

**MINUTES OF THE MEETING OF PRESTON CAPES PARISH COUNCIL  
held on Tuesday 21<sup>st</sup> January 2020 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
	Rosie Mansfield (RM)	Councillor
	Scilla Smith (SS)	Councillor
	David Cox (DC)	Councillor & Tree Warden
	Gary Denby (GD)	Parish Clerk & RFO

**Public:** None.

**Welcome and any announcements from the Chair**

DH welcomed councillors to the meeting.

**1. Apologies received:**

District Cllr Rupert Frost; David Wilkinson;	Cllr Richard Shires Mike Eves
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**2. Receive minutes of Parish Council Meeting held on 19<sup>th</sup> November 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 - None**

**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 – outstanding **GD**
- 5.2 Ref 6.2: DH report back on DDC Planning meeting regards a new Byfield surgery:- This was attended by about 400 residents, half of which were outside the building to support the planning application. The DDC Planning Case Officer Ms Cheng spent 45 minutes "summarising her report" which advised refusal. A planning committee member proposed the refusal of the application: supported by three only; with eight voting against the proposal. The medical centre planning decision was then postponed, pending the development of conditions that will allow its approval; also giving opportunity for the applicant and Highways and the Byfield Parish Council to resolve their differences.
- 5.3 Ref 6.4: Supply of electoral role for official purposes, provided to BD
- 5.4 Ref 12.1: Ordering of replacements for time-expired defibrillator pads – outstanding **GD**
- 5.5 Ref 13.1: Issuing of mowing tenders:- The previous tenders by Sharon Foster have been retrieved electronically from 2016, but without the original files. They cannot be edited to suit the current requirements (inclusion of the area around the bus shelter). Hence the Clerk is having to return to basics to produce new maps, highlighted and annotated, to suit the new tender requests. This work is ongoing **GD**.

## 6. Correspondence

- 6.1 26 Nov: Meeting with Police, Fire & Crime Commissioner Stephen Mould on 2<sup>nd</sup> Dec
- 6.2 27 Nov: Information Commissioners Office confirmed the registration renewal to 19 Nov 2020 (ref ZA148452) for PCPC
  
- 6.3 29 Nov: DH report to FixMyStreet regards potholes on the Square and Stocks Hill
- 6.4 23 Dec: NCC Highways will renew their grant for verges 2020-21. DH to sign acceptance of their conditions for the 2020 grant of £417.51 towards verges mowing. The Clerk has raised an invoice on Northamptonshire Highways for 2019 verges mowing. All to be returned by the Clerk **GD**.
  
- 6.5 30 Dec: The necessity for registering with the Information Commissioners Office
- 6.6 30 Dec: N-CALC: The PCPC Section 137 limit for 2020-21 is £8.32 per elector
- 6.7 30 Dec: N-CALC mini eUpdate Dec 2019 – elections past and future (May 2020)
  
- 6.8 30 Dec: Advance notice of a new Community Hospital in Brackley in 2020. DH reported that this is in effect a 16-bed cottage hospital and a doctors' surgery, funded by a pharmaceutical company.
  
- 6.9 30 Dec: Rural Bulletin Dec 2019 – rural bus usage outside of London: none
- 6.10 12 Jan: N-CALC mini eUpdate – structural Changes Order; Planning for Elections. Preston Capes Council is exempted from elections in 2020, since its last were in 2018.
  
- 6.11 12 Jan: Parish & Town Council Meeting on 30 Jan 2020 at DDC offices, 6.30pm. **BD** is happy to attend , along with **DH**.
  
- 6.12 18 Jan: A Carer's Service Questionnaire was circulated from NCC, in case any councillors are be aware of villagers acting as informal or formal home carers.
- 6.13 18 Jan: A DDC media release about its planning approval for its new leisure centre!

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

There has been correspondence between the Clerk and David Wilkinson over the past weeks, clarifying our requirements and David's expertise. *He suspects* that updating the site to a newer version of Wordpress (its backbone) and some minor modifications will immediately address many of our openness requirements. David has not provided a time-cost quotation or availability, in order that the Parish Council might compare it to the hosting solution available at relatively short notice from 2commune.com (used by N-CALC and many local parishes). Neither is he available at this meeting.

The Parish's Internal Auditor Mike Eves has also contributed his view on the PCPC website issue, favouring a small dedicated computer system locked away in a corner of the village (most likely the village hall, incurring the cost of a permanent telephone-internet connection). Sadly he was also unable to attend this budgeting meeting.

DC proposed that the Parish Council proceed with renewal of the web site, per the budget costs confirmed by Tina Britt at [2commune.com](http://2commune.com). This was approved by all councillors present. The Clerk is to thank David Wilkinson for his development and support of the village web site over the past twenty years **GD**.

## 8. Planning for use of Community Infrastructure Levy

DH reported that the Preston Capes Village Hall committee have decided to replace its external noticeboard to one side of the entrance, most likely lockable A1 size in an adonised silver finish. The Clerk was able to provide details and images from [www.xldisplays.co.uk](http://www.xldisplays.co.uk) with pricing for A1 in moss green with a pin board at £162+ VAT; also A0 size for £225+ VAT.

This raised the question about the still-damaged (glass missing) noticeboard at Little Preston, which has a small wall pushing against it too. BD proposed that CIL monies be used to **purchase two new noticeboards** (for the Village Hall and Little Preston), supported by SM; all Councillors in favour. To be arranged in liaison with the PCVH committee and Mervin **GD**.

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

- 9.1 DA/2019/1008: felling of two trees within a conservation area at West Orchard Farm, Old Forge Lane. No tree Preservation Order will be enacted (12 Jan).
- 9.2 DA/2019/0917: New windows and doors including velux window in northern elevation of garage at Medlars, Church Way. Submitted 24 October. Councillors considered that they have NO Objections to this application **GD**.

## 10. Finances and Accounts

- 10.1 Review Parish Council accounts to date for Q1- Q3. These were approved, compared to bank statement and signed-off by BD. Included in the revised budget.
- 10.2 Consider a matching A0 external noticeboard on the village hall for the Parish Council, up to £250. See 8 above.
- 10.3 Review of second draft budget for 2020-21. The Precept for this year included a £1,500 provision towards village hall wall repairs, which may or may not be required by financial year end. This item has not carried forward into the new budget, but its amount has in effect been spread amongst the increased training, web site and contingency items, allowing for a small £100 Precept increase in the coming year. This was approved by all councillors present.
- 10.4 Consider a **Precept demand** to be made to DDC for 2020-21 to be set at **£6,600**. This was approved by all councillors present. The Clerk is to advise DDC of the decision **GD**.
- 10.5 Consider and approve the Parish Council payments listed below. Approved by all Councillors present. However, it was noted that the dog bins were full to over-flowing for a short while over the Christmas period. This is to be queried upon supply of the cheque **GD**.

Description / Power	Amount	VAT	Total
Marcus Young Landscapes Limited – Supply of dog bins (2 off); 6 months weekly emptying from 03/10/19 to 31/03/20 (auth'd 15/10/19 from CIL)	£260.00 £166.40	£85.28	£511.68
Gary Denby Clerk gross remuneration for Dec-Jan (9 weeks) + Home as office expenses	£302.94 £54.00		£356.94

## 11. Councillors' Comments

- 11.1 DH noted a budgetary proposal for donating £20 towards a British Legion wreath for Remembrance Sunday, presented on behalf of the Parish Council (as occurs in Eydon and Moreton Pinkney). By convention, there has just been a single wreath on behalf of the church and all other organisations (thus at no cost to the Parish Council). It was proposed that the Parish Council supply and contribute towards its own wreath in 2020, seconded by SM, approved by all those present. **RM** will make the necessary arrangements for 11<sup>th</sup> Nov 2020.
- 11.2 DH commented that in November was agreed he would sign the Armed Forces Covenant on behalf of the Parish Council. **GD** will chase this up.
- 11.3 SM reported upon flood water across the road in Little Preston at the T junction. It is believed to be spring water (no fluoride present) from a blocked culvert. An attempt was made to resolve this with the land owner last year. It has the potential to become a dangerous ice hazard in sub-zero situations. DH has updated FixMyStreet on the matter. Whilst it is not strictly a highway fault, Highways have a responsibility for the safe condition of the road and its surface and may oblige action by the landowner. The Clerk shall therefore draft a letter from the Chairman to highways on the matter **GD DH**.

## 12. Next meeting date: Tuesday 18<sup>th</sup> February 2020

Meeting ended 08:30 pm.

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Chairman

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Date

## APPENDIX A: Agreed budget for 2020-21

### Preston Capes Parish Council Budget for 2020-21 with audited for 2017-19, budget with actuals for Q1-3 to Dec 2019

Expenditure Item		Expenditure 2017-18 Audited	Expenditure 2018-19 Audited	Budget 2019-20	Expenditure 2019-20 To Dec 30	DRAFT Budget 2020-21
1	Grass & verges S96(5) HA80 x7	£810	£810	£900	£980.00	<b>£1,100</b>
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	£1,301.55	£2,150
6b	Clerk administration expenses	£274	£328	£200	£226.98	£500
6c	Clerk & Councillor training	-	£109	£100	£36.00	<b>£500</b>
7a	Audit Internal – honorary villager	-	-		-	-
7b	Audit External - BDO	-	£40		-	-
7c	N-CALC as Data Protection Officer	-	-		£10.00	£10
8	Village Hall hire, PCPC & Litterpick	£91	£248	£160	£220.22	£250
9	<b>Charitable Grants</b> (on request):					
9a	Village Hall repair – S133 LGA72			<b>£1,500</b>	-	-
10a	Village web site & emails				-	<b>£530</b>
10b	Village web site ICO Reg'n	£35	£40	£40	£40.00	£40
11	Repairs / renewals (Defib) S137	-	£50	£100	-	£100
12	Election costs	-	£83	£200	-	£200
13	Miscellaneous contingency S137	£129	£113		£79.00	<b>£300</b>
14	To Royal Celebration reserve	-	-	£200	-	£200
15	Accumulated VAT (as an expense)	£266	£235	-	£196.00	-
<b>TOTAL EXPENDITURE (inc VAT):</b>		<b>£3,972</b>	<b>£4,624</b>	<b>£6,450</b>	<b>£3,479.63</b>	<b>£6,933</b>
20	Precept request	£4,617	£4,700	£6,500	£6,500.00	<b>£6,600</b>
21	Bank Interest + return Con stock	£2	£2	-	£0.73	-
22	Community Infrastructure Levy	-	£0	-	£2,105.40	-
23	Donations / awards	£149	-	-	£667.51	£417
24	VAT refund (from previous year):	£266	-	-	£235.06	-
<b>TOTAL INCOME</b>		<b>£5,034</b>	<b>£4,702</b>	<b>£6,500</b>	<b>£9,508.70</b>	<b>£7,017</b>
Excess income over expenditure		£1,062	£78	£50	£6,029	£84