

MINUTES OF THE MEETING OF PRESTON CAPES PARISH COUNCIL
held on Tuesday 16th July 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
	Richard Shires	Councillor
	Gary Denby (GD)	Parish Clerk & RFO

Public: None.

Welcome and any announcements from the Chair

DH welcomed Councillors to the meeting, including our new Councillor Richard Shires.

1. Apologies received

Cllr Rupert Frost (DDC) Cllr Scilla Smith

2. Receive minutes of Parish Council Meeting held on 18th June 2019

The meeting minutes were approved as an accurate record, proposed by DC, seconded by SM and approved by all present, signed by the Chairman. The heading should read Minutes of Meeting (not AGM) **GD**.

3. Public time – None.

4. Councillor declaration of interest in the following agenda items

DH and RM with regards the ponds item 10.1

5. Matters arising from the minutes

5.1 Ref 2: Richard Shires completed his Declaration of Acceptance of Office; also his Register of Members' Interests. The latter to be forwarded to DDC **GD**.

5.2 Ref 6.3: Outstanding is a sign-out sheet for BD, for the public loan of the Parish Council's litter picking equipment **GD**. BD reported that none had requested to use it to date.

5.3 Ref 7.7: GD distributed laminated A4 posters for the Citizens Advice Bureau (Daventry) summer campaign, for noticeboard display **DH BD**.

5.4 Ref 10.1a: The mandate form to remove Sharon Foster from the Parish Council accounts has been returned to Lloyds bank on 4th July, along with a letter dated 7th July detailing their incompetence since March 2019.

6. Correspondence

6.1 1 Jul: Councillors received the NCC consultation on their Rights of Way Improvement Plan. It was agreed this should be forwarded to the Parish Footpath warden Roger Elkin **GD**.

6.2 1 Jul: Purse thefts in Daventry, notification from Northants PCSO Tara Cooksammy.

7. Report back on recent training activities

BD reported briefly upon his N-CALC training in 'Finance for councillors' course, received in Litchborough on 2nd July. He found it useful and informative. He asked Danny Moody whether he thought that Mike Eves is sufficiently independent, to continue as the internal auditor? His response was affirmative.

A point to note was an expectation for Councillors to receive quarterly summaries of expenditures to date against the budget, so council knows where it stands (see item below). The Parish Council will be invoiced for £36.

8. Planning for use of Community Infrastructure Levy

A regular item with £2,105.40 to allocate over the coming five years from a restricted fund. Public Dog bins is considered an appropriate use on the basis that more villagers implies more pet dogs, therefore a greater demand to facilitate their clear-up.

9. Progress with regards costings of two additional Dog Bins, CIL limit £1,000

DH has taken photos of a couple of proposed locations (at the south end of High Street near to the bus shelter and at the north end of High Street between the grit bin and the kiosk).



GD printed a license application from Highways, though it appears more suited to trenches required by utility companies, rather than for a pole inserted into the verge.

GD has received pricing from **Marcus Young Landscapes**, as used by nearby Eydon village successfully for several years; also recently in Helmdon where they have utilised a bridleway sign and a footpath sign for mounting their Glasdon Fido 25 dog waste bins (re-locatable).

The cost for installation onto an pre-existing post, inclusive of all materials, delivery and installation is £130.00 plus VAT per bin. The lead time is usually 2-3 weeks. These can cost £200+ each.



There is an ongoing cost of £3.20 per bin per weekly empty plus VAT (rate applies to dog waste and litter bins), invoiced annually each January (in arrears). A copy of his Environment Agency Waste Registration certificate to July 2022 has been supplied. SM proposed that the parish council take up this quotation, seconded by DC, agreed by all present. **GD** to advise the contractor accordingly.

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

10.1 DA/2019/0105: Two ponds at The Old Rectory, Church Way – amended application which may address council's concerns over drainage, marked as an overflow into the ditch. It would be beneficial to have a condition that the drainage is well-maintained.

10.2 DA/2019/0442: Remove tree within conservation area: The Wilderness, Old Forge Lane

10.3 DA/2019/0426: Work to tree in conservation area: Forge Cottage, Old Forge Lane - Approved 24.6.19

11. Finances and Accounts

- 11.1 A Lloyds bank statement has been received, notifying of 16p interest on 10th June on the Savings Account. Thus £3,660.15 has NOT been forwarded to the current account as instructed on 30th April 2019.
- 11.2 Ref 10.4: The replacement cheque of £179.97 has been encashed, issued to the former Clerk in lieu of un-presented cheque 489 dated 11 Dec 2018 (now expired after 6 months).
- 11.3 The Clerk presented a **Quarterly Expenditure Summary** to June 30th, alongside the current budget (Appendix A). This includes receipt of the first half year Precept £3,668 and a Q1 expenditure of £2,149. This provides total Parish Council cash assets of **£8,329 on 27 June 2019**, of which £3,660.15 is in the Lloyds Savings Account (0.05% pa interest) and £5,163.69 is in the Lloyds Treasurers Account (£2,105.40 is restricted to CIL) and £494.84 is not evidenced yet in statements. BD has compared the Clerk's spreadsheet with the account statements to confirm this.
- Ref 10.1: Within this context, councillors considered paying the Clerk for an additional ten hours worked in the first half year, to be added to this month's salary. Proposed by BD, seconded by SM and agreed by all present.
- 11.4 Ref 10.5: Submission of VAT refund request for 2018-19: Today the Clerk has received a link from Danny Moody of N-CALC, to a still-live form for VAT reclaim submission (complete on-line, print, then post!) **GD**.
- 11.5 Councillors considered and approved the Parish Council payments listed below, with cheques signed on behalf of the Parish Council by DC and BD:-

Description / Power	Amount	VAT	Total
P.W. Warden Environmental Services – June 2019 mowing	£140.00	£28.00	£168.00
Gary Denby Clerk gross remuneration for June 2019 (4 weeks) + Home as office expenses + + extra ten hours for year to date	£134.64 £24.00 £112.20		£270.84
N-CALC 'Finance for Councillors' training of BD	£36.00		£36.00
Preston Capes Village Hall invoice for refreshments (Armed Forces Day – clashed with a garden event)	£14.50		£14.50

12. Councillors' Comments

- 12.1 RM reported not receiving recent Parish Council agendas or minutes (she is not online or have an email system). They are placed upon the Parish Council noticeboards. SM offered to print and drop them in, since she lives nearby.
- 12.2 DH was obliged to cancel the attendance of of Lord Lieutenant of Northamptonshire, since there may have been only a half dozen attending. However, the Merchant Navy Day on the first Sunday in September will proceed as planned, at 11am.

13. Next Meeting: General Meeting on Tuesday 17th September 2019

Meeting ended.

.....
Chairman

.....
Date

APPENDIX A: Q1 Expenditure Summary to June 230th 2019

Preston Capes Parish Council

Budget for 2019-20 and audited for 2016-19, budget with actuals to date for 2019-20

Expenditure Item		Expenditure 2016-17 Audited	Expenditure 2017-18 Audited	Expenditure 2018-19	Budget 2019-20	Expenditure 2019-20 To June 30
1	Grass & verges S96(5) HA80	£810	£810	£810.00	£900	£560.00
2	Tree Maintenance S96(5) HA80	-	-	-	£200	-
3	Ground work & Grit bins S137	£58	£41	£250.00	£300	-
4a	Subs N-CALC S112 LGA72	£197	£175	£179.52	£200	£170.11
4b	Subs SLCC S112 LGA72	-	-	£75.00	£75	-
5	Parish Council Insurance	£229	£244	£219.77	£250	£219.77
6	Administration and training					
6a	Clerk salary & mileage expenses	£1,767	£1,907	£1,920.11	£2,100	£684.42
6b	Clerk administration expenses	£326	£274	£327.86	£200	£112.99
6c	Clerk & Councillor training	-	-	£108.50	£100	£36.00
7a	Audit Internal – honorary villager	-	-	-		-
7b	Audit External - BDO	-	-	£40.00		-
7c	N-CALC as Data Protection Officer	-	-	-		£10.00
8	Village Hall hire, PCPC & Litterpick	£142	£91	£247.75	£160	£165.00
9	Charitable Grants (on request):					
9b	Church mowing – S215 LGA72					-
9b	Village Hall repair – S133 LGA72				£1,500	-
10a	Newsletter / Publications– S137	£57				
10b	Village web site & maintenance					-
10c	Village web site ICO Reg'n	£35	£35	£40.00	£40	-
11	Repairs / renewals (Defib) S137	-	-	£50.00	£100	-
12	Election costs	-	-	£83.00	£200	-
13	Miscellaneous contingency S137	£545	£129	£112.74		£79.00
14	To Royal Celebration reserve	-	-	-	£200	-
15	Accumulated VAT as an expense!	£215	£266	£235.06		£112.00
TOTAL EXPENDITURE (inc VAT):		£4,380	£3,972	£4,699.31	£6,525	£2,149

20	Precept request	£3,871	£4,617	£4,700.00	£6,500	£3,667.51
21	Bank Interest + return Con stock	£1	£2	£1.84	-	£0.46
22	<i>Community Infrastructure Levy</i>	-	-	<i>£0.00</i>	-	<i>£2,105.40</i>
23	New Homes Bonus grants	-	-	-	-	
24	Donations / awards	£698	£149	-	-	
25	VAT refund:	£215	£266	-	-	
TOTAL INCOME		£4,785	£5,034	£4,701.84	£6,500	£5,773.37
Excess income over expenditure		£404	£1,062	£2.53	-£25	£3,624