

SULGRAVE PARISH COUNCIL
MINUTES OF A PARISH COUNCIL MEETING
HELD ON THURSDAY 14TH JANUARY 2016
IN SULGRAVE CHURCH HALL AT 7.45PM

Councillors Present

Andrew Waite (Chair), Chris Jackson, Jo Powell, Will Priestman, Graham Roberts, David Walker, Christine Coles (Parish Clerk) and two villagers.

The Chair welcomed everyone to the meeting and wished them a Happy New Year.

1a. Apologies

None

1b. Declaration of Interest

The Chair declared an interest in the planning application at Bentleys Farm Bungalow.

2a. To approve and sign minutes of the meeting of 12th November and 10th December 2015

Both sets of minutes were approved and signed.

2b. Matters Arising

There were no matters arising.

3. Pocket Park – To discuss the management of the pond and any progress to repairs to equipment

Cllr Powell has been in contact with Rod d’Ayala who did some work previously on the pond. He confirmed that there are great crested newts in the pond. His charges to visit would be £40 per hour plus travel. It would take an hour to write a report. Rough costs would be £120.00. He has no idea how long it will take until he visits the pond. The Chair felt it important that he visits sooner rather than later. It was agreed that total spend should not be more than £200.00.

Action: Cllr Powell to make contact and arrange a site visit.

The Parish Clerk has chased TB Sports Fencing about the basketball repairs in Pocket Park.

4. To receive an update on the street lighting project

A letter of intent was produced and sent to T Clarke. They have now placed the order for the fittings and lanterns and work should start in March.

A technical question has been raised about the specification. It was thought the bulb was 3000 lumens. In fact it is 3300 lumens which is a 10% increase. There can be a technical adjustment and some lanterns turned down. There will be a period of adjustment in getting the lighting levels right.

The next step is to place a formal order with T Clarke and Cllr Roberts has asked Chris Barnes to produce a clear schedule of works. Once the documents are ready, Cllr Roberts will circulate to councillors for approval.

Councillors were surprised that the level of insurance for minor works is £5M. They felt that all contractors should have £10M. The risks are quite low and at it is a short term project. However Cllr Roberts agreed to check the level of insurance cover with Chris Barnes.

The second phase of work will involve meetings with the three parties to go through the contract, read and sign it. Chris Barnes will authorise payments to be made to T Clarke. It was agreed that Cllr Roberts would represent the Parish Council at these meetings.

5. Councillor Reports

The verge at the junction of Magpie Road/Manor Road was discussed. Villagers are having to walk in the road as the pavement is flooded with water. Cllr Powell emailed Helen Howard of NCC who had sympathy and she appreciated the problem. A suggestion was made to put a nameplate on the verge but there is no budget within NCC for replacement nameplates. Cllr Powell has looked at google maps but now feels it might be confusing for drivers. Poor parking in the village was discussed generally as there are a lot of builders vans but the Parish Council has no power to ask people to move.

Action: The Parish Clerk to report the problem to Street Doctor. There is a health and safety issue as people are having to walk in the road to get past.

Sulgrave Countryside Walking Leaflets – Cllr Powell presented two old walking leaflets which require reprinting. The printing costs are £226.00 for 250 of each. Martin Sirot-Smith has asked if the Parish Council can fund the cost. Councillors proposed that 1000 each are printed and they are sold in the shop for 50p each. A quantity would be passed to the bag lady. A suggestion was made for Sulgrave Manor to sponsor the copying costs and ask if some can be sold in their shop.

Action: Cllr Powell to ask Martin Sirot-Smith to get a new price for the increased quantity. A proof would need to be checked prior to a print run.

Trees at base of Mound – Clare Pollak has asked if the Parish Council could put forward an application for the removal of ash and sycamore trees at the base of the Mound. They are interfering with the archaeology of the site. Clare Pollak has agreed to contribute and she asked if the New Homes Bonus Grant was available to use. The Parish Clerk replied that £3K had already been committed for the Street Lighting Project but she would check correspondence recently received from SNC to see if there is a new allocation.

AY4 footpath - Cllr Jackson has received a letter from Katie Angel of Northants County Council. She confirmed that NCC are happy to attend a meeting. The current order will expire in February. Cllr Jackson to speak to Colin Wootton. Cllr Jackson to organise a meeting with all parties.

Replacement Bus Stop – Cllr Jackson has spoken to the planning department at SNC and this would come under permitted development as replacing like for like. The cost is £100.00. He is currently looking at CDM responsibilities.

New notice-boards – The notice boards outside the shop were installed in 2004 when the building was refurbished. They are the property of the shop but by mutual agreement the Parish Council has sole use of the right hand notice board. The Parish Clerk has reported that there is insufficient space for her to display the relevant notices on the present notice-board. This matter was raised some time ago by Mrs Pollak, a previous Councillor.

The current boards are 0.584M wide and 1.105m tall. There is limited space to install larger notice-boards because of the configuration of the shop windows and door frame. The existing boards could be replaced by boards that are 0.127m wider. Rough figures for procuring custom made boards would be about £500 each plus installation. Costs would be greater if internal lights were fitted.

Cllr Walker asked Joy Grice to inform the Shop Management Committee at its meeting on 5th December 2015 that the boards were subject of a discussion by the Parish Council. The feedback received was that the Shop Management Committee would wish to be consulted concerning discussions, that it would expect both boards to be replaced in the event that the Parish Council were to go ahead, that the right hand board would continue to be for the sole use of the Parish Council, that the new boards would be fitted with internal lights (similar to the existing ones) and that any new board would remain the property of the shop.

The Parish Clerk noted that a lot of notices could be put up for longer if the notice-board was much bigger. There is currently no room to place meeting minutes which can be up to four A4 pages in size.

The Chair advised that listed building consent will be needed to put new boards on the shop front. This would not cost anything and he would be happy to prepare the application.

Action: Cllr Walker to sketch out the overall size and viewable area and circulate. Cllr Walker to contact some local people and Greenbarnes Ltd who are in Brackley for prices.

6. **Finance**

The following payments were approved:

- £83.32 to EON (street lighting maintenance)
- £316.72 to EON (electricity)

Proposed by Cllr Jackson, seconded by Cllr Powell.

To confirm that the Parish Council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit

Auditing procedures for smaller authorities continue as before but the procurement process will change from 2017. From the start of the 2017/18 financial year smaller authorities can choose to have their own auditor appointed to them by a new '**sector-led body**' (SLB) or they can decide to procure their own. Smaller authorities with a turnover of less than £25K will be exempt from having to submit an annual financial return but will need to have an auditor appointed in case there are questions from the electors to be resolved. The SLB will be the first point of contact in such a case. A small fee will be charged to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. The one off SLB fee is estimated to be less than £100 however this may be subject to change as the SLB is set up.

It was agreed by all Councillors that the Parish Council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit.

To set the precept for 2016/17

A budget sheet was prepared and circulated. It was agreed the precept for 2016/17 would be set at £12,500.00.

Action: The Parish Clerk to notify SNC.

To agree the closure and transfer of money from the three Bank of Ireland bank accounts

Following a letter to the Bank of Ireland to transfer the Reserve Account money to the Barclays community account for the street lighting project, the Parish Clerk was advised that the three accounts are dormant and must be closed by 5th March. Otherwise they become frozen and no further transactions will be allowed. The Parish Council agreed to close all three accounts and gave approval for Cllr Roberts to meet with Barclays Bank to arrange the transfer.

7. **Planning**

One new application was received:-

S/2015/3071/FUL, Demolition of agricultural barn and construction of two new dwellings at Bentleys Farm Bungalow, Helmdon Road. Under consideration. The Parish Council to respond by 25th January.

8. **Correspondence**

- Inspector Phil Kings, Policing News. Circulated.
- NCC, Draft budget and Council Plan Consultation
- HS², Consultation on updated equality impact assessment for Camden Town- Washwood Heath to Curzon St. Circulated.

9. Matters for consideration at the next meeting

To discuss the application for the removal of trees at the base of the Mound.

To receive an update on the Pond work.

10. Open Forum

Janet Smith asked for an update on improvements to the Church Hall. The Chair replied that it was still in hand. For the benefit of the new Councillors, he advised that he had looked at improvements to the Church hall with Cllr Powell. He had produced minor sketches and measurements but more detailed drawings are needed to show to the Diocese. Ownership of the hall will remain with the Church.

Cllr Priestman asked if there was a village contact for Neighbourhood Watch. He was referring to two burglaries at the pub recently. Janet Smith advised that she receives emails and forwards relevant issues to the village. She has been given a piece to go in the next newsletter.

Cllr Priestman spoke about the waste bin outside the pub which is being filled with dog waste. In the past the pub have been emptying the bin but they do not want to continue doing this. Unfortunately it is not an offence for dog waste to be placed in a public bin. It was suggested that the bin is removed.

An oven has been dumped on the Gated Road to Weston. The Parish Clerk to report.

The Parish Clerk to ask SNC for recycling details to go in the newsletter.

11. Date and time of next meeting

11th February 2016 at 7.45pm at the Church Hall.

Meeting closed at 9.35pm