

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD AT 7.45PM ON
TUESDAY 15th MAY 2018 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: R Bracher, B Dearn, D Hughes (Chairman), S Maddison, R Mansfield,
S Smith, G Stanton.

Clerk: S Foster

Others: 1 member of the public.

1. Administration

- 1.1 To elect Chairman and sign Acceptance of Office

Proposal: To elect Cllr Hughes as Chairman.

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

- 1.2 To elect Vice Chairman and sign Acceptance of Office

Proposal: To elect Cllr Dearn as Vice-Chairman.

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

- 1.3 To receive signed Acceptance of Office forms from all Parish Councillors

All Parish Councillors had returned their Acceptance of Office forms to the Clerk.

- 1.4 To receive and approve apologies for absence

None.

- 1.5 To receive declarations of interest in items on the agenda

Cllr Hughes declared an interest in cheque 467.

- 1.6 To consider any dispensation requests

None.

- 1.7 To approve the minutes of the Ordinary meeting of 17th April 2018

The minutes of the meeting had been circulated.

Proposal: To accept the minutes as a true and accurate record of the meeting.

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

2. Public Time

Nothing to report.

2. Regulatory Matters

- 2.1 To receive report from working party and approve Governance documents including:

Standing Orders, Finance Regulations, Policy documents, Assets Register, Risk Assessment

Proposal: To accept and approve governance documents as listed above, as presented by the working party.

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

- 2.2 To arrange Clerk's appraisal

Cllrs Dearn, Hughes and Maddison will carry out the appraisal.

- 2.3 To update Register of Members' Interests

Parish Councillors were reminded that amendments have to be notified to DDC as soon as they occur.

- 2.4 To appoint Responsible Finance Officer and separate Finance Controller

Proposal: To appoint the Clerk as Responsible Finance Officer and Cllr Dearn as Finance Controller.

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

- 2.5 To receive update from Clerk following recent General Data Protection Regulations training

The Clerk had attended training and advised of the requirement to carry out a data audit as well as provide each Parish Councillor with a separate Parish Council email address. The Clerk will action these matters.

- 2.6 To appoint Data Protection Controller

Proposal: To appoint Northants CALC as Data Protection Officer.

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

- 2.7 To discuss and agree email distribution on behalf of Parish Council
Cllr Maddison offered to continue the Parish Council email distribution.
- 2.8 To appoint Footpath Warden
Proposal: To appoint Roger Elkin as Footpath Warden.
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.
- 2.9 To appoint Tree Warden
Proposal: To appoint David Cox as Tree Warden.
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.
- 2.10 To appoint Highways Representative
Proposal: To appoint Cllr Hughes as Highways Warden.
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

- 4.2 To report decision

Application No	Description of Development	Location of Development	Decision
DA/2018/0133	Single storey rear extension	The Annexe, Red House Farm, Eydon Lane NN11 3TQ	Approved
DA/2018/0137	LBC for replacement of asbestos roof covering with welsh slate	Bank Cottage, Old Forge Lane, Preston Capes NN11 3TD	Refused
DA/2018/0210	Works to five 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
Cllr Hughes has reported various potholes.
- 5.2 Footpath representative's report
Nothing to report.
- 5.3 Update on erection of post for speed sign
To be progressed.
- 5.4 Update on part of fallen wall opposite village hall
The Clerk was asked to obtain three quotes for the work to be carried out.
- 5.5 Update on water leak at Little Preston
The Clerk had sent a letter to the resident concerned. No response had been received to date. The water leak has dried up for the time being. The Clerk was asked to take advice from NCALC as to how to progress the matter.
- 5.6 To discuss and agree possible amendments to mowing contract
The mowing contractor will take up mowing of the area outside Preston Capes House and discontinue mowing the small area on The Square.
The Clerk will contact the contractor to confirm a cut before the Open Gardens on 03.06.18 and also send a letter of thanks to the resident at Preston Capes House.

- 5.7 To discuss road closures and diversions affecting Little Preston
A recent marked diversion route had taken traffic onto the single track road between Adstone and Maidford leading up to Little Preston. It was unclear whether this was a decision taken by NCC or Anglian Water. The Clerk was asked to clarify.

6. Tree Warden's Report

Mr Cox reported that he may have ash die-back in his garden. He would confirm this with a tree expert.

7. Update from Neighbourhood Watch/Police

Cllr Hughes will contact NHW to request that contact be made with new residents.

8. Correspondence Received

8.1	Clerks & Councils Direct – May 2018	Noted
	DDC – OVO Energy Women's Tour 2018 (By email)	Noted
	DDC – Invitation to Parish & Town Councils' Meeting on 14 June (By email)	Cllrs Hughes and Dearn's will attend. Question to be raised regarding Speedwatch

9. Finance

- 9.1 £ 0.11 Interest
£2,350.00 DDC ½ year precept

- 9.2 To note bank balances as at 01.05.18

Lloyds Bank Treasurer's Account	£5,210.77	
Lloyds Bank Business Account	£1,657.96	
	£6,868.73	
Payments yet to clear	£ 209.27	
Total funds available		£6,659.46

The Clerk was asked to transfer £4,000 from the Business account to the Treasurer's Account.

- 9.3 To update on drain clearance matter
No response had yet been received from Anglian Water. The Clerk will chase before the next meeting.
- 9.4 To agree insurance cover effective from 01.06.18
The Clerk reported that the current insurance provider had offered a 3- or 5-year Long Term Undertaking at reduced costs.
Proposal: To agree a 5-year Long Term Undertaking with Community Lincs at a cost for the year 2018/2019 of £219.77.
Proposed by Cllr Stanton, seconded by Cllr Smith. All in favour. Carried.
- 9.5 To receive end of year unaudited figures for financial year 2017/2018
The figures had been circulated by email. The Clerk and Cllr Dearn's had met earlier in the evening to sign off the accounts. The internal audit is yet to be arranged.
- 9.6 To agree internal audit for financial year 2017/2018
The Clerk will contact Mike Eves to see whether he is available to carry out the internal audit.
- 9.7 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (April)	139.61	0.00	160.98	S Foster	LGA 1972 s 112	466
Clerk's expenses (April)	21.37	0.00				
Flowers sent to Clerk following bereavement	35.79	0.00	35.79	D Hughes	LGA 1972 s 112	467
Annual honorarium for dealing with VAS sign	50.00	0.00	50.00	M Delacoe	LGA 1972 s 112	468
Insurance premium	219.77	0.00	219.77	Community Lincs	LGA 1972 s 112	469
Data Protection Training (50/50 with BPC)	24.50	0.00	24.50	Northants CALC	LGA 1972 s 112	470

Proposal: To approve payment of the above cheques.

Proposed by Cllr Maddison, seconded by Cllr Dearn's. 6 in favour. 1 abstained. Carried.

10. Matters not covered on the agenda above

10.1 To update on sun shade for defibrillator
The shade is ready to put up.

10.2 To discuss condition of 33 High Street
The property is now up for sale. Remove from agenda.

10.3 To discuss matter of land at Holly House
It was agreed that, due to access issues, the Parish Council would not be able to make use of the land. Remove from agenda.

10.4 To update on grass mowing
Already covered above. Remove from agenda.

10.5 To update on recent litter pick and plan next event
The recent litter pick had been successful. The next event will be planned for 21.10.18.

10.6 To discuss cricket club opportunity
There is no longer an opportunity and so this item can be removed from the agenda.

10.7 To consider Arms Forces Day
It was agreed that a flag be purchased and raised on 01.07.18, as previously done for Merchant Navy Day.

11. Consultations/Surveys

None

12. New matters requested for next agenda

Amendments to bank mandate
Placement of a refurbished memorial bench

13. Diary dates for 2018

Parish Council meetings:	19 th June, 17 th July, 18 th September, 16 th October, 20 th November, 18 th December
Annual Village Meeting	17 th May
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 8.55pm

Signed **Date**