

**PRESTON CAPES PARISH COUNCIL  
MINUTES OF THE ORDINARY MEETING HELD AT 7.45PM ON  
TUESDAY 16<sup>th</sup> MAY 2017 IN THE VILLAGE HALL**

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

In the absence of Cllr Hughes, Cllr Dearn took the chair.

**1. Administration**

- 1.1 Election of Chairman and signature of Acceptance of Office  
Proposal: To appoint Cllr Hughes as Chairman and to sign the Acceptance of Office.  
Proposed by Cllr Dearn, seconded by Cllr Maddison. All in favour. Carried.
- 1.2 Election of Vice-Chairman and signature of Acceptance of Office  
Proposal: To appoint Cllr Dearn as Vice-Chairman and to sign the Acceptance of Office.  
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.
- 1.3 To receive and approve apologies for absence  
S Delacoe – prior appointment  
R Mansfield – lambing  
County Councillor Robin Brown
- 1.4 To receive declarations of interest in items on the agenda  
None.
- 1.5 To consider any dispensation requests  
None.
- 1.6 To approve the minutes of the Ordinary Meeting held on 16<sup>th</sup> April 2017  
Minutes had been circulated. No amendments were made.  
Proposal: To accept the minutes as a true and accurate record of the meeting.  
Proposed by Cllr Jones, seconded by Cllr Maddison. All in favour. Carried.
- 1.7 To update on the 2017 Annual Parish Meeting to be held on Thursday 18<sup>th</sup> May 2017  
The meeting will follow the same format as last year with Cllr Hughes opening the meeting.

**2. Regulatory Matters**

- 2.1 To review governance documents  
Standing Orders, Financial Regulations, Policy documents, Assets Register, Risk Assessment  
Cllrs Hughes, Dearn and Maddison had met with the Clerk. Amendments suggested were that the Standing Orders include the Internal Finance Controller, Recording of meetings by the Parish Council and Electronic working of Parish Councillors. Draft policies will be drawn up to cover Parish Council dealing with correspondence and the Website. These will be presented for adoption at the June meeting.  
The defibrillator will be added to the Assets Register.
- 2.2 To arrange Clerk's annual appraisal  
Cllrs Hughes, Dearn and Maddison had met with the Clerk to carry out the appraisal. Further discussion took place at the end of the meeting.
- 2.3 To update Register of Members' Interests  
The Clerk will circulate copies to all councillors either to do new ones or update the old ones.
- 2.4 To appoint Responsible Finance Office and separate Finance Controller  
Proposal: To appoint the Clerk as Responsible Finance Office and Cllr Dearn as Finance Controller.  
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. 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/2016/0943	Alterations and extensions to The Old Rectory house. Alterations to hard standing and repairs, alteration and partial demolition to the existing barn to create ancillary residential accommodation and construction of new single storey garage	The Old Rectory, Church Way, Preston Capes NN11 3TE	Approved
DA/2017/0211	Single storey rear extension	Pine Trees, Little Preston NN11 3TF	Approved

5.3 Other planning matters (For report only)  
Nothing to report.**6. Highways and Footpath matters**

To include:

## 6.1 Highways representative's report

Following works on the High Street, the potholes will be monitored.

## 6.2 Footpath Representative's report

R Elkin had provided a written report. He and the Clerk had met to respond to the NCC Survey on footpaths. He had fixed extra markers indicating the route of the Knightley Way and reported a fallen tree on the same route. RE also noted a number of issues of fly-tipping.

**7. Tree Warden's Report**

Following the report at last months' meeting, the Clerk had reported that some works had taken place at Bentree House. No further action will be taken by the Parish Council as any appropriate action will have to be taken by DDC.

Cllr Cox reported that the Japanese knotweed reported at the last meeting had disappeared. The Clerk confirmed that she had contacted the agent about the matter but had no response. She was asked to chase the agent for a response as to whether the knotweed had been removed in an appropriate way.

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

It was noted that a resident had had @100 carp stolen from his pond.

**9. Finance**

## 9.1 To note income received

£ 0.07 Interest  
£2,308.50 DDC – ½ year precept

## 9.2 To note bank balances as at 01.05.17

Lloyds Bank Treasurer's Account	£4,436.69	
Lloyds Bank Business Account	<u>£1,527.63</u>	
	£5,964.32	
Payments yet to clear	£ 218.34	
Total funds available		<u>£5,745.98</u>

## 9.3 To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Payee	Authority	Cheque no
Clerk's salary (April)	164.72	0.00	190.04	S Foster	LGA 1972 s 112	435
Clerk's expenses (April)	25.68	0.00				

Proposal: To approve payment of the above cheques.

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

## 9.4 To receive end of year audited budget figures for financial year 2016/2017

The figures had been circulated. There were no queries.

- 9.5 To receive internal audit for financial year 2016/2017  
The Clerk confirmed that she had met with the internal auditor who had signed off the Annual Return without any queries. The Annual Return had since been sent to the external auditor who had emailed some questions. The Clerk would respond.

**10. Consultations**  
None.

**11. Correspondence Received**

11.1	DDC - Dementia cafe	Noted
11.2	DDC – Clean Green Co-ordinator	Noted
11.3	DDC – Invitation to Parish & Town Councils' Mtg - 15 <sup>th</sup> June 2017 (By email)	Cllrs Dearn and Hughes to attend
11.4	NCALC – Transparency Funding applications (By email)	Possible application for website fee. The Clerk to discuss with D Wilkinson.

**12. Matters not covered on the agenda above**

- 12.1 To update on adopt a kiosk  
No progress.
- 12.2 To update with regards to defibrillator in Little Preston  
Cllr Maddison had received a quote for connecting the defibrillator to mains electricity for @£486 (including VAT).  
Proposal: To accept the quote and Cllr Maddison to progress the works.  
Proposed by Cllr Jones, seconded by Cllr Dearn. All in favour. Carried.

**13. New matters requested for next agenda**  
None.

The Clerk then left the room in order for Councillors to consider her appraisal.

- 2.2 To arrange Clerk's annual appraisal  
Discussion took place regarding the recent appraisal.  
Proposal: To increase the Clerk's salary to SPC22 as £10.739 per hour.  
Proposed by Cllr Cox, seconded by Cllr Jones. All in favour. Carried.

**14. Diary dates for 2017**

- Parish Council Meetings: 13<sup>th</sup> June (bought forward by one week), 18<sup>th</sup> July, 19<sup>th</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November, 19<sup>th</sup> December
- Village Hall Lunchtime Bar 1<sup>st</sup> Sunday of each month  
(except June when it will be open last Sunday in May)
- Village Hall Evening Bar 2<sup>nd</sup> Friday of each month

The Chairman closed the meeting at 8.40pm

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