

## EVENLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 16th March 2015 at 7.30pm.

Present: Alan Thornhill (AT), Mike Boshier (MB), Jean Morgan (JM), Keith Cousins (KC), Jackie Fox (JF), Mike Genner (MG), Jill Kelly (JK) Kirsty Buttle (Clerk).

Members of the public present: Brian Sinclair, Cliff Payne, Joyce Stevens, Maureen Greatbatch, Kevin O'Regan, Mike Baul.

Open forum – Kevin O'Regan explained that the Parish Plan (PP) working group were given a brief to look again at the draft of the PP as some anomalies had been detected in the statistics. All statistics were checked and collated again. The main difficulty was deciding how to present the statistics as not all respondents completed the forms correctly/fully so it is difficult to show a percentage when the number of people responding to each question is different. A column has now been added to show 'no response' so that all percentages shown are reflective of an equal number of responses. Kevin expressed thanks to MG and JS for proof reading the document. The PP working group believe that the document is the same as the previous document in terms of what it says and the views expressed by the residents and they would recommend that the Parish Council (PC) agree to adopt the plan. There have been no substantive changes.

AT thanked Kevin for all of his work in relation to the original and the updated plans. Kevin accepted these thanks on behalf of the entire working group. **Action: AT to write letter to PP working group to thank them for their work on this.**

- 1) Apologies – All present so no apologies necessary.
- 2) Disclosure of interests – JM is the Vice Chair of the Evenley Residents Association (ERA) and the secretary for Evenley Matters.
- 3) Minutes of meeting held on 26/01/15
  - a) Consider if minutes are an accurate representation of the meeting
    - MG raised an issue on the minutes in regards to the vote on the precept. MG believes that the precept was not formally voted on, despite a discussion being held about the precept and agreeing amendments, so feels the minutes are inaccurate. Many councillors believed that the precept was voted on but in the interest of clarity they agreed to MGs proposal to amend the minutes to read 'the precept was not voted on to be adopted but the intention was clear'.
  - b) Matters arising from the minutes
    - MG believed that it was agreed in the last meeting that proposers and seconders should be minuted and the clerk has not done this. Most of the councillors disagreed with this and understood that the agreement had been that stating proposers and seconders was unnecessary. A further vote was taken on this for clarity and it was agreed that proposers and seconders do not need to be minuted.

Item 15 was discussed next as the decision regarding petty cash will have an impact on item 4a.

- 4) Other matters arising
  - a) Consider adoption of new Model Standing orders (brought forward from November)
    - The main amendments are:
      - Addition of page 2 which sets out how to use the standing orders.
      - Councillors speaking time has been reduced from 5 minutes to 3 minutes.
      - The presumption that members of the public will stand when speaking has been withdrawn.
      - The requirement for an annual appraisal for the clerk based on Evenley Parish Council objectives has been added.
      - Planning addendum 1 detailing the new planning procedure has been added.
      - The required elements of the standing orders have been emboldened as requested by a member of the public.
    - It was proposed that the new standing orders should be adopted subject to the removal of the items that refer to petty cash due to the decision to scrap petty cash. All agreed.
  - b) Proposal to state on website 'Any correspondence with Evenley Parish Council will be subject to public disclosure'
    - Some councillors expressed concerns that this statement could discourage parishioners to contact the PC. Other councillors still believe that a statement to this effect would ensure the PC are being open and transparent about the fact that most correspondence will need to be discussed in a public meeting. **Action: Clerk to contact District Council to find out how they manage this and follow their lead.**
  - c) Training for Councillors and Clerk – Openness and Accountability (Tue 28<sup>th</sup> April - £34 per delegate) and CiLCA
    - Some councillors would like to attend this course but it was agreed that the date is unsuitable due to it being held shortly before the elections so it is unknown who the councillors will be after May 7<sup>th</sup>. **Action: Clerk to contact Danny Moody to point out the poor timing of this course and request the date of the next course to be held after the elections.**
  - d) Village Hall damp and maintenance update
    - The damp proofing and follow up has been completed. A parishioner believes that the quality of the painting in the village hall is poor. The wall was damaged in the 2 weeks between paints and the wall required lots of refilling/patching.
- 5) Village risk assessment
  - a) Councillors' reports – Exception reporting
    - M.S.Coles has not been in contact regarding the works that have been instructed. **Action: Clerk to chase up M.S.Coles.**
- 6) Allotments - JK
  - a) Condition of plots – JK has had further contact with a resident regarding the removal of the horse chestnut tree which was deferred in previous meetings due to a planning application that had not yet received a decision. The planning decision has now been made so JK proposed that we now organise the removal of the tree. The neighbour has agreed to pay half of the cost of

removal (£100) so the total cost to the PC will be £100. All agreed. **Action: JK/KB to organise removal.**

b) Vacant plots – All plots have now been taken.

7) Pocket Park issues - JM/JF

- The new gate/chain at the entrance to Pocket Park has substantially reduced the amount of litter in the park.

8) Preparations for elections

- An election flyer has been delivered with the newsletter. A copy needs to be put up on the noticeboard and in the shop. There has been interest shown by some residents to put themselves forward to be a councillor. Any requests for application forms need to go to the clerk or to the elections team in Towcester. There may also be forms available in Brackley library.

9) Annual parish meeting arrangements

- Chris Wragg will be attending to speak about HS2. The police were unable to commit to our previous invitation due to changes that were being planned. Now that announcements have been made regarding these changes they may have a clearer idea of who will still be employed at the time of the meeting. Helen Howard could be invited to discuss traffic calming measures etc. **Action: Clerk to chase up police and invite Helen Howard.**
- JM was asked to contact the Evenley Residents Association (ERA) to invite them to attend and speak at the annual parish meeting. **Action: JM to contact ERA**

10) Parish Plan update – Proposal to adopt corrected Parish Plan - all corrections non material – MG

- Some councillors feel that the updated document does not look as professional as the previous document due to there being lots of blank spaces. It was asked if it would be possible to keep the original plan and just amend the percentages. This would involve further meetings of the PP working group and would delay the approval of the PP again. This would not be in the best interests of the people of Evenley. Some members of the PC have not seen the data that the PP is based on so they requested confirmation from the PP working group that the presented percentages are now accurate. KC confirmed that the percentages are accurate. A vote on the proposal was taken. 5 Councillors voted in favour of adopting the PP. 2 Councillors chose to abstain. **Action: PP working group to submit the updated PP to South Northants District Council along with all relevant paperwork.**

11) Speedwatch/VAS data.- MB

- New smiley Vehicle Activated Sign (VAS) was meant to go up last week but this has been delayed. (Note: The VAS has now been put up).
- Speedwatch data: 256 people were caught speeding. The top speed recorded was 52mph. MB would like to express his thanks to all who have participated in speedwatch. The PC thanked MB for his efforts on Speedwatch and the VAS.

12) HS2 issues – Problems associated with the construction – MG/JM

- At the Brackley Town Council hearing a select committee MP put forward traffic management on the Evenley A43 roundabout. MG and JC have written to our MP with information for her appearance at the select committee on Tuesday 17<sup>th</sup> March.

13) Parish representatives

- Village Correspondent
  - It was proposed that Mr & Mrs Millard be appointed as joint village correspondents. All approved.
- Highways
  - The highways vacancy will be left open at the moment as we do not have a volunteer to fill this this.

14) Correspondence

- English Heritage have informed us that the War Memorial is now on the list of buildings of special architectural or historic interest.

15) Finance

- Approval of finance statement
  - The amended finance statement showing cheque number 101821 which was missed from the agenda was proposed and agreed.
- Approval of cheques as listed on statement
  - Cheques and bank transfers were approved.
- Proposal to stop using a petty cash system and instead pay expense claims
  - After some discussion about the impact of this change, it was proposed that petty cash is no longer used and that payments would instead be made by cheque or bank transfer. All agreed.
- Agreement to change signatories on NSI account and decision regarding who new signatories will be.
  - It was agreed that MB should write to NSI to request details of who the signatories are and new signatories should be decided after the election. All agreed.

	Balances on previous agenda	Current balances as at 09.03.15	Difference
Community Acct	2751.96	1158.37	
Business Saver	18827.45	17829.68	
National Savings	5599.97	5641.97	
Total	27179.38	24630.02	2549.36

Payments

Date	Chq	Payee	Amount
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	No/BACS		
26/01/2015	101820	HMRC	126.20
26/01/2015	101821	Petty Cash	50.00
29/01/2015	BACS	Clerks salary	194.15
29/01/2015	BACS	E-on	209.37
29/01/2015	BACS	Flagmakers	375.56
20/02/2015	BACS	Evenley Village Hall	31.00
20/02/2015	BACS	Clerks salary	181.33
24/02/2015	BACS	Evenley Cricket Club - Pymt recd in error	30.00
08/03/2015	BACS	Evenley Village Hall	14.00
			1,211.61

#### Receipts

01/01/2015	NSI	Interest	42.00
05/02/2015	Boddington PC	Payment towards computer back up	15.00
16/02/2015	Hamptons Int	Pymt in error - repay to ECC	30.00
25/02/2015	Mousemate	Newsletter Ad	25.00
02/03/2015	Barclays	Int BS acc	2.23
	101803	Cancelled cheque	7.85
07/11/2014	HMRC	VAT refund	367.15
			489.23

Last months difference due to uncashed cheques and receipt not recorded as no statement received

	1826.98
Spend-Receipts (1211.61-489.23)	<u>722.38</u>
Total change	<u><u>2549.36</u></u>

16)Planning

**Applications pending**

<b>Planning Ref No</b>	<b>Details of application</b>	<b>PC Response</b>
S/2015/0187/FUL	Beechwood House, Church Lane, Evenley. Raise garage roof, 2 dormers to front elevation of garage and porch.	No objection
S/2015/0260/LBC	Finch Cottage, 24 The Green, Evenley. Replace six crittal (metal) single glazed windows & two 1980's wooden window with painted hardwood slimlite glazed windows. Replace one softwood single glazed patio door with hardwood flush slimlite glazed door.	No objection

**Decisions received**

<b>Planning Ref No</b>	<b>Details of application</b>	<b>Planning Decision</b>
S/2014/2214/ADV	Tesco Stores Ltd Oxford Road Brackley. Four illuminated fascia signs and five non-illuminated fascia signs on proposed dry cleaning , key cutting, shoe and watch repair pod.	Refused
S/2014/2414/FUL	38a The Green Evenley. Single storey extension to rear, new windows and doors & render to existing.	Approved
S/2014/2476/FUL	9 Church Leys Evenley. Proposed single storey rear extension.	Approved
S/2014/2515/FUL	4 Broad Lane, Evenley. Two proposed single storey extensions to the rear and loft conversion.	Application withdrawn
S/2015/0025/FUL	43 The Green, Evenley. Replace front door with stable door.	Approved

S/2014/2382/COND	20 The Green, Evenley Condition 6 [Details of construction of windows / doors] - Application for approval of details submitted pursuant to condition 6 of S/2014/0021/FUL [Loft conversion and provision of a new roof light, alterations to first floor layout and new staircase and a new front door]	Approved
S/2014/2383/COND	20 The Green, Evenley Condition 6 [Details of structural works and finishes] - Application for approval of details submitted pursuant to condition 6 of S/2014/0022/LBC [Loft conversion and provision of a new roof light, alterations to first floor layout and new staircase and a new front door]	Approved
S/2014/2384/COND	20 The Green, Evenley Condition 7 [Details of construction of windows / doors] - Application for approval of details submitted pursuant to condition 7 of S/2014/0022/LBC [Loft conversion and provision of a new roof light, alterations to first floor layout and new staircase and a new front door]	Approved

#### 17)AOB

- It was proposed to set a date for a village spring clean. Bags and kit need to be requested from South Northants Council. **Action: AT to request volunteers at the Annual Parish Meeting.**
- KC is unavailable to attend the Annual Parish Meeting so this is his last meeting as part of the council. He would like to thank the councillors for an interesting time as a councillor. KC will continue to raise the flag until the elections. **Action: Clerk to put flag raising dates on agenda for first meeting after elections.**

**MEETING CLOSED at 9.10 p.m.**

Date of next meetings:  
Annual Parish Meeting – 20<sup>th</sup> April 2015  
EPC – 18<sup>th</sup> May 2015

It is incumbent on all councillors to support and promote policies and decisions democratically decided at Parish Council meetings