



**EVENLEY**  
PARISH COUNCIL

www.evenleypc.org.uk

**Minutes of the meeting held at Evenley Village Hall, on Monday 16<sup>th</sup> May  
2016 at 7:30pm**

Present: Mike Baul (MB), Spencer Burnham (SB), Cathy Ellis (CE) Vice Chair, Nic Hamblin (NH), Jean Morgan (JE) Chair, Jeff Peyton-Bruhl (JPB), Lisa Proffitt (LP), Cathy Knott (CK) Clerk and 10 members of the public.

**1) Election of Chair**

It was proposed by Cllr LP, 2<sup>nd</sup> Cllr NH, that Cllr Jean Morgan be Chairman of the Council for the year. This was unanimously agreed.

**2)** Cllr Jean Morgan signed the declaration of acceptance of office.

**3) Apologies and welcome**

Apologies were received and accepted from Cllr Ron Sawbridge.

**4) Election of Vice Chair**

It was proposed by Cllr NH, 2<sup>nd</sup> Cllr MB, that Cllr Cathy Ellis be elected Vice-Chair for the year.

**5)** Cllr Cathy Ellis signed the declaration of acceptance of office and publicly thanked Cllr JM for completing her first term as Chair and for staying on for a further year.

**6) Disclosure of interests**

MB is the treasurer for Evenley Matters. JM is a member of the ERA and secretary to Evenley Matters. SB has an electric transformer in his garden (Western Power).

**7) To receive and approve for signature the minutes of the meetings held on 7<sup>th</sup> March, 23<sup>rd</sup> March and 14<sup>th</sup> April**

The minutes were agreed and signed.

**8) Matters arising from the minutes**

Cllr CE has been successful after approaching Evenley Matters for a grant to improve planting around the village (of up to £350.00).

**9) Public Participation session**

Cllr John Townsend, representing South Northamptonshire Council (SNC) reported that there have been a lot of changes recently. SNC are in the process of putting together the District Plan and explained that villages have been well protected over the last 20 years from building works with the majority of new housing going to Brackley, Towcester and larger villages. It is now inevitable that villages will need to make room for new developments and we need to ask ourselves how we want to go forward with this. He advised that the deadline for comments/decisions is 18<sup>th</sup> June. Cllr Townsend also advised that SNC and Cherwell District Council may be merging together so times are very uncertain at the moment.

#### Parishoners raised the following points

- Alan Thornhill advised that there is a lot of information in the Parish Plan relating to how villages feel about future of housing in Evenley that may be useful.
- Keith Cousins advised that we should organise a consultation/discussion regarding the SNC questionnaire on housing options and formulate a response.
- Chris Hart reported that the Defibrillator went live on 17<sup>th</sup> February and there have been no problems. It has been registered with the Police and Ambulance Service and is available to them and members of the public. 32 people have already been trained in defib and CPR over 4 sessions in March. There will be 3 more sessions in June and notices will be put up around the village advertising the dates/times. The sign-up sheet will be kept in the village shop. Cllr JM thanked Chris for all his work on this.
- Joyce Stevens asked what has happened to the Planning Committee and asked why the finance regulations were not on the agenda regarding the end of year audit. Joyce also asked if there was a beacon to celebrate the Queen's Birthday.
- Streetlight no. 49 is still flashing.

Cllr JM thanked everyone for their questions & comments. All questioned were answered or referred.

#### **10) Finance**

- a) Approval of Financial Statement – the balances were agreed.
- b) Payments received – the payments received were proposed and agreed.
- c) Approval of payments as listed - the payments were proposed and agreed.

Cllr JM advised that the Invoice for insurance was a lot lower than previous years. This is due to the Parish Council being informed that they are not responsible for insuring the village hall. The difference in annual premium is £634.04. Cllr JPB suggested this goes into a donation pot specifically for the village hall.

- d) Consideration for the Clerk to make payments to regular payees – It was agreed that the Clerk will draw up a proposal listing regular payees. If a payment falls within 10% of former payments and within budget she will be able to process the invoice to avoid delays. This will be discussed at the next meeting. **ACTION: CK**

	Current balances as at 16.05.16
Community Acc't	£7570.44
Business Saver	£16090.26
National Savings	£5684.29
Total	£29344.99

#### Payments

07.03.2016	Loring Brown	Survey of village hall	£250.00
24.03.2016	DJ Allen	Defib installation	£154.08
24.03.2016	EON	Electric	£160.55
24.03.2016	M Dempsey	Mowing	£570.00
24.03.2016	Anglian Water	Water charge	£8.74
29.03.2016	HMRC	Tax	£11.80
31.03.2016	Kirsty Buttle	Clerk Salary & expenses	£273.50
30.03.2016	NCALC	Annual Supscription ending 31.03.16	£264.00
30.03.2016	Mediatrube	website	£500
23.03.2016	Cathy Ellis (newsletters)	Newsletter distribution	£30.00

01.04.2016	Unity Bank	Bank account service charge	£5.00
15.04.2016	NCALC	Annual subscription ending 31.03.17	458.08
15.04.2016	EON	Electric	313.92
15.04.2016	Evenley VH	Hire of hall	63.40
22.04.2016	Kirsty Buttle	Salary	230.10
22.04.2016	HMRC	Tax	55.20
20.04.2016	Nic Hamblin	Refreshments for Annual Parish Meeting	91.69
01.05.2016	Unity Bank	Service Charge	5.00
10.05.2016	Linnell Bros	Bench	480.00
11.05.2016	Swallows Nursery Ltd	Tree on Green	114.00
16.05.2016	Evenley Village Hall	Hire of hall	52.10
16.05.2016	Came & Company	Annual Insurance Fee	579.56

### Receipts

07/03/2016	Barclays	Interest	2.55
04/03/2016	Bagforce	Ads Invoice	25
22/03/2016	Barclays	Interest	0.39
31/03/2016	Boddington PC	Training	33
31/03/2016	Unity Bank	Interest	0.47
20/04/2016	Atkins	Allot rent	33.81
22/04/2016	Dickens	Auctioneers	30.00
25/04/2016	Jermy Mark	Allot rent	21.33
26/04/2016	Ohare	Allot rent	18.85
28/04/2016	SNC	Precept	6,906.50
03/05/2016	R JAMES	Allot rent	18.85
10/05/2016	Simpson	Allot rent	26.79

### **SUSPENSION OF STANDING ORDERS – SEE APPENDIX 1**

#### **11) Clerk's Pension**

CK advised that all parish councils have new duties under the Pensions Act 2008 which will start on 1<sup>st</sup> November 2016. Evenley Parish Council does not have to contribute as an employer but the Clerk must be written to and advised that she can opt in to a pension. CK has decided not to opt in and will notify the Pensions Regulator in due course.

#### **12) Renewal of Insurance & arrangements for 2016/17**

All Councillors were in agreement to pay the new invoice. The village hall, stone wall and contents are no longer included on the new schedule following advice from ACRE and NALC. The Village Hall Committee are required to produce evidence of insurance from 1<sup>st</sup> June 2016.

**ACTION: CK to write to the Chair of EVH**

### **SUSPENSION OF STANDING ORDERS – SEE APPENDIX 2**

#### **13) To approve EPC Donations Policy**

Cllr JM advised that this policy will enable the PC to support organisations important to the parish. We have 2 major assets in Evenley – the village hall and the Green. Normally, the limit for a grant/donation would be £500.00. However with regards to the village hall, we could set up a pot of money using the insurance savings as a start (as Cllr JPB proposed) to help fund the maintenance of the hall. Cllr JPB advised that we have inherited a situation we thought was viable and legal and we were wrong. The PC cannot be seen to have any dealings with management of the village hall. This will be a difficult transition but it does need to change. In the event of the village hall having a major expense, the PC will have to consider funding and

will try to build up a significant pot for this. We will listen carefully to applications for support whilst trying to comply with the charitable trust. We all have the same desire to have a well maintained village hall. **The majority of Councillors approved the policy and it was agreed to allocate the saving on insurance as the initial funding for the grant.**

#### **14) Deed of Trustees regarding Evenley Village Hall governance**

Cllr JM gave a brief summary. She advised that she had emailed Mark Jermy (Chair, EVH) regarding responsibilities but hasn't as yet received a response.

The VHC have stated over the last 2 years that they will be providing a planned management programme. EPC needs to see evidence of this in order for them to support the plan (at their discretion).

The PC engaged a Surveyor (Loring Brown) in January to report on the state of the roof. EPC are the holding Trustees and the VHC are the management trustees of the hall.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 3**

EPC has to act according to regulations but will make sure the village hall is well maintained. If necessary it will apply for a loan on behalf of the VHC that they will have to pay back.

Cllr JM circulated several documents including ACRE Village Hall Information Sheet – Trustees Roles & Responsibilities.

#### **15) Wardens' arrangements**

Cllr JM advised that as stated on the Strategic Plan (Best in Class), wardens are an effective group of volunteers who support and develop key facilities, needs and activities in the parish. During 2016/17 the PC should confirm current roles and develop job descriptions and risk assessment for each role.

CK has therefore been in touch with wardens and can confirm that they are all happy to continue in their roles for the year ahead. She will start the process of drawing up job descriptions and risk assessments (for insurance purposes) so that they have clear expectations of their roles.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 4**

With regards to the notice board warden, Cllr JM proposed that CK should now take this over from Joyce Stevens. She thanked Joyce for all her work with this.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 5**

#### **16) Councillor reports**

**a)** Allotments (LP) – a plumber is coming out tomorrow to fix the tap. Cllr LP and Cllr NH will look into lagging the pipes and turning the stopcock off during winter months. 2 half plots are available to rent and notices will be put up around Evenley to advertise. A request to erect a shed has been granted and Cllr LP will be meeting with the resident to ensure correct placement.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 6**

**b)** Pocket Park (NH) – The big clear up will take place in Autumn. Clean for the Queen is on 1<sup>st</sup> June and we need volunteers. There are funding opportunities to look into regarding the implementation of the management plan.

**c)** Street Lighting (LP & SB) – Streetlight No. 49 has been reported and looked into. CK has been in contact with EON regarding the light on the Red Lion. They have been out to assess the light and advised that the grey box (numbered 26) that houses the connection still has an electrical supply and the fuse is still working. The fuse in the box protects the circuit to the light. If there had been a fault with the light the fuse would disconnect (which it has not done). CK has asked EON for quotes on moving the light on the village hall and for replacing the light opposite the Red Lion with a historical lamp.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 7**

CK will look into the process of mapping the street lights.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 8**

**d)** Village Hall (JPB) – 4 quotes have been requested for the roof but no responses as yet despite chasing twice. Due to the high costs, it may be better to look into a short term fix with temporary repairs (pending proper quotes and finances).

**e)** Website planning (MB) – The first draft will be ready in the next 2 weeks and 2 PC members will be trained by the provider (Cllr MB and CK). We can then start to upload information. This will be a village website, representing the PC and all clubs and organisations. The set up charge and annual fee for the first year is £150.00 (in budget) and approximately £100.00 per

annum going forward. Cllr MK proposed to have a village diary on the website to show all village events and activities. This will cost £300.00 to incorporate and be in excess to the budget. All Councillors were in favour of this. Cllr MK advised that we wouldn't make the final payment until he had seen it all working. We would also hope to incorporate the newsletter into the website.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 9**

- f) Village Green and Trees (CE & SB) - the mowing system is working well and everything is looking very healthy. The new bench is proving very popular. We need to put a maintenance programme together for the benches and evidence any repairs or replacements.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 10**

- g) Newsletter (CE) – 2 additions have been distributed around the village. Thank you to Mrs Thornburn for delivering to the outlying properties. Reports need to be in by the end of May for the next newsletter to be distributed in June. Please send any items to Cllr CE.

**17) Planning notices received:**

S/2016/0972/TCA	Town and Country Planning Act 1990 (As amended) : Works to trees in a Conservation Area Proposal - Fell Sycamore tree Location: Mixley House, Mixbury Road, Evenley	<b>FOR INFORMATION ONLY</b>
S/2016/1042/AGD	Determination as to whether prior approval is needed for erection of a steel portal framed agricultural building – Location: Land to north of Charlton Road	<b>FOR INFORMATION ONLY</b>
S/2016/0481/MAR	Approval of reserved matters for access, appearance, landscaping, layout and scale for the construction of 180 new dwellings pursuant to S/2012/1557/MAO Location: Foxhill land north of Northampton Road, Brackley	<b>To be considered on 19<sup>th</sup> May at 2.15 pm by Dev.Control Committee at Towcester Council Chambers</b>

**18) Planning decisions received:**

S/2016/0737/FUL	Hawthornes, 8 Bicester Hill, Evenley. Single Storey Extension to Side, Pitched Roof to Garage.	Approval
S/2016/0773/FUL	College Farmhouse, Boughton Terrace, Evenley. Re-building and single storey extension to barn.	Site Visit Complete by case officer
S/2016/0791/MAF	RAF Croughton. Erection of operational buildings and associated development including access road, car parking area, external plant, hard and soft landscaping, hardstanding areas and infiltration basin.	Site Visit Complete by case officer

**19) Councillors questions**

The Meeting of the Evenley Residents Association (ERA) will be held on 1<sup>st</sup> June.

The ERA produce a newsletter every quarter and the PC will ask if they would like to incorporate their information with our newsletter.

A meeting to formulate a response regarding local planning will be held on Monday 23<sup>rd</sup> May at 7.00 pm at Evenley Village Hall.

Should we formulate a response to SNC and Cherwell merging?

Cllr SB reported that Weston Power will be re-routing an electrical supply that currently runs along Croyley's Drive into his garden as the transformer is out of date. The proposal is to take the supply underground through Croyley's field, past the back of the properties into Church Lane (in both directions). One will go to a smaller transformer in Cllr SB's garden and one will go to the substation at the allotments. There will be disruption in Church Lane during late Summer. A plan and schedule will be made public once received.

**SUSPENSION OF STANDING ORDERS – SEE APPENDIX 11**

**The meeting closed at 9:30pm**

## SUSPENSION OF STANDING ORDERS

### APPENDIX 1

Question/comments from Alan Thornhill and Joyce Stevens

**Regarding allotment rents, these are usually all in before now. Have they all been received?**

CK will check and report back at the next meeting.

**When will the end of year accounts be made public?**

CK advised that the internal auditor will be meeting with her on 25<sup>th</sup> May. The period for the exercise of public rights will be 20<sup>th</sup> June to 29<sup>th</sup> July 2016.

### APPENDIX 2

Question/comments from Alan Thornhill

**Are the Parish Council going to give the Village Hall Committee the Precept money set aside for maintaining the village hall?**

Cllr JM advised that this would be discussed under items 13 & 14.

### APPENDIX 3

Question/comment from Alison Millard

**Did the precept have anything to do with the village hall?**

Cllr JPB advised that £500.00 was allocated for exterior maintenance but as stated, the VHC would have to demonstrate a need for this.

### APPENDIX 4

Question/comment from Keith Cousins

**Arthur Hunt would like less involvement as Allotment Warden.**

Cllr LP advised that she and Cllr NH would take on this role and will ask if anyone would like involvement as an allotment user representative

### APPENDIX 5

Question/comments from Joyce Stevens

**How will this be put into practice as the Clerk doesn't live in Evenley?**

CK advised that people can email her with information to go on the notice board so that she can print and laminate it. Sandra has also agreed to have a folder in the village shop for notices that CK will check on weekly.

### APPENDIX 6

Question/comments from Joyce Stevens

**2 allotment plots are not being worked and are full of weeds which will spread to other plots. There is an obligation to keep them maintained.**

Cllr CE advised that this should be discussed with Cllr LP and Cllr NH and they will talk to the owners.

### APPENDIX 7

Question/comment from Charles Woodgate & Alan Thornhill

**What is the function/purpose of the light on the pub as it's not on a public road?**

**A quote was received last year for the light opposite the pub, why do we need another one?**

Cllr JM advised that the PC would look into the purpose of the light on the Red Lion.

Regarding the light opposite the Red Lion, the quote may have been lost during council changes last year but prices have changed considerably which will be evident with the newer quote.

### APPENDIX 8

Question/comment from Alan Thornhill

**Alan advised that he has a map of streetlights that he will let us have.**

CK thanked him.

#### APPENDIX 9

Question/comment from Joyce Stevens

**Going back to item 14, I thought last year someone carried out some patching work to the village hall roof (M S Coles). As it is still leaking can we not go back to them and check the warranty?**

CLlr CE advised that she thought M S Coles made repairs to windows and other areas but we will check the situation.

#### APPENDIX 10

Question/comment from Alan Thornhill

**Have the paving slabs to the war memorial been straightened?  
Some of the benches are financed and looked after by villagers. They are not all owned by the PC.**

CLlr CE advised that the slabs have not been forgotten and is in the process of checking the conservation order.

#### APPENDIX 11

Question/comments from Jackie Fox

**Why do Parish Wardens need job descriptions?**

CK advised their purpose.

**Why weren't the wine & nibbles for the April meeting bought from the village shop?**

CLlr NH advised that he had tried to save precept money by purchasing items that were cheaper than those sold in the shop. However, next time he will do a comparison and will look into getting value for money and supporting the community.