

**MINUTES OF THE MEETING OF PRESTON CAPES PARISH COUNCIL  
held on Tuesday 15<sup>th</sup> October 2019 at 7.30 pm in the Village Hall**

<b>Present:</b>	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
	Scilla Smith (CS)	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.

The Parish Clerk shared concerns raised at this week's meeting of the Woodford Halse Parish Council. They have been made aware of a Highway's demand for a 10% contribution towards a seemingly nonsense traffic light scheme at the Byfield mini roundabouts, which may prevent the development of a new Byfield Medical Centre surgery.

Councillors asked to be sent the draft press report he has prepared, as they consider whether to approach their local MP Chris Heaton-Harris on the issue, since there is clearly a threat to residents' future health provision.

**1. Apologies received - None**

**2. Receive minutes of Parish Council Meeting held on 17<sup>th</sup> September 2019**

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

**3. Public time - None.**

**4. Councillor declaration of interest in the following agenda items - None**

**5. Matters arising from the minutes**

5.1 Ref 5.1: RS Register of Interests forwarded to DDC on 30 Sept.

5.2 Ref 5.2: Revised sign-off form for council's litter pic equipment forwarded to BD

5.3 Ref 6.2: Clerk's review of 'Making Risk Management Simple' by LCAS outstanding **GD**

5.4 Ref 12.2: DH reported that he has sent a letter to affected residents, reminding of their responsibility to cut-back any hedging that is encroaching upon the pathways. Some areas have now been cleared, others require a reminder.

*This note is to ask all residents, on the east side of the High Street, to ensure that there is no encroachment of plants, from the front gardens, onto the pavement; and no overhanging foliage impeding pavement usage...*

## 6. Correspondence

- 6.1 25 Sep: N-CALC mini eUpdate: a new Local Government Reorganisation web site has been launched at [futurenorthantswest.org](http://futurenorthantswest.org)

*Future Northants is a website dedicated to keeping you informed on all things unitary in Northamptonshire.*

*The Government has agreed to create two new unitary councils in Northamptonshire to provide all local government services in the county. This will come into being on **1 April 2021** and Northamptonshire's current eight councils will cease to exist.*

*The new **West Northamptonshire unitary authority** will cover the areas of Daventry District Council, Northampton Borough Council and South Northamptonshire Council.*

- 6.2 25 Sep: Update from M Venton, Landscape Planning Officer reference 4 Church Way

- 6.3 25 Sep: Roger Elkin's response to the draft Right of Way Improvement Plan

*...The future structure of the new Northamptonshire Local Authorities and their associated delivery and support structures including Rights of Way has yet to be decided.*

- 6.4 25 Sep: Proposed changes to Council's Fair Contribution policy (Adult Services)

- 6.5 1 Oct: An extra mowing was approved for October since warm and damp (tidy-up for winter). To date this has not occurred, perhaps due to the change in weather.

- 6.6 2 Oct: A link and encouragement to view to a plain English site describing the new requirements for web site accessibility for Parish Councils (by September 2020) [parish-council.website/website-accessibility-for-town-and-parish-council-websites](http://parish-council.website/website-accessibility-for-town-and-parish-council-websites)

- 6.7 15 Oct: N-CALC mini eUpdate: an encouragement to consider the May 2020 Parish elections and promote candidates. Uncontested Parish Council elections for Preston Capes occurred in May 2010 (6 Councillors), May 2014 and May 2018 (7 councillors). Thus Parish Council elections are not anticipated until May 2022.

- 6.8 15 Oct: An encouragement to participate in Good Neighbours schemes (volunteers?)

- 6.9 15 Oct: Daventry district Council Media Release - Construction work starts on Mulberry Place cinema development.

## 7. Clerk's report-back on N-CALC AGM on Sat 5 October 2019

6 Oct: GD's personal report was distributed to councillors. Of particular interest was a presentation by Sarah Mason representing CALC in Cornwall, sharing her views of the ten years since Cornwall became a unitary authority. A shocking tale, with a challenge:

*There are huge challenges ahead for Northamptonshire, with this level of change. What is key, is your mindset: either you can keep focussing of what you have lost... or you can focus on what you want to achieve... You need to prepare (with one year to go)...*

- ## 8. Consideration of Financial Regulations – Internal controls 2019 (N-CALC) – carried forwards
- BD + Mike Eves (internal auditor).

- ## 9. Consideration of future Parish Council web site requirements (accessibility)

The [www.prestoncapes.org.uk](http://www.prestoncapes.org.uk) web site is owned and developed as a personal venture by David Wilkinson. It was not expected to become used officially, and so there is no

provision for anything to happen to it should he disappear. David was invited to participate in this part of the meeting but was unfortunately unable to attend.

There is a legal requirement of 'openness' for the Parish Council to publish its materials, in essence the three areas of Agendas + Minutes; Finances & Audit; Regulations. As of September 2020, these must be 'accessible' (see 6.6), in particular through the wide range of devices now available for viewing and for those people who have impairments. It may be possible (but not easy) to update the current web site. However, it may be more cost effective to simply jump to the next generation of cloud-based web sites.

At the N-CALC AGM the Clerk came upon a local web development company in Leicestershire called [2commune.com](http://2commune.com) which produces web sites fine-tuned for Parish and Town Councils. It is also presently used by N-CALC itself at [northantscalc.com](http://northantscalc.com) (a strong recommendation). As a small Parish Council, it is available to Preston Capes for a one-off fee of £500 (**potentially from CIL**) then £250 pa maintenance (from Precept). They can also provide Councillors with parish council email addresses for £35 pa (£280 pa for eight) + VAT. It was agreed that this shall be considered further in November, as part of the draft budget discussions for 2020-21 **GD**.

## **10. Planning for use of Community Infrastructure Levy**

- 10.1 Consideration of a replacement Parish Council noticeboard, up to £500. GD has forwarded the details and costs to councillors, for four manufacturers of Parish Council noticeboards similar to that in Weedon by Greenbames Ltd. These range from about £800 for those made of powder-coated aluminium, to nearer £2,000 for traditional oak designs. A proposal has been made to grant the current noticeboard to Village Hall use and mount a new one on grand at The Square, outside of the church.

After discussions about style, cost and a possible Highways license, it was thought that an updated web site might be of a higher priority. A vote was taken whether to 'disregard a new noticeboard at this time': 4 councillors in favour (a majority).

## **11. Progress with regards costings of two additional Dog Bins**

Two red Parish Council dog bins were installed by Marcus Young Landscapes on 23<sup>rd</sup> September. Each is £130 + VAT including installation, then £2.30 per bin per week to empty and dispose of responsibly. This will be invoiced annually to the Parish Council in arrears in January (£260 + £46.50 + VAT **allocated from CIL**) **GD**.

## **12. Planning (latest items available at [www.daventrydc.gov.uk/living](http://www.daventrydc.gov.uk/living))**

- 12.1 DA/2019/0671: Land Off Eydon Lane, Preston Capes: Siting of mobile home, construction of two agricultural buildings and formation of internal tracks, parking and turning areas. Awaiting decision.
- 12.2 DA/2109/0660: Tree works and removal at The Smythy, Old Forge Lane. Approved
- 12.3 DA/2019/0649: Tree works and removal at City Cottage, Church Way. Approved.
- 12.4 DA/2019/0647: Tree removal within a conservation area at The Cedars, Church Way. Approved by Mr Venton, Landscape Planning Officer on 12 Sept email; planning web site has not been brought up to date.
- 12.5 DA/2019/0577: Demolition of existing garage, replace with double garage and room above at Holly House, Old Forge Lane. Approved.

### 13. Finances and Accounts

- 13.1 Ref 12.1: VAT reclaim for £235.06 submitted on 26 Aug. Received 13 Sept.
- 13.2 Review half year accounts against budget to 30 Sept 2019. In order (Appendix A).
- 13.3 3-yearly auto re-enrolment of 0 employees into a pension scheme: completed 15 Oct.
- 13.4 Review Clerk's hours worked for the calendar year to date: slightly over, within target. It was agreed that for the draft budget in November, the salary shall be calculated at 3.5 hours per week **GD**.
- 13.5 Considered and approved the Parish Council payments listed below:

Description / Power	Amount	VAT	Total
Gary Denby Clerk gross remuneration for half September + October (6 weeks) + Home as office expenses + N-CALC attendance	£201.96 £36.00 £11.25		£249.21

### 12. Councillors' Comments

- 12.1 In BD's absence, **SM** is co-ordinating the litter pick this sunday morning, commencing at 9:45 with bacon sarnies at the Village Hall. **DB** will kindly arrange for the collection and return of DDC's equipment. The next litter pick has been arranged for 15<sup>th</sup> March 2020.

### 13. Next meeting date: Tuesday 19<sup>th</sup> November 2019 (draft budget 2020-21, agree Parish Council meeting dates for 2020)

Meeting ended 08:29pm.

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Chairman

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Date

## APPENDIX A: Half year Accounts against budget to 30 September 2019

### Preston Capes Parish Council Budget for 2019-20 and audited for 2016-19, budget with actuals for half year to Sept 2019

Expenditure Item		Expenditure 2016-17 Audited	Expenditure 2017-18 Audited	Expenditure 2018-19	Budget 2019-20	Expenditure 2019-20 To Sept 30
1	Grass & verges S96(5) HA80	£810	£810	£810.00	£900	£840.00
2	Tree Maintenance S96(5) HA80	-	-	-	£200	-
3	Ground work & Grit bins S137	£58	£41	£250.00	<b>£300</b>	-
4a	Subs N-CALC S112 LGA72	£197	£175	£179.52	£200	£170.11
4b	Subs <b>SLCC</b> S112 LGA72	-	-	£75.00	£75	-
5	Parish Council Insurance	£229	£244	£219.77	£250	£219.77
6	Administration and training					
6a	Parish Clerk salary & mileage	£1,767	£1,907	£1,920.11	£2,100	£920.04
6b	Clerk administration expenses	£326	£274	£327.86	<b>£200</b>	£160.98
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	£194.50
9	<b>Charitable Grants</b> (on request):					
9b	Church mowing – S215 LGA72					-
9b	Village Hall repair – S133 LGA72				<b>£1,500</b>	-
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		£168.00
<b>TOTAL EXPENDITURE (inc VAT):</b>		<b>£4,380</b>	<b>£3,972</b>	<b>£4,699.31</b>	<b>£6,525</b>	<b>£2,798</b>
20	Precept request	£3,871	£4,617	£4,700.00	£6,500	£3,250.00
21	Bank Interest + return Con stock	£1	£2	£1.84	-	£0.73
22	<i>Community Infrastructure Levy</i>		-	£0.00	-	£2,105.40
23	New Homes Bonus grants	-	-	-	-	-
24	Donations / awards	£698	£149	-	-	£667.51
25	VAT refund 2018-19:	£215	£266	-	-	£235.06
<b>TOTAL INCOME</b>		<b>£4,785</b>	<b>£5,034</b>	<b>£4,701.84</b>	<b>£6,500</b>	<b>£6,258.70</b>
Excess income over expenditure		£404	£1,062	£2.53	<b>-£25</b>	£3,460