shade. This will require a baton to be installed.

13. New matters requested for next agenda
Possible leaving gift for Mr and Mrs Williams.**14. Diary dates for 2017**

Parish Council Meetings: 18th July, 19th September, 17th October, 21st November,
19th December
Village Hall Lunchtime Bar 1st Sunday of each month
(except June when it will be open last Sunday in May)
Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.45pm

Signed Date 18.7.17

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 18th JULY 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Hughes (Chairman), D Jones,
S Maddison, R Mansfield
Clerk: S Foster
Others: None

1. Administration

- 1.1 To receive and approve apologies for absence
None.
- 1.2 To receive declarations of interest in items on the agenda
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 13th June 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.*

2. Regulatory Matters

Nothing to report.

3. Matters arising from previous minutes (for information only)

Nothing to report.

4. Public Time

Nothing to report.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 5.3 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Cllr Hughes reported that, following a conversation with DDC, an offer had been made to Anti-Social Behaviour Fixed Penalty Notices to anyone caught speeding more than once during the Community Speedwatch programme which takes place annually at Preston Capes. Discussion took place and it was noted that the Parish Council will receive no financial benefit from the fines. Concern was voiced as to possible repercussions from those affected. It was agreed that this is likely to be minimal and verbal only.
- 6.2 Footpath Representative's report
R Elkin had reported that he is awaiting correspondence on the Reorganisation of NCC Highways. He also reported fly tipping of a garden mower and containers on Eydon road, adjacent to Red House Farm. The Clerk was asked to confirm that this had been reported to the appropriate authority.
- 6.3 Report of carriageway resurfacing at Stow Road, Preston Capes in mid-September
Noted.

- 6.4 Consideration of impact of Maidford purchasing their own speed sign
Maidford Parish Council are purchasing their own speed sign and had made an offer that Preston Capes Parish Council either take over 100% of the current sign or transfer the share to another Parish. There was some discussion as to whether this would be free of charge. The Clerk was tasked with accepting the offer to take full ownership of the sign without the post on which it is currently mounted.
Proposal: To accept the offer to take up full ownership of the speed sign. If possible, this would be free of charge. Otherwise the Clerk was authorised to offer up to £200.
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour.

- 6.5 Update from NCC re CEG Works
NCC are in the process of putting together the schedule of works.

- 6.6 Updated Reporting Rights of Way information
Noted.

7. Tree Warden's Report

Cllr Cox will endeavour to tidy up the stump of the holly tree by the church gate following a complaint.

8. Update from Neighbourhood Watch/Police

Various emails from Neighbourhood Watch had been circulated throughout the month.

9. Finance

- 9.1 To note income received
£ 0.06 Interest

- 9.2 To note bank balances as at 01.07.17
- | | | |
|---------------------------------|------------------|------------------|
| Lloyds Bank Treasurer's Account | £ 817.19 | |
| Lloyds Bank Business Account | <u>£4,527.75</u> | |
| | £5,344.94 | |
| Payments yet to clear | £ 0.00 | |
| Total funds available | | <u>£5,344.94</u> |

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (June)	152.61	0.00	173.22	S Foster	LGA 1972 s 112	437
Clerk's expenses (June)	20.61	0.00				
SLCC Membership	46.50	0.00	46.50	SLCC	LGA 1972 s 112	438
Mowing (Invoice 6761)	135.00	27.00	162.00	P Warden		439
Insurance premium 2017/2018	TBA	0.00	TBA		Highways Act	440
Red Ensign for Merchant Navy Day	49.70	9.94	59.64	Hampshire Flag Company	S137	441

Proposal: To approve payment of the above cheques.

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

- 9.4 To report external audit for financial year 2016/2017
The external report has not yet been received.

- 9.5 To discuss and agree leaving gift for ex-Councillor and Chairman D Williams
Discussion took place and it was agreed that a gardening voucher for £100 be presented at the September open bar Sunday, if possible.

Proposal: To purchase a £100 garden gift voucher.

Proposed by Cllr Dearns, seconded by Cllr Delacoe. All in favour.

- 9.6 To receive first quarter financial update

The figures had been circulated. Cllr Dearns reported that the Clerk's salary was already over budget. Following discussion, it was noted that the Clerk's travel expenses (which are included in salary payments) had not been included in the calculation at budget preparation. Clerk's expenses are also over budget. Further discussion took place and it was agreed that all possible endeavours be made to reduce paper copies of documents as well as travel expenses. The Clerk would provide Cllr Mansfield with the Parish Council laptop for use.

An error had been made on claiming the precept from DDC which included the £417 gross mowing grant. The Clerk was tasked with agreeing with DDC what action should be taken going forward.

10. Consultations

- 10.1 DDC – Local and National requirements for planning applications at DDC
No comment.
- 10.2 Police – Transfer of Northants Fire & Rescue Service to Police & Crime Commissioner
No comment.
- 10.3 NCC – 2016/2017 Empowerment Grant survey
The Clerk will complete the survey.

11. Correspondence Received

11.1	DDC – Daventry Calling (By email)	Received by post and email.
11.2	NHW – Vehicle Online Shopping Fraud (By email)	Noted.
11.3	DDC – Health Walks/DACT Newsletter	Noted.
11.4	DDC – DDF Events/Newsletter	Noted.
11.5	Police & Crime Commissioner – Annual Report	Noted.
11.6	DDC – Parish & Town Councils' Mtg & Invitation to 14.12.17	Cllrs Dearns and Hughes to attend.

12. Matters not covered on the agenda above

- 12.1 To update with regards to defibrillator in Little Preston
Cllr Maddison confirmed a quote for £380 + VAT for installation of the defibrillator. This will be covered by the empowerment grant received last year. The noticeboard will be moved slightly further back from the road and the code for the defibrillator shown on the noticeboard.
- 12.2 To update on sun shade for defibrillator
Cllr Jones is in the process of making the shade. It should be in place in time for the next meeting,
- 12.3 To update on Merchant Navy Day 2017
Cllr Hughes reported that he had invited Chris Heaton-Harris MP to officiate on or around Sunday 3rd September but has not yet had a response. If he is unable to do it, ex-Councillor David Williams may be invited. Cllr Hughes will also register the event on the Seafarers UK website which may mean that representatives of the Merchant Navy could attend.
Following confirmation from Rev Sue Faulkner that the church flag pole could be used, the Clerk had purchased the larger Red Ensign which has now been delivered. The Clerk had spoken with Roger Elkin who had agreed that he could be available to raise the flag.

13. New matters requested for next agenda

Nothing at this time.

14. Diary dates for 2017

Parish Council Meetings: 19th September, 17th October, 21st November, 19th December
 Village Hall Lunchtime Bar 1st Sunday of each month
 (except June when it will be open last Sunday in May)
 Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.40pm

Signed **Date**

PRESTON CAPES PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 8th AUGUST 2017 IN THE VILLAGE HALL

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Hughes (Chairman), S Maddison,
 Clerk: S Foster
 Others: None

1. Administration

- 1.1 To receive and approve apologies for absence
 D Jones, R Mansfield.
- 1.2 To receive declarations of interest in items on the agenda
 None.
- 1.3 To consider any dispensation requests
 None.

2. Public Time

Nothing to report.

3. Planning

- 3.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/0680	Remove trees within a Conservation Area	The Stone Place, Old Forge Lane, Preston Capes NN11 3TD	Proposal: Support Proposed by Cllr Hughes, seconded by Cllr Dearn. All in favour. Carried.

4. Finance

- 4.1 To note income received
 £ 0.18 Interest

- 4.2 To note bank balances as at 01.08.17
- | | | |
|---------------------------------|------------------|------------------|
| Lloyds Bank Treasurer's Account | £ 422.33 | |
| Lloyds Bank Business Account | <u>£4,527.93</u> | |
| | £4,850.26 | |
| Payments yet to clear | £ 0.00 | |
| Total funds available | | <u>£5,850.26</u> |

- 4.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – July	152.61	0.00	176.46	S Foster	LGA 1972 s112	442
Clerk's expenses – July	23.85	0.00				
Mowing Invoice 6769	135.00	27.00	162.00	P W Warden	Highways Act 1980	443

Proposal: To approve payment of the above cheques.

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

- 4.4 To authorise Clerk to make transfers between Lloyds bank accounts as and when required.
Proposal: To authorise the Clerk to make appropriate transfers from the deposit account into the current account to cover outgoing payments.
Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.

5. To update on Merchant Navy Day 2017

Cllr Hughes updated the meeting as to arrangements which have been made for the marking of the centenary of Merchant Navy Day. However, the ensign purchased is too large for the church flag pole. The Clerk was asked to try and exchange it for the smaller version. If this is not possible, then the smaller ensign will be purchased.

6. To report on Speedwatch programme

Cllr Hughes reported that the Speedwatch event due to take place this week had not happened because of an issue, according to the Safer Roads team, following legal guidance. Cllr Hughes is currently in contact with various agencies trying to bring about a positive conclusion. Thanks went to Cllr Hughes for all his efforts on this matter.

7. Diary dates for 2017

Parish Council Meetings:	19 th September, 17 th October, 21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month (except June when it will be open last Sunday in May)
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.10pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 19th SEPTEMBER 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Hughes (Chairman), D Jones,
S Maddison
Clerk: S Foster
Others: District Councillor B Patchett, 3 members of the public.

1. Administration

- 1.1 To receive and approve apologies for absence
R Mansfield - maternity.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Delacoe declared an interest in cheque 446.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 18th July 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Maddison, seconded by Cllr Delacoe. All in favour. Carried.*
- 1.5 To approve the minutes of the Ordinary Meeting held on 8th August 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.*

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

Nothing to report.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/0711	Conversion and extension of stable building to dwelling	Village Farm, High Street, Preston Capes NN11 3TB	Proposal: Support. Proposed by Cllr Cox, seconded by Cllr Dearn. All in favour. Carried.
DA/2017/0720	Demolition of existing conservatory. Construction of two storey extension and conversion of garage to living accommodation	The Cedars, Church Way, Preston Capes NN11 3TE	Proposal: No objections. Proposed by Cllr Maddison, seconded by Cllr Cox. All in favour. Carried.
DA/2017/0801	Remove tree within a Conservation Area	Danecot, Church Way, Preston Capes	Proposal: Support. Proposed by Cllr Hughes, seconded by Cllr Delacoe. All in favour. Carried.

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2017/0680	Remove trees within a Conservation Area	The Stone Place, Old Forge Lane, Preston Capes NN11 3TD	Approved

- 4.3 Other planning matters (For report only)
Nothing to report.

5. Highways and Footpath matters

To include:

- 5.1 Highways representative's report
It was agreed that a Litter Pick would take place on Sunday 22nd October, starting at 9.45am in the village hall. Cllr Dearn will book the equipment and Cllr Hughes will advertise the event.

- 5.2 Footpath Representative's report
A report from R Elkin was circulated. It was noted that issues with rights of way should be reported through the Street Doctor online system. Reports can be made by anyone. Members of the public were encouraged to report issues on FB14 under reference 893646.
- 5.3 Update on ownership of speed sign
The Clerk reported that an agreement had been reached to take over 100% ownership of the sign from Maidford Parish Council for a fee of £200.
- 5.4 Update from NCC re CEG works
No update had been received although some works had taken place on the footpath on the High Street. The Clerk was tasked with finding out whether this was all the work due to take place.
- 5.5 Update on Speedwatch programme
Cllr Hughes reported that he had two meetings: one with representatives from the Police & Crime Commissioner's office and one with the Neighbourhood Policing Team at Daventry. Daventry police understood the concerns of the Parish Council with regards to speeding and offered a number of solutions. Following discussion, it was agreed that another Community Speedwatch event should take place next year. However, Cllr Hughes wishes to step down from co-ordinating the event. Any volunteers to take over should contact Cllr Hughes direct. The Clerk was tasked with contacting Kevin Fagan at DDC to ask that he request JAG for roads to look at possible speed reduction remedies to the road.
- 5.6 Update on Stowe Road closure moved from 18.09.17 to 08.01.18.
Noted.
- 5.7 Report on encroached pathway and public request to report overgrown garden
It was noted that this matter has been dealt with by outside authorities.
- 5.8 Restoration of highway verges
Cllr Hughes reported that the unofficial layby at the western edge of Little Preston is due to be restored to highway verge in the near future.

Cllr Maddison reported that two issues of hedges impeding visual splays had been reported through the Street Doctor online system – one at the Little Preston junction onto the Maidford Road and one at the junction of the Stowe road where it meets the Maidford Road.

6. Tree Warden's Report

Nothing to report.

7. Update from Neighbourhood Watch/Police

Various emails from Neighbourhood Watch had been circulated throughout the month.

8. Finance

- 8.1 To note income received
£ 0.17 Interest
£ 21.25 Refund from Hampshire Flag Company re Merchant Navy red Ensign

8.2 To note bank balances as at 01.09.17					
Lloyds Bank Treasurer's Account		£ 814.44			
Lloyds Bank Business Account		<u>£3,528.12</u>			
		£4,346.56			
Payments yet to clear		£ 0.00			
Total funds available				<u>£4,346.56</u>	

- 8.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (Aug)	146.11	0.00	163.24	S Foster	LGA 1972 s 112	444
Clerk's expenses (Aug)	17.13	0.00				
Mowing	135.00	27.00	162.00	P Warden	Highways Act	445
Village hall (April to July)	42.00	0.00	42.00	Village Hall	LGA 1972 s 112	446
Purchase of share of VAS from Maidford PC	200.00	0.00	200.00	Maidford Parish Council	Highways Act	447

Proposal: To approve payment of the above cheques.

Proposed by Cllr Jones, seconded by Cllr Maddison. 5 in favour. 1 abstained. Carried.

- 8.4 To report external audit for financial year 2016/2017
The external report has not yet been received.
- 8.5 To update regarding precept claim for 2017-2018
DDC had advised that the Parish Council ringfence the extra funds and reduce the precept claim for 2018-2019.
- 8.6 To consider making an application to Transparency Funding
The Clerk confirmed that an application has been made.

9. Consultations

- 9.1 Woodford cum Member draft Neighbourhood Plan (Closes 09.10.17)
No comment.
- 9.2 NCALC – Emergency Plan (Closed 15.09.17)
The Clerk had completed the survey.
- 9.3 NCC – Pharmaceutical Services (Closes 04.10.17)
Individuals had responded.

10. Correspondence Received

10.1	Clerks & Councils Direct – May 2017	Noted
10.2	NCALC – Update	Noted
10.3	BHF – Defibrillator posters	Passed to Cllr Maddison
10.4	Clerks & Councils Direct – September 2017	Noted
10.5	NCALC Training Programme	Noted
10.6	Police – Invitation to appoint Police Liaison Representative	Cllr Hughes to take up invitation
10.7	DDC – Grants available for local home owners	Noted
10.8	DDC – Voter letters dropping on doormats	Noted
10.9	NCALC – Invitation to AGM on 07.10.17 at Moulton	No-one to attend
10.10	Northants PCC – Invitation to open evenings	Dates circulated
10.11	NCALC – Invitation to be a director	Noted
10.12	DDC – Budding Communities Project	Bulbs to be requested

11. Matters not covered on the agenda above

- 11.1 To update with regards to defibrillator in Little Preston
The defibrillator is now in place and the invoice received. Thanks also went to Mervyn Maddison for the new noticeboard which has been erected.
Proposal: To approve payment of invoice from Carlton Electrical Services for £380 + VAT as previously approved.
Proposed by Cllr Dearn, seconded by Cllr Cox. All in favour. Carried.
- 11.2 To update on sun shade for defibrillator
Cllr Jones is in the process of making the shade. It should be in place in time for the next meeting,
- 11.3 To update on Merchant Navy Day 2017
Cllr Hughes reported that the event had been a success. A letter of thanks had been received from The Merchant Navy Association and an article had appeared in the Daventry Express. The Clerk requested a photograph to put forward to Clerks & Councils Direct.
Cllr Hughes commented that a full turnover of Parish Councillors should be encouraged for the Remembrance Day service on 12.11.17.

12. New matters requested for next agenda

To consider provision for future Platinum jubilee or coronation celebrations

13. Diary dates for 2017

Parish Council Meetings:	17 th October, 21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month (except June when it will be open last Sunday in May)
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.45pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 17th OCTOBER 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, B Dearn, S Delacoe, D Hughes (Chairman),
S Maddison, R Mansfield
Clerk: S Foster
Others: No members of the public.

1. Administration

- 1.1 To receive and approve apologies for absence
D Jones.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Hughes declared interests in items 4.1 and 8.8.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 19th September 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.*
- 1.5 To confirm dates for 2018 meetings and Annual Parish Meeting
Meeting dates were set for the third Tuesday in each month except January and August.
The Annual Village Meeting will be held on Thursday 17th May.

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

Nothing to report.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/0943	Work to and removal of trees in a Conservation Area	The Old Rectory, Church Way, Preston Capes NN11 3TE	Proposal: No comment. * Proposed by Cllr Mansfield, second by Cllr Cox. Cllr Hughes abstained. Carried.

* The Clerk should let DDC know that the house closest to the site (The Medlars) was not notified of this application.

- 4.2 To report decisions received
None.
- 4.3 Other planning matters (For report only)
Nothing to report.

5. Highways and Footpath matters

To include:

- 5.1 Highways representative's report
Cllr Hughes reported that works to the unofficial layby near Little Preston should be completed within the next 4 months. This is also the case for another unofficial layby close to Maidford Grange.
Cllr Hughes reported that the matter of the encroaching verge by The Square is considered by Street Doctor as not meeting intervention levels. This will be monitored.
- 5.2 Footpath Representative's report
Nothing to report.
- 5.3 Update on ownership of speed sign
Maidford PC has now received its new VAS and so Preston Capes PC takes over 100% ownership of

the older machine.

- 5.4 Update from NCC re CEG works
The Clerk will find out when works are due to take place.
- 5.5 Concern over dog fouling
Cllr Cox was asked to mark dog fouling, particularly near The Square and the route to the village hall.
- 5.6 Confirmation of Budding Communities success
The Clerk confirmed that the application had been successful. She will be notified when the bulbs are available for planting.
- 5.7 Update on Community Speed Watch
Cllr Hughes has circulated his letter on the matter. Preston Capes will be participating in 2018.

6. Tree Warden's Report

Cllr Cox reported that he had been contacted regarding the removal of a cherry tree which is believed to be causing concern over a house's foundations. He had advised the resident to contact DDC.

7. Update from Neighbourhood Watch/Police

- 7.1 Update from meeting with Stephen Mold
Cllrs Hughes and Dearn had attended. Issues reported were a new service delivery model and the creation of 4 hubs around the county – Daventry being one of them.

8. Finance

- 8.1 To note income received

£ 0.18	Interest	
£ 128.22	NCALC Transparency Fund grant	
£2,308.50	DDC ½ year precept	
- 8.2 To note bank balances as at 01.10.17

Lloyds Bank Treasurer's Account	£3,461.70	
Lloyds Bank Business Account	<u>£2,528.30</u>	
	£5,990.00	
Payments yet to clear	£ 362.00	
Total funds available		<u>£5,628.00</u>
- 8.3 To receive external audit for financial year 2016/2017
Cllr Dearn reported that the external report had been received. One matter had been raised regarding the recording of a cheque which had not been cashed by the year end. The report was agreed and accepted by the Parish Council.
- 8.4 To receive half year budget update
The half year figures had been presented with explanations. Cllr Dearn also reported that he had carried out and signed off a bank reconciliation for the half year.
- 8.5 To arrange working party to produce first draft of 2018/2019 budget
The Clerk will arrange a working party meeting with Cllrs Hughes, Dearn and Cox.
- 8.6 To consider budget plans for future platinum jubilee or coronation celebrations
It was agreed that something in the region of £1,000 be built into the budgets over the next few years to fund Platinum Jubilee celebrations in 2022. However, it was noted that there may be coronation celebrations before then.
- 8.7 To consider request to attend Data Protection training at NCALC
It was agreed that the Clerk should attend on the basis of the cost being split 50/50 with Badby PC.
- 8.8 To discuss Stu Nicholls' invoice for drain clearance
Cllr Hughes had circulated a paper on this matter and updated the meeting that Anglian Water are actually responsible for works to drains outside the boundary lines of properties. It was noted that the resident who originally reported the matter had been mis-advised by DDC that this was a matter for the Parish Council. The Clerk had taken legal advice which confirmed that the Parish Council has no legal authority to fund such work. Discussion took place and it was agreed that Cllr Hughes had been unwittingly misled by the DDC advice but had acted as a responsible member of the Parish Council.

The Clerk was requested to write a letter explaining the situation to Anglian Water requesting that they pay the contractor's invoice. At the same time, a letter should be written to DDC expressing concern that incorrect information had been given which had led the Parish Council into this situation. Thanks went to Cllr Hughes for dealing with the matter in such a timely manner. A short report will be obtained from the contractor detailing the fault in the drain. This will also be forwarded to Anglian Water.

*Proposal: To obtain a short report from the contractor and to write to Anglian Water and DDC.
Proposed by Cllr Cox, seconded by Cllr Hughes. All in favour. Carried.*

8.9 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Connecting defibrillator at Little Preston	380.00	76.00	456.00	Carlton Elec Services	Section 137	448
Clerk's salary (Sept)	152.61	0.00	170.79	S Foster	LGA 1972 s 112	449
Clerk's expenses (Sept)	18.15	0.00				
Mowing (Inv 6783)	135.00	27.00	162.00	P Warden	Highways Act	450
Subscription	35.00	0.00	35.00	ICO	LGA 1972 s 112	451

Proposal: To approve payment of the above cheques.

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

9. Consultations

- 9.1 DDC re Planning Training (respond by 30.11.17)
The Clerk will respond.

10. Correspondence Received

10.1	NCALC Update (By email and hard copy)	Noted
10.2	Request to commemorate Holocaust Memorial Day 2018 (By email)	To be considered at a later date.

11. Matters not covered on the agenda above

- 11.1 To update on sun shade for defibrillator
Deferred to next meeting.
- 11.2 To update on Budding Communities application.
Already covered.
- 11.3 To authorise Clerk to obtain mowing contract tenders for 2018/19
*Proposal: To authorise the Clerk to obtain three tenders for mowing.
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.*
- 11.4 To discuss Remembrance Sunday
Cllr Hughes invited parish councillors to attend the Remembrance Day service on 12.11.17.
Discussion took place regarding other memorial days which could be commemorated.

12. New matters requested for next agenda

13. Diary dates for 2017

Parish Council Meetings:	21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month (except June when it will be open last Sunday in May)
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 9.00pm

Signed Date

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 21st NOVEMBER 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: S Delacoe, D Hughes (Chairman), R Mansfield
Clerk: S Foster
Others: No members of the public.

1. Administration

- 1.1 To receive and approve apologies for absence
D Cox, B Dearn, D Jones, S Maddison.
- 1.2 To receive declarations of interest in items on the agenda
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 17th October 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Delacoe, seconded by Cllr Mansfield. All in favour. Carried.*

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

Nothing to report.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/1009	Proposed new greenhouse	Manor Farm House, High Street, Preston Capes NN11 3TB	Proposal: No comment. Proposed by Cllr Mansfield, seconded by Cllr Delacoe. All in favour. Carried.
DA/2017/1020	Work to trees within a Conservation Area	St Peter and St Paul Church, Church Way, Preston Capes	Proposal: Support. Proposed by Cllr Delacoe, seconded by Cllr Mansfield. All in favour. Carried.
DA/2017/0992	Listed building consent for removal of asbestos sheet roof and replacement with natural slate, and replacement of internal staircase	Bank Cottage, Old Forge Lane, Preston Capes NN11 3TD	Proposal: No objection. Proposed by Cllr Hughes, seconded by Cllr Delacoe. All in favour. Carried.

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2017/0711	Conversion and extension of stable building to dwelling	Village Farm, High Street, Preston Capes NN11 3TB	Granted
DA/2017/0720	Demolition of existing conservatory. Construction of two storey extension and conversion of garage to living accommodation	The Cedars, Church Way, Preston Capes NN11 3TE	Granted

- 4.3 Request for support for Byfield Medical Centre planning application (DA/2017/0826)
Following discussion, it was agreed that the Parish Council wholeheartedly supports the application. The Clerk will write a letter of support. It was noted that individual responses can also be made.
- 4.4 Other planning matters (For report only)
Nothing to report.
- 5. Highways and Footpath matters**
To include:
- 5.1 Highways representative's report
Nothing to report.

- 5.2 Footpath Representative's report
Missing post and directional way marker discs on FD3 had been replaced and preliminary work has commenced on a replacement stile on DB2.
- 5.3 Update on erection of post for speed sign
The clips had been obtained from Maidford PC. The post is yet to be put up.
- 5.4 Update from NCC re CEG works
Some works had taken place. NCC had advised that no further works will be taking place. However, the insecure handrail on the High Street will be reported to Street Doctor by Cllr Hughes.
- 5.5 Concern over dog fouling issue
Deferred to December.
- 5.6 To consider invitation to take part in Community Speed Watch
It was noted that more members of the community are needed to take part.
Proposal: To take part in Community Speed Watch 2018
Proposed by Cllr Hughes, seconded by Cllr Delacoe. All in favour. Carried.
- 5.7 To consider and sign Urban Highway Grass Mowing 2018 contract
An agreement had been received from NCC for £417.51 to cover the 2018 mowing season.
Proposal: To agree and sign Urban Highway Grass Mowing 2018 contract for £417.51.
Proposed by Cllr Delacoe, seconded by Cllr Mansfield. All in favour. Carried.
- 5.8 To update on CEG works
Covered in 5.4 above.
- 5.9 To report intended closure of Charwelton Road/Eydon Lane from 15th to 24th January 2018
Intention of the closure by Anglian Water will be publicised on Facebook and the Parish website.
- 5.10 To consider fly-tipping at Stowe Lane
It was noted that this is not a case of fly tipping as the land-owner's son is preparing a bonfire.

6. Tree Warden's Report
Nothing to report.

7. Update from Neighbourhood Watch/Police
Nothing to report.

8. Finance

- 8.1 To note income received
£ 0.12 Interest
£ 128.22 NALC Transparency Grant
£ 193.94 HMRC VAT Reclaim

8.2 To note bank balances as at 01.11.17

Lloyds Bank Treasurer's Account	£3,252.85	
Lloyds Bank Business Account	<u>£2,657.30</u>	
	£5,910.15	
Payments yet to clear	£ 362.00	
Total funds available		<u>£5,548.15</u>

- 8.3 To receive and discuss first draft of 2018/2019 budget
A first draft had been circulated. An amendment was made to the Clerk's expenses. The second draft will be presented to the December meeting to ratify.
- 8.4 To update on drain clearance matter
The Clerk is awaiting a report from the contractor in order to contact Anglian Water.
- 8.5 To receive tenders for mowing contract and to award contract for 2018/2019 season
Deferred to December.

- 8.6 To approve purchase of new pads for defibrillator at a cost of £44.00 + VAT
 Proposal: To approve purchase of new defibrillator pads at a cost of £44.00 + VAT.
 Proposed by Cllr Hughes, seconded by Cllr Delacoe. All in favour. Carried.

8.7 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (Oct)	146.11	0.00	163.94	S Foster	LGA 1972 s 112	452
Clerk's expenses (Oct)	17.83	0.00				
Mowing (Inv 6789)	135.00	27.00	162.00	P Warden	Highways Act	453

Proposal: To approve payment of the above cheques.

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

9. Consultations

- 9.1 DDC – Rough Sleeper Count for 09.11.17
 Clerk to respond.
- 9.2 NCC – 2018-19 Budget Consultation (Closes 01.12.17)
 Includes correspondence re proposed reduction in Trading Standards provision
 Clerk to respond.
- 9.3 NCC – Northamptonshire Libraries and Information Service Review (Closes 13.01.18)
 Clerk to respond.

10. Correspondence Received

10.1	DDC – Christmas arrangements (Emailed 08.11.17)	Noted.
10.2	DDC – Good Neighbours Scheme (Emailed 08.11.17)	Noted.
10.3	NCALC – Budgeting and Precept Information 2018/19 (Emailed 01.11.17)	Noted.
10.4	Police – Meeting with S Mold on 15.11.17 (Emailed 08.11.17)	Cllr Hughes attended and reported back on matters raised.
10.5	Clerks & Councils Direct – November 2017	Noted including article re Merchant Navy Day.
10.6	DDC – Parish & Town Councils' Meeting on 14.12.17 (Emailed 14.11.17)	Cllr Hughes will be attending. A question re notifying Parish Councils of planning applications when they are registered at DDC will be submitted.

11. Matters not covered on the agenda above

- 11.1 To update on sun shade for defibrillator
 Deferred to December.
- 11.2 To discuss discuss Holocaust Memorial Day and to note dates for other memorial days
 The following memorial days for 2018 were raised:
 Armed Forces Day 30.06.18
 Battle of Britain Day 15.09.18
 100 years since formation of RAF 01.04.18
 Merchant Navy Day 03.09.18
 The costs of Armed Forces Day flag and RAF ensign to be discussed at the December meeting.

12. New matters requested for next agenda

None.

13. Diary dates for 2017

Parish Council Meetings: 19th December
 Village Hall Lunchtime Bar 1st Sunday of each month
 Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.30pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 19th DECEMBER 2017 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Cox, S Delacoe, D Hughes (Chairman), S Maddison, R Mansfield
Clerk: S Foster
Others: No members of the public.

1. Administration

- 1.1 To receive and approve apologies for absence
B Dearns, D Jones.
- 1.2 To receive declarations of interest in items on the agenda
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 21st November 2017
Minutes had been circulated. No amendments were made.
*Proposal: To accept the minutes as a true and accurate record of the meeting.
Proposed by Cllr Cox, seconded by Cllr Maddison. All in favour. Carried.*
- 1.5 To receive election 2018 timetable
Parish Council election will take place on Thursday 3rd May. It was agreed that the Clerk attend the Sunday bar on 1st April to help complete forms for anyone wishing to put themselves forward.
- 1.6 To receive information regarding appointing a Data Protection Officer
SLCC and NALC currently have a difference of opinion as to who can and should hold the position. They are discussing and will update when a standard opinion is available.

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

Nothing to report.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2017/1109	Listed building consent for reopening of blocked historic window and new window to opening	The Old Rectory, Church Way, Preston Capes NN11 3TE	Proposal: No objection. Proposed by Cllr Cox, seconded by Cllr Maddison. All in favour. Carried.

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 4.3 Other planning matters (For report only)
Nothing to report.

5. Highways and Footpath matters

To include:

- 5.1 Highways representative's report
Cllr Hughes will report potholes outside the village hall and also on the top road just past Swan Farm.
- 5.2 Footpath Representative's report
R Elkin's report was presented. Cllr Hughes reported that a repair can be made to the handrail on Main Street at a cost of approximately £6.
*Proposal: To authorise purchase of length of handrail and make the appropriate repair at an approximate cost of £6.00.
Proposed by Cllr Mansfield, seconded by Cllr Maddison. All in favour. Carried.*

- 5.3 Update on erection of post for speed sign
Cllr Cox has a metal post which will be passed to Mervyn Maddison for erection at Little Preston.
- 5.4 Concern over dog fouling issue
Cllr Cox offered to re-spray around the village.
- 5.5 Advice regarding salt spreading on the highway
Cllr Maddison reported that she had been challenged by a resident that the Parish Council should have been salt spreading in the recent snow. However, the matter is not the responsibility of the Parish Council. Residents can use the salt in the bins to spread on the highway. Discussion took place regarding the provision of salt which is being removed by NCC. Consideration will be given to the purchase of salt for future years. However, there was a question as to what impact this could have on the liability of the Parish Council.

6. Tree Warden's Report

Cllr Cox reported a couple of incidents of damage to trees in the recent heavy snow.

7. Update from Neighbourhood Watch/Police

Nothing to report.

8. Finance

- 8.1 To note income received
£ 0.11 Interest

8.2 To note bank balances as at 01.12.17

Lloyds Bank Treasurer's Account	£3,052.85	
Lloyds Bank Business Account	<u>£2,657.41</u>	
	£5,710.26	
Payments yet to clear	£ 487.91	
Total funds available		<u>£5,222.35</u>

- 8.3 To receive and ratify draft of 2018/2019 budget
No amendments were made to the draft presented at the November meeting – see page 1056.
Proposal: To accept the presented version and to place a precept demand on Daventry District Council of £4,700.
Proposed by Cllr Maddison, seconded by Cllr Cox. All in favour. Carried.

- 8.4 To update on drain clearance matter
No response has been received as yet from the contractor.

- 8.5 To note that tenders for mowing contract are not required until the 2019 season
Noted.

- 8.6 To receive request for financial support for Citizens Advice Bureau
A request had been received.
Proposal: To authorise donation of £50 to CAB.
Proposed by Cllr Maddison, seconded by Cllr Delacoe. All in favour. Carried.

- 8.7 To receive information on Local Government Pay 2018-2020
Initial information from NCALC had been circulated. Further clarification is awaited.

- 8.8 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (Nov)	146.11	0.00	224.93	S Foster	LGA 1972 s 112	454
Clerk's expenses (Nov)	16.41	0.00				
Defibrillator pads	52.21	10.20				
Mowing (Inv 6796)	135.00	27.00	162.00	P Warden	Highways Act	455

Proposal: To approve payment of the above cheques.
Proposed by Cllr Maddison, seconded by Cllr Cox. All in favour. Carried.

9. Consultations

- 9.1 DDC – Historic England Neighbourhood Planning (Closed 15.12.17)
No comment.
- 9.2 DDC – Settlements and Countryside Local Plan Part 2 (Closes 26.01.18)
No comment.
- 9.3 DDC – Community Strategy (Closes 05.01.18)
No comment.
- 9.4 DDC – ICT Strategy (Closes 05.01.18)
No comment.

10. Correspondence Received

10.1	Merchant Navy Day Certificate	Noted
10.2	Daventry & District Forum Chairman's Report 2017	Noted
10.3	NALC Update (Emailed 06.12.17)	Noted
10.4	DDC re Planning Training (Emailed 07.12.17)	Noted
10.5	The Great British Spring Clean 2018 (Emailed 12.12.17)	Noted
10.6	DDC closures (Emailed 12.12.17)	Noted
10.7	Police & Crime Panel held on 14.12.17 (Emailed 12.12.17)	Cllr Hughes attended and reported back.
10.8	Notification of external auditor (Emailed 22.11.17)	Noted

11. Matters not covered on the agenda above

- 11.1 To update on sun shade for defibrillator
Deferred.
- 11.2 To report on costs associated with memorial days for 2018
The Clerk had circulated information. No action will be taken at this time.
- 11.3 To raise the matter of sponsoring a PCSO
Cllr Hughes reported that authority has been granted for an additional 12 PCSOs within the county. PCSOs can be provided to parishes in partnership with each other. It was noted that Woodford Halse already have their own PCSO (Carl Barton). Discussion took place and it was agreed that no action will be taken at this time as the Parish Council has no funds or requirement for a PCSO.
- 11.4 To report on Parish & Town Councils' Meeting on 14.12.17
Cllr Hughes had attended the meeting and raised a question regarding earlier notification of planning applications to Parish Councils. DDC responded that Parish Councils are already notified at the earliest possible time.

12. New matters requested for next agenda

None.

13. Diary dates for 2018

An extraordinary meeting will be called for Tuesday 16th January.
 Parish Council Meetings: 20th February, 20th March, 17th April, 15th May, 19th June, 17th July,
 18th September, 16th October, 20th November, 18th December.
 Village Hall Lunchtime Bar 1st Sunday of each month
 Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.50pm

Signed **Date**

BUDGET 2018-2019

Approved 18.11.17

	EXPENDITURE			INCOME		
	BUDGET 2017-2018	BUDGET ACTUAL To date	PROPOSED BUDGET 2018-2019	BUDGET 2017-2018	BUDGET ACTUAL To date	PROPOSED BUDGET 2018-2019
Administration						
Clerk's salary & PAYE	1700.00	1023.80	2000.00	0.00	0.00	0.00
Clerk's expenses	350.00	170.69	250.00	0.00	0.00	0.00
Repairs & Renewals	50.00	0.00	50.00	0.00	0.00	0.00
Audit	0.00	0.00	0.00	0.00	0.00	0.00
Donations and grants	0.00	0.00	0.00	0.00	0.00	0.00
Computer	0.00	0.00	0.00	0.00	0.00	0.00
Defibrillator	50.00	380.00	50.00	0.00	0.00	0.00
Election	200.00	0.00	200.00	0.00	0.00	0.00
ICO Registration	35.00	0.00	35.00	0.00	0.00	0.00
Insurance inc VAS sign & defib	250.00	244.18	250.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.93	0.00
NCALC	200.00	175.04	205.00	0.00	0.00	0.00
Publications	50.00	46.50	50.00	0.00	0.00	0.00
S137	75.00	79.00	75.00	0.00	21.25	0.00
Training	100.00	0.00	100.00	0.00	0.00	0.00
VAT	0.00	166.94	0.00	0.00	0.00	0.00
VHMC	160.00	56.00	160.00	0.00	0.00	0.00
Mowing						
Mowing	900.00	405.00	900.00	0.00	0.00	0.00
NCC mowing grant	0.00	0.00	0.00	417.00	0.00	417.00
Other ground work	400.00	0.00	400.00	0.00	0.00	0.00
Tree works	0.00	0.00	200.00	0.00	0.00	0.00
Platinum Jubilee/Coronation	0.00	0.00	200.00	0.00	0.00	0.00
TOTAL Contingency	0.00	200.00	0.00			
TOTAL Precept				4200.00	4617.00	4700.00
TOTAL Payments	4520.00	2947.15	5125.00			
TOTAL Receipts				4617.00	4639.18	5117.00