

**MINUTES OF THE MEETING OF PRESTON CAPES PARISH COUNCIL
held on Tuesday 19th November 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
Rosie Mansfield (RM) Councillor
Scilla Smith (SS) Councillor

Gary Denby (GD) Parish Clerk & RFO

Public: Tim Redfern (regarding 11.1)

Welcome and any announcements from the Chair

DH welcomed councillors and members of the public to the meeting.

1. Apologies received: District Cllr Rupert Frost and Cllr David Cox

2. Receive minutes of Parish Council Meeting held on 15th October 2019

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

3. Public time

Mr Redfern outlined his planning application DA/2019/0917 to councillors (11.1 on the agenda). It is to fit three small Velux windows and doors in northern elevation of garage at Medlars, Church Way. The councillors had no questions for the applicant.

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

5. Matters arising from the minutes

- 5.1 Ref 5.1: Clerk's review of 'Making Risk Management Simple' by LCAS is outstanding **GD**.
- 5.2 Ref 12.1: SM reported a relatively low turn-out (eleven) for the Sunday 20th October village litter pick. There were several apologies, since it happened to be the start of the half term break. Hence the full distance of verges was not covered. However, some remarkable fly tipping items were collected for disposal.

BD thanked SM and DH for holding things together and he was able to return the equipment to DDC. No requests were made to use the village equipment. The next village litter pick is slated for Sunday 15th March 2020.

6. Correspondence

- 6.1 19 Oct: CPRE Planning – funding to start neighbourhood plans; Unitary tube diagram
- 6.2 24 Oct: Letter in Gusher regards the Byfield Medical Centre; This was forwarded by DH to our local MP Chris Heaton-Harris who responded that he is watching the situation. **DH** hopes to attend the DDC planning meeting.
- 6.3 28 Oct: N-CALC mini-update: budgeting, LGR contingency, training, salary, fees
- 6.4 1 Nov: The Clerk has requested full electoral register for Parish Council use. BD requested a copy for authorised use **GD**.
- 6.5 1 Nov: N-CALC mini-update: the Structural Changes Order before parliament
- 6.6 6 Nov: Daventry Citizens Advise Bureau is active in our area (Empowerment for Life)

- 6.7 6 Nov: Key dates for the General Election count-down
- 6.8 6 Nov: Veteran Community Network – a veteran’s survey
- 6.9 8 Nov: Canapes for Christmas – Penny Eves, PC WI
- 6.10 8 Nov: N-CALC mini-update: Structural Changes Order, now in Purdah period
- 6.11 11 Nov: Roger Elkin reported Fly Tipping on Eydon Lane to DDC (car seat + exhaust)

7. An Armed Forces Covenant by the Parish Council?

This was received from John Wilson of the East Midlands RFCA, Army Reserves Centre in Nottingham and forwarded to councillors on 6th November. It is associated with the employment of armed forces veterans and therefore does not affect upon the council.

It is reported that 70% of homeless people may be ex-services, associated with their institutionalisation, whilst willing to lay their lives on the line on behalf of our country. We should therefore support them when they retire from the services. The Parish Council is active in its support of the armed forces days. It was agreed that the Chairman shall sign the covenant on behalf of the parish council DH.

8. Consideration of Financial Regulations – Internal controls 2019 (N-CALC)

BD has spoken with our **Honorary Internal Auditor Mike Eves**. Mike appreciates the Parish Council concerns and feels able to address any finance issues and any other regulatory issues, as they arise. Mike is a Chartered Accountant and is up to date with parish regulations.

It was agreed by Councillors that the parish shall continue using Mike Eves’ services, kindly donated in support of the village; also being familiar with the village and its requirements.

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

It was agreed to keep this in the draft budget for 2020-21, using as a basis the costs provided by 2commune.com which produces web sites fine-tuned for Parish and Town Councils, also N-CALC. Appreciating all that **David Wilkinson** has done to provide his platform for village use at prestoncapes.org.uk it was agreed that he should be invited to the January 2020 meeting (finalises the budget and precept) in order to share views and future plans **GD**.

10. Planning for use of Community Infrastructure Levy

The £500 set-up fee for the 2commune.com system could be allocated against Community Infrastructure Levy funding, presently available.

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

- 11.1 DA/2019/0917: New windows and doors including velux window in northern elevation of garage at Medlars, Church Way. Submitted 24 October. Councillors approved **GD**.
- 11.2 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. Approved 21 Oct.

12. Finances and Accounts

- 12.1 Consider expenditure replacing adult Defibrillator pads (expire Dec 19), up to £45. These are a safety item and require periodic replacement since the attachment pad adhesives degrade over time. The cost can be incorporated in the current year’s budget. Proposed by SM, seconded by BD and approved by all councillors present **GD**.

12.2 Consideration of Parish Council meeting dates for 2020 (nominal 4 or 6 week intervals?)
It was agreed to retain the present 3rd Tuesday pattern for 2020, since it is considered easier to remember and less likely to conflict with other hall activities held on Tuesdays.

12.3 Consideration of Parish Councillor and Parish Clerk training requirements for 2020-21

When Parish Clerk position was advertised in January 2019, it indicated that '*the successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration)*'. This training is available through N-CALC for about £700. The Clerk proposed that this might be shared 50:50 with Moreton Pinkney Parish Council, to the benefit of both, especially at this time of transition to a Unitary authority and its regulatory changes.

The Clerk also suggested that an additional training budget for councillors should be included, which at around £40 per person for a half day of '*Off to a Flying Start*' would greatly assist more recent councillors. This was agreed by those present, also encouraging SM and RM to attend together in the Spring of 2020.

12.4 Review of first draft budget for 2020-21 – a 12% increase in Precept to £7,100

As discussed in **Appendix A**, the following revisions were requested, ready for re-distribution and consideration again at the January 2020 meeting (must set the Precept to be requested).

It was noted that the Precept on line 20 shows a marked increase over the past three years, from £4,617 to £7,100 (proposed), at £2,483 or 54% or roughly £12 per household (Band D). DH commented that with the Unitary changes coming into effect in 2021, the Parish Council will be the only interface between the villagers and the new all-encompassing Unitary council.

Line 7a: £180 can be removed, since continuing with our Honorary internal auditor
Line 8: £50 to added to allow more for litter picks and any hall hire changes

Lines 9a, 9c: £100 to be removed from charitable grants, given the Precept is public money. Villagers can give directly to charities of their choice, not needing the Parish Council to decide on their behalf.

Line 13: £100 to be added as a very modest contingency fund. N-CALC recommended that parish council reserves be built-up, pending any new, unforeseen demands at a local level. If this were set at 10% of the Precept, this item would be closer to £700 rather than the £100 indicated.

The net effect is to reduce the precept demand for the next draft budget by £130 to £6,970. The equates very roughly to **£42** per village household (Band D), rising by £2.85 per home.

In contrast, to ask each household to contribute £1 per week (half a cup of coffee, **£52** yearly) permits a precept of £8,600 and a more reasonable Unitary contingency and reserves fund.

12.5 Consider and approve the Parish Council payments listed below:-

Description / Power	Amount	VAT	Total
Payment to Information Commissioner's Office (ICO) for re-registration (data usage)	£40.00		£40.00
Village Hall expenses for October litter pick to DH	£25.82		£25.82
Gary Denby Clerk gross remuneration for November (5 weeks) + Home as office expenses	£168.30 £30.00		£198.30

13. Councillors' Comments

13.1 In December the Clerk need to put the verges mowing contract out to tender. This should include the current contractor Warden Environmental Services in West Haddon; also Scotts Landscapes of Daventry and RTM Landscapes of Loughton (Milton Keynes) **GD**.

13.2 DH has received a Certificate of Commemoration with regards to the Merchant Navy Day.

13. Next meeting date: Tuesday 21st January 2020 (to agree the budget and Precept request for 2020-21)

Meeting ended 08:45 pm.

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Chairman

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Date

APPENDIX A: A first draft budget for 2020-21, for discussion

Preston Capes Parish Council

DRAFT Budget for 2020-21 with audited for 2017-19, budget with actuals for half year to Sept 2019

Expenditure Item		Expenditure 2017-18 Audited	Expenditure 2018-19 Audited	Budget 2019-20	Expenditure 2019-20 To Sept 30	DRAFT Budget 2020-21
1	Grass & verges S96(5) HA80	£810	£810	£900	£840.00	£1,400
2	Tree Maintenance S96(5) HA80	-	-	£200	-	£200
3a	Ground work & Grit bins S137	£41	£250	£300	-	£100
3b	Weekly dog bin emptying (2 off)					£333
4	Subs N-CALC S112 LGA72	£175	£180	£200	£170.11	£200
5	Parish Council Insurance	£244	£220	£250	£219.77	£220
6	Administration and training					
6a	Parish Clerk salary 3 / 3.5 hrs pw	£1,907	£1,920	£2,100	£920.04	£2,150
6b	Clerk administration expenses	£274	£328	£200	£160.98	£500
6c	Clerk & Councillor training	-	£109	£100	£36.00	£500
7a	Audit Internal – honorary villager	-	-		-	£180
7b	Audit External - BDO	-	£40		-	-
7c	N-CALC as Data Protection Officer	-	-		£10.00	£10
8	Village Hall hire, PCPC & Litterpick	£91	£248	£160	£194.50	£200
9	Charitable Grants (on request):					
9a	Church mowing – S215 LGA72				-	£50
9b	Village Hall repair – S133 LGA72			£1,500	-	-
9c	Citizens Advise Bureau, Dav'y					£50
10a	Village web site & emails				-	£530
10b	Village web site ICO Reg'n	£35	£40	£40	-	£40
11	Repairs / renewals (Defib) S137	-	£50	£100	-	£100
12	Election costs	-	£83	£200	-	£200
13	Miscellaneous contingency S137	£129	£113		£79.00	-
14	To Royal Celebration reserve	-	-	£200	-	£200
15	Accumulated VAT (as an expense)	£266	£235	-	£168.00	-
TOTAL EXPENDITURE (inc VAT):		£3,972	£4,624	£6,450	£2,798.40	£7,163
20	Precept request	£4,617	£4,700	£6,500	£6,500.00	£7,100
21	Bank Interest + return Con stock	£2	£2	-	£0.73	-
22	Community Infrastructure Levy	-	£0	-	£2,105.40	-
23	Donations / awards	£149	-	-	£667.51	-
24	VAT refund (from previous year):	£266	-	-	£235.06	-
TOTAL INCOME		£5,034	£4,702	£6,500	£9,508.70	£7,100
Excess income over expenditure		£1,062	£78	£50	£6,710	-£63