

Minutes of the Guilsborough Parish Council Meeting held at the Village Hall, Guilsborough, on Tuesday, 29<sup>th</sup> March, 2011, at 7.15p.m.

Present: Miss S Jaggard, (Chairman), Mrs J Moorhead, Mrs P Townsend, Mrs M Macdonald, Mr P Hubbard, Mr M Revitt-Smith, Mr M Brennan. Also present was Mrs C Staley, Headteacher, Guilsborough School.

Apologies for absence were received from Mr A Hart and Mr A Tebbutt.

#### 112/11 DECLARATION OF INTERESTS

There was no declaration of interests.

#### 113/11 PUBLIC PARTICIPATION

There were no Parishioners present.

#### 114/11 GUILSBOROUGH SCHOOL/VILLAGE MATTERS

Mrs Staley, Headteacher, was pleased to report that as from 1<sup>st</sup> March, 2011, the school is now an Academy. Details of how this affects the school were explained in some detail. It was also mentioned that the school is taking part in a London Challenge Scheme and this was also explained. Details were given of how the school will operate with other schools around the area. The Headteacher informed the meeting she would try to attend our meetings twice a year.

#### 115/11 MINUTES

The Minutes of the meeting held 4<sup>th</sup> January, 2011, copies of which had been previously circulated, were read, and signed, as a correct record. (When the Clerk looked again at the signed bank reconciliation there was an error of underpayment of £10. The Chairman initialled the change to correct figures).

#### 116/11 MATTERS ARISING

- (a) BEST PRACTICE – Ref.97/11(b)  
Data protection. The Chairman read to the meeting the response from NCALC and the details were noted. Green space audit. The Chairman read to the meeting the response from NCALC and the details were noted. The Council decided there was no further action necessary.
- (b) GRASS CUTTING – Ref. 97/11(g)  
The Clerk laid on the table the reduced figure received from Mr Hazle. Each cut will now cost £275.00. - Noted
- (c) CHILDREN'S PLAY AREA HEDGE – Ref.102/11  
The Chairman informed the meeting the hedge had now been trimmed. – Noted.
- (d) VICTIM SUPPORT – Ref.106/11  
The Chairman read to the meeting the letter of thanks for our donation.
- (e) OVERGROWTH – Ref.110/11  
Mr Revitt-Smith reported the matter is in hand.
- (f) FUTURE DATES OF COUNCIL MEETINGS (Previous Minute 16/11/10 Ref.91/10)  
The Clerk wished to correct a future date of 27<sup>th</sup> March, 2012 and not the 29<sup>th</sup> March.

#### 117/11 PLANNING APPLICATIONS

DA/2010/0983 Dwelling and garage (Revised Scheme) at Little Four Acres, The Green, Guilsborough.

The Council was informed that P.P. had been Granted subject to six conditions..

DA/2010/1030 Side extension to provide garage with studio over (Revised Scheme) at The Gallop, Guilsborough Hall, High Street, Guilsborough.

The Council supported the application and had no observations. The Council was informed that P.P. had been Granted. ....continued....

....continued.....PLANNING APPLICATIONS

DA/2010/1053 Demolition of existing conservatory and construction of replacement conservatory at The Stables, Church Way, Guilsborough, Northampton.

The Council was informed that P.P. had been Granted.

DA/2011/0018 Single storey side extension at The Gables, West Haddon Road, Guilsborough.

The Council supported the application and had no observations.

DA/2009/0620 Supplementary Environmental Information (SE1) in connection with the Environmental Statement for the above application regarding noise Assessment for the proposed windfarm at Watford.

The Council had met to discuss this aspect of the application but agreed to take no action.

#### REFERENCE WIND FARMS

The Council had been very active since the beginning of the year in making it clear the Council is unhappy about the abnormal loads using Nortoft and the West Haddon Road, for access to the site at Watford. A fabric construction of the size of vehicle involved was transported along the route on 28<sup>th</sup> February, 2011. In attendance for this action was the BBC Look East, Anglia TV and a photographer from the Chronicle & Echo and Daventry Express. This outward action was supported by our local MP and District Councillor. A letter of objection to the route was sent to every member of the Planning Committee. The Chairman read to the meeting a letter dated 12<sup>th</sup> March, 2011, sent by the Clerk to Daventry District Council planning department which included a paragraph stating the Council will not permit any vehicle to travel on, or over, our village green (Commons Act 1976). Copies of this letter were also sent to our MP, County Councillor and District Councillor.

Mr Brennan informed the meeting he was now in contact with the new representative of Eon and a meeting will be arranged in the near future for her to meet with our members.

Laid on the table was a copy of the letter Mr Hubbard had sent to members of the Planning Committee. Support against the transport route has come from the report by the Nortoft Planning Consultancy and from BCAL Consulting structural survey.

The Parish Council are prepared to organise a coach to take concerned Parishioners to the Planning Committee Meeting believed to be taking place on 20<sup>th</sup> April, 2011. (The coach was booked for an earlier date but had to be cancelled as the application was not yet being presented).

The Council is concerned that the proposed route through the village is also likely to be used for the proposed windfarm at Winwick.

#### 118/11 ANNUAL REVIEW OF RISK ASSESSMENT (ADOPTED 8/5/2007)

The Clerk reminded the Council there was the need to review the Risk Assessment.

Laid on the table was the original policy that had been re-approved at the 2009 March meeting.

The Council agreed there was no need to amend any of the existing conditions. (As page 364)

#### 119/11 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The Clerk reminded the Council the External Auditors (BDO) had indicated the Council needed to review the effectiveness of our audit check. It was noted that our own member, twice yearly, checks the accounts and records, kept by the Clerk. Mr Hubbard who checks the details, is not one of the two cheque signatory members. There is then the annual audit arranged through appointments made by our local Association.

It is the view of our Council that the officer appointed is very competent, sufficiently independent, unbiased and objective. There was no reason to suggest any changes.

#### 120/11 ANNUAL REVIEW OF PARISH PROPERTY

The Clerk reminded the Council there was a need to review the state of our property.

The Council was informed by Mr Hart that he had been unable to get anyone to submit a quote for the concreting in need of doing at the children's playground. His thoughts were that we should ask the Contractor who we appoint to provide the new equipment. ....continued....

.....continued.....ANNUAL REVIEW OF PARISH PROPERTY

The Council members thought this was a good idea. There were no known problems with any of our street lights.

#### 121/11 ANNUAL REVIEW OF INSURANCE COVER INCLUDING FIDELITY FIGURE

The Clerk reminded the Council there was a need to make sure there was adequate fidelity guarantee insurance cover. Laid on the table was a copy of the current insurance policy that confirmed there was cover for £100,000. The Council agreed there was no need for any change.

#### 122/11 REVIEW OF GARAGE RENTS

The Clerk reminded the Council of the rents agreed on 30<sup>th</sup> March, 2010. (See page 429)  
The Clerk will invoice Mr Jarvis for the middle lock-up garage for £210.00 and the end lock-up garage for £200.00 both are for the period 1<sup>st</sup> April, 2011, to 31<sup>st</sup> March, 2012.  
The Clerk will invoice Miss Letts for the cob barn for £150.00 for the period 1<sup>st</sup> April, 2011 to 30<sup>th</sup> September, 2011. (See previous Minute 29/6/2010 Ref. 31/10(f) on Page 444)

#### 123/11 HIGHWAY MATTERS

Mr Revitt-Smith reported on all the items reported at the last meeting and the response appeared to be very favourable. It was noted it was hoped a new seat in Coton Road would be replaced later in the year. A new situation was reported on the bad state of the gutter in the Cold Ashby Road from Nortoft. Another item was that a pile of bricks remain outside Tracey's business. Also there is a blocked drain in Nortoft near the property Meadow View. Mrs Townsend reported that vehicles were sometimes mounting the pathway near Neaton Lane and a question had been raised whether a bollard could be erected on this corner. Following discussion the Council agreed to take no action.

The Council is aware the bollard near the cemetery had been damaged.

A letter had been received by the Clerk from MGWSP regarding the County Council proposal to erect activated signs within the village. Following discussion the Council agreed that Mr Revitt-Smith would prepare a letter with our observations, for forwarding by the Clerk. Laid on the table was a response sent by Mr John Brooks as he had been sent the original information.

The Chairman asked the Footpath Representative to check the current state of the sign indicators. The Council noted consideration is being given to ask for the provision of a sign indicating directions to the village hall.

#### 124/11 PLAYGROUND INSPECTION

There was no further business to discuss as the outstanding work is identified under reference 120/11 above.

#### 125/11 NEW PLAY EQUIPMENT

Mr Hart had passed to the Chairman picture examples, and prices, of suitable children's play equipment. Following discussion it was agreed to display in the village shop examples of play equipment, with a request that village youngsters should indicate which they would prefer the Council to provide. The Company chosen was Playdale. It is hoped that Mr Hart will be able to obtain some grant money towards the project once it has been decided which type of equipment the village choose. Some of the members hope to go and see for themselves examples of the proposed play equipment.

#### 126/11 VILLAGE OF THE YEAR COMPETITION 2011 – DATE FOR VILLAGE “CLEAN UP”

The Council decided not to enter the annual competition. However, they fixed a “clean-up” date of 18<sup>th</sup> June, 2011, starting at 10.00am on The Green. Due to the last year's poor village response from residents it was decided to contact Mrs Louise Brooks to seek her support, for more helpers. The Council agreed no letters will be sent out by the Clerk to the various village activities.

### 127/11 STREET LIGHTING

Mrs Moorhead, our Lighting Representative, was pleased to report there was only one light which will need to be changed at the possible costs of £250.00 plus VAT. The Council agreed to take no action and await further contact from Eon.

### 128/11 ACCOUNTS FOR PAYMENT

ORDERED that payment of the undermentioned accounts be approved:-

- 101287 Eon Energy Services (Lighting Maintenance Dec.2010 Qtr.) - £221.39
- 8 Eon Energy (Lighting Energy Dec. 2010.) - £288.29
- 9 P. Winterburn (Clerk – Petty Cash) - £200.00
- 90 Lowther Farms (Rent for children’s playing field) - £150.00
- 1 Cheque prepared for Poynters Coaches but not yet required.
- 2 BCAL Consulting (Professional Structural Engineering Services ) - £1620.00
- 3 Matt & Gloss Designs Ltd. (Placards) - £250.00

### 129/11 BANK RECONCILIATION

The Clerk laid on the table the following bank statements reconciliation:-

Deposit a/c	£9,974.59
Current a/c	£5,245.44
Cash in hand	<u>205.45</u>
Sub Total	£15,425.48
Less Cheques Outstanding	
101292 £1620	<u>1,620.00</u>
TOTAL BALANCE	<u>£13,805.48</u>

The balance was further reduced by a payment agreed earlier under Ref.129/11.

Namely cheque number 101293 for £250.00.

Still to pay are the Street Lighting Energy and Maintenance charges for the March 2011 quarter.

### 130/11 SIGN ON THE GREEN UPDATE

The Chairman laid before the meeting a proposed sign for the cob-barn which would be coloured with a green background and letters coloured in yellow. Her suggestion was that the sign could also advertise the Queen’s celebrations in 2012. The Council agreed this was a good idea and the Chairman will take the further action necessary.

Mention was made that the Council should again try to have a sign erected prohibiting ball games on this area.

### 131/11 ACCOUNTS FOR THE FINANCIAL YEAR 2010/2011

The Clerk produced financial details of the anticipated Income & Expenditure for 2010/2011.

The Income was £33,890.89 and Expenditure £20,085.41. This showed a balance of £13,805.48.

The Clerk pointed out that the last payment of £250.00 was agreed after the Clerk had produced the present figures. The Council also noted there were other payments to be made and there was the bank interest still to become known.

The Council accepted the details and information as recorded.

The Clerk reminded the Council that the balance included contributions towards the gratuity of the Clerk when his retirement takes place.

The Clerk informed the meeting that the accounts for this financial year will be checked by Mr P Hubbard on 5<sup>th</sup> April, 2011, and by our external auditor on 13<sup>th</sup> April, 2011. - Noted.

### 132/11 NEW ARRANGEMENTS FOR THE CLERK'S PAYE

The Clerk reported that our local Association had informed the Council that there are to be changes regarding the Clerk's PAYE on earnings from the Parish Council. In the past the Clerk has always notified his own tax office of the salary paid, and this is taken in to account when a tax code is passed to the NCC for the Clerk to pay tax on his occupational pension. The Parish Council must register as an employer and the clerk to pay tax through the Council. This change starts from 1<sup>st</sup> April, 2011.

The Council can receive guidance from an Employer Helpline. In consultation with Mr Hart the Clerk had been able to begin the process and Mr Hart had spent time speaking with a technician on the helpline. Mr Hart also reported to the Clerk that there are to be changes in respect of the expenses paid to the clerk. Mention was made of a travelling allowance, use of home, stationery, and the logging of all telephone calls made on behalf of the Council. It was the view of the Council that the present arrangement for the use of the telephone should continue. Hopefully an inclusive package can operate once the tax situation is sorted.

Laid on the table was information received from Douglas Tonks Ltd of London, offering assistance, at a cost, to operate the new system. The Clerk explained he was happy to continue with the assistance from Mr Hart although the Council would consider some assistance from an outside body if required.

### 133/11 PRESENTATION OF THE CHAIRMAN'S ANNUAL REPORT FOR THE PARISH MEETING

The Chairman agreed to share her report with the Vice-Chairman prior to the Annual Parish Meeting being held on 12<sup>th</sup> April, 2011.

### 134/11 CORRESPONDENCE

Details had been circulated on the paperwork received up to 22<sup>nd</sup> March, 2011.

Recently received:-

WEST NORTHAMPTONSHIRE JOINT PLANNING UNIT – CORE STRATEGY. Pre-submission representations period 17<sup>th</sup> February, 2011 to 31<sup>st</sup> March, 2011. - Noted.

EMAIL FROM MR MARK BRENNAN – The Clerk had been contacted to request that the Council consider a protocol for possible user's of The Green for activities and the possibility of advertising boards being placed in the area. It was suggested there should be a criteria set for any requests to use the green. Mention will be made in the next Village Link that the Parish Council should be contacted if there is a wish to organise anything to be using the green. There is to be no advertising boards placed on the green.

The Council had noticed an advertising board for celebrating the forthcoming royal wedding was proposed being held on the village green from 1.00p.m. on 29<sup>th</sup> April, 2011. The Council discussed the idea and all present felt that the green was a dangerous spot to hold the event being surrounded by three roads. The Clerk was instructed to write to Mr Hugh Lowther and ask him to change the venue to the children's playing field. This area being much flatter than the slope on the green and more suitable for groups sitting around. The Clerk was to also ask for the present notice to be removed. There was to be the suggestion passed to Mr Lowther that a notice could be displayed on the board near the village shop.

NORTHANTS POLICE – An email had been received by the Clerk enquiring if the Council had a news letter so the Daventry Police can place a small section of information. The Council noted this request had been passed on to the Village Link contact.

DDC – The Chairman read to the meeting details of the change of Daventry District Council Senior Management Structure. – Noted.

NCALC – Details had been received of two consultations on the Community Right To Buy and the Community Right To Challenge. - Noted.

NCALC – Notification received of Personnel Changes at the Association. – The details were noted.

NCALC – Email received about the Lifetime Prevention Development Project. – Noted.....cont'd.

.....continued.....CORRESPONDENCE

NCALC –Email notification received of changes under the Accounts & Audit Regulations 2011. Noted.

NCC – Superfast Northamptonshire – Broadband Survey. – Noted.

NALC – Booklet entitled “The Good Councillor’s Guide”. – Noted.

PROLUDIC LTD BASED AT NOTTINGHAM– Brochure of children’s play equipment. – Noted.

SIBBERTOFT READING ROOM – Pamphlet received of their Centenary celebrations being held on the 4<sup>th</sup> and 5<sup>th</sup> June, 2011. – Noted.

NCC – Fly Tipping leaflets for Business, Landowners and Households. – Noted.

Eon CENTRAL NETWORKS – Laid on the table was a customer pack of information in the event of a power failure. – Noted.

135/11 ANY OTHER BUSINESS

There were no matters raised under this item on the agenda.

136/11 DATE OF NEXT MEETING

RESOLVED that the next meeting of the Council be held on Tuesday, 10<sup>th</sup> May, 2011, at 7.15p.m.

.....  
Chairman

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Date