

PRESTON CAPES PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 2nd FEBRUARY 2016 IN THE VILLAGE HALL

PRESENT: Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe,
S Maddison, R Mansfield
Clerk: S Foster
Others: No members of the public

1. Administration

- 1.1 To receive and approve apologies for absence
D Jones - working.
- 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-one present.

3. Planning

- 3.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2015/1184	Construction of building for agricultural use and storage and servicing of light aircraft	Red House Farm, Eydon Lane, Preston Capes NN11 3TQ	Support Proposed by Cllr Cox, seconded by Cllr Dellacoe. All in favour. Carried.

4. Finance

- 4.1 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary - Dec	130.38	0.00	153.47	S Foster	LGA 1972 s112	396
Clerk's expenses – Dec	23.09	0.00				

Proposal: To approve payment of the above cheques.
Proposed by Cllr Dearn, seconded by Cllr Cox. All in favour. Carried.

6. New matters requested for next agenda

Litter picking

13. Diary dates for 2016

Parish Council Meetings: 16th February, 15th March, 19th April, 17th May, 21st June, 19th July, 20th September, 18th October, 15th November and 20th December.

Annual Village Meeting Thursday 19th May

Village Hall Lunchtime Bar 1st Sunday of each month

Village Hall Evening Bar 2nd Friday of each month

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 AT 7.45PM ON
TUESDAY 16TH FEBRUARY 2016 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 Cox declared an interest as recipient of cheque number 398.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 15th December 2015
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Delacoe. All in favour.
- 1.5 To approve the minutes of the Extraordinary Meeting held on 2nd February 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.

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

None.

3. Public Time

District Councillor Patchett addressed the meeting on a number of matters, including DDC's Care & Repair Grants and the refusal by DDC of a planning application for a waste transfer site close to Byfield. Cllr Maddison raised a query regarding proposals for waste bin collection. It was noted that a consultation is in process at the moment and individuals should make comments.

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/2015/1037	Works to and removal of trees within a conservation area	Langdale 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
Cllr Hughes has reported a pothole at the junction of Main Street and Woodford Road. It was noted that although there are some in Little Preston, these do not yet meet the criteria for reporting to Street Doctor.
- 5.2 Consideration of ownership of pumps and wells within the village
The Clerk reported that an additional £14.77 would be payable in order to cover the 4 pumps in the village.
Proposal: To pay additional £14.77 insurance cover for 4 pumps in the village.
Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

- 5.3 Water leak at Little Preston
A water leak has occurred at the junction in Little Preston. Cllr Maddison reported that Anglian Water had attended but found no issue with the drain. Cllr Hughes has reported the matter to Street Doctor.

6. Tree Warden's Report

To include:

- 6.1 Consideration of works to holly trees on The Square
The two remaining trees will be removed next weekend.

7. Update from Neighbourhood Watch/Police

Suspicious vans had been reported through NHW and had been spotted in the village.

8. Regulatory Matters

None.

9. Finance

- 9.1 To note bank balances
Clerk unable to verify.

- 9.2 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Jan	136.88	0.00	156.87	S Foster	LGA 1972 s112	397
Clerk's expenses – Jan	19.99	0.00				
Oak bench for bus shelter	100.00	20.00	120.00	Butterworth Cox		398

Proposal: To approve payment of the above cheques.

Proposed by Cllr Jones, seconded by Cllr Delacoe. 6 for, 1 abstained. Carried.

- 9.3 To note income received
Clerk unable to verify until electronic banking is activated.
£ Interest (Oct/Nov/Dec/Jan)
£417.51 NCC S136 Grass Mowing Grant for 2015-2016 season

- 9.4 To present ¾ year budget update
The update had been circulated and was discussed. It was noted that there is likely to be an underspend at the end of the year although this can be explained by salary payments and the expected receipt from Lloyds Bank as explained below.

- 9.5 To update re Lloyds Bank Mandate
The Clerk reported that a letter of confirmation that the bank mandate process has now been completed. As a gesture of goodwill due to the bank's errors, a payment of £500 should have been made to the Parish Council.

10. Consultations

- 10.1 DDC – Part 2 Local Plan Issues and Options (ends 11.03.16)
No comment. It was noted that a paper should be submitted as an Appendix for Preston Capes village. A draft will be circulated by the Clerk for discussion at the next meeting.
- 10.2 DDC – Ageing Well (ends 04.03.16) (By email)
Individual comments to be made.
- 10.3 KierWSP – Parish Satisfaction Questionnaire (By email)
No comment.

11. Correspondence Received

- | | |
|---|-------|
| Daventry & South Northants Independent Advisory Group – Change of venue | Noted |
| DDC Training – Care & Repair on 12.01.16 | Noted |
| NCALC – Important Changes to External Audit | Noted |
| DDC – Parish Council Training Notes (from 15.12.15) | Noted |
| NCALC – Have you heard the Good News? | Noted |

NCALC – County Roundup	Noted
DDC – Clean for the Queen	Sunday 13 th March, 10am-noon
NCALC – eUpdate – Jan/Feb	Noted
Preston Capes Village email list	Noted
NCALC – New edition of the Good Councillor's Guide	Noted
DDC – Events for Spring Edition of Daventry Calling	Noted
DDC – Parish & Town Councils Meeting – Notes and minutes	Noted
A Payne – Request for dog bin	Noted
NCALC – Best Village 2016 & Vacancies	Proposal: To present more information to consider entering Best Village 2016 competition. Proposed by Cllr Cox, seconded by Cllr Jones. 6 for. 1 abstained. Carried.

12. New matters requested for next agenda

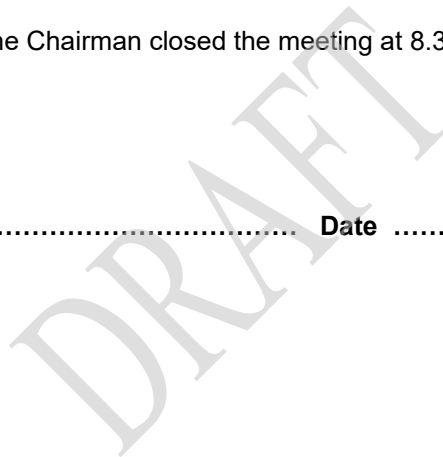
Consideration of Best Village 2016.
Consideration of mud at the main road end of Old Forge Lane

13. Diary dates for 2016

Parish Council Meetings:	15 th March, 19 th April, 17 th May, 21 st June, 19 th July, 20 th September, 18 th October, 15 th November and 20 th December.
Annual Village Meeting	Thursday 19 th May
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

There being no further business, the Chairman closed the meeting at 8.30pm

Signed Date



**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 15TH MARCH 2016 IN THE VILLAGE HALL**

DRAFT

PRESENT: Parish Councillors: D Hughes (Chairman), D Cox, B Dearn, S Delacoe,
D Jones, S Maddison, R Mansfield
Clerk: S Foster
Others: 3 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
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 16th February 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Jones. All in favour.

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

Cllr Dearn reported that the Clean for the Queen event had taken place on 6th March, attended by 18 people who collected 28 bags of rubbish.

3. Public Time

A member of the public raised concerns on behalf of himself and neighbours with regards to the amount of mud on Old Forge Lane which they believed to be caused by a number of vehicles including farm vehicles. Two accidents had resulted involving people slipping.

5.4 Mud on the road in Old Forge Lane

Cllr Mansfield gave a report of delivery and dustbin collection vehicles which had caused damage to the verge and provided photographic evidence. It was agreed that the Clerk would contact Street Doctor with a request for the road to be cleaned; send out a village email asking residents to advise delivery trucks to take care and use as small vehicles as possible; and ask whether DDC can use a smaller rubbish collection vehicle whilst at the same time taking more care when collecting from Old Forge Lane.

4. Planning

4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2016/0110	Take down existing farm building and relocate within the farmyard	Preston Fields Farm, Charwelton Road, Preston Capes NN11 3SZ	No objection
DA/2016/0151	Variation of Condition 2 of planning permission DA/2015/0420 (extensions and alterations) to allow for amendments to windows/doors and balcony details	Nether Preston, Stowe Road, Preston Capes NN11 3TZ	No comment

4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2015/1184	Construction of building for agricultural use and storage and servicing of light aircraft	Red House Farm, Eydon Lane, Preston Capes NN11 3TQ	Approved

- 4.3 To agree Planning Policy to be added as an Appendix to Countryside and Settlements Plan
The Clerk had circulated the Badby example. It was agreed that all councillors would submit their thoughts to the Clerk by 29th March in order for a comprehensive list to be produced in time for the next meeting.

4.4 Other planning matters (For report only)

None

5. Highways and Footpath matters

To include:

5.1 Highways representative's report

Cllr Hughes reported that he had received a letter from a member of the public expressing concern over the poor state of The Square. Cllr Hughes had duly reported the matter to Street Doctor and had a response that work is instructed to be carried out within 4 months.

5.2 Water leak at Little Preston

Cllr Maddison reported that Anglian Water had attended 4 times and found no problem. The matter has also been reported to Street Doctor. It was agreed that a letter be written to the owner of the nearby pond stating the above and requesting that investigation be made into whether the overflow from the pond is blocked.

5.3 Any possible reappearance of Japanese Knotweed

Cllr Cox reported that there is no sign of any Japanese Knotweed.

5.5 Correspondence re surface of The Square

Discussed at 5.1 above.

5.6 Possible purchase of ANPR Camera

Cllr Hughes had received a request from a member of the public to have ANPR cameras installed. He reported that the cost would be in the region of £5,000. Discussion took place and it was agreed that ANPR signs might be erected.

6. Tree Warden's Report

To include:

6.1 Consideration of works to holly trees on The Square

One of the two remaining trees had been removed.

7. Update from Neighbourhood Watch/Police

Nothing to report.

8. Regulatory Matters

None.

9. Finance

9.1 To note bank balances

Lloyds Bank Treasurer's Account	£2,191.78		
Lloyds Bank Business Account	<u>£1,402.43</u>		
	£3,594.21		
Payments yet to clear	£ 0.00		
Total funds available			<u>£3,594.21</u>

9.2 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Feb	136.88	0.00	163.80	S Foster	LGA 1972 s112	399
Clerk's expenses – Feb	26.92	0.00				

Proposal: To approve payment of the above cheques.

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

9.3 To note income received

Clerk unable to verify until electronic banking is activated.

£ 0.07	Interest (Oct)
£ 0.06	Interest (Nov)
£ 0.06	Interest (Dec)
£ 0.06	Interest (Jan)
£ 0.06	Interest (Feb)
£500.00	Lloyds Bank - Goodwill payment
£201.00	HMRC VAT Reclaim

9.4 To consider making an application to Transparency Code grant funding
No application will be made.

9.5 To consider purchase of Queen's 90th birthday commemorative medal

and

12. To discuss possible arrangements for celebrations for the Queen's 90th Birthday
Discussion took place and it was agreed that 100 medals be ordered. These would be distributed free of charge to children under 17 and adults 90 years and older. Others will be available for sale for £3. Arrangements will be made for a Tea for the Queen event to be held on Saturday 23rd April starting at 3.00pm when the medals will be distributed. This will be paid for by the Parish Council. Cllr Jones offered to arrange catering. Cllr Hughes will arrange for an invitation to be sent to each household. Proposal: To purchase 100 commemorative medals for distribution to children under 17 and adults 90 years and older with the rest to be available for sale at £3 each. Tea for the Queen Event to be organised with maximum funding of £200.
Proposed by Cllr Hughes, seconded by Cllr Cox. All in favour. Carried.

9.6 To consider tendering for 2016 mowing contract
The Clerk was tasked with obtaining quotes for consideration at April's meeting.

10. Consultations

None.

11. Correspondence Received

11.1	NCALC Update	Noted
11.2	DDC – Electoral roll amendments	Noted
11.3	NCC – Response to Parish Highways Survey	Noted

13. New matters requested for next agenda

13.1 To discuss whether to enter into Best Village 2016 competition
The Clerk handed the application form to Cllr Cox who will complete it along with Cllr Jones.

14. Diary dates for 2016

Parish Council Meetings: 19th April, 17th May, 21st June, 19th July,
20th September, 18th October, 15th November and 20th December.
Annual Village Meeting Thursday 19th May
Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

There being no further business, the Chairman closed the meeting at 9.30pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 19TH APRIL 2016 IN THE VILLAGE HALL**

D R A F T

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, S Delacoe, D Jones, S Maddison
Clerk: S Foster
Others: District Councillor B Patchett, 1 member of the public.

1. Administration

- 1.1 To receive and approve apologies for absence
D Cox – family commitment
R Mansfield - working.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Delacoe – Cheque 402.
Cllr Hughes – Cheque 404.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 15th March 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Delacoe, seconded by Cllr Maddison. All in favour.
- 1.5 To update re the 2016 Annual Parish Meeting – Thursday 19th May 2016
Discussion took place regarding the format of the evening. It was agreed that this would be semi-formal.

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

Nothing to report.

3. Public Time

Nothing to report.

4. Planning

- 4.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2016/0151	Amendment to Variation of Condition 2 of DA/2015/0420	Nether Preston, Stowe Road, NN11 3TZ	No comment

- 4.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
DA/2016/0110	Taking down existing farm building and relocate within the farmyard	Preston Fields Farm, Charwelton Road, Preston Capes NN11 3SZ	Approved

- 4.3 To agree Planning Policy to be added as an Appendix to Countryside and Settlements Plan
The Clerk will circulate comments already received. Deferred to May.
- 4.4 To consider correspondence re driveway at Ivy Cottage
Correspondence noted.
- 4.5 Other planning matters (For report only)
It was noted that the current process for circulation of planning applications is not effective. In future, the Clerk will circulate details electronically to all Parish Councillors with a paper copy being delivered to Cllr Mansfield.

5. Highways and Footpath matters

To include:

- 5.1 Highways representative's report
Nothing to report.

- 5.2 Water leak at Little Preston
NCC Highways have been asked to attend and will do so within the next 2 months.
- 5.3 Mud on road in Old Forge Lane
DDC advised that they currently use the smallest collection vehicles but will advise more care.
- 5.4 Possible purchase of ANPR Camera
To be removed from the agenda.
- 5.5 Notification of temporary closure of Fawsley Road and Preston Capes Road
Noted.

Cllr Cox had also sent a report that there is no sign of Japanese knotweed at the moment.

6. Tree Warden's Report

To include:

- 6.1 Consideration of works to holly trees on The Square
One more tree is to be removed although the tree is now in bud and so its removal will have to wait.

7. Update from Neighbourhood Watch/Police

Nothing to report.

8. Regulatory Matters

- 8.1 To form working party to review Governance documents
The Clerk, Cllr Hughes and Cllr Dearns will meet.
- 8.2 To arrange Clerk's appraisal
The Clerk, Cllr Hughes and Cllr Dearns will meet.

9. Finance

- 9.1 To note income received
£ 0.06 Interest

9.2 To note bank balances as at 31.03.16		
Lloyds Bank Treasurer's Account	£2,027.98	
Lloyds Bank Business Account	£1,402.55	
	£3,430.53	
Payments yet to clear	£ 0.00	
Total funds available		£3,430.53

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Mar	136.88	0.00	165.80	S Foster	LGA 1972 s112	400
Clerk's expenses – Mar	28.92	0.00				
Refreshments for Clean for the Queen event	33.50	0.00	33.50	Village Hall	S 137	401
Membership subscription 01.04.16-31.03.17	197.44	0.00	197.44	NCALC	LGA 1972 s112	402
Refreshments for Tea for the Queen event	89.82	0.00	89.82	R Hughes	Section 137	403

Cllr Hughes noted a spend of £89.82 for the Tea for the Queen event and requested payment. As the expenditure has previously been authorised, it was agreed that a cheque be written.

Proposal: To approve payment of the above cheques including Cheque 403 for £89.82 payable to Mrs R Hughes.

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

- 9.4 To consider quotes for 2016 mowing contract
One quote had been received and another is due. Agreement was reached as to the appointment of a contractor and to request a cut as soon as possible.
Proposal: To delegate authority to the Clerk and Cllr Hughes to appoint a contractor on Wednesday

27th April.

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

- 9.5 To receive end of year unaudited budget figures
The figures were circulated and discussed.
- 9.6 To complete Sections 1 and 2 of financial year 2015/2016 Annual Return
The Clerk presented both Sections which were duly discussed and agreed.
Proposal: To complete Sections 1 and 2 of the Annual Return.
Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.
- 9.7 To confirm Clerk's tax code for financial year 2016/2017
The tax code was noted.
- 9.8 To receive request for funding from Farthingstone Cricket Club
It was noted that no formal request has been received at this time.

10. Consultations

- 10.1 NCALC – Survey of Parish and Town Councils
The Clerk, Cllr Dearn and Cllr Hughes to complete.
- 10.2 DDC – Electric Vehicle Infrastructure Survey
No comment to be made.
- 10.3 DDC – Consultation on the Sustainability Appraisal for DDC's Part 2 Local Plan Issues and Options Documents
No comment to be made.

11. Correspondence Received

11.1	DDC – Funding Fair - 10 th May 2016 (By email)	Noted
11.2	DDC – Improving Drivers (By email)	Noted
11.3	NCALC – Cemetery Management Training Session	The Clerk to attend on behalf of Badby PC using Preston Capes PC's credit note. Badby PC to then pay Preston Capes.
11.4	DDC – Environmental Health and Housing Training	Noted
11.5	DDC – Flooding advice and information (By email)	Noted
11.6	NCALC Update – March-April 2016	Noted
11.7	DDC - Fly-tipping	Noted

12. To confirm arrangements for Tea for the Queen event

The Clerk will let Cllr Hughes have a list of medallions ordered. Invitations have been delivered to all residents of Preston Capes and Little Preston. Refreshments have been organised.

Proposal: To increase expenditure on the event from £200 to £250.

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

13. To update with regards to application to Best Village 2016 competition

Cllrs Jones and Cox had considered the application and felt it best to make an application next year in view of the amount of information required in a short timeframe.

14. New matters requested for next agenda

- 14.1 To receive report on Farthingstone Cricket Club
Covered at item 9.8 above.

15. Diary dates for 2016

Parish Council Meetings: 17th May, 21st June, 19th July, 20th September, 18th October, 15th November and 20th December.

Annual Village Meeting Thursday 19th May
Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

There being no further business, the Chairman closed the meeting at 9.05pm

Signed **Date**

DRAFT

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

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

15. To review the Clerk's salary

Proposal: To increase the Clerk's salary from SPC 17 (£9.029 per hour) to SPC 21 (£10.261 per hour) effective immediately.

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

DRAFT

PRESTON CAPES PARISH COUNCIL

**MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 21ST JUNE 2016 IN THE VILLAGE HALL**

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

1. Administration

- 1.1 To receive and approve apologies for absence
 S Maddison - holiday.
- 1.2 To receive declarations of interest in items on the agenda
 None.
- 1.3 To consider any dispensation requests
 None.
- 1.4 To approve the minutes of the Annual Meeting held on 17th May 2016
 Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Delacoe. All in favour. Carried.
- 1.5 To report on the 2016 Annual Parish Meeting held on Thursday 19th May 2016
 All agreed that the relaxed, informal format had been generally well received with more attendees than in previous years. It was agreed that, for the 2017 meeting, the bar will not open until after the Chairman's welcome and an opportunity will be provided to parishioners to provide written questions prior to the meeting by, amongst other means, an item in the March edition of The Link.

2. Regulatory Matters

- 2.1 To review and adopt Planning Policy document
 The document was circulated and agreed. The Clerk will add the number of Listed Buildings within the parish and then publish.
 Proposed by Cllr Jones, seconded by Cllr Cox. All in favour. Carried.
- 2.2 To carry out review to ensure adequate and effective system of internal audit
 The Clerk reported that the recent internal audit carried out by Mr Eves had been a comprehensive exercise. It was agreed that the current arrangement is effective and adequate.

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

Nothing to report.

4. Public Time

A member of the public reported that he had received a letter from DDC Planning requesting inspection and possible felling of the horse chestnut tree on the bank opposite the village hall. The tree is the subject of a Tree Preservation Order. The resident has been requested to replace the tree. Cllr Cox noted that the Parish Council has been aware of the condition of the tree although it has no involvement in the matter.
 District Councillor Patchett addressed the meeting and reported that it may be possible in the next few years for an amalgamation of local authorities to become a unitary authority although nothing has yet been agreed.

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
None			

- 5.3 Other planning matters (For report only)
 Nothing to report.

6. Highways and Footpath matters

To include:

6.1 Highways representative's report

Cllr Hughes noted that three Street Doctor reports have been dealt with. Other highway issues raised were the deteriorating condition of the diversion route for HGVs into Woodford Halse; the condition of the gated road between Preston Capes to Badby; and also the overgrowing hedge on the left hand side just outside the village heading towards Newnham. Cllr Hughes will report each of these matters to Street Doctor.

6.2 Possible purchase of equine road signs

Cllr Hughes reported that the signs cost £9.60 each.

Proposal: To purchase 6 signs at £9.60 each.

Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour.

A query was raised with regards to the need for pedestrian warning signs along the Charwelton Road, Cllr Hughes will research the cost and report back to the July meeting.

7. Tree Warden's Report

To include:

7.1 Consideration of works to holly trees on The Square

Nothing to report.

7.2 Consideration of any Japanese Knotweed within the village

Cllr Cox reported that he had been advised of a case of Japanese knotweed. The Clerk was asked to write to the resident and landlord with a request that it be dealt with in the appropriate way. Cllrs Cox and Jones will monitor.

8. Update from Neighbourhood Watch/Police

Nothing to report.

9. Finance**9.1 To note income received**

£ 0.05	Interest
£153.00	Sale of Queen's birthday medallions

9.2 To note bank balances as at 31.05.16

Lloyds Bank Treasurer's Account	£3,579.77	
Lloyds Bank Business Account	£1,402.60	
	£4,982.37	
Payments yet to clear	£ 202.05	
Total funds available		£4,780.37

9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Insurance premium	229.18	0.00	229.18	Community Lincs Insurance Services	LGA 1972 s111 & 140	407
Clerk's salary – May	152.84	0.00	184.62	S Foster	LGA 1972 s112	408
Clerk's expenses – May	31.78	0.00			LGA 1972 s112	
Annual membership	56.50	0.00	56.50	SLCC	LGA 1972 s112	409
Queen's birthday medals	206.50	41.30	247.80	The Tower Mint	S137	410
Mowing	135.00	27.00	162.00	PW Warden	Highways Act 1980	411

Proposal: To approve payment of the above cheques.

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

9.4 To consider making an application to Transparency Code grant funding

The Clerk will look into whether an application can be made for wages ie 1 hour per month.

9.5 To consider request for funding from Woodford Halse swimming pool

No formal request had been received.

10. Consultations

- 10.1 NCC – Minerals and Waste Local Plan Update (Closes 21st July 2016)
No comment to be made.

11. Correspondence Received

11.1	DDC Training – Houses in Multiple Occupancy (29 th June 2016)	No-one to attend
11.2	NCALC – Update	Noted
11.3	DDC – Local Code of Conduct issues report	Noted
11.4	DDC – Fixed Penalty Notices for Fly-tipping	Noted

12. Matters not covered on the agenda above

- 12.1 To consider renewal of first aid training at £370 for up to 12 people
Deferred in Cllr Maddison's absence.
- 12.2 To note attendance at Parish & Town Council Meeting on 16th June 2016
Cllr Hughes had attended and reported a new mapping system on DDC's website as well as a positive report from the County police.

13. New matters requested for next agenda

- 13.1 None

14. Diary dates for 2016

Parish Council Meetings: 19th July, 20th September, 18th October, 15th November
and 20th December.

Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

Following consideration of the confidential matter, the Chairman closed the meeting at 8.50pm

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

15. To consider revised national salary scales for 2016/2017 and 2017/2018

Discussion took place.

Proposal: To accept revised national salary scale SCP21 for 2016/2017 (£10.261 per hour increased to £10.363) and for 2017/2018 (£10.363 per hour increased to £10.467), backdated to 1st April 2016.

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

Following consideration of the confidential matter, the Chairman closed the meeting at 8.50pm

Signed **Date**

DRAFT

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING HELD AT 6.45PM ON
TUESDAY 5TH JULY 2016 IN THE VILLAGE HALL**

DRAFT

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

1. Administration

- 1.1 To receive and approve apologies for absence
D Jones.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Mansfield declared interests on the grounds that a member of her family has right of way over the land involved in DA/2016/0582.
- 1.3 To consider any dispensation requests
None.

2. Public Time

3. Planning

- 3.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2016/0590	Work to and removal of trees within a Conservation Area	City Cottage, Church Way, Preston Capes NN11 3TE	Support Proposed by Cllr Dearn, seconded by Cllr Cox. All in favour. Carried.
DA/2016/0582	Single storey extension	Hall Farm House, Charwelton Road, Preston Capes NN11 3TA	Deferred to next meeting

4. New matters requested for next agenda

None

5. Diary dates for 2016

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

The meeting closed at 6.47pm.

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 20TH SEPTEMBER 2016 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, D Cox, S Delacoe, D Jones, R Mansfield
Clerk: S Foster
Others: County Councillor R Brown.

1. Administration

- 1.1 To receive and approve apologies for absence
S Maddison – broken arm.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Delacoe declared an interest in item 9.3 as her husband is the recipient of Cheque 418.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 19th July 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.
- 1.5 To approve the minutes of the Extraordinary Meeting held on 2nd August 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Delacoe. All in favour. Carried.

2. Regulatory Matters

None.

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

None.

4. Public Time

County Councillor Brown reported that he will be unable to attend any meetings until February 2017 due to County Council commitments.

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/2016/0582	Single storey extension	Hall Farm House, Charwelton Road, Preston Capes NN11 3TA	Granted
DA/2016/0609	Conversion of former agricultural building to dwelling etc	Roadside Barn, Preston Fields Farm, Charwelton Road NN11 3SZ	Granted

- 5.3 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
It was reported that the stone wall to the left of the footpath alongside West Orchard Farm is starting to bow. The Clerk was asked to write to Mr Giles of Hall Farm, the owner of the wall.
It was reported that a number of laurel bushes have been planted on the highway verge in front of Nether Preston House. Cllr Hughes will report the matter to NCC via Street Doctor.

- 6.2 Lack of maintenance of hedgerows
Letters had been sent following the last meeting. Mr Tarry had responded that the land effected is owned by the Fawsley Estate who have already been notified.

- 6.3 Request for pedestrian signs
Cllr Hughes reported that signs have been loaned by NCC.

7. Tree Warden's Report

To include:

- 7.1 Consideration of works to holly trees on The Square
The final work will be carried out during late October/early November.
- 7.2 Consideration of any Japanese Knotweed within the village
There is no sign at the moment of any Japanese Knotweed due to any dying back over the winter period.

8. Update from Neighbourhood Watch/Police

Nothing to report.

9. Finance

- 9.1 To note income received
£ 0.06 Interest
£124.36 Transparency Grant Funding

- 9.2 To note bank balances as at 31.08.16
Lloyds Bank Treasurer's Account £1,708.41
Lloyds Bank Business Account £1,527.14
£3,235.55
Payments yet to clear £ 0.00
Total funds available £3,235.55

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Aug	141.22	0.00	160.91	S Foster	LGA 1972 s112	416
Clerk's expenses – Aug	19.69	0.00			LGA 1972 s112	
Mowing	135.00	27.00	135.00	P W Warden	Highways Act	417
Speed sign battery	46.96	0.00	46.96	M Delacoe	Highways Act	418

Proposal: To approve payment of the above cheques.

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

- 9.4 To confirm invoice to Maidford Parish Council for one third share of cheque 418 above
The Clerk confirmed that an invoice has been sent to Maidford Parish Council.
- 9.5 To agree actions regarding upcoming Pensions requirements
Discussion took place as to whether the Parish Council has to register with a pension scheme. Cllr Hughes believes not but other Councillors believed it does.
- 9.6 To consider attendance at NCALC Pensions training by Clerk
Due to the confusion in 9.5 above, it was agreed that the Parish Council should share the cost of the Clerk attending the NCALC training with Badby Parish Council.
Proposal: That the Clerk attend the NCALC training and share the cost with Badby Parish Council
Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.
- 9.7 To update regarding Transparency Grant funding application
As reported above, the Grant has been received.
- 9.8 To receive and approve external audit report for financial year 2015/2016
The external audit report had been received. No matters were raised.
Proposal: To agree and accept the external report provided.
Proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

DRAFT

10. Consultations

- 10.1 DDC Part 2A/B Local Plan Evidence Base Methodologies – Technical Consultation
No comment to be made.
- 10.2 DDC – Taking part in Scrutiny & Improvement Task Panel.
No comment to be made.

11. Correspondence Received

11.1	Western Power re Unplanned Supply Interruption on 20.06.16	Noted
11.2	DDC – Care & Repair Grants Available (emailed 03.08.16)	Noted
11.3	DDC – Housing Supplementary Planning Document (emailed 03.08.16)	Noted
11.4	NCALC E-update (also emailed 03.08.16)	Noted
11.5	NCALC – Invitation to AGM on 08.10.16 (emailed 03.08.16)	Cllrs Dearn & Delacoe to attend
11.6	DDC – Rural Exception Scheme – Invitation to meet (emailed 03.08.16)	Noted
11.7	NCALC – Friday Round-Up (emailed 17.08.16)	Noted
11.8	DDC – Without prejudice comments on planning applications (emailed 05.09.16)	Noted
11.9	NCC – Superfast Broadband roll out	Noted
11.10	Clerks & Councils Direct – Issue 107	Noted

12. Matters not covered on the agenda above

- 12.1 To consider renewal of first aid training at £370 for up to 12 people
Deferred due to Cllr Maddison's absence.

13. New matters requested for next agenda

- 13.1 Cllr Dearn asked when NCC are due to mow the verges as a litter pick will be taking place on Sunday 16th October, 10am til noon. However, this was amended after the meeting to **23rd October**.
- 13.2 To consider concerns raised over cars being parked at and worked on at 33 High Street

14. Diary dates for 2016

Parish Council Meetings: 18th October, 15th November, 20th December.
Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.25pm

Signed **Date**

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

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, D Cox, S Delacoe,
D Jones, S Maddison, R Mansfield
Clerk: S Foster
Others: District Councillor B Patchett

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.
- 1.4 To approve the minutes of the Ordinary Meeting held on 20th September 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Jones, seconded by Cllr Delacoe. All in favour. Carried.

2. Regulatory Matters

None.

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

None.

4. Public Time

District Councillor Patchett addressed the meeting. He reported that, following a number of incidents on the Preston Capes to Charwelton road recently, NCC are going to install more road signs. He also confirmed that Byfield Surgery will be receiving funding to allow it to extend onto the land behind the current premises.

5. Planning

- 5.1 To consider applications received

Application No	Description of Development	Location of Development	Comment
DA/2016/0944 + DA/2016/0945	Listed Building Consent and permission for alterations to building – internal and external	The Old Rectory, Preston Capes NN11 3E	Not yet received

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 5.3 Other planning matters (For report only)
Nothing to report.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Cllr Hughes has reported the laurel at Nether Preston. It was also noted that the 30mph roundel at Little Preston has been replaced although the de-restriction sign has not.
Cllr Delacoe raised concern over the number of recent accidents, one fatal, on the Preston Capes to Charwelton road. Following discussion, it was agreed that Cllr Hughes would ask NCC to look at changing the priority on the junction to Woodford Halse by the water tower.
- 6.2 Lack of maintenance of hedgerows
Cllr Hughes was asked to report overgrowing hedges at the top junction in Preston Capes, the junction

at Little Preston and at the bottom of Preston Hill.

6.3 Update re Footpath FB1

Cllr Hughes reported that he had been in contact with NCC with regards to the wall alongside the footpath. Nick Wedgbrow had made a site visit and deemed the wall safe. Cllr Hughes had requested something in writing to that effect. As nothing has yet been received, the Clerk was tasked with chasing NW for a response. However, Cllr Cox reported that he had spoken to the resident who, without prompting, had mentioned the wall and that he is aware it needs repairing.

7. Tree Warden's Report

To include:

- 7.1 Consideration of works to holly trees on The Square
The final work will be carried out during late November.

8. Update from Neighbourhood Watch/Police

A short report from Neighbourhood Watch was read out.

- 8.1 To consider Parish Council involvement in Scam Alert
Cllr Hughes had taken a short 15 minute online course and asked Parish Councillors to undertake the same.

9. Finance

- 9.1 To note income received

£ 0.06 Interest
£1,935.50 ½ year precept

- 9.2 To note bank balances as at 30.09.16

Lloyds Bank Treasurer's Account	£3,436.04
Lloyds Bank Business Account	£1,527.20
	£4,963.24
Payments yet to clear	£ 135.00
Total funds available	£4,828.24

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Sept	147.72	0.00	171.79	S Foster	LGA 1972 s112	419
Clerk's expenses – Sept	24.07	0.00			LGA 1972 s112	
Mowing Invoice 6742	135.00	0.00	189.00	P Warden	Highways Act	420
VAT on Invoice 6734	27.00	0.00				
Data protection registration	35.00	0.00	35.00	ICO	LGA 1972 s112	421

Proposal: To approve payment of the above cheques.

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

- 9.4 To agree actions regarding upcoming Pensions requirements

The Clerk had attended a training course and, having been given differing information, reported that a letter should be sent to the employee as an Entitled worker but no pension scheme needs to be in place unless she wishes to enrol in one.

- 9.5 To receive half year budget update and bank reconciliation

Half year budget figures had been circulated. No queries were raised.

Cllr Dearn reported that he and the Clerk had met and he signed off the half year bank reconciliation as well as done a spot check on payments.

- 9.6 To agree working party to produce first draft of 2017/2018 budget

It was agreed that Cllrs Hughes, Dearn and Cox would meet with the Clerk.

10. Consultations

- 10.1 Woodford-cum-Membris Neighbourhood Plan (Closes 14.11.16)

Documents are available for residents to make comment.

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11. Correspondence Received

11.1	Kilsby Parish Council – Request for help with regards to planning	Raised with District Cllr Patchett. Clerk to respond to Kilsby PC.
11.2	NCALC – Update (Emailed)	Noted
11.3	NCC Highways – Works to be carried out on 10.10.16 (Emailed)	Noted
11.4	CPRE – Invitation to attend Roadshow on 27.10.16 at 6.00pm (Emailed)	Roger Elkin to attend

12. Matters not covered on the agenda above

- 12.1 To consider renewal of first aid training at £370 for up to 12 people
Following discussion, it was agreed that Cllr Maddison would look at training provided by Red Cross and also through Heather Wilson.
Proposal: To subsidise first aid training for a maximum of 15 people to £15 per head.
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.
- 12.2 To consider concerns raised over vehicular activity at 33 High Street
Cllr Mansfield reported that permission has been given to a neighbouring resident to park the vehicle at the property following an accident. The current situation is that insurance companies are involved in trying to resolve a claim.
- 12.3 To receive report of attendance at NCALC AGM on 08.10.16
Cllrs Dearn and Delacoe had attended, as well as the Clerk. It was noted that Stephen Mold (Police & Crime Commissioner) had given a well received key-note speech.

13. New matters requested for next agenda

- 13.1 To consider dog pooh within the village

14. Diary dates for 2016

Parish Council Meetings: 15th November, 20th December.
Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.45pm

Signed Date

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 29TH NOVEMBER 2016 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, D Cox, D Jones,
S Maddison, R Mansfield
Clerk: S Foster
Others: 4 members of the public

1. Administration

- 1.1 To receive and approve apologies for absence
S Delacoe – previous engagement.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Hughes declared an interest in item 1.1 (Planning application DA/2016/1050).
- 1.3 To consider any dispensation requests
None.

2. Public Time

Members of the public advised the Parish Council of their concerns regarding the proposed development in application DA/2016/1050.

3. Planning

- 3.1 To consider applications received
Cllr Dearn took the chair.

Application No	Description of Development	Location of Development	Comment
DA/2016/0954	Construction of greenhouse, associated landscaping to create vegetable garden and ponds. Demolition of timber shed	The Old Rectory, Church Way, Preston Capes NN11 3TE	Objections: greenhouse is a permanent structure being erected in a greenfield, open countryside site with no previous building on the allotment site and is likely to have a detrimental effect on the view over the valley. The size and style is out of keeping with the area. The size of greenhouse is considered too large and so out of proportion to suit its purpose. Concerns were raised regarding effects of sun reflecting on the large glass surfaces, how it will be supplied with water and the materials to be used. Proposed by Cllr Jones, seconded by Cllr Maddison. 1 abstained. 5 for. Carried.

Cllr Hughes returned to the chair.

4. Diary dates for 2017

Parish Council Meetings: 20th December.
Village Hall Lunchtime Bar 1st Sunday of each month
Village Hall Evening Bar 2nd Friday of each month

The Chairman closed the meeting at 8.03pm

Signed **Date**

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 15TH NOVEMBER 2016 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, D Cox, S Delacoe,
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
D Jones – working away.
- 1.2 To receive declarations of interest in items on the agenda
Cllr Hughes declared an interest in item 5.1 (Planning application DA/2016/0944).
Cllr Delacoe declared an interest in item 9.3 (Cheques 423 and 424).
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 18th October 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.

2. Regulatory Matters

None.

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

None.

4. Public Time

District Councillor Patchett gave his apologies for the December meeting.

5. Planning

- 5.1 To consider applications received
Cllr Dearn took the chair.

Application No	Description of Development	Location of Development	Comment
DA/2016/0944 + DA/2016/0945	Listed Building Consent and permission for alterations to building – internal and external	The Old Rectory, Preston Capes NN11 3E	Support with added condition that materials used are in keeping with the current buildings and surrounding area. Proposed by Cllr Dearn, seconded by Cllr Maddison. 1 abstained. Carried.

Cllr Hughes returned to the chair.

- 5.2 To report decisions received

Application No	Description of Development	Location of Development	Decision
None			

- 5.3 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 he had met with an NCC engineer at the junction of the water tower to discuss possible alterations to the junction to avoid further fatalities. However, statistics show that there has only been one collision involving injury since 1999 and the recent fatality was not caused by the sight line of the junction. It was noted that any change in priority is likely to cause more accidents. There would also be a cost implication on altering priority which NCC would be unable to bear. Cllr Hughes was thanked for dealing with the matter.

Cllr Hughes noted that a gateway which had appeared into a field on the Preston Capes to Little Preston road was actually the re-opening of an overgrown gateway to allow access.

- 6.2 Lack of maintenance of hedgerows
Cllr Hughes has reported the overgrown hedgerows.
- 6.3 Consideration of request to reconsider membership of CPRE
The matter was discussed and it was agreed that the Parish Council would not take up membership.
- 6.4 Concern over fly-tipping
Following three recent incidents of fly-tipping in the area, it was noted that DDC are responsible for removal. There is an online reporting system which should be publicised through the Parish Council website and Facebook page.

7. Tree Warden's Report

To include:

- 7.1 Consideration of works to holly trees on The Square
Works will take place on 3rd December 2016.
- 7.2 Report on removal of trees at Orchard House, Old Forge Lane under 5 day notice
It was noted that the large horse chestnut which had been felled had been completely rotten and was in imminent danger of falling. The resident has been advised to replace with a hornbeam or sweet chestnut.

8. Update from Neighbourhood Watch/Police

Cllr Mansfield had contacted police with regards to hare coursing in local fields.

9. Finance

- 9.1 To note income received
£ 0.06 Interest

- 9.2 To note bank balances as at 31.10.16
- | | |
|---------------------------------|-----------|
| Lloyds Bank Treasurer's Account | £3,129.25 |
| Lloyds Bank Business Account | £1,527.26 |
| | £4,656.51 |
| Payments yet to clear | £ 224.00 |
| Total funds available | £4,432.51 |

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Oct	147.72	0.00	173.37	S Foster	LGA 1972 s112	422
Clerk's expenses – Oct	25.65	0.00			LGA 1972 s112	
Village hall rent	40.25	0.00	40.25	Village Hall	LGA 1972 s112	423
Litter pick expenses	33.00	0.00	33.00	Village Hall	LGA 1972 s112	424

Proposal: To approve payment of the above cheques.

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

- 9.4 To receive first draft of 2017/2018 budget
Following a working party consisting of Cllrs Hughes, Cox, Dearns and the Clerk, a draft had been circulated. The working party advised a need to build up a reserve over the next few years. No queries were raised.
Proposal: To agree the attached budget and to place a percept demand on Daventry District Council for £4,617.
Proposed by Cllr Dearns, seconded by Cllr Cox. All in favour. Carried.

10. Consultations

- 10.1 NCC – Prioritisation Framework and Process (Closes 22.11.16)
No comment to be made.
- 10.2 Police and Crime Commissioner – Police and Crime Plan Consultation (Closes end November)
No comment to be made.

DRAFT

11. Correspondence Received

11.1	NCALC – AGM/Director Vacancy/Walgrave/Precepts (Emailed 19.10.16)	Noted
11.2	DDC/ACRE – Good Neighbour Schemes (Emailed 02.11.16)	Noted
11.3	DDC/BT – Proposals to remove telephone boxes (Emailed 02.11.16)	<i>Proposal: To purchase the telephone box at a cost of £1. Proposed by Cllr Cox, seconded by Cllr Dearn. All in favour. Carred.</i>
11.4	Police – Invitation to take part in Community Speedwatch 2017 (Emailed 02.11.16)	Agreed
11.5	NCALC – Friday Round Up (Emailed 02.11.16)	Noted
11.6	NCALC – Response to Government and 3 Vacancies (Emailed 09.11.16)	Noted
11.7	DDC – Rough Sleepers Estimate 2016 (Emailed 09.11.16)	Nil
11.8	DDC – Invitation to Parish & Town Councils' Meeting on 15.12.16 (Emailed 09.11.16)	Cllrs Hughes and Dearn to attend
11.9	DDC – A Planning Guide for Parish and Town Councils (Emailed 09.11.16)	Noted

12. Matters not covered on the agenda above

- 12.1 To report on first aid training arrangements
Deferred to February meeting.

13. New matters requested for next agenda

- 13.1 To consider dog pooch issue within the village
It was noted that Cllr Cox has been marking areas in Preston Capes. There is now an issue in Little Preston. The Clerk will obtain a second cannister as well as a number of A5 signs from DDC.
- 13.2 To arrange 2017 Spring litter pick
It was agreed that the litter pick will take place on Sunday 19th March 2017, starting at 9.30am with bacon butties being served. Publicity should be published nearer the time in order to encourage younger members of the community to get involved.
- 13.3 To confirm dates for 2017 meetings
21st February, 21st March, 18th April, 16th May, 13th June, 18th July, 19th September, 17th October, 21st November, 19th December
It should be noted that the June meeting is bought forward by one week to accommodate the Clerk.
Annual Village Meeting – Thursday 18th May

14. Diary dates for 2016

Parish Council Meetings:	20 th December.
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.50pm

Signed Date

**PRESTON CAPES PARISH COUNCIL
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON
TUESDAY 20TH DECEMBER 2016 IN THE VILLAGE HALL**

PRESENT: Parish Councillors: D Hughes (Chairman), B Dearn, S Delacoe, D Jones,
S Maddison, R Mansfield
Clerk: S Foster
Others: No members of the public

1. Administration

- 1.1 To receive and approve apologies for absence
D Cox – no apology received.
County Councillor R Brown
District Councillor B Patchett
- 1.2 To receive declarations of interest in items on the agenda
None.
- 1.3 To consider any dispensation requests
None.
- 1.4 To approve the minutes of the Ordinary Meeting held on 15th November 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.
- 1.4 To approve the minutes of the Extraordinary Meeting held on 29th November 2016
Minutes had been circulated. No amendments were made. Minutes were proposed as a true record by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

2. Regulatory Matters

None.

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

None.

4. Public Time

No-one present.

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
None			

- 5.3 Other planning matters (For report only)
Cllr Hughes reported that planning policy at DDC has changed to allow barn conversions in open countryside and so no investigation will be made into holiday lets at Hall Farm.

6. Highways and Footpath matters

To include:

- 6.1 Highways representative's report
Discussion took place regarding a number of incidences of fly-tipping in the area. Cllr Hughes reported that County Councillor Brown had offered some funding through the Empowerment Grant and so an application could be made to fund a camera for the area. The Clerk was asked to make an application.
Cllr Maddison noted that pot-holes which had been marked for filling some months ago had not yet been filled. Cllr Hughes was asked to chase the matter.

- 6.2 Lack of maintenance of hedgerows
Remove from agenda.
- 6.3 Consideration of continuation of mowing contract for a further two years
It was agreed to continue the current mowing contract for a further two years, proposed by Cllr Maddison, seconded by Cllr Dearn. All in favour. Carried.
- 6.4 Consideration of signing NCC Urban Highways Grass Mowing 2017 agreement
The Clerk noted that the agreement was for a contribution of £417.51 which is unchanged from previous years. It was agreed that the agreement be signed, proposed by Cllr Dearn, seconded by Cllr Jones. All in favour. Carried.

7. Tree Warden's Report

To include:

- 7.1 Consideration of works to holly trees on The Square
The work has now been completed. Item to be removed from the agenda.

8. Update from Neighbourhood Watch/Police

Nothing to report.

9. Finance

- 9.1 To note income received
- | | | |
|---------|--|--|
| £ 0.06 | Interest | |
| £ 15.65 | Maidford share of new battery for VAS sign | |
- 9.2 To note bank balances as at 31.11.16
- | | | |
|---------------------------------|------------------|------------------|
| Lloyds Bank Treasurer's Account | £2,658.63 | |
| Lloyds Bank Business Account | <u>£1,527.36</u> | |
| | £4,185.95 | |
| Payments yet to clear | £ 0.00 | |
| Total funds available | | <u>£4,185.95</u> |

- 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary – Nov	154.22	0.00	181.53	S Foster	LGA 1972 s112	425
Clerk's expenses – Nov	27.31	0.00			LGA 1972 s112	
Mowing	135.00	0.00	135.00	P Warden	Highways Act 1980	426

Proposal: To approve payment of the above cheques.

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

10. Consultations

- 10.1 NCC – Early Years Single Funding Formula Consultation (Closed 16.12.16)
No comment to be made.
- 10.2 NCC – Northants Fire and Rescue Service Draft Community Protection Plan 2017-2020
(Closes 21.12.16)
No comment to be made.
- 10.3 DDC – BT Payphones – Further consultation (Closes 21.12.16)
No comment to be made.

11. Correspondence Received

11.1	DDC – Searching for planning applications (emailed 16.11.16)	Clerk to scan to Councillors and photocopy for Cllr Mansfield
11.2	DDC – BHF Defibrillator Funding (emailed 23.11.16)	Clerk to research funding
11.3	Noelene Goodwin – Genealogy enquiry (emailed 23.11.16)	Responded to already
11.4	NCALC – Budget information (emailed 23.11.16)	Noted
11.5	DDC – BT Plans to remove phone boxes (emailed 23.11.16)	Noted

11.6	NCALC Update (emailed 07.12.16)	Noted
11.7	NCC Highways Update (emailed 07.12.16)	Noted
11.8	DDC – Christmas Waste Removal Arrangements (emailed 07.12.16)	Uploaded to Facebook and website
11.9	CPRE – Northamptonshire Countryside Design Guide	Noted
11.10	Police Christmas Letter (emailed 14.12.16)	Noted
11.11	DDC – Daventry Calling Winter Edition (emailed 14.12.16)	Clerk to request copies be sent to Preston Capes or Little Preston as this has not happened previously

12. Matters not covered on the agenda above

- 12.1 To report on first aid training arrangements
Deferred to February meeting.
- 12.2 To update on adopt a kisok
The Clerk reported that she had received a number of holding emails.

It was noted that the Litter Pick date arranged at the last meeting is inconvenient. The new date is Sunday 12th March 2017.

13. New matters requested for next agenda

None at this time

14. Diary dates for 2017

Parish Council Meetings:	21 st February, 21 st March, 18 th April, 16 th May, 13 th June (bought forward by one week), 18 th July, 19 th September, 17 th October, 21 st November, 19 th December
Village Hall Lunchtime Bar	1 st Sunday of each month
Village Hall Evening Bar	2 nd Friday of each month

The Chairman closed the meeting at 8.20pm

Signed Date