

Minutes of the Guilsborough Annual Parish Council Meeting held at the Village Hall, Guilsborough, on Tuesday, 10th May, 2011, at 7.15p.m.

Present: Miss S Jaggard (Chairman), Mrs J Moorhead, Mrs M Macdonald, Mrs P Townsend, Mr M Revitt-Smith, Mr A Hart, Mr P Hubbard.

Apologies for absence were received from Mr A Tebbutt and Mr M Brennan.

1/11 ELECTION OF CHAIRMAN

It was proposed, and seconded, that Miss S Jaggard be elected Chairman of the Council for the ensuing year. The members voted unanimously on this appointment. (The Chairman signed her declaration of office as the Chairman)

2/11 ELECTION OF VICE-CHAIRMAN

It was proposed, and seconded, that Mr M Revitt-Smith be elected Vice-Chairman of the Council for the ensuing year. The members voted unanimously on this appointment.

3/11 PUBLIC PARTICIPATION

There were no Parishioners present.

4/11 DECLARATION OF INTERESTS

There was no declaration of interests.

5/11 MINUTES

The Minutes of the meeting held 29th March, 2011, copies of which had been previously circulated, were read, confirmed, and signed as a correct record.

6/11 MATTERS ARISING

(a) REVIEW OF GARAGE RENTS – Ref.122/11

The Clerk reported on a telephone message left on a Saturday evening in respect of an invoice sent out for rent as agreed at our March meeting. The Clerk explained he had not returned the telephone call but had sent a letter pointing out the facts. Included in the letter was mention that any complaint must be received before our May meeting date. On the morning of our May meeting(10th) a telephone call was received accepting the rental details and informing me that a cheque for the rent was in the post.

(b) ACTIVATED SIGNS – Ref.123/11

The Chairman read to the meeting the letter sent by the Clerk to MGWSP dated 30th March, 2011. As there has been no response the Clerk was asked to send a reminder.

(c) VILLAGE CLEAN-UP DATE – Ref.126/11

Mr Revitt-Smith informed the meeting the date previously chosen was now not suitable. It was agreed Mr Revitt-Smith would liaise with Mrs Louise Brooks for a new date.

7/11 GUILSBOROUGH SCHOOL/VILLAGE MATTERS

The Chairman read to the meeting a letter received from the NCC dated 28th April,2011. It was seeking a comment from the Council to their proposal to lay yellow zig-zag markings along the forecourt frontage of the school on the West Haddon Road. It was noted provision will be made to keep clear the access of the nearest property. (Mrs Townsend confirmed contact had been made) The Clerk was instructed to write and support the proposal. It was noted that some 6th Former's had served teas to some residents and had raised £20.

8/11 PLANNING APPLICATIONS

DA/2011/0204 Construction of dormer bungalow together with associated works at land at The Lannet, West Haddon Road, Guilsborough.

The Council supported the application and had no observations.

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WATFORD WINDFARM

The Clerk had received a letter from DDC dated 12th April, 2011, informing the Council the recommendation to the Planning Committee was for approval. A further letter was sent to DDC dated 18th April, 2011 which included new information and clarification of previous arguments. (This latest position was thanks to further work by Mr David O'Neil).

On 20th April, 2011, with the supporters of REACT, Parishioners attended the Planning Committee meeting, displaying placards against the proposed windfarm.

The application was unanimously refused by the members of the Planning Committee.

Thanks go to Mr Chris Millar, Mrs Catherine Boardman and MP Chris Heaton-Harris for their support to our Parish Council against the proposed plan.

The Clerk had contacted DDC on 10th May, 2011, for the written confirmation of the decision. It appears that the DDC Planning Department is still in the process of preparing the final outcome. (Presumably they must be careful what they say as the application could go to an appeal) A meeting had been arranged for the Parish Council to meet with the Project Manager, and Surveyors Engineers, representatives of E.on, to be held on 12th May, 2011.

9/11 FINAL STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2010/11

The Council noted the final income recorded was £33,892.63 and the Expenditure was £20,350.72, showing a balance carried forward of £13,541.91.

These details are confirmed in the records. The street lighting energy and maintenance for the March, 2011, Quarter, had still to be paid.

The Clerk reported Mr Hubbard had checked all the figures for the year ending 31/3/11 and found everything to be in order.

The Council proposed that the accounts, as detailed, should be adopted and the Chairman signed them as true record and the Council accepted adoption.

10/11 AUDIT OF ACCOUNTS FOR THE FINANCIAL YEAR 2010/2011

The Chairman read to the meeting a letter dated 15th April, 2011, received from our External Auditor, to say the records were found to be in order, and the records very well maintained.

The items requiring attention were VAT can only be reclaimed on invoices made out to the Council.

The level of public liability must be for £5 million for grass cutting as required by the County Council.

Box 9 (Fixed Assets) needs to be revised for Year Ended 2010 with the figures to be restated in line with the instructions detailed in both BDO's Winter Bulletin and Northants CALC's March/April Update. The Clerk was aware of the VAT rule but one invoice had been identified as not being made out to the Parish Council. Contact had been made by the Clerk with Mr Hazle and written confirmation had been received for his cover of £5 million.

11/11 CONFIRMATION OF THE AUDIT ANNUAL RETURN SECTION 1

The Council approved the figures shown on the Annual Return Section 1 – The statement of accounts and the Chairman signed them as a true record.

The Clerk reported there were two points necessary to explain the significant variance from the previous financial year. Under Section 3 there was a reduced figure as the previous year there had been two insurance claims and this was not repeated in 2010/11.

Under Section 9 there was a completely new figure for the Assets. There was the need to use the purchase price of all the items involved or an estimate of any not officially known.

The Council agreed a total asset figure of £150,000.

The Chairman also signed the letter of bank reconciliation.

12/11 CONFIRMATION OF THE AUDIT ANNUAL STATEMENT OF ASSURANCE UNDER SECTION 2

The Council agreed "Yes" to all eight detailed items of Section 2 – Statement of Assurance, and the Chairman signed them as a true record. The Council noted the date of exercise of elector's rights takes place from 9th May, 2011, to 22nd May, 2011.

A notice to this effect has been placed on the Council noticeboard.

13/11 ANNUAL APPOINTMENT OF COUNCIL REPRESENTATIVES

The following annual appointments were agreed:-

- (a) Tree Warden – Mr P Hubbard
- (b) Street Lighting – Mrs J Moorhead
- (c) Footpath Warden – Mr M Brennan
- (d) Police Liaison – Mrs J Moorhead
- (e) Snow Warden – Mrs M Macdonald
- (f) Village Hall Management Committee (Both Chairman and Vice-Chairman are ex officio) – Mrs P Townsend, Mr M Brennan
- (g) Highway Matters – Mr M Revitt-Smith
- (h) Road Safety Officer – Mr M Brennan
- (i) Small Playing Field (Swings etc.) – Mr A Hart
- (j) Large Sports Field Representative – Mr P Hubbard
- (k) Member for checking the Council's a/c's – Mr P Hubbard
- (l) Village Organisations Parish Council Organiser – Mrs P Townsend

The Council suggested these details be provided on a notice, to be displayed at the lantern noticeboard and the one situated near Seaton Stores.

14/11 MATTERS ARISING FROM THE ANNUAL ASSEMBLY MEETING 12.4.11

The Clerk reminded the meeting a comment had been made about the entry of the playing field on the final accounts expenditure presentation. In future the Clerk will include the word "small" to identify the item.

15/11 PLAYGROUND INSPECTION

Mr Hart reported there was no new work necessary. However, to date, no contact had been made by Mr Kemp to provide an estimate to carry out some concreting work identified in the annual inspection which had taken place last year.

Mr Revitt-Smith agreed to contact Mr Kemp on this matter.

16/11 HIGHWAY MATTERS

Mr Revitt-Smith reported there was a damaged BT cover next to Seaton Stores. This had been reported and is recorded under 1361823 and should receive a 24hour response.

Mr Revitt-Smith informed the meeting that Mr Ian Smith of MGWSP will be visiting the village and they would be walking around village to identify work that is required.

Mention was made that Mr John McCall was asking for the overhanging tree branches, opposite his property, required some trimming back to allow more light into his property. Mr Revitt-Smith agreed to approach Mr Nick Gore at the NCC.

17/11 NEW PLAY EQUIPMENT

Mr Hart laid before the meeting details of possible new play equipment itemised as A,B and C. This information is to be placed in the village shop asking residents which one piece of equipment from each section is preferred.

The Chairman wished to record the thanks of the Council for all the work carried out by Mr Hart on behalf of the Parish Council sorting out a suitable project.

18/11 STREET LIGHTING

The Clerk reported on contact with Mr Doug Millard recently. It was suggested the Council should order the change of lighting now as prices will only increase in the future. Mrs Moorhead, Lighting Representative, agreed to provide the details required for presentation at the next meeting.

19/11 HMRC RULING THE PARISH COUNCIL IS DEEMED TO BE AN EMPLOYER

The Clerk explained that following the registration of the Council as an employer a disc had been received from H M Revenue & Customs which provided the necessary Basic PAYE Tools 2011. With assistance from Mr Hart this will be installed on the Clerk's computer.

20/11 CLERK'S REMUNERATION – ANNUAL REVIEW

In view of the new situation from 1st April, 2011, the Council is now an employer and this affects the Clerk's P.A.Y.E. Following discussion the Council agreed, under NJC scales, a Salary under LC1 (Spinal Column Point) 23, paid for work of seven and a half hours per week at £4,094.22p.a. The Council also agreed an expenses payment of £3 per week to cover the Clerk's accommodation light and heat charges. There would also be a payment of 40p per mile for journeys outside of the normal Council meetings. The Council left the telephone expenses as already exercised. Mr Hart had agreed to help the Clerk set up the on-line registration and this was much appreciated by the Clerk. The Clerk had requested a payment and the Council agreed for this to be sorted out, again with help from Mr Hart.

19/11 PAYMENT OF DONATIONS

The Clerk reminded the Council that the annual donation to the GPFA was now due as the precept money had been received from DDC. As previously minuted on 17th November, 2009,(Ref.95/09) the payment of £2,500.00 was agreed. Also paid at this time was our annual donation towards the lamp at the village church entrance. The Guilsborough P.C.C. to be paid £100.00. The Chairman read to the meeting a letter received on behalf of the Village Link requesting a donation. The Council agreed a donation of £100.00

20/11 REVIEW AND RENEWAL OF INSURANCE POLICY

The Clerk laid on the table the current renewal premium from Came & Company. The amount requested was £1,733.49 which included a discount for a 3-year agreement. The Chairman read to the meeting a letter received indicating that the Renewal Date, if wanted, could be changed to 1st October each year. Following discussion the Clerk was instructed to take up this offer and it was noted that renewal date will not be until October, 2012.

21/11 ACCOUNTS FOR PAYMENT

ORDERED that payment of the undermentioned accounts be approved:-

101294	Eon (Lighting Energy March 2011 Qtr.)	£288.29
5	Eon UK Energy(Lighting Maintenance March 2011 Qtr.)	£266.10
6	CommuniCorp (Subs. For Clerks & Councils Direct)	11.00
7	PCI Films Consulting Ltd (Photocopying for REACT)	51.00
8	Mr M Hazle (Grass Cutting 2011)	825.00
9	GPFA (Annual Donation to their funds)	2,500.00
101300	Northants CALC(Annual Subs.+Internal Audit	300.55
1	Broker Network Ltd (Annual Insurance Premium)	1,733.49
2	NALC (Annual LCR Magazines for 2011/12)	15.50

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3	Guilsborough Village Hall (Hire Jan. To April,2011)	42.00
4	Brian Alderwick (Boards for posters re: Party)	15.00
5	Guilsborough P.C.C.(Donation for church lighting)	100.00
6	Village Link (Donation towards the printing costs)	100.00
7	S Jaggard (Chairman's Allowance 2011/2012)	300.00

(The Chairman was not present whilst the Members considered this matter)

22/11 BANK RECONCILIATION

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

Deposit a/c	£9,976.33
Current a/c	£14,700.81
Cash in hand	<u>158.06</u>
Sub Total	£24,835.20

Less cheques

102997	51.00	
8	825.00	
9	2,500.00	
1300	300.55	
1	1,733.49	
2	15.50	
3	42.00	<u>5,467.54</u>

Total Balance £19,367.66

The balance was further reduced by payments agreed earlier under Ref.21/11
Namely cheques numbers 101304/5/6/7

23/11 DISCUSSION ON THE DATE FOR NEXTYEAR'S ANNUAL ASSEMBLY MEETING

Following discussion the Council agreed the meeting be held on Tuesday,
24th April 2012 at 7.30pm..

24/11 CORRESPONDENCE

Details had been circulated on the paperwork received up to 3rd May, 2011.
The Clerk asked for a response to the planning training session being held on
25th May, 2011 at 6.15pm. No Council member was available so the Clerk was to
cancel the one place reserved.

Regarding the new arrangements for the mobile library to be sited at the Ward
Arms on a Thursday, from 3.15pm to 4.15pm the Chairman agreed to seek more
information of the number of Parishioner's that used this service and whether they
were able to get to this site.. Any comments are requested by 30th June, 2011.

Recently received:

DDC – Notification of a drop-in event for householders and organizations being
held on Wednesday, 25th May from 5.00pm to 8.00pm, to find out about
Renewable Energy.(Notice put on our board)

DDC – Next meeting of the Parish and Town Councils' meeting being held on 16th
June, 2011, at Daventry at 6.30p.m. The Chairman hoped to be able to attend.

NCC – April 2011 newsletter of PLAN-net covering minerals and waste planning.

NALC – Details of the publication of the revised first version of "Standing Orders
of Local Councils.

CLERK'S & COUNCILS DIRECT – Publication May 2011 issue 75.

25/11 ANY OTHER BUSINESS

A complaint had been received about the lack of grass cutting near the old People's bungalows in Pells Close. The Chairman said that it had been published in Village Link that DDC had now taken this back in hand but she agreed to pursue the the matter.

Complaints had been received on the state of the churchyards and parts of the village following excessive use of weedkiller and it was agreed to inform Mr Hazle that this was unsatisfactory.

The Chairman asked the member's to think about ways of celebrating the Queen's Jubilee between the 2nd and 4th June, 2012.

26/11 DATE OF NEXT MEETING

RESOLVED that the next meeting of the Council be held on Tuesday, 21st June, 2011, at 7.15p.m.

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Chairman

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Date

