

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD AT 7.45PM ON
TUESDAY 18TH MAY 2016 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, D Cox, S Delacoe, S Maddison
Clerk: S Foster
Others: None.

1. Administration

- 1.1 Election of Chairman and signature of Acceptance of Office
Proposal: To elect Cllr Hughes as Chairman and to sign Acceptance of Office, witnessed by the Clerk.
Proposed by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.
- 1.2 Election of Vice-Chairman and signature of Acceptance of Office
Proposal: To elect Cllr Dearn as Vice-Chairman and to sign Acceptance of Office, witnessed by the Clerk.
Proposed by Cllr Hughes, seconded by Cllr Cox. All in favour. Carried.
- 1.3 To receive and approve apologies for absence
D Jones – working
R Mansfield - working.
- 1.4 To receive declarations of interest in items on the agenda
Cllr Delacoe for Cheque 407 and Cllr Hughes for Cheques 404 and 406.
- 1.5 To consider any dispensation requests
None.
- 1.6 To approve the minutes of the Ordinary Meeting held on 19th April 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.
- 1.7 To update on the 2016 Annual Parish Meeting to be held on Thursday 19th May 2016
The Clerk updated as to who should be attending and noted that some written reports will be available.

2. Regulatory Matters

- 2.1 To review Governance documents
Cllr Hughes, Cllr Dearn and the Clerk had reviewed the governance documents.
Proposal: to accept review of Standing Orders, all policy documents, Assets Register, Risk Assessment without amendment and to accept Financial Regulations as recommended.
Proposed by Cllr Hughes, seconded by Cllr Dearn. All in favour. Carried.
The Clerk will circulate copies to all Parish Councillors as well as upload them to the website.
- 2.2 To report on the Clerk's appraisal
Cllr Hughes and Cllr Dearn had carried out a successful appraisal of the Clerk.
- 2.3 To update Register of Members' Interests
It was noted that amendments arising should be communicated to Daventry District Council as soon as they do so.
- 2.4 To appoint Responsible Finance Officer and separate Finance Controller
Proposal: to appoint the Clerk as Responsible Finance Office and Cllr Dearn as Finance Controller.
Proposed by Cllr Hughes, seconded by Cllr Maddison. 4 for. 1 abstained. Carried.

3. Matters arising from previous minutes (for information only)

Nothing to report.

4. Public Time

Nothing to report.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2016/0151	Variation of Condition 2 of DA/2015/0420	Nether Preston, Stowe Road, Preston Capes NN11 3TZ	Granted

5.3 To agree Planning Policy to be added as an Appendix to Countryside and Settlements Plan Comments had been received from Parish Councillors and most will be incorporated into a Planning Policy which will be presented to the June meeting for approval.

5.4 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

6.1 Highways representative's report

Cllr Hughes reported that equine warning signs have been erected. These have been borrowed and Cllr Hughes is researching costs of purchasing such signs. Deferred to the June meeting. Cllr Delacoe noted that the kissing gate on the far side of the cricket field is in need of repair. The matter will be reported to Roger Elkin. Cllr Hughes was requested to report potholes at Little Preston to Street Doctor.

6.2 Water leak at Little Preston

It was noted that the leak has dried up. Cllr Maddison will continue to monitor.

6.3 Update on appointment of mowing contractor

The Clerk reported that Mr Warden had been contracted to carry out mowing for the coming season.

7. Tree Warden's Report

To include:

7.1 Consideration of works to holly trees on The Square

Work to remove the remaining holly tree cannot be carried out until after the nesting season.

8. Update from Neighbourhood Watch/Police

Nothing to report.

9. Finance

9.1 To note income received

£ 0.06 Interest
£1,935.50 DDC ½ year precept

9.2 To note bank balances as at 31.04.16

Lloyds Bank Treasurer's Account	£3,674.36	
Lloyds Bank Business Account	<u>£1,402.55</u>	
	£5,076.91	
Payments yet to clear	£ 197.44	
Total funds available		<u>£4,879.47</u>

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Refreshments for Tea for the Queen	89.82	0.00	89.82	Mrs R Hughes	Section 137	403
Clerk's salary – April	136.88	0.00	177.55	S Foster	LGA 1972 s112	404
Underpayment of Chq 398	19.50	0.00			LGA 1972 s112	
Clerk's expenses – April	21.17					
Refreshments for Tea for the Queen event	16.09 19.06	0.00 0.00	35.15	Mr R Hughes	Section 137	405
Village Hall Hire December-March	24.50	0.00	24.50	Village Hall	LGA 1972 s112	406

Proposal: To approve payment of the above cheques.

Proposed by Cllr Dearn, seconded by Cllr Maddison. 3 in favour. Cllrs Delacoe and Hughes abstained. Carried.

9.4 To receive end of year audited budget figures for financial year 2015/2016

The figures had been circulated and were noted.

- 9.5 To receive internal report for financial year 2015/2016
The Clerk reported that a clean audit had been carried out by Mr Eaves. She will send a letter of thanks to Mr Eaves.

10. Consultations

- 10.1 NCC – 0-19 Services
No comment to be made.

11. Correspondence Received

11.1	DDH – Notification of change of name to Futures Homeway Limited	Noted
11.2	NCC – Notification of Highway Permit Scheme	Noted
11.3	DDC – Invitation to Parish & Town Councils' meeting on 16.06.16 @ 6.30pm	Cllr Hughes and Cllr Dearn's to attend.

12. Matters not covered on the agenda above

- 12.1 To report on the Tea for the Queen event
The Clerk passed on a message from Cllr Mansfield regarding how successful the above event had been. All agreed and specific thanks went to Cllr Hughes and Roma Hughes. Cllr Hughes reported that 46 medallions have been purchased, 12 given to under 17's, 2 given to nonagenarians and Badby Parish Council will be purchasing some. The remainder will be passed to the Village Hall Committee for their use.
- 12.2 To consider renewal of first aid training at £370 for up to 12 people
Discussion took place and it was agreed that Cllr Maddison will determine whether there is a call for such training within the Parish. Deferred to the June meeting.
- 12.3 To update on Clerk attending cemetery training course for Badby Parish Council
At the last meeting, it was agreed that a training credit note be used for the Clerk to attend the above training with a view to Badby Parish Council paying the appropriate amount to Preston Capes Parish Council. However, the Clerk reported that the training credit note had now expired.

13. New matters requested for next agenda

- 13.1 To receive request for donation to Woodford Halse swimming pool

14. Diary dates for 2016

Annual Village Meeting	Thursday 19 th May
Parish Council Meetings:	21 st June, 19 th July, 20 th September, 18 th October, 15 th November and 20 th December.
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

Members of the public, press and the Clerk to be excluded from the following confidential matter

15. To review the Clerk's salary

Following consideration of the confidential matter, the Chairman closed the meeting at 8.35pm

Signed **Date**