

GLAPTHORN PARISH COUNCIL

Parish Clerk: Alan Tresadern 30 Lytham Park, Oundle PE8 4FB
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Minutes of the Annual Meeting of Glapthorn Parish Council held at the Village Hall, Main Street on Thursday 21st May 2015 at 7.30 pm

Present: Cllr. Nerissa Belcher; Cllr. Angie Morris; Cllr. Tim Hunt; Cllr. Liz Wilkinson; Cllr. Rob McQuade and Cllr. Bob Stone.

In attendance: Ian Davidson (Past Chairman); Alan Tresadern (Clerk); Jeff Knowles (Neighbourhood Watch); PCSO Arthur Pereira and four members of the public.

1. Election of Chairman for 2015-16.

Mr Ian Davidson, the immediate Past-Chairman, opened the meeting by introducing the new members of the council.

It was resolved that Cllr. Liz Wilkinson be elected as Chairman of the Parish Council for 2015-16. Proposed by Cllr. Tim Hunt and seconded by Cllr. Bob Stone.

Cllr. Wilkinson signed the Declaration of Acceptance of Office as Chairman.

Cllr Hunt thanked Ian Davidson for his service to the council. This was endorsed by the meeting. Mr. Davidson left the meeting.

2. Apologies for absence.

Parish Councillor Roy Kerr; County Councillor Heather Smith (NCC Oundle Ward) and District Councillor Valerie Raven-Hill (Prebendal Ward) sent their apologies, as they were unable to attend due to other commitments.

3. Councillors Acceptance of Office

The Clerk confirmed he had received a Declaration of Acceptance of Office as a Parish Councillor, from each councillor.

4. Public forum

Brian Scott asked why the village map was no longer on the notice board. The Clerk explained that space on the noticeboard is at a premium this time of year (financial year-end) and it had been temporarily removed.

Mr Scott referred to item 27 below; he questioned the necessity for a new dog-litter bin, and expressed concern that the bin may be located at the front of the village hall. The Chairman gave assurance that the matter will be debated thoroughly.

Robin Cooper said he is concerned about speeding traffic in Glapthorn. He has had assurance from the Police that with village backing the Police will support a fresh initiative for Glapthorn to engage with the Community Speedwatch programme. The Chairman said the matter will be debated more fully at the next meeting.

5. Police Report

PCSO Arthur Pereira presented a report on behalf of Northamptonshire Police and offered to support the Speedwatch initiative, including a promise to come back to Glapthorn with a speed camera. PCSO Pereira left the meeting.

6. Declarations of interest.

There were no declarations of interest.

7. Election of Vice-Chairman

It was resolved that Cllr. Rob McQuade be elected as Vice-Chairman of the Parish Council for 2015-16. Proposed by Cllr. Angie Morris and seconded by Cllr. Nerissa Belcher.

8. Appointment to other roles:

It was resolved that the following appointments be confirmed. Proposed by Cllr. Bob Stone and seconded by Cllr. Nerissa Belcher.

8.1. Neighbourhood Watch coordinator – Jeff Knowles

8.2. Footpath warden – Cllr. Tim Hunt

8.3. Emergency Plan coordinator – Cllr. Roy Kerr

9. Dates for ordinary Parish Council meetings 2015-16:

23rd July 2015

10th September 2015

19th November 2015

21st January 2016

17th March 2016

14th April 2016 (Annual Parish Meeting)

19th May 2016 (Annual Parish Council Meeting)

10. New procedure for handling planning applications.

It was resolved that the new Planning Application Handling Procedure document, as circulated to all councillors prior to the meeting, be adopted without change.

Proposed by Cllr. Rob McQuade and seconded by Cllr. Nerissa Belcher.

11. Dates for Planning Meetings (Extra-ordinary Full Council meetings) 2015-16

It was agreed that Planning Meetings (if required) will be held each month when there is no ordinary parish council meeting. Meetings will be in the Village Hall.

18th June 2015

20th August 2015

15th October 2015

17th December 2015

18th February 2016

21st April 2016

12. Standing Orders

It was resolved the Standing Orders, as circulated to all councillors prior to the meeting, be adopted without further change.

Proposed by Cllr. Angie Morris and seconded by Cllr. Nerissa Belcher.

13. Financial Regulations

It was resolved the Financial Regulations, as circulated to all councillors prior to the meeting, be adopted without further change.

Proposed by Cllr. Rob McQuade and seconded by Cllr. Bob Stone.

14. Complaints Procedure

It was resolved the Complaints Procedure, as circulated to all councillors prior to the meeting, be adopted without change.

Proposed by Cllr. Rob McQuade and seconded by Cllr. Bob Stone.

15. Equal Opportunities & Diversity Policy.

It was resolved the Equal Opportunities & Diversity Policy, as circulated to all councillors prior to the meeting, be adopted without change.

Proposed by Cllr. Tim Hunt and seconded by Cllr. Nerissa Belcher.

16. Insurance Policy

It was resolved to continue with Aon insurance company and accept terms on a three year

contract at a reduced annual sum of £340.08.
Proposed by Cllr. Tim Hunt and seconded by Cllr. Rob McQuade.

17. Emergency Plan

It was resolved the Emergency Plan, as circulated to all councillors prior to the meeting, be adopted without change (subject to a typing correction).
Proposed by Cllr. Angie Morris and seconded by Cllr. Bob Stone.

18. Fixed Asset Register.

It was noted that the Clerk has reviewed the current value of all items and they are within the cover provided by the insurance policy.

19. General report from the Clerk.

The Clerk's report, which had previously been circulated, was noted.

20. Planning applications

It was noted:

15/00271/FUL South Farm House – permission granted 8th April

15/00304/FUL Northleigh – permission granted 17th April

15/00520/FUL Old Storehouse – permission granted 27th April

15/00550/FUL Nettle Cottage – permission granted 5th May.

The following NEW planning application has been considered by the council and agreed without comment:

15/00848/FUL Provost Lodge Farm House

21. Correspondence

The Clerk provided members with a list of recent correspondence.

22. Finance report for year 2014-15

22.1. The Financial Statements for the year ended 31st March 2015 were approved.
Proposed by Cllr. Rob McQuade and seconded by Cllr. Bob Stone

22.2. The Clerk reported, the internal audit was completed on 20th April 2015 by Peter Quincey and concluded satisfactorily.

22.3. Annual Return for 2014-15

22.3.1. The Annual Return to the External Auditor - Section 1 (Accounting statements) was approved. Proposed by Cllr. Rob McQuade and seconded by Cllr. Tim Hunt.

22.3.2. The Annual Return to the External Auditor - Section 2 (Annual Governance Statement) was approved. Proposed by Cllr. Bob Stone and seconded by Cllr. Angie Morris.

23. Appointment of Internal Auditor

It was resolved to re-appoint NCALC as the provider of our Internal Audit services.

24. Replacement Bank Signatory

It was resolved that the authorised signatories in the current NatWest bank mandate for account xxx4404, Sort code 54-21-22, be changed by removing Ian Davidson and adding Elizabeth Wilkinson and the current mandate is to continue as amended.
Proposed by Cllr. Rob McQuade and seconded by Cllr. Nerissa Belcher.

25. Finance report for year 2015-16 to date

25.1. The financial position of the council as at 30th April 2015:

Opening balance (as at 1 st April)	£ 13,633.46
Receipts during period	£ 3,900.00
Payments during period	£ 681.62
Balance as per Cash Book	£ 16,851.84

25.2. Bank reconciliation as at 30th April 2015:

Balance per bank statement	£ 16,851.84
Less un-presented cheques	£ 0.00
Net balance	£ 16,851.84

25.3. The following receipts were acknowledged and payments approved:

Receipts

Date	Payer	Details	Amount
28 th April	ENC	1 st payment of Precept	£3,900.00
8 th May	HMRC	VAT refund	£ 177.33

Payments

Date	Cheque/OTRSO/DD	Payee	Details	Amount
1st April	SO	Country Life (KM Media)	Distribution of Nene Valley News	£ 23.84
7th April	OTR	NCALC	Members and audit fees	£ 370.08
7th April	OTR	Names.co.uk	Domain name and web hosting	£ 97.67
7th April	DD	E.on	Energy costs Jan to Mar	£ 106.87
27th April	OTR	Colemans	Stationery - pre election flyer	£ 21.60
27th April	OTR	E.on	Lighting maintenance	£ 43.56
28th April	OTR	NCALC	Stationery - folder dividers	£ 18.00
1st May	SO	Country Life (KM Media)	Distribution of Nene Valley News	£ 23.84
7th May	OTR	Colemans	Stationery – paper and binders	£ 23.10

26. Report by the Footpath Warden

Cllr. Tim Hunt presented an interim report on the condition of all parish footpaths. He reported work on footpath MZ6 (north of village hall) has been carried out this past week by NCC. Members suggested other areas that require attention such as missing signposts and damaged fencing. Cllr. Hunt will report further at the next meeting.

27. New dog-litter bin at footpath MZ6

It was resolved to purchase a dog-litter bin at a cost of £145.15 plus £53.02 per annum for

maintenance. The bin will be located the southern end of footpath MZ6, on a post at the rear of the Village Hall. Proposed by Cllr. Tim Hunt and seconded by Cllr. Rob McQuade. It was noted the ENC have issues with the chosen location, claiming the site is too far from the road for operatives to carry the dog waste. The Clerk was instructed to write to ENC and challenge this decision.

28. Adoption of the BT telephone kiosk

It was resolved to adopt the BT telephone kiosk for the sum of £1.
Proposed by Cllr. Tim Hunt and seconded by Cllr. Angie Morris
Cllrs. Rob McQuade and Tim Hunt will liaise with the Village Hall Committee regarding the re-location and future use of the kiosk.

29. Women's Cycle Tour passing through Glapthorn

The Women's Cycle Tour 2015 will pass through Glapthorn, at the start of stage three, on Friday 19th June. NCC will be providing spectator packs and some bunting, via the Clerk. The Clerk advised there will be some disruption to life in Glapthorn during the morning of the 19th June, albeit for a short period, and recommended residents be made aware of this.

It was resolved to fund the printing of a 'Cycle Tour news flyer' for distribution to all households and offer appropriate support where required.

30. Clean up and tidy the brook that passes under Main Street

At the recent Annual Parish meeting residents commented on the condition of the brook as it passes under Main Street by Brookside, saying it was unsightly. Issues include thick brambles, young willow tree roots and the odd lump of concrete. It was agreed that landowners, either side of the brook, have the responsibility for banks of the brook, and the Clerk was asked to write to the relevant parties about the issue.

31. Matters for future consideration. (AOB).

Cllr. Tim Hunt said, he and other residents are concerned about the possible fire risk from the crop of miscanthus, recently planted at the rear of their properties. Cllr. Hunt stated there have been fires in the past and he asked if the council could make a representation to the landowner, to seek reassurance that previous incidents will not be repeated. The Chairman, Cllr. Liz Wilkinson, expressed a pecuniary Interest as she is a partner of Manor Farm. However, she was given a dispensation to speak. Cllr. Wilkinson offered some reassurances explaining the crop was planted as part of the Energy Crop Scheme which was strictly regulated; the harvest is in March when generally surrounding vegetation is wet. Furthermore a 'green' barrier is to be planted between the miscanthus and hedgerows/fencing. Nonetheless she agreed to meet with residents privately, if they have further concerns.

There being no further business the Chairman closed the meeting at 9.05pm.

32. **Date of next meeting, is scheduled for Thursday, 23rd July 2015 at 7.30 pm at Glapthorn Village Hall.**

Signed.....
(Chairman)

Date.....