

## PRESTON CAPES PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 19<sup>th</sup> MAY 2015 IN THE VILLAGE HALL

**PRESENT:** Parish Councillors: D Hughes ( Chairman), S Brookbanks, D Cox, B Dearn, R Goodwin, D Jones  
Clerk: S Foster  
Others: County Cllr R Brown, District Cllr L Griffin

#### 1. Administration

- 1.1 To receive and approve apologies for absence  
Apologies were received and accepted from Cllr S Maddison, District Cllr R Patchett and District Cllr J Gilford.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Brookbanks declared an interest in item 10.3 as Treasurer of the Village Hall in receipt of payments.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Annual General Meeting held on 19<sup>th</sup> May 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Dearn; all in favour.
- 1.5 To approve the minutes of the Ordinary Meeting held on 19<sup>th</sup> May 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Brookbanks; all in favour.

#### 2. Matters arising from previous minutes (for information only)

- 2.1 Willow tree overhanging the verge in Little Preston  
It was understood that a letter had not been sent to the resident as agreed at the May meeting. Cllr Dearn therefore offered to speak to the resident with regards to cutting back overhanging branches.  
**ACTION: CLLR DEARNS**
- 2.2 Report on attendance at Parish & Town Councils' Meeting held on 11<sup>th</sup> June 2015  
Cllrs Hughes and Dearn had attended the meeting. They reported various matters which had been discussed with no action required by the Parish Council.

#### 3. Public Time

District Cllr Griffin reported the following: The Union Flag will be flown for Armed Forces Day with a ceremony taking place at 10.30am on 22<sup>nd</sup> June; the Housing Land Supply now stands at 5.94 years; further consultations will be taking place on the Daventry Settlements and Countryside Local Plan; the new Chairman of DDC is Diana Eddon; free energy assessments will be available for village halls with grants for solar panels; and the funding package for the Flore/Weedon bypass is now in place.

County Cllr Brown reported: NCC has approved the capital plan for the Flore/Weedon bypass; the New Street development in Weedon had been granted through the appeal process; there is much more pressure on funding now and as a result, NCC are looking at accelerating the sale of some assets; and the Women's Cycle Tour is returning to the county later this month.

It was noted that County Cllr Brown had recently aided the Parish Council in the matter of resurfacing The Square. Cllr Hughes reported that a letter had been received from Chris Heaton-Harris MP and, as a result, NCC had now offered to part fund the required £6,000 on a 50/50 basis. A request was made as to whether Empowerment Funding might be available this year to help fund the work. However, County Cllr Brown requested copies of the letters and emails in order that he can take up the matter with County Cllr Mike Clarke.

**ACTION: CLERK**

#### **4. Planning**

##### **4.1 To consider applications received**

<b>Application No</b>	<b>Description of Development</b>	<b>Location of Development</b>	<b>Parish Council</b>
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<b>Comment</b> DA/2015/0429	Partial demolition of existing dwelling. Two storey extension to side and principal elevation to form living space accommodation (including ancillary annexe accommodation above proposed garage unit). Alteration to existing window openings and window configuration. New access/security gates facing highway.	Nether Preston, Stowe Road, Preston Capes NN11 3TZ	The application had been circulated and comments received. It was agreed that the Parish Council should object on the grounds that the development is excessive, out of character with its surroundings. Proposed by Cllr Dearn, seconded by Cllr Brookbands. 4 for, 2 against. Carried.
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##### **4.2 To report decisions received**

<b>Application No</b>	<b>Description of Development</b>	<b>Location of Development</b>	<b>DDC Decision</b>
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##### **4.3 Other planning matters**

None.

#### **5. Highways and Footpath matters**

To include:

##### **5.1 Highways representative's report**

Nothing to report.

##### **5.2 VAS sign agreement – Agreement received, signed by both parties**

The agreement has now been signed by both parties.

##### **5.3 Resurfacing of The Square – progress report**

As discussed at 3 above.

##### **5.4 Well cover in the High Street – progress report**

NCC had advised that they have control of the highway and road furniture but not other items on such land which remain the responsibility of the land owner. As no-one had witnessed the damage being caused, it was agreed that Cllr Hughes would speak to the land owner in question and ask him to have the cover repaired.

**ACTION: CLLR HUGHES**

##### **5.5 Consideration of putting dog bins in the village to deal with dog fouling**

The matter had been raised at the recent Village Meeting. Following discussion, it was agreed that dog bins are not suitable for the area. However, the Clerk was asked to contact the Dog Warden and request dog fouling signs and also alert her to the fact of increased dog fouling.

**ACTION: CLERK**

#### **6. Tree Warden's Report**

Cllr Dearn reported that one of the horse chestnut trees in Little Preston looks dead. Cllr Cox was requested to inspect and report back.

**ACTION: CLLR COX**

##### **6.1 Japanese Knotweed – progress report**

Cllr Jones advised that the matter had been reported as required and had researched guidelines for removing Japanese Knotweed. It was noted that if the Parish Council feels that the matter is not being dealt with correctly, it would have to decide whether to escalate the matter to DDC to deal with formally. The information obtained would be circulated.

**6.2 ACTION: CLERK**

#### **7. Household Waste Recycling Centre – Change in opening hours and resultant increase in fly tipping**

Concerns regarding the change in opening hours had been expressed at the Annual Village Meeting and at the recent Parish & Town Councils' Meeting. However, following an initial rise in the level of tipping, it was reported that the levels had returned to their previous 'norm'.

8. **Defibrillator** - To appoint a Defibrillator Representative  
Cllr Goodwin was unanimously appointed Defibrillator Representative.

9. **Regulatory Matters**

9.1 To report Staging Date for Automatic enrolment legal duties with regards to Pensions Regulator  
The Clerk reported that date as late 2016 and will arrange for the contact details to be transferred to herself.

**ACTION: CLERK**

9.2 To agree compliance with the Transparency Code for Smaller Councils – Effective 1<sup>st</sup> July 2015

To include:

Review of Standing Orders and Financial Regulations

Review of Risk Assessment

Review of Asset Register

Review of policy documents

The Clerk reported that, in order to comply with the requirements of the Transparency Code, a review of the above documents has been undertaken annually. It was agreed that a working party consisting of the Clerk, Cllr Hughes, Cllr Dearns and Cllr Cox convene and report back to the July meeting. Cllr Hughes also reported that a Parish Council area on the village website will be used for uploading information to comply with the Transparency Code.

**ACTION: WORKING PARTY**

10. **Finance**

10.1 Consideration of amendments to the current Lloyds Bank bank mandate

It was agreed that the Clerk should look into whether the Lloyds Bank accounts would allow her to be a primary user on the accounts without being a signatory. She will also obtain the papers to allow all Parish Councillors to be signatories on the bank accounts.

Proposal: All current Preston Capes Parish Councillors to be signatories on the Lloyds Bank account.

Proposed by Cllr Dearns, seconded by Cllr Jones. All in favour. Carried.

**ACTION: CLERK**

10.2 To note bank balances

As at 30<sup>th</sup> April 2015

£1,901.64

Lloyds current a/c

Lloyds deposit a/c

£1,609.85

TOTAL

£3,511.49

10.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque No
Ex-Clerk's Salary May 2015	230.00	0.00	257.05	P Davies	LGA 1972 s112	376
Ex Clerk's Expenses May 2015	27.05	0.00				
PAYE May 2015	57.80	0.00	57.80	HMRC	LGA 1972 s112	377
Hall hire for litter pick May 2015	20.50	0.00	34.50	Preston Capes Village Hall	S137 LGA 1972 s112	378
Hal hire for meetings Feb & Mar 2015	14.00	0.00				
Mowing 30.05.15	130.00	26.00	156.00	P W Warden	Highways Act 1980	379

Proposal: To approve payment of the above cheques.

Proposed by Cllr Dearns, seconded by Cllr Jones. 5 for. 1 abstained. Carried.

10.4 To note income received

None.

10.5 To approve transfer of £500 from the Current account into the Instant access account

Noted.

10.6 To approve purchase of batteries for defibrillator  
It was agreed that the Clerk should purchase required batteries.  
Proposed by Cllr Brookbanks, seconded by Cllr Dearns. All in favour. Carried.

**ACTION: CLERK**

**11. Correspondence Received**

- 🕒 Preston Capes Educational Charity – Requests for applications
- 🕒 DDC Parish Council Details 2015/16

**12. New matters requested for next month's agenda**

A regular item for Police/Neighbourhood Watch items was requested, as well as the proposal for a bench in the bus shelter.

**13. Diary dates for 2015**

21 <sup>st</sup> July	Next Ordinary Parish Council meeting
August	No meeting
15 <sup>th</sup> September	Parish Council meeting
20 <sup>th</sup> October	Parish Council meeting
17 <sup>th</sup> November	Parish Council meeting
22 <sup>nd</sup> December	Parish Council meeting
1 <sup>st</sup> Sunday of each month	Village Hall Lunchtime Bar
2 <sup>nd</sup> Friday of each month	Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.51 pm

**Signed** ..... **Date** .....

**PRESTON CAPES PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 21<sup>st</sup> JULY 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), S Delacoe, B Dearn, R Mansfield  
 Clerk: S Foster  
 Others: District Cllr L Griffin, District Cllr Bob Patchett,  
 2 Members of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
 Apologies were received and accepted from Cllr Cox, Cllr Jones, Cllr S Maddison and County Cllr R Brown.
- 1.2 To receive declarations of interest in items on the agenda  
 Cllr Mansfield declared an interest in item 4.1 (Planning application DA/2015/0569) as she rents adjoining land.
- 1.3 To consider any dispensation requests  
 None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 19<sup>th</sup> June 2015  
 Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Delacoe, seconded by Cllr Dearn; all in favour.

**2. Matters arising from previous minutes (for information only)**

- 2.1 Willow tree overhanging the verge in Little Preston  
 Cllr Dearn reported that the overhanging verge had been cut back already.

**3. Public Time**

Nothing to report.

**4. Planning**

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2015/0563	Listed Building Consent for replacement of 9 Upvc windows on north and west elevations with painted casement windows	Danecot, Church Way, Preston Capes, NN11 3TE	Proposal: to support application. Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.
DA/2015/0569	Construction of dwelling and garage	Land at Forge Lane, Preston Capes,	Proposal: to object on grounds of traffic, size of dwelling and removal of trees. Proposed by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.
DA/2015/0575	Demolition of existing porch and construction of replacement porch	Little Preston House, Little Preston, NN11 3TF	Proposal: no objection. Proposed by Cllr Dearn, seconded by Cllr Delacoe, All in favour. Carried.

- 4.2 To report decisions received  
 None.
- 4.3 Other planning matters (For report only)  
 None.

**5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
 Nothing to report.
- 5.2 Resurfacing of The Square – progress report  
 Nothing to report.

5.3 Well cover in the High Street – progress report  
The Parish Council is unsure as to the owner of the land on which the cover sits. As a matter of health and safety, it was agreed that the Parish Council would fund reparation of the cover at a cost of £120 (including VAT).

5.4 Consideration of putting dog bins in the village to deal with dog fouling  
The Clerk has yet to collect the signs from DDC. Deferred to next meeting.

**ACTION: CLERK**

5.5 Purchase of bench for the bus shelter  
The Clerk was requested to obtain three quotes for consideration at the next meeting.

**ACTION: CLERK**

## 6. Tree Warden's Report

6.1 Japanese Knotweed – progress report  
Nothing to report.

0. Consideration of works to holly trees on The Square  
It was reported that a part of one of the holly trees and an large amount of ivy had fallen down over the weekend, some of which been cleared. The Clerk will contact M Venton at DDC to request a site visit to consider whether the trees should be removed.

**ACTION: CLERK**

## 7. Update from Neighbourhood Watch/Police

Nothing to report.

## 8. Regulatory Matters

8.1 To consider adoption or review (as applicable) of the following:

Standing Orders and Financial Regulations

Risk Assessment

Asset Register

Policy documents

Clerk's contract

A working party had met to discuss the above documents.

Proposal: to adopt standing orders, financial regulations and the Clerk's contract as agreed by the working party. Other documents will be reviewed at a later date.

Proposed by Cllr Dearns, seconded by Cllr Hughes. All in favour. Carried.

## 9. Finance

9.1 Consideration of amendments to the current Lloyds Bank bank mandate  
Slight amendments to the mandate were made. The mandate will be delivered to Lloyds Bank for activation.

**ACTION: CLERK**

9.2 To note bank balances

As at 30 <sup>th</sup> June 2015	Lloyds current a/c	£1,237.95	
	Lloyds deposit a/c	<u>£2,401.91</u>	
	Uncashed expenditure	<u>£ 413.05</u>	
	Total available		<u>£1,988.86</u>

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque No
Clerk's salary – June	136.88	0.00	153.39	S Foster	LGA 1972 s112	380
Clerk's expenses - June	19.51	0.00				
Mowing of verges	130.00	26.00	156.00	P W Warden	Highways Act 1980	381

Battery for defibrillator	12.00	2.40	14.40	DefibShop	LGA 1972 s112	382
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Proposal: To approve payment of the above cheques.  
Proposed by Cllr Dearns, seconded by Cllr Delacoe. All in favour. Carried.

9.4 To note income received  
None.

9.5 To accept and approve the external audit report for the financial year 2014/2015 Annual Report  
Noted and agreed.

**10. Consultations**

DDC – Draft Public Space Protection Order – Enhanced Dog Control  
It was agreed that Councillors will make individual comments online.

**ACTION: ALL COUNCILLORS**

**11. Correspondence Received**

NCC	Notification of road works (email)	Noted
NCC	Mobile library routes for 2015-2016 (email)	Noted
DDC	Daventry Calling request for events (email)	Noted
DDC	Parish Planning Training presentation (email)	Noted
DDC	Amendment to register of electors (email)	Noted
-	Japanese knotweed information	Noted
DDC	Summer Fun email (email)	Noted

**11. New matters requested for next agenda**

None at this time.

**12. Diary dates for 2015**

August	No meeting
15 <sup>th</sup> September	Parish Council meeting
20 <sup>th</sup> October	Parish Council meeting
17 <sup>th</sup> November	Parish Council meeting
22 <sup>nd</sup> December	Parish Council meeting

1 <sup>st</sup> Sunday of each month	Village Hall Lunchtime Bar
2 <sup>nd</sup> Friday of each month	Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.27pm

**Signed** ..... **Date** .....

**PRESTON CAPES PARISH COUNCIL**

**MINUTES OF THE EXTRAORDINARY MEETING HELD ON  
TUESDAY 29TH SEPTEMBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe, D Jones,  
S Maddison, R Mansfield  
Clerk: S Foster  
Others: 1 member of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
None.
- 1.2 To receive declarations of interest in items on the agenda  
None.
- 1.3 To consider any dispensation requests  
None.

**2. Public Time**

No comment.

**3. Planning**

- 3.1 To consider applications received

<b>Application No</b>	<b>Description of Development</b>	<b>Location of Development</b>	<b>Comment</b>
DA/2015/0835	Two storey side extension, first floor side and front extension	Bee Close House, Little Preston NN11 3TF	Support Proposed by BD, seconded by SM. All in favour. Carried

**4. New matters requested for next agenda**

Stones placed on roadside verge outside Village Farm

**5. Diary dates for 2015**

20 <sup>th</sup> October	Parish Council meeting
17 <sup>th</sup> November	Parish Council meeting
22 <sup>nd</sup> December	Parish Council meeting
1 <sup>st</sup> Sunday of each month	Village Hall Lunchtime Bar
2 <sup>nd</sup> Friday of each month	Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 7.48pm

**Signed** ..... **Date** .....



## PRESTON CAPES PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 15TH SEPTEMBER 2015 IN THE VILLAGE HALL

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, S Delacoe, B Dearn, D Jones,  
S Maddison, R Mansfield  
Clerk: S Foster  
Others: District Cllr Bob Patchett, PC C Radford-Gardner,  
no members of the public

#### 1. Administration

- 1.1 To receive and approve apologies for absence  
Apologies were received and accepted from County Cllr R Brown.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Delacoe declared an interest in item 9.3 in relation to cheque number 385.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 21<sup>st</sup> July 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Delacoe; all in favour.

#### 2. Matters arising from previous minutes (for information only)

- 2.1 Willow tree overhanging the verge in Little Preston  
Matter dealt with and can be removed from the agenda.

#### 3. Public Time

District Councillor Patchett reported that a formal planning application has now been received for the tunnel project. Preston Capes Parish Council will be consulted in due course.  
PC Radford-Gardner introduced herself to the meeting and updated on current activity within the area. She welcomed reports of any suspicious activity.

#### 4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

The Clerk reported that an application had been received since the agenda had been published. An extraordinary meeting will therefore be held on Tuesday 29<sup>th</sup> September at 7.45.

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2015/0420	Partial demolition. 2 storey extension to side and principal elevation etc	Nether Preston, Stowe Road, Preston Capes NN11 3TZ	Approved
DA/2015/0563	LBC for replacement Upvc windows on north and west elevations	Danecot, Church Way, Preston Capes NN11 3TE	Approved
DA/2015/0575	Demolition of existing porch and construction of replacement porch	Little Preston House, Little Preston, NN11 3TF	Approved
DA/2015/0691	Work to and removal of trees within a Conservation Area	Ivy Cottage, Old Forge Lane, Preston Capes NN11 3TD	Approved
DA/2015/0701	Work to trees within a Conservation Area	Bentree House, Old Forge Lane, Preston Capes NN11 3TD	Approved

- 4.3 Other planning matters (For report only)  
None.



## **5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
Nothing to report.

- 5.2 Resurfacing of The Square – progress report  
Nothing to report.

- 5.3 Well cover in the High Street – progress report  
The well cover has now been repaired and an invoice for £120 (inc VAT) will be forwarded.

- 5.4 Consideration of putting dog bins in the village to deal with dog fouling  
The Clerk passed some A5 signs to Cllr Jones. Some more will be needed which the Clerk will action.

**ACTION: CLERK**

- 5.5 Purchase of bench for the bus shelter  
The Clerk has yet to obtain three quotes for consideration.

**ACTION: CLERK**

## **6. Tree Warden's Report**

- 6.1 Japanese Knotweed – progress report  
It was reported that Japanese Knotweed may be present in Old Forge Lane. Cllr Cox was asked to have a look and, if necessary, speak to the appropriate landowners.

**ACTION: CLLR COX**

- 6.2 Consideration of works to holly trees on The Square  
Following a site meeting, DDC had issued a 5 day notice for the removal of five holly trees. The trees had separately been reported to NCC who had also made a site visit with a view to removing three of the five. Cllr Hughes is waiting for confirmation before arranging a working party to do the work.

**ACTION: CLLR HUGHES**

Cllr Cox reported that he had been in contact with DDC regarding an apple tree in his own garden but had not yet had a response. However, the apple tree has now fallen of it's own accord.

## **7. Update from Neighbourhood Watch/Police**

Already covered in 3. above.

## **8. Regulatory Matters**

- 8.1 To consider adoption or review (as applicable) of the following:

Risk Assessment

Asset Register

Policy documents

A working party will meet on 29<sup>th</sup> September to put together drafts for consideration at the next meeting.

- 8.2 To consider adoption of amendment to Code of Conduct as requested by DDC  
Following notification from DDC, amendments to the Parish Council's Code of Conduct were agreed.  
Proposal: To amend the Code of Conduct in accordance with DDC suggestion.  
Proposed by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.

## **9. Finance**

- 9.1 Consideration of amendments to the current Lloyds Bank bank mandate and complete Board of Resolution to remove Pauline Davies

The Clerk reported that she and Pauline Davies had been in contact with Lloyds regarding Pauline's removal from the bank mandate. Lloyds had now insisted on a Board Resolution being signed. This was presented to the meeting and signed by Cllrs Hughes and Dearn.

9.2 To note bank balances

30 <sup>th</sup> August 2015	Lloyds current a/c	£ 671.51	
	Lloyds deposit a/c	<u>£2,402.02</u>	
	Uncashed expenditure	<u>£ 0.00</u>	
	Total available		<u>£3,073.53</u>

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – July	143.38	0.00	298.48	S Foster	LGA 1972 s112	383
Clerk's expenses – July	22.31	0.00				
Clerk's salary - August	117.38	0.00				
Clerk's expenses – August	15.41	0.00				
Mowing of verges (Inv 6678)	130.00	26.00	156.00	P W Warden	Highways Act 1980	384
Hire of village hall	42.00	0.0	42.00	PC Village Hall	LGA 1972 s112	385

Proposal: To approve payment of the above cheques.

Proposed by Cllr Maddison, seconded by Cllr Dearns. 1 abstained. 6 for. Carried.

9.4 To cancel cheque number 000382 payable to DefibShop for £14.40

The actual cost of the battery and delivery was £18 which the Clerk had paid and will expense.

Proposal: To cancel cheque 000382.

Proposed by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.

9.5 To note income received

Lloyds Interest (July) £0.10

Lloyds Interest (August) £0.11

9.6 To approve transfer of £1,000 from deposit to current account

Proposal: To approve a transfer of £1,000 from the deposit to the current account.

Proposed by Cllr Dearns, seconded by Cllr Maddison. All in favour. Carried.

9.7 To consider making an application to Transparency Code grant funding

Councillors were asked to consider whether an application might be made for any extra costs incurred with regards to the new Transparency Code. It was agreed that there is nothing at the moment but that this be raised as an agenda item every three months for consideration.

10. Consultations

None.

11. Correspondence Received

NCALC Update – July/August 2015 Noted

Consultation on review of the planning system (Email) Noted

DDC Local Code of Conduct issues report (Email) Noted

NALC Invitation to AGM on 17<sup>th</sup> October 2015 (Email) Cllr Hughes and the Clerk will attend

DDC – Guidance on Community Infrastructure Levy (Email) Noted

12. New matters requested for next agenda

None at this time.

13. Diary dates for 2015

Parish Council meetings 20<sup>th</sup> October, 17<sup>th</sup> November, 22<sup>nd</sup> December

1<sup>st</sup> Sunday of each month Village Hall Lunchtime Bar

2<sup>nd</sup> Friday of each month Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.25pm

Signed ..... Date .....

**PRESTON CAPES PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 20TH OCTOBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe, D Jones, R Mansfield  
Clerk: S Foster  
Others: District Councillor B Patchett, no members of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
Cllr Maddison as her mother is ill.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Hughes declared an interest in planning application DA/2015/0862.  
Cllr Cox declared a personal interest in item 5.5 as he had submitted a quote for the work.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 15<sup>th</sup> September 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Delacoe, seconded by Cllr Dearn; all in favour.
- 1.5 To approve the minutes of the Extraordinary Meeting held on 29<sup>th</sup> September 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Delacoe; all in favour.
- 1.6 To agree dates for 2016 Ordinary Parish Council meetings and Annual Village Meeting  
Dates agreed for Ordinary meetings are: 16<sup>th</sup> February, 15<sup>th</sup> March, 19<sup>th</sup> April, 17<sup>th</sup> May, 21<sup>st</sup> June, 19<sup>th</sup> July, 20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November and 20<sup>th</sup> December.  
The Annual Village Meeting will be held on Thursday 19<sup>th</sup> May.

**2. Matters arising from previous minutes (for information only)**

None.

**3. Public Time**

No comment.

**4. Planning**

4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2015/0862*	Remove trees within a conservation area	The Old Rectory, Church Way, Preston Capes, NN11 3TE	Support Proposed by BD, seconded by DJ. All in favour. Carried
DA/2015/0875	Single storey rear extension and conversion to outbuilding	The Conifers, High Street, Preston Capes NN11 3TB	Support Proposed by BD, seconded by RM. All in favour. Carried

\* Cllr Hughes took no part in the discussion or decision.

4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

4.3 Other planning matters (For report only)

None

## 5. Highways and Footpath matters

To include:

- 5.1 Highways representative's report  
Cllr Mansfield reported that a drain cover is loose on the Preston Hill by the Preston Capes road sign. It was agreed that no action be taken at this time.
- 5.2 Resurfacing of The Square – progress report  
The Clerk was asked to contact County Cllr Brown to see whether there is any progress.
- 5.3 Consideration of putting dog bins in the village to deal with dog fouling – progress report  
It was agreed that no dog bins should be provided but that this item be altered to read dog signs instead of dog bins.
- 5.4 Consideration of quotes for bench for the bus shelter  
Cllr Cox left the room for this item. The Clerk had circulated 4 quotes.  
Proposal: To provide a bench in the bus shelter.  
Proposed by Cllr Jones, seconded by Cllr Mansfield. All in favour. Carried.  
Proposal: To accept quote from Butterworth Cox for £120 inc VAT on the basis of being the lowest quote received. The Clerk to confirm that the bench will be fixed to the ground.  
Proposed by Cllr Hughes, seconded by Cllr Jones. All in favour. Carried.

## 6. Tree Warden's Report

To include:

- 6.1 Japanese Knotweed – progress report  
Cllr Cox confirmed that there is no knotweed on the Rapson's bank or in previously reported areas. However, there was a mention of it possibly being present in 'Price's Barn'. Cllr Mansfield to check and report back to the November meeting.
- 6.2 Consideration of works to holly trees on The Square  
A working party will carry out the works on 28<sup>th</sup> and 29<sup>th</sup> November.

## 7. Update from Neighbourhood Watch/Police

Nothing to report.

## 8. Regulatory Matters

- 8.1 To consider adoption or review (as applicable) of the following:  
Risk Assessment  
Asset Register  
Policy documents  
A working party will meet on Tuesday 27<sup>th</sup> October to discuss.

## 9. Finance

- 9.1 To update re amendments to the Lloyds Bank bank mandate  
The Clerk updated the meeting and requested that the printed mandate provided by Lloyds Bank now be signed and returned to Lloyds.

- 9.2 To note bank balances

As at 16 <sup>th</sup> September 2015	Lloyds current a/c	£2,579.80	
	Lloyds deposit a/c	<u>£1,402.19</u>	
	Uncashed expenditure	<u>£ 0.00</u>	
	Total available		<u>£3,981.99</u>

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary - Oct	117.38	0.00	243.51	S Foster	LGA 1972 s112	386
Clerk's expenses – Oct	100.13	0.00				
Mowing of verges (Invoice 6687)	130.00	26.00	156.00	P W Warden	Highways Act 1980	387

Repair to well cover on High Street	100.00	20.00	120.00	D Cox	Highways Act 1980	388
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Proposal: To approve payment of the above cheques.

Proposed by Cllr Dearns, seconded by Cllr Hughes. All in favour. Carried.

Cllr Jones requested payment of the receipt passed to the Clerk last month. This will be on the agenda for November payments.

9.4 To note income received

- £ 0.10 Lloyds Interest (Sept)
- £ 0.07 Lloyds Interest (Oct)
- £10.77 Maidford PC – Insurance portion for speed sign
- £1,550.00 DDC ½ year precept
- (£1,000.00) Transfer between accounts)

9.5 To present ½ year budget figures

The Clerk had circulated figures. It was agreed that current figures are looking healthy.

9.6 To consider working party to produce 2016/2017 budget

It was agreed that the Clerk would produce a draft to be discussed at the November meeting. All Councillors are to consider any expenditure which they may wish to put forward for financial year 2016/2017. During a short discussion, two litter picks were requested to go into the budget.

10. **Consultations**

10.1 DDC Consultation on Statement of Principles – Gambling Act 2005

No comment to be made.

11. **Correspondence Received**

- DDC – Alteration to electoral register Noted
- DDC/Police – Farmers' Information Guide Noted
- NCALC e-Update Noted
- DDC Invitation to Planning Training on 8<sup>th</sup> December 2015 4.30pm-5.30pm Cllrs Cox, Dearns and Delacoe to attend.

12. **New matters requested for next agenda**

Registration to the Information Commissioner's Office.

13. **Diary dates for 2015**

- 17<sup>th</sup> November Parish Council meeting
- 22<sup>nd</sup> December Parish Council meeting
- 1<sup>st</sup> Sunday of each month Village Hall Lunchtime Bar
- 2<sup>nd</sup> Friday of each month Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.37pm

**Signed** ..... **Date** .....

**PRESTON CAPES PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 17TH NOVEMBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe,  
D Jones, S Maddison, R Mansfield  
Clerk: S Foster  
Others: 1 member of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
None.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Cox declared a personal interest in planning application DA/2015/1037.  
Cllr Hughes declared a personal interest in planning application DA/2015/0862.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 20<sup>th</sup> October 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Jones; SM abstained, 6 in favour.

**2. Matters arising from previous minutes (for information only)**

None.

**3. Public Time**

The applicant on planning application DA/2015/1037 answered questions from the Parish Council.

**4. Planning**

4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2015/1037	Works to and removal of trees within a conservation area	Langdale House, Old Forge Lane, Preston Capes NN11 3TD	Proposal: To support the application. Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2015/0835	Two storey side extension, first floor side and front extension	Bee Close House, Little Preston	Approved
DA/2015/0862	Works to trees within a Conservation Area	The Old Rectory, Church Way, Preston Capes	Approved

4.3 Other planning matters (For report only)  
None

**5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
Nothing to report.
- 5.2 Resurfacing of The Square – progress report  
County Councillor Brown had advised that NCC see no change in circumstances and therefore full funding for repairs will not be available. This item will be removed from the agenda.



5.3 Consideration of putting dog bins in the village to deal with dog fouling – progress report  
Cllr Jones will look to put notices up in the new year/spring. This item will be removed from the agenda.

5.4 Consideration of ownership of pumps and wells within the village  
Discussion took place regarding assuming ownership of two pumps in the High Street. The Clerk was asked to find out the insurance implications of doing so.

**6. Tree Warden’s Report**

To include:

6.1 Japanese Knotweed – progress report

There is no sign of Japanese Knotweed at 'Price's Barn'. This matter will be removed from the agenda until spring 2016.

6.2 Consideration of works to holly trees on The Square

A working party will deal with removal on 28<sup>th</sup>/29<sup>th</sup> November.

**7. Update from Neighbourhood Watch/Police**

Nothing to report.

**8. Regulatory Matters**

8.1 To consider adoption or review (as applicable) of the following:

Risk Assessment

Asset Register

Policy documents

The above documents had been circulated following a working party meeting.

Proposal: To agree and adopt the circulated Risk Assessment.

Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.

Proposal: To agree and adopt the circulated Asset Register.

Proposed by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.

Proposal: To agree and adopt the circulated Policy documents.

Proposed by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.

**9. Finance**

9.1 To update re amendments to the Lloyds Bank bank mandate

The Clerk reported that all amendments have now been made to the account.

9.2 To note bank balances

Clerk unable to verify until electronic banking is activated.

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary - Oct	117.38	0.00	152.62	S Foster	LGA 1972 s112	389
Clerk's expenses – Oct	35.24	0.00				
PAYE due for P Davies	5.00	0.00	5.00	HMRC	LGA 1972 s112	390
Registration	35.00	0.00	35.00	ICO	LGA 1972 s112	391
Mowing of verges (Invoices 6697)	130.00	26.00	156.00	P W Warden	Highways Act 1980	392
Flowers for outgoing Clerk	20.00	0.00	20.00	D Jones	LGA 1972 s112	393

Proposal: To approve payment of the above cheques.

Proposed by Cllr Hughes, seconded by Cllr Dearn. All in favour. Carried.

9.4 To note income received

Clerk unable to verify until electronic banking is activated.

9.5 To consider Urban Highways Mowing Grant from NCC for £417.51

Proposal: To accept and sign the Urban Highways Mowing Grant from NCC for £417.51.

Proposed by Cllr Maddison, seconded by Cllr Jones. All in favour. Carried.

9.6 To consider draft 2016/2017 budget  
A draft had been circulated and was discussed. Additions will be made and presented to the December meeting for ratification.

9.7 Confirmation of Information Commissioners' Office registration  
The Parish Council was confirmed as having registered with ICO in line with Cheque 391 above.

9.8 Confirmation of Clerk's tax code  
The Clerk confirmed that her tax code is 130T.

9.9 Consideration of paying travel expenses to Parish Councillors  
The Clerk had circulated research on the matter following an enquiry.  
Proposal: To agree that Parish Councillors can claim expenses of 45p per mile for mileage outside of the Parish at their own discretion.  
Proposed by Cllr Delacoe, seconded by Cllr Dearn. 4 for. 1 against. 1 abstained. Carried.

10. **Consultations**

10.1 None.

11. **Correspondence Received**

DDC re Community Infrastructure Level changes	Noted
DDC re Parish & Town Councils Meeting on 17 <sup>th</sup> December at 6.30pm	Cllrs Dearn and Hughes to attend
Police & Crime Commissioner re opportunities	Noted
DDC re New Dog Fouling Enforcement Rules	Noted

12. **New matters requested for next agenda**

None at this time.

13. **Diary dates for 2015**

15<sup>th</sup> December Parish Council meeting

1 <sup>st</sup> Sunday of each month	Village Hall Lunchtime Bar
2 <sup>nd</sup> Friday of each month	Village Hall Evening Bar

There being no further business, the Chairman closed the meeting at 8.26pm

**Signed** ..... **Date** .....

**PRESTON CAPES PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON  
TUESDAY 15TH DECEMBER 2015 IN THE VILLAGE HALL**

**PRESENT:** Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe,  
D Jones, S Maddison, R Mansfield  
Clerk: S Foster  
Others: District Councillor B Patchett, no members of the public

**1. Administration**

- 1.1 To receive and approve apologies for absence  
None.
- 1.2 To receive declarations of interest in items on the agenda  
Cllr Delacoe and Cllr Hughes declared personal interests in cheque 395.
- 1.3 To consider any dispensation requests  
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 17<sup>th</sup> November 2015  
Minutes had been circulated. No comments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Dearn. All in favour.

**2. Matters arising from previous minutes (for information only)**

None.

**3. Public Time**

No comment was made.

**4. Planning**

4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
None			

4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2015/0875	Single storey rear extension and conversion of outbuilding	The Conifers, High Street, Preston Capes NN11 3TB	Approved

4.3 Other planning matters (For report only)

None

**5. Highways and Footpath matters**

To include:

- 5.1 Highways representative's report  
Comment was made as to the state of the verges following a lot of vehicles parked in the village earlier in the day.  
Cllr Hughes will chase replacement of the 30mph sign in Little Preston not yet been actioned by NCC.  
It was noted that school bus routes are not automatically gritted.
- 5.2 Consideration of ownership of pumps and wells within the village  
The Clerk sent photographs of the water pumps in the village to the insurance company for a quote.

**6. Tree Warden's Report**

To include:

- 6.1 Consideration of works to holly trees on The Square  
Two trees have been removed with another two to be removed at a later date.

## 7. Update from Neighbourhood Watch/Police

Cllr Hughes circulated copies of the Police & Crime Commissioner's Annual Report.

## 8. Regulatory Matters

None.

## 9. Finance

### 9.1 To note bank balances

Clerk unable to verify until electronic banking is activated.

### 9.2 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary - Nov	130.38	0.00	165.06	S Foster	LGA 1972 s112	394
Clerk's expenses – Nov	34.68	0.00				
Village Hall Hire	28.00	0.00	28.00	Village Hall	LGA 1972 s112	395

Proposal: To approve payment of the above cheques.

Proposed by Cllr Maddison, seconded by Cllr Dearn. 5 for, 2 abstained. Carried.

### 9.3 To note income received

Clerk unable to verify until electronic banking is activated.

£5.00 Tax payable from P Davies

### 9.4 To ratify 2016/2017 budget and make precept demand on DDC

A draft had been circulated and was discussed. Clarification was requested on a number of items and a query was raised as to the shelf life of the defibrillator. Cllr Jones will forward details of HP InstantInk for consideration by the Clerk and the Clerk was tasked with writing to the new resident at Bentree House to apologise for mail from Lloyds Bank being delivered to them.

Proposal: To ratify the draft as attached and to make a precept demand of £3,871.

Proposed by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.

### 9.5 To consider making an application to the Transparency Code funding

No application will be made at this time. Deferred for 3 months.

## 10. Consultations

### 10.1 NCC - Minerals and Waste Local Plan Update – Draft Plan for Consultation (03.12.15-11.02.16)

No comment.

### 10.2 DDC – Draft Housing Supplementary Planning Document (30.11.15-22.01.16)

No comment.

### 10.3 DDC – Open Space, Sport and Recreation Review for West Northants (Now-14.01.16)

No comment.

### 10.4 NCC – Draft Budget and Council Plan consultation (08.12.15-19.01.16)

Responses will be made by individuals.

## 11. Correspondence Received

Police re Community Engagement	Noted
DDC re Daventry & District Forum Newsletter	Noted
Police re recruiting to Police & Crime IAG	Noted
NCALC Update	Noted
DDC – Love our Villages web request	Noted
Police Commissioner's Awards 2016	Noted
DDC – Feed Your Caddy	Noted
DDC – Parish & Town Councils' Meeting agenda	Cllr Hughes and Cllr Dearn to attend

A Payne – Request for dog bins

Clerk to respond following discussion

**12. New matters requested for next agenda**

None at this time but a vote of thanks was passed to Cllr Cox for the new bench in the bus shelter.

**13. Diary dates for 2016**

Parish Council Meetings:

16<sup>th</sup> February, 15<sup>th</sup> March, 19<sup>th</sup> April, 17<sup>th</sup> May, 21<sup>st</sup> June, 19<sup>th</sup> July,  
20<sup>th</sup> September, 18<sup>th</sup> October, 15<sup>th</sup> November and 20<sup>th</sup> December.

Annual Village Meeting

Thursday 19<sup>th</sup> May

Village Hall Lunchtime Bar

1<sup>st</sup> Sunday of each month

Village Hall Evening Bar

2<sup>nd</sup> Friday of each month

There being no further business, the Chairman closed the meeting at 8.19pm

**Signed** ..... **Date** .....