

WHITTLEBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 17th MAY 2018 IN THE READING ROOM. HIGH STREET AT 7.30PM

PRESENT: Cllrs D. Randall (Chair), R. Harrington, S. Hall, M. Peters and Cllrs Mrs D. Gale and Mrs M. Neuhoff. Also present Cllr Allen Walker, County Councillor and Linda Paice, Parish Clerk.

One member of the public joined the meeting later in the evening.

1	Having been duly nominated it was RESOLVED that Cllr D. Randall be elected Chair for the coming year.
2	Declaration of ACCEPTANCE OF OFFICE forms were signed by the Chair and all members together with ELECTRONIC NOTICE OF SUMMONS FORMS .
3	CHAIRMAN'S ANNOUNCEMENTS were noted.
4	i) No DISPENSATION requests had been received. ii) No DECLARATIONS OF INTEREST were made. iii) The requirement to update REGISTER OF INTEREST changes was noted.
5	APOLOGIES were received and accepted from Cllr Barnett (work commitment)
6	MINUTES of the 2017 Annual Meeting of the Council were noted as being signed at the June 2017 meeting of the Council and it was RESOLVED that the Minutes of the meeting held on 19th April 2018 having been previously circulated, be signed as a true record.
7	Having been duly nominated, it was RESOLVED that Cllr M. Peters be elected VICE CHAIR for the coming year.
8	The following POLICIES OF THE COUNCIL were reviewed and adopted unchanged: Financial regulations; Complaints Procedure; Dignity at work ; FOI Publications scheme; Scope and nature of Internal controls and audit; Internal controls terms of reference ; Risk Assessment ; Safeguarding ; Training Statement of Intent ; Website Policy. Amended Standing Orders would be presented for adoption at a future meeting.
9	It was RESOLVED that Cllr R. Harrington be appointed INTERNAL VERIFIER of the Council's Accounts for the coming year.
10	It was RESOLVED that the Council continue to use NCALC as its INTERNAL AUDITOR for the year.
11	It was RESOLVED that the Clerk be appointed RESPONSIBLE FINANCIAL OFFICER
12	DATES AND PLACE OF THE MEETINGS OF THE PARISH COUNCIL were confirmed as the third Thursday of each month at 7.30pm in the Reading Room, excepting August and December unless otherwise advised by the Clerk.
	The business of the Annual Meeting ended at this point.
13	ISSUES MEMBERS OF THE PUBLIC WISHED TO RAISE –No public present. Cllr Allen Walker as COUNTY COUNCILLOR updated the meeting on the removal of Lizzy Bowen as District Councillor for the Ward. A bye election was planned for 21 st June. The demise of Lizzy Bowen led the Parish Council to express its concerns about a planned meeting on the proposed gravity sewer set for 20 th May which Adrian Colwell at SNC had agreed to Chair. Confirmation of this would be followed up. Cllr Walker gave his apologies for not being able to attend the Annual Village Meeting and than reported to members on the latest position with NCC where Government Commissioners were now in post. The deadline for proposals for moving forward to two Unitary Authorities had now been extended.
14	Minutes of the ANNUAL VILLAGE MEETING had been circulated as a courtesy and the following items had been or would be addressed: i) Footpath damage by side gate to Church off Church Way- Contractors working for Cadent had advised that there would be reinstatement work at this point. ii) How traffic calming project decisions will be made – This would be determined by the Council at the appropriate time. iii) Clarification on cycleways between Towcester and Silverstone – Information would be passed on once it was known. iv) Website e mail alerts- This was being considered by the website provider following an earlier

	request at a users Conference and would be determined next year. v) Question raised by a resident relating to budget sum for traffic calming measures and whether there would be a 2019-2020 reduction – This would be determined when the 2019-20 budget preparation work was being addressed.																																																
15	<p>FINANCE – 15.1 It was RESOLVED that the following accounts be paid: Cheques 300341 and 342 were spoiled.</p> <table border="1"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Incl VAT of</th> <th>Payee</th> <th>Details</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>300343</td> <td>£70.27</td> <td>11.71</td> <td>A H Contracts</td> <td>Dog bin maintenance</td> <td>Open Spaces Act</td> </tr> <tr> <td>300344</td> <td>£455.14</td> <td></td> <td>Came & Co</td> <td>Insurance renewal</td> <td>LGA 1972 s111</td> </tr> <tr> <td>300345</td> <td>£272.64</td> <td></td> <td>St Mary's Church</td> <td>Churchyard grant</td> <td>S137</td> </tr> <tr> <td>300346</td> <td>£202.53</td> <td>32.88</td> <td>SSE</td> <td>Electricity</td> <td>Highways Act</td> </tr> <tr> <td>300347</td> <td>CANCELLED</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>300348</td> <td>£162.40</td> <td></td> <td>HMRC</td> <td>Tax</td> <td>LGA 1972 s112</td> </tr> <tr> <td>300349</td> <td>£384.99) £103.49) £388.48</td> <td></td> <td>Linda Paice</td> <td>Salary Expenses</td> <td>LGA 1972 s112 LGA 1972 s111</td> </tr> </tbody> </table> <p>15.2 RECEIPTS - £13100.00 – SNC half precept. 15.3 The Council bank balances at 30th April were reported as £11984.65 in the current account, this including the first half of the 2018/19 precept payment, and £33715.94 in the reserve account. These balances are subject to reconciliation. 15.4 It was RESOLVED that the Receipts and Payments Account to March 2018 having been previously circulated be adopted and signed. 15.5 It was RESOLVED that Sections 1 and 2 of the Annual Audit Return, being the Governance and Accounting Statements be duly signed. 15.6 The Report of the Internal Auditor was noted and issues would be addressed as required.</p>	Chq No	Amount	Incl VAT of	Payee	Details	Power	300343	£70.27	11.71	A H Contracts	Dog bin maintenance	Open Spaces Act	300344	£455.14		Came & Co	Insurance renewal	LGA 1972 s111	300345	£272.64		St Mary's Church	Churchyard grant	S137	300346	£202.53	32.88	SSE	Electricity	Highways Act	300347	CANCELLED					300348	£162.40		HMRC	Tax	LGA 1972 s112	300349	£384.99) £103.49) £388.48		Linda Paice	Salary Expenses	LGA 1972 s112 LGA 1972 s111
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16	<p>PLANNING – 16.1- There were no APPLICATIONS to be considered. 16.2 PERMISSION was noted for 7A Church Way. 16.3 There were no REFUSAL notices. 16.4 OTHER PLANNING MATTERS –i) Feedback following the Open Day held by Ninteen47 in respect of Home Farm Business Park land was noted.</p>																																																
17	<p>REPORTS - i) HIGHWAYS – a) No further highways issues were reported. b) Update was noted on a previously reported issue on Cowpastures Lane. c) The Chair gave a brief update on the meeting with Helen Howard regarding possible future traffic calming measures. Statistics from Steve Barber were promised and would be followed up. There seemed to be some misunderstanding on the application details relating to promised funding from an MEPC permission and Helen would investigate. Downgrading of the A413 was not considered to be likely. d/e) Updates on the Cadent work on Church Way and the Western Power reinstatements works on High Street where top dressing works remained to be completed were noted.</p> <p>ii) RIGHTS OF WAY - Nothing reported.</p> <p>iii) LIGHTING – The light outside 67 High Street was flickering and would be reported.</p> <p>iv) CIRCUIT – No further meeting held.</p> <p>vi) OTHER REPORTS – a) ODOURS ISSUES - Jeff Sargeant having joined the meeting as a member of the public spoke in regard to the planning meeting on 30th May 2018 and confirmed his</p>																																																

	<p>availability to attend.</p> <p>b) Nothing further had been presented by the Lodge Park residents regarding security camera signage.</p> <p>c) The BEACON EVENT was progressing well and a Risk Assessment had been produced. Lighting for the car park area would be investigated by the Clerk. Enquiries were being progressed regarding the possible need for a TENS Licence.</p> <p>d) Rebecca Breakwell of ACRE was currently working on the planned questionnaire for the GOOD NEIGHBOURS SCHEME. Determination needed to be made of locations for residents to return their completed questionnaires and various locations were discussed.</p> <p>e) A paper relating to the READING ROOM CHARITY had been circulated and it was RESOLVED that in principle the Council was prepared to entertain the possibility of purchasing new play equipment.</p>
18	<p>GENERAL DATA PROTECTION REGULATION – i) It was RESOLVED that with minor amendments the Council adopt the following GDPR Policies and documents:</p> <p>a) Council’s Data Map b) Council’s General Privacy Notice</p> <p>c) Privacy Notice for Staff, Councillors and Role Holders</p> <p>d) Data Breach Policy e) Data Protection Policy</p> <p>f) Records Retention Policy</p> <p>Updated copies would be circulated and posted on the Council’s website.</p> <p>ii) The NCALC Agreement for the provision of a Data Protection Officer Service was duly signed.</p> <p>iii) Members were reminded that Data Protection compliance Checklists should be returned by 25th May 2018</p> <p>iv) Bespoke PC e mail addresses for all members were now in place.</p> <p>v) The Clerk reported that the current Portable Hard Drives were not password protected and would be replaced by Military Grade flash drives.</p>
19	CORRESPONDENCE – i) There was no tabled correspondence ii) Information from Cllr Ian McCord, Leader of SNC in regard to the NCC situation and PC consultation was noted
20	CONSULTATION DOCUMENTS – NCC regarding direct payments was noted.
21	ITEMS FOR THE NEXT MEETING AGENDA – None requested.
	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press are asked to leave</i>
22	The meeting considered the annual review of the Clerk’s salary and determination was agreed.
23	DATE OF NEXT MEETING - Thursday 21st June 2018 at 7.30pm

There being no other business, the meeting closed at 9.20pm