

**MINUTES OF THE MEETING OF PRESTON CAPES PARISH COUNCIL
held on Tuesday 18th June 2019 at 7.30 pm in the Village Hall**

Present:	Dixie Hughes (DH)	Chairman & Highways Warden
	Bill Dearn (BD)	Vice Chairman & Finances Reviewer
	Sophia Maddison (SM)	Councillor
	David Cox (DC)	Councillor & Tree Warden
	Rosie Mansfield	Councillor
	Scilla Smith (SS)	Councillor
	Gary Denby (GD)	Parish Clerk & RFO
Public:	None.	

Welcome and any announcements from the Chair

DH welcomed Councillors to the meeting.

1. Apologies received – None.

2. Co-option of a Parish Councillor to replace Graham Stanton

DH has received an email from **Richard Shires** at Grange Farm, volunteering to become a Parish Councillor. He farms in Newport Pagnell and has lived in the village since 2006. Unfortunately he is away on holiday at this time. No other villagers have come forward to fill the vacancy. Richard seems keen to participate, so DH was happy to propose him; seconded by BD and approved by all present in his absence. **GD** will organise the paperwork.

3.1 Receive minutes of Parish Council Meeting held on 21st May 2019

The meeting minutes were approved as an accurate record, proposed by DC, seconded by SM and approved by all present, signed by the Chairman.

3.2 Receive minutes of annual Parish Meeting held on 22nd May 2019

Whilst villagers are still able to recall the meeting reports, the meeting minutes were approved as an accurate record, proposed by BD, seconded by DH and approved by all present, signed by the Chairman.

4. Public time – None.

5. Councillor declaration of interest in the following agenda items – None.

6. Matters arising from the minutes

- 6.1 Ref 6.1: Update on the training record of Parish Councillors - ongoing **GD**. **BD** is to attend finance training for councillors in early July, as a refresher.
- 6.2 Ref 6.2: GD is aware of Eydon starting a shared rural bus service in early July, initially weekly to Banbury for a few hours. Arranged through Ability Community Transport, it required a one-off contribution of £500 from the Parish Council to aid its start-up. This led to discussion amongst councillors on who in the village might be interested in such a service (Towcester and Daventry being more likely destinations)? The investment

was considered too great for just two or three beneficiaries, if they can be found; Preston Capes' limited size and border location mitigates against this project.

- 6.3 Ref 9: **GD** has yet to produce a sign-off sheet for BD, when handing out the village's new litter pick equipment.

7. Correspondence

- 7.1 11 Jun: Notification of External Audit exemption received from PKF Littlejohn
7.2 12 Jun: Education Charity grant application forms distributed to councillors
7.3 12 Jun: 'One Programme, one team' approach to the new Unitary Council.
DH hopes to get to one of their meetings tomorrow.
- 7.4 12 Jun: What do communities want from their local authority planning department?
DH tried and failed to respond to this form – it's faulty.
- 7.5 12 Jun: N-CALC mini-update, includes 17 July course on village greens and spaces
7.6 12 Jun: DDC Media Release about the new cinema complex at Mulberry Place.
- 7.7 12 Jun: Daventry Citizens Advice Bureau have provided three A4 posters to display with regards their **Summer 19 Service** to all villages: regular Monday, Tuesday, Wednesday and Friday sessions at The Abbey, Market Square from 10am to 3pm for free, confidential, impartial and independent advice on Debt – Benefits, Disability – Employment, Housing – Consumer, Family & Personal, Immigration – Nationality. CAB also now have a Debt Specialist and Benefits Worker available, together with a new Lottery project to help people with Mental Health Issues or Disabilities; also assistance with applying for Universal Credit. **GD** is to scan and post them on-line.

8. Consideration of any Ash tree problems in the village

DC reported that the best current measure to limit Ash Die-back appears to be not planting Ash trees! SS has a sick-looking tree, which DC will look at (it has been relatively dry). Die-back hits the crown initially and then develops a canker on the bark. We have few affected locally.

Box hedges are being badly affected by caterpillars (Hampton Court is losing its maze).

Christine Farmer kindly wishes to donate an Oak tree to the village. There does not appear to be any suitable green spaces in the village, nor room at Little Preston. Perhaps the church might have a suitable spot, or a local farmer?

9. Planning (latest items available at www.daventrydc.gov.uk/living)

- 9.1 DA/2019/0442: Remove tree within conservation area: The Wilderness, Old Forge Lane. Approved.
- 9.2 DA/2019/0426: Work to tree in conservation area: Forge Cottage, Old Forge Lane. Approved.
- 9.1 DA/2019/2095: Works to trees in conservation area: Evenlode, Church Way. Approved 15.05.19

10. Finances and Accounts

- 10.1 Councillors considered a report dated 7th June 2019 from the internal auditor Mike Eves, resultant from his review of the 2018/19 accounts held with the Clerk on 23 May 2019. Mike was able to sign-off on the Annual Internal Audit Report 2018/19, as part of the Parish Council's Annual Governance and Accountability Return (AGAR). Arising from this report:-
- a) The bank accounts are still in a state of flux, despite all best efforts in person and in writing. Printed copies of all bank statements for 2018-19 have now been received by the Clerk (previously online and not downloaded to the former Clerk's PC in an accessible format). However, the printed statement for April 2019 remains elusive and therefore we do not yet know whether the savings account has been closed and added to the main account. **GD** will prompt the bank for this, including a copy of the letter instructing them to do so! In addition, a mandate form has today been signed by DH and BD to remove the previous Clerk as a signatory (to be returned **GD**).
 - b) The Parish website is required to meet requirements for communication and openness. It has been kindly developed and hosted by a resident to date. **GD** will approach Mr Wilkinson to inquire whether he wishes to develop it further for better accessibility, or whether he can suggest a cloud-based package which might suit the needs of the Parish Council and other village organisations. This can include the provision of parish council email addresses for councillors.
 - c) The Clerk needs to address the current issue of electronic VAT reporting, so that the Parish can make a claim to recover VAT paid in 2018-19 **GD**.
- 10.2 Completion of a bank mandate to remove Sharon Foster from the Parish Accounts!
- 10.3 Printed bank account statements received to end of March 2019 and for May, NOT April!
- 10.4 Councillors agreed to issue a replacement cheque of £179.97 to the former Clerk in lieu of un-presented cheque 489 dated 11 Dec 2018. The former cheque is now greater than six months old and technically it has expired and does not need to be cancelled.
- 10.5 Submission of VAT refund request for 2018-19 – in progress (Moreton Pinkney faces the same technical issue) **GD**.
- 10.6 Councillors considered and approved the Parish Council payments listed below, with cheques signed on behalf of the Parish Council by DC and BD:-

Description / Power	Amount	VAT	Total
Village Hall hire for Annual Parish Meeting	£20.00		£20.00
P.W. Warden Environmental Services – May 2019 mowing	£140.00	£28.00	£168.00
Gary Denby Clerk gross remuneration for June 2019 (4 weeks) + Home as office expenses + paper	£134.64 £34.99	£1.83	£169.63
Replacement cheque for Sharon Foster.	£179.97		£179.97

10. Councillors' Comments

- 10.1 BD reported that the Clerk is nearly 30 hours over those contracted for the year to date. It appears that the contracted 3 hours per week may need to be addressed at some point (November budgeting?). It was proposed that the Clerk submit an extra charge for ten hours with his July salary, to be fair.
- 10.2 SS queried the costs for rebuilding the boundary wall for the Village Hall? The Village Hall Committee is aware that it can apply for a grant towards this from the Parish Council. There are builders in the village who may be willing to tender.
- 10.3 SS asked when The Square is going to be repaired – dangerous pits have developed, which may be resultant from construction traffic? When resurfaced five years ago, it may have cost over £6,000. It was considered that this is the responsibility of Northamptonshire County Council's Highways department (KierWSP).
- 10.4 It was considered appropriate to keep the Community Infrastructure Levy as a permanent agenda item, in order that it not be lost to the council if unused for five years **GD**.
- 10.5 The Clerk was requested to find some costs of installation and maintenance for two dog bins. This may need to include a Highways License to place them on the verge (consideration of any utilities beneath) **GD**. Suggested sites include the areas near to the bus shelter and the telephone kiosk.

11. Next Meeting: General Meeting on Tuesday 16th July 2019

Meeting ended at 8:35 pm.

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Chairman

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Date