



Minutes of the Annual Meeting of the Parish Council held at Evenley Village Hall on Monday 21st May 2017 at 7:30pm

Present: Mike Baul (MB), Spencer Burnham (SB), Cathy Ellis (CE), Jean Morgan (JM), Jeff Peyton-Bruhl (JPB), Charles Reader (CR), Sue Ricketts (SR), Cathy Knott (CK) clerk and four members of the public

51/18 To elect a chairman for 2018/19 and receive the chairman's declaration of office

It was proposed by cllr JM, 2nd cllr MB that Cathy Ellis be elected as chairman of the council for the year. This was unanimously agreed. Cllr CE signed the declaration of acceptance of office.

52/17 Apologies and welcome

No apologies were received. Chairman CE welcomed everyone to the meeting.

53/17 To elect a vice chairman for 2018/19

It was proposed by cllr SB, 2nd cllr CR, that cllr Jeff Peyton-Bruhl be elected vice-chair for the year. This was unanimously agreed.

54/17 To formally accept Cllr Sue Rickett's declaration of acceptance of office and register of interest

Cllr SR signed the declaration of office before the clerk who duly signed. The clerk confirmed she has received Cllr SR's register of interests.

55/17 To receive and approve for signature the minutes of the meeting held on 19th March 2018

The minutes were agreed and signed.

56/17 To note any matters arising from the minutes not included on the agenda

115/17 – the clerk gave an update on the costs associated with linking a chargeable battery to streetlight electricity. It was agreed not to take any further action until the new lights have been fitted.

46/18 The clerk has only received four replies regarding an email sent out to allotment tenants about sharing contact information. It was agreed not to take this any further.

57/17 Declarations of interest relating to business on the agenda

Cllr CR for item 63/18.

58/18 Finance

- Financial statement
- Payments received
- Approval of invoices for payment
- Renewal of insurance and consideration of the offer to tie in for three years

Account	Balances as at 21.05.2018
Community	£14,891.76
Business Saver	£17,173.22
National Savings	£ 5,745.39
TOTAL	£37,810.37

RECEIPTS since 19.03.2018	£
Allotment rent (for plots 2, 3, 4, 4a, 5, 6, 7, 8, 9, 10 & 11)	266.85
Dickens donation for newsletter advert x 2	60.00
Lawrence Furnishings donation for newsletter advert x 2	60.00

Bagforce donation for newsletter adverts x 2	60.00
Precept (first half)	9,846.00
HMRC VAT (for last financial year)	1,858.86
Westbury PC (shared training costs)	24.50
INVOICES PAID SINCE 19.03.2018 (agreed out of council)	
C. Knott (March salary & expenses)	485.90
Barbara Osbourne (PAYE service Jan-March 18)	60.00
SLCC (mem fee)	73.50
Northants ACRE (annual fee)	35.00
Texprep (APM invitations)	38.40
Evenley VH (March hire)	39.00
Anglian Water	11.31
EON (streetlight electricity)	394.34
NCALC (annual membership fee)	468.85
ICO data protection fee (direct debit)	35.00
C. Ellis (APM refreshments)	35.11
Aylesbury Mains Ltd (repairs to light 13 on 49 The Green from last December)	93.84
Media Tribe (annual hosting fee)	131.00
INVOICES APPROVED FOR PAYMENT	
Chairman Ellis (VH planter – best village)	55.48
Cllr Baul (VH planter plaque – best village)	19.92
NCALC (training fee GDPR)	49.00
Evenley Village Hall (April hire)	34.00
C Knott (April salary)	520.00
C Knott (April expenses)	87.69

d. The clerk circulated information from three quotes prior to the meeting. Zurich is the preferred option on a three-year deal however, there were concerns over the level of legal expenses. It was agreed that the clerk will go back to Zurich to ask them if it could be matched with Inspire's quote. A decision will be made via email out of council once a response has been received.

Action: CK

59/18 Governance:

a. To receive the internal auditor's report

The Clerk reported that the council's internal auditor, John Marshall visited on 2nd May to conduct the year-end audit advising that because the council's gross income exceeded £25,000 we are unable to certify ourselves as exempt. The report was circulated to councillors and will be posted on the website as required by the transparency code. Whilst all matters on which formal reporting were good, he drew attention to two issues:

- Because the public session has been moved to the end of the meeting, members need to remain alert to the possible need to declare an interest in respect of any matters raised.
- After next year's elections it is advisable to adopt the general power of competence.

b. Annual Governance and Accountability Return 2017/18

i. To consider and approve section one, the annual governance statement

The chairman read out and addressed each of the questions in the annual governance statement, section one of the annual return form; councillors unanimously approved the resolution 'that the Council approves the annual governance statement as required by the annual return for the year ended 31 March 2018'. The approval was signed by the clerk and chairman of the meeting.

ii. To consider and approve section two, the accounting statements

The chairman took councillors through the accounting statements, part two of the annual return form; councillors unanimously approved the resolution 'that the accounting statements that form part 2 of the annual return for the year ended 31 March 2018 be approved'. The accounting statements were certified by the clerk as responsible financial officer and the confirmation of approval by Cllr CE as chairman of the meeting.

60/18 GDPR compliance:

a. To appoint the Northants CALC DPO Service as the council's Data Protection Officer

Councillors resolved to appoint Northants CALC as its data protection officer.

b. To adopt the Data Map

Councillors resolved to adopt the map. It was agreed to formally review it in November.

c. To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

Councillors resolved to adopt all four policies.

d. To adopt the Privacy Notices

Councillors resolved to adopt the general privacy notice and the privacy notice for staff and councillors.

e. To receive completed Security Compliance checklists from all councillors

All councillors completed the checklists and handed them back to the clerk.

f. To note that the council is already registered as a Data Controller with the ICO

The clerk confirmed Evenley Parish Council (EPC) is registered as a data controller with the ICO.

61/18 To adopt the new Model Standing Orders (April 2018)

Councillors resolved to adopt the new standing orders. However, because they do not include details on planning (re: addendum one), Cllr JM proposed that the clerk contact SNC to make sure they are satisfied with the way EPC processes planning applications. If they are satisfied, it was agreed to put a new page on the village website under the parish council tab with links to the SNC planning portal and EPC's planning register.

Action: CK

62/18 Streetlights – resolve to seek the Secretary of States approval for borrowing

Councillors unanimously resolved to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £37,000 up to 12 years for the purpose of the street-lighting replacement with modern, energy efficient lights and fittings. It is not intended to increase the precept for the repayment of the loan.

63/18 To report back on the public meeting held on 4th April to discuss the planning application for a shop, butchers and education area at Cloisters Farm

Chairman CE advised that whilst the village on the whole was supportive of the application, concerns were raised around the impact on the village shop and post office. These were partly allayed by the Reader family offering to work with the shop owner, through supply of its goods at preferential rates and to use its services where possible to lessen any impact.

64/18 To receive updates and recommendations from planning representatives

Cllr JPB provided a summary of applications. Five applications have recently been approved, one has been withdrawn and one has been refused. There are seven applications still outstanding (for further details please see associated documents under 'Agendas' on the village website www.evenleypc.org.uk).

A notice has also been received 'for information only' regarding Astwick Quarry, Buckingham Road.

65/18 To receive an update on the purchase of land - the Green, School Lane from South Northants Homes

The clerk advised that all documentation has now been submitted to Spratt Endicott Solicitors and we are just waiting for a completion date.

66/18 To review the controlled communications protocol

Chairman CE made councillors aware of the protocol that was adopted in 2012, proposing to update it to include social media usage. A discussion was held ending with an agreement to look into it further in collaboration with other policies, to be included on the agenda at the next meeting.

Action: CE, JPB, CK

67/18 To receive updates on the emergency plan and the community assets register

Emergency Plan - Cllr JM reported that she had registered an interest for Evenley to be involved in the Pathfinder Two project back in February but hasn't as yet received a response. She advised there are particular areas in the village prone to surface water flooding including the lakes at the bottom of Mixbury Road, Puddleduck and other footpaths that this project could assist with.

Cllr JM and Cllr SR will arrange to meet and put together a draft emergency plan and will circulate headlines once decided.

Community register – Cllr JM advised that she has met with the landlords of the pub and the freeholder representative of the village shop. A question arose from her meeting with the pub landlords which she sent into SNC. It is hoped to have a response before the next meeting.

Action: JM/SR

68/18 To accept councillors reports on the following areas:

A Allotments (CR) The general appearance is now a lot better but it is still a work in progress. Chairman CE is still chasing the signage. All tenants except two have paid their rent (the clerk will chase). Cllr CR will seek an allotment representative who would be willing to work together with the garden society and help organise a stall at the summer fete.

Action: CR/CK

B Pocket Park (CR) The committee has been carrying out more work to make the park more accessible. The chain is currently off and is being monitored.

C Street lights (SB) Two new light fittings (upgrades) have been ordered for Spencer Close. Cllr SB has received quotes for the electricity supply but is still looking for a better deal.

D Village Hall (JPB) The AGM will be held on 4th June. Chairman CE asked when the installation of wi-fi was due. She will chase Gigaclear.

Action: CE

E Website (MB) The two new councillors have been set up with council email addresses. Cllr MB asked for photos of the latest events so he can put them on the website.

F Village Green and Trees (CE)

Village fete – permission has been granted for the temporary road closure. Cllr JM agreed to ask BTC for signage. Mowing - there has been some confusion over mowing but it is now on track. EPC should pay for two pick-ups this year (pre-cricket season).

Thank you to Anna Brown who has dead-headed the daffodils.

Colas Ltd has kindly agreed to repair the edges of the Green and the verges in the village (after all the damage caused by the recent road closures and diversions) and works will begin this week.

Cllr JM suggested we should display the byelaws on the Green and possibly review them. This will form part of the agenda at the next meeting.

Action: CK

G Newsletter (CE) the summer newsletter will be published in June.

H Hs2 & Highways (SB) Chairman CE and Cllr JPB attended an informal town and parish council networking meeting on 2nd May. This is an initiative to forge better working relationships between BTC and neighbouring parish councils giving an opportunity to share news and issues affecting us all. The meeting was well attended with the main issue being the traffic impact during the construction phase of HS2. It was agreed for all villages concerned to put together reports and approach the Secretary of State.

Action: CE/JPB

Cllr SB advised that he has heard back from Helen Howard (Northants Highways) regarding the road safety fund and it doesn't look very promising. He will be attending the next HS2 Liaison meeting on 1st June where he will try to get more information. Chairman CE will write to The Rt Hon. Andrea Leadsom MP expressing our need to get road calming measures in place before HS2 construction starts.

Action: SB/CE

69/18 Correspondence received

- Numerous emails and telephone calls regarding the recent road closures and diversions.
- CE has received an invitation from RAF Croughton to attend the air show at RAF Fairford.
- Letter from Police community speed watch thanking us for our support. We generated 43 Police warning letters from the session held in February to March.
- Invitation to BTC annual meeting and mayor making ceremony which Cllr JPB attended on 12th May.
- Letter from Rt Hon. Andrea Leadsom MP regarding a resident's concerns over the planned withdrawal of bus services. The clerk has written to the resident.
- SNC have written to confirm they will install a litter bin on Broad Lane.
- Email from SNC advising that officers have now completed an assessment of the areas nominated to the council for inclusion in the Local Plan Part 2 as Local Green Spaces.
- A resident has emailed regarding concerns over the overgrown hedge between 42 The Green and Lion Close Drive causing an obstruction. The clerk will write to South Northants Homes to see if it belongs to them.

Action: CK

70/18 Councillor questions

Cllr CR advised that the A421 will be closed for the next two nights for resurfacing works.

Some footpaths are very overgrown, in particular Puddleduck which Cllr CR has cleared. He reported that the kissing gate is a health & safety issue.

The footpath to the back of Manor Cottage paddock is overgrown with obnoxious weeds which is also causing a problem to neighboring gardens. The clerk will write to Savills (the agents who manage the land) to advise them.

Action: CK

Cllr CR asked if an email could be circulated advising that as it is nearing harvesting season, please could residents be mindful that we live in an agricultural village and to park considerately to allow large vehicles to pass. Likewise, Cllr JM asked if agricultural drivers could be asked to drive carefully around the village.

Action: CK

The clerk reported that Angie Crompton has taken over from Carrie as Footpath Warden. Cllr SB asked if the note of attendance needed to be on the agendas. It was agreed for the clerk to remove it.

Suspend standing orders

At 9.30 pm councillors unanimously agreed to suspend standing orders and carry on with the meeting.

71/18 Public Participation session (Members of the public are invited to address the council through the chairman)

A resident asked if Gigaclear had finished their remedial work. Chairman CE advised that no they haven't and she will chase them for a date. **Action: CE**

A resident advised that the controlled communications protocol was designed by the legal team at Northants CALC and given to EPC to adopt in 2012 for use when needed. It is completely separate from the code of conduct.

72/18 Close

The meeting closed at 9.40 pm

The minutes of a council meeting are a public record of who attended and the decisions that were made.