

**MINUTES OF THE ANNUAL GENERAL MEETING OF
PRESTON CAPES PARISH COUNCIL
held on Tuesday 21st May 2019 at 7.30 pm in the Village Hall**

Present:	Dixie Hughes (DH)	Chairman & Highways Warden
	Bill Dearn (BD)	Vice Chairman & Finances Reviewer
	Sophia Maddison (SM)	Councillor
	David Cox (DC)	Councillor & Tree Warden
	Rosie Mansfield	Councillor
	Gary Denby (GD)	Parish Clerk & RFO
Public:	None.	

Welcome and any announcements from the Chair

DH welcomed Councillors to the meeting. With regret, DH announced the resignation of Cllr Graham Stanton from the Parish Council on 19th May 2019 (via email), on grounds of being extremely busy at present travelling abroad to be with family, as well as business pressures. Graham's input in regard to planning has been invaluable and when circumstances change, with less time pressures he may be able to return to us.

1. Apologies received

Cllr Scilla Smith (holidays)

2. Election of Parish Council Chairman for 2019-20

Dixie Hughes was willing to stand again as Chairman; proposed by BD, seconded by SM. There were no other contenders. DH was elected Chair by all present. DH signed his Declaration of Acceptance of Office, witnessed by the Proper Officer of the Council.

Bill Dearn was willing to stand again as Vice Chairman; proposed by DH, seconded by DC. All were in agreement.

3. Receive minutes of Parish Council Meeting held on 16th April 2019

The meeting minutes were approved as an accurate record, proposed by SM, seconded by BD and approved by all present, signed by the Chairman.

4. Public time – None.

5. Councillor declaration of interest in the following agenda items – None.

6. Matters arising from the minutes

6.1 Ref 5.1: Update on the training record of Parish Councillors - ongoing **GD**

6.2 Ref 7: GD attended the Eydon Parish Council Assembly and heard of a new Rural Bus initiative which may become available to us? Pre-registration is required for either Green (pay per ride about £2.50), Silver (collect from bus stop) or Gold (collect from home) service. Villages must seek 2-3 persons initially who want to go to the same destination (Towcester / Brackley / Daventry doing shopping...) on a regular (weekly) basis. They then arrange a minibus route to do a circuit, collect from all nearby villages

having the same day-destination; then the bus waits to return them home. To get the system going requires a £500 commitment from the Parish Council (CIL?) to cover the initial not-full start-up trips. There's also a more complex demand-driven service using mobile phone apps being suggested by N-CALC? Councillors agreed they were interested in investigating such a rural service **GD**.

- 6.3 GD, DH and BD signed a letter instructing the Daventry branch of Lloyds Bank to update the address on the cheque book account and send its statements to the new Clerk's address; to print our missing statements; to close the savings account (move to the cheque book account); to remove the online facility and Sharon Foster from the accounts. Their response was that they did not know which address to change, sending a new bank mandate to complete. On 16 May GD spent a half hour on the telephone advising them to adjust all three addresses on the cheque book account to be the same (10A Lime Avenue...) - what else could they be? The bank adviser said to ignore the bank mandate and that the other requests were being actioned. However, she could not confirm this in writing or by email for this evening's meeting. We live in hope!

7. Approve Parish Council appointments

Councillors agreed to the renewal of the following list of council appointments:-

Dixie Hughes:- *Chairman, Police Liaison Rep and Highways Rep*; Dixie60@aol.com

Bill **Dearns**:- *Vice-Chairman, Finance Controller*; eandb@dearns.co.uk

Sophia **Maddison**:- *Village Email List Rep*; sophia.maddison@gmail.com

David **Cox**:- *Tree Warden*; butterworthcox@icloud.com

Roger **Elkin**:- *Footpath Warden*; rogere@prestoncaples.org.uk

Mike **Delacoe**:- *VAS Sign*; delacoe@delacoe.plus.com

8. Review of Standing Orders, Financial Regulations, Policies

The following were distributed to Councillors for their consideration prior to the meeting. All were accepted as is for the time being, though they may require review during the current year:-

PCPC Standing Order 2018 (England): *Standing_Orders_2019_PCPCa.odt*
PCPC Financial Regulations (from 2016): *1905Financial Regs PCPC.doc*
PCPC Policies and Procedures (2019): *1905PCPCpolicies.odt*

The Policies and Procedures document was previously prepared by Sharon Foster and DH and appears to include the requirements of N-CALC in its role as the council's Data Protection Officer. This is to be verified when more time is available **GD**. The Clerk is to inquire of N-CALC whether they plan any (social) media training courses in the near future **GD**.

9. Review of Council's system of internal control

Councillors accepted the revised risk assessment and management plan for the period 1st May 2019 to 30th April 2020 (Risk Assessment 2019 05.odt). This includes additional entries for Public Liability arising from the council's ownership of litter picking equipment, a fidelity guarantee of £20,000 by our insurers, business continuity and implications of the Freedom of Information Act. No additions were proposed. Signed and dated by the Chairman and Clerk. As 'Litter Czar' BD requires a simple form for

Litter Pickers to sign-out and return Parish Council-owned equipment (agreeing to wear the vest, use the grab, pay attention to passing traffic...) **GD**.

Councillors considered all items listed on *Section 1 – Annual Governance Statement 2018/19* of its annual *Government and Accountability Return (AGAR)*. All agreed with its signature by the Chairman and Clerk, ready for posting on the Parish Council's web site. This will sit alongside the council's Certificate of Exemption (from a limited assurance review by the external auditor PKF Littlejohn LLP), since the council's gross income is below £25,000 www.prestoncapes.org.uk/parish-council/finance **GD**.

10. Consider N-CALC's DPO policies and procedures

Since N-CALC have been engaged to act as the council's Data Protection Officer (DPO), they have requested the adoption of their related policies. These are included in the *PCPC Policies and Procedures (2019)* referenced above.

11. Correspondence

- 11.1 3 May: DDC's SCRAP fly-tipping initiative. Councillors considered whether placing items for other's re-use at the end of your private drive is factually fly-tipping (since on the verge owned by Northamptonshire Highways)?
- 11.2 14 May: N-CALC invitation to 19 June meeting to review county re-organisation. DH offered to attend (only one attendee permitted per council). BD asked to be placed on any 'reserve list' **GD**.

12. Planning (latest items available at www.daventrydc.gov.uk/living)

- 12.1 DA/2019/0295: Works to trees in conservation area: Evenlode, Church Way. Approved 16.5.19
- 12.2 DA/2019/0240: Works to and removal of trees in conservation area: Forge Cottage, Old Forge Lane. Approved 5.4.19.
- 12.3 DA/2019/0226: Works to and removal of trees in conservation area: Holly House, Old Forge Lane. Approved 18.04.19

13. Finances and Accounts

- 13.1 Review of Parish Council Assets Register: A shortened list is included on the reverse of the Accounts Summary Sheet. This includes the adopted Grit Bins from NCC valued at Nil, leaving the totals as-new asset value at £3,145. The latest budget sheet shows the same asset list with current values within its reserves allocations list.
- 13.2 Confirmation of the Council's insurance arrangements for 2019/2020 with Zurich Municipal: the renewal summary documents were received on 30 April ('Select for Local Councils'), as part of the long term agreement to 31st May 2023. The premium is £219.77 to 31st May 2020. Renewal was agreed by Councillors.
- 13.3 Councillors reviewed the Accounts Summary prepared to 2018-19 and signed-off previously by DB when reconciling against accounts statements. The VAT reclaim is outstanding. Signed off by the Chairman and Parish Clerk. This was summarised in *Section 2 Accounting Statement 2018/19* of its *Annual Government and Accountability Return (AGAR)*. Signed by the Chairman and Responsible Financial Officer.

- 13.4 Consider issue of replacement cheque of £179.97 to former Clerk in lieu of un-presented cheque 489 dated 11 Dec 2018: Councillors agreed to consider this again next month, once the six month expiry date is sure to be passed. Thus we may avoid a cheque cancellation fee (Mrs Foster seems to be in no hurry to receive the same) **GD**.
- 13.5 Consider receipt of **CIL grant of £2,105** and restrictions upon its future use by the Council. Documentation indicates this was posted to the Parish Council account on 29th April. However, as yet we have no bank statement to support this. On 10 May the Clerk distributed a plain English explanation of CIL to all Councillors (April 2019 from DDC), where Regulation 59C states it should be used to fund:-
- a) The provision, improvement, replacement, operation or maintenance of infrastructure or*
b) Anything else that is concerned with addressing the demands that development places on an area.
- 13.6 A counter top printout from our cheque book account indicates the receipt of £3,250 on 25 April 2019, being half of the annual precept; also of £417.51 on 12 April 2019 being the NCC verges mowing grant payment from last season. The following payments were authorised by Authorise payments (below)
- 13.7 The following invoices were initialled and cheques signed on behalf of the Parish Council by DC and DH:-

Description / Power	Amount	VAT	Total
Village Hall hire & refreshments for village litter pick	£59.00		£59.00
Grant to Mr Delacoe towards Vehicle Activated Sign time, efforts and electricity costs	£50.00		£50.00
Zurich Municipal Public Liability insurance to 31 May 2020, inc insurance premium tax	£219.77		£219.77
N-CALC membership subscription (for electorate 159) plus Data Protection Officer fee	£180.11		£180.11
P.W. Warden Environmental Services – April 2019 mowing	£140.00	£28.00	£168.00
Gary Denby Clerk gross remuneration for May 2019 (5 weeks) + Home as office expenses	£168.30 £30.00		£198.30

14. Councillors' Comments

- 14.1 A Dog fouling bin and its ongoing (fortnightly) emptying may be a suitable use for CIL – add to the next agenda **GD**.
- 14.2 BD reported that he has booked the DDC litter picking equipment for the following Sunday dates: 20th October 2019 and 15th March 2020.
- 14.3 SM reported that the council now has permission to dispose of the waste from reduction of the wild plum tree in Little Preston. A working party date may now be arranged **SM**.
- 14.4 DH reported on his attendance at a Police and Fire Commissioner meeting, which discussed available grants from £500 to £5,000, some pertaining to road safety. Perhaps some form of crossing or junction control? Applications are to be considered in

August and November (approx). GD is to provide Councillors with advise on traffic calming given by Steven Barber of Northants Highways to Moreton Pinkney **GD**.

15. Next Meetings

15.1 Wednesday 22nd May – **Annual Parish Meeting**

15.2 Date of next meeting: General Meeting on Tuesday 18th June 2019

Meeting ended at 9 pm.

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Chairman

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Date