

## EVENLEY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 18th May 2015 at  
7.30pm.

Present: Alan Thornhill (AT), Mike Bosher (MB), Jean Morgan (JM), Cathy Ellis (CE), Denise Stevens (DS), Lisa Proffitt (LP), Jill Kelly (JK) Kirsty Buttle (Clerk), 4 members of the public.

- 1) Election of Chairman
  - Proposed Alan Thornhill. A vote was held and a majority agreed.
- 2) Election of Vice Chairman
  - Propose Mike Bosher. A vote was held and a majority agreed.
- 3) Apologies
  - No apologies received
- 4) Disclosure of interests
  - JM is Vice Chair of the Evenley Residents Association (ERA) and secretary to Evenley Matters. Mike Bosher is the Chair of Evenley Cricket Club (ECC).
- 5) Welcome to new Councillors
  - AT welcomed the new Councillors to the Parish Council and advised that if there are any questions then please contact any of the other Councillors who would be happy to help.
- 6) Minutes of meetings held on 16/03/15 and 15/04/15
  - a) Consider if minutes are an accurate representation of the meeting
    - Minutes were agreed and signed.
  - b) Matters arising from the minutes
    - i) Openness and accountability course – Next course is on 8<sup>th</sup> June in Raunds @ £34 per delegate. There may be another course in Litchborough in the future. It was proposed that the Clerk attends the course. All agreed. **Action: Clerk to book next suitable course date.**
    - ii) NSI signatories – Feedback from Mike Bosher and decision re new signatories
      - MB has been unable to find out who the signatories are but NSI have agreed to put on new signatories. It was agreed that the same signatories should be used as the main bank signatories. **Action: MB to organise completion of forms to add new signatories.**
    - iii) Response from District Council regarding ensuring the public are aware that most correspondence will need to be discussed in a public meeting
      - The District Council have not yet responded. AT and Clerk have found some guidance. It was agreed to continue 'as is'.
- 7) Other matters arising
  - a) Evenley Parish Council Logo/letterhead
    - The Councillors discussed the suggestion to have a logo/letterhead. It will cost to get a logo registered but registration is not essential. All agreed to have letterhead based on the flag but without registration. **Action: AT to send out sample letterheads to Councillors for approval at the next meeting**
  - b) SNAST Neighbourhood Watch Annual subscription request – Cost of £10 per annum
    - It was proposed that David Connolly be given the role of Neighbourhood Watch Warden. The Parish Council agreed to pay for the SNAST subscription. **Action: AT to discuss with David Connolly.**
  - c) How to be a good employer training course – 24<sup>th</sup> June - £39 per delegate

- Most councillors do not consider this course relevant as the PC only employs 1 person. JM believes this would be useful and volunteered to go on the course but cannot attend on 24<sup>th</sup> June. It was proposed that JM attend the next suitable course date. Approved. **Action: Clerk to book next suitable date.**
  - d) Report from Evenley Arts Co-ordinator – AT
    - Report has been distributed. Thanks to Kevin O'Reagan for his work and for providing the report to the PC. AT read out the report from the Arts Co-ordinator. Kevin is continually looking for other things to do so if anyone has any ideas please do contact him. It would be good if the EVA could do something for the fete. **Action: JM to discuss with Kevin O'Reagan.**
  - e) Annual assessment of the risk management policy
    - JM feels that the website and the e-mail system are also assets that need risk managing and would like to have a conversation with MB about what the back up arrangements are. The councillors agreed to add the website and e-mail system to the risk management policy. MB would be happy to have some help to update the website with minutes etc. There were no volunteers. **Action: MB to write an amendment to the policy and clerk to put on next agenda for approval.**
  - f) New Councillor Training
    - There are courses available for new Councillors. There is a course available in Brackley but this is next Wednesday and the Councillors are unable to attend. 5 Councillors are interested. **Action: Clerk to discuss cost of course and next available dates with Danny Moody.**
  - g) Flag raising dates
    - Denise Stevens has agreed to raise the flag. The dates were distributed. All were in favour of agreed dates.
  - h) New streetlight near pub
    - It was agreed last year that the streetlight near to the pub needs to be changed to the same style as the others in the village. **Action: DS to liaise with KC to get details of the agreed new lamp.**
- 8) Allotments - JK
- a) Condition of plots
    - One plot has not been worked for almost two years. This does need to be dealt with soon. One of the taps has been repaired but is still leaking. **Action: JK/LP to check and resolve.**
  - b) Vacant plots
    - ½ plot vacant. Advertisement will be put in shop and in newsletter at beginning of June.
  - c) Outstanding rent
    - Two rents remain outstanding but JK is confident that they will be paid soon.
- 9) Pocket Park issues – JM
- Some work is needed on Pocket Park to deal with overgrown paths, overhanging branches and removal of Sycamores. JM has e-mailed Brackley Wildlife Trust regarding management but no response has been received. It was suggested that the 'Friends of Pocket Park' be contacted to clarify what their role is and if they would be interested in helping to deal with these issues. **Action: JM to contact 'Friends of Pocket Park'.**
- 10) Speedwatch/VAS data.- MB
- MB has distributed latest VAS data. Northamptonshire Highways have agreed to put two sets of 'Slow' markings on Broad Lane. They have also agreed to a traffic calming measure at the top of Broad Lane but they will not fund this. It may be possible to work with the ERA and Evenley Matters to get grants for this. **Action: MB to investigate what Highways will agree to in regards to the traffic calming measure.**

## 11) Parish representatives –

- a) To confirm the appointments of Parish Wardens, thanking them for their work during the past year.
  - Thanks to the Parish Wardens (Footpaths - Carrie O'Reagan, Pocket Park - Merrick Loggin, Snow - Kim Golding, Trees - Janet Cropley, Notice Board - Joyce Stevens) for the work they do throughout the year. It was proposed to continue to have the same wardens for the coming year. All agreed.
- b) Allocation of Councillor roles
  - Jill Kelly – Pocket Park and Grass Cutting
  - Lisa Profitt – Allotments & HS2
  - Denise Stevens – Street Lighting and Flag raising
  - Mike Boshier – Grass Cutting, Financial Internal Controls Councillor, Website.
  - Jean Morgan – HS2 and Emergency Planning (if it comes up), Tourism.
  - Cathy Ellis – Village Green, Village Hall
  - Alan Thornhill – Annual Appraisal for Clerk

These roles were proposed and agreed.
- c) Agree members of planning committee
  - Chair Denise Stevens
  - Mike Boshier
  - Cathy Ellis
  - Jill Kelly
  - Lisa Profitt

The above councillors were proposed and agreed.
- d) Highways outstanding appointment
  - The Highways role has still not been filled.

## 12) Aims and objectives for 2015/16

- Aims and objectives are already set out in the precept for the year. They were the new speed VAS (which has now been installed) and a new light outside the pub. AT asked the councillors what other aims they would like the council to consider. –The suggestions included:
  - Lighting in the corner of the green.
  - Speeding.
  - Parking issues near the Church and general parking in the village.
  - Better links with the ERA and other organisations across the Parish.
  - An entry for best village community.
  - Another picnic bench on the green.
  - A welcome to Evenley sign or stone.
- A Councillor pointed out that there is an ongoing problem with tractors driving onto the verges on Broad Lane and suggested writing a polite letter to local farmers to remind them of this issue. **Action: JK to compose letter.**

## 13) Correspondence

- PCC have requested to have space in the PC noticeboard. The PC don't believe there is enough room to allow them to have a specific space. It was suggested that they send any notices that they would like displayed to the noticeboard warden and if there is space in the noticeboard then they will be displayed. **Action: Clerk to reply to PCC.**
- A letter has been received from Adam Simmonds re HS2 construction traffic. **Action: AT to scan and send to all.**
- The clerk to Aynho PC has e-mailed requesting permission to publish minutes of the Ward meetings. This was proposed and agreed. **Action: Clerk to inform Aynho Clerk of decision.**

## 14) Finance

- a) Approval of finance statement
  - All agreed

- b) Approval of payments as listed
  - All agreed
- c) Internal audit for financial year 14/15
  - All agreed to approve MB's internal audit
- d) Completion of sections 1 and 2 of annual return
  - Sections 1 and 2 were discussed and completed.
- e) Appointment of Internal Controls Councillor
  - Mike Boshier was proposed and agreed as the internal control councillor. All agreed.
- f) Amendments to bank mandate to add and remove signatories
  - Need 3 signatories. AT and MB are already on the mandate. It was proposed and agreed to add Cathy Ellis. **Action: MB to arrange new mandate.**
- g) Increase in electricity charges – kWh price increase from 8.24 to 12.40p. It was agreed to stay with the existing supplier until a better option is provided by NCALC.
- h) Renewal of Parish Council insurance and consideration of the offer to tie in for 3 years
  - It was proposed to accept the offer to fix for 3 years – All agreed.
- i) Review and agree Financial Regulations
  - The Standing Orders were recently updated and the Financial Regulations were incorporated. It was proposed and agreed to amend the separate Financial Regulations to match addendum 2 of the Standing Orders and publish on website.

|                  | Balances on previous agenda as at 09.03.15 | Current balances as at 11.05.15 | Difference |
|------------------|--|---------------------------------|------------|
| Community Acct   | 1158.37                                    | 1286.07                         | 127.70     |
| Business Saver   | 17829.68                                   | 21535.18                        | 3705.50    |
| National Savings | 5641.97                                    | 5641.97                         | 0          |
| Total            | 24630.02                                   | 28463.22                        | 3833.20    |

#### Payments

| Date       | Chq No/BACS | Payee                                | Amount    |
|------------|-------------|--------------------------------------|-----------|
| 19/03/2015 | BACS        | Texprep                              | £34.30    |
| 20/03/2015 | 101822      | Mark Stockwin (Pocket Park entrance) | £200.00   |
| 21/03/2015 | 101823      | Clerks salary                        | £181.33   |
| 24/03/2015 | 101824      | PAYE                                 | £132.20   |
| 24/03/2015 | 101825      | Water                                | £2.67     |
| 09/04/2015 | BACS        | Evenley Village Hall Committee       | £22.50    |
| 09/04/2015 | BACS        | E-on                                 | £206.31   |
| 09/04/2015 | BACS        | TWM Traffic Control Systems          | £2,472.00 |
| 09/04/2015 | BACS        | NCALC                                | £440.78   |
| 16/04/2015 | BACS        | Kirsty Buttle                        | £60.55    |
| 16/04/2015 | BACS        | Boshierlay - web hosting charge      | £102.89   |
| 16/04/2015 | BACS        | E-on Lighting Maintenance            | £160.55   |
| 15/04/2015 | 101826      | ico                                  | £35.00    |

|            |      |                |         |
|------------|------|----------------|---------|
| 05/05/2015 | BACS | RT Gardens     | £100.00 |
| 05/05/2015 | BACS | Northants CALC | £247.50 |
| 05/05/2015 | BACS | Kirsty Buttle  | £260.03 |

Total Payments £4658.61

#### Receipts

|            |                     |                                |           |
|------------|---------------------|--------------------------------|-----------|
| 10/03/2015 | Dickins Auctioneers | Newsletter Ad                  | £25.00    |
| 17/03/2015 | Stonebright         | Newsletter Ad                  | £25.00    |
| 19/03/2015 | Petty Cash          | Remaining cash from petty cash | £28.58    |
| 31/03/2015 | Barclays            | Apologies payment              | £120.00   |
| 02/04/2015 | Bosher              | VAS Funds                      | £403.10   |
| 16/04/2015 | Simpson             | Allotment rent                 | £26.79    |
| 16/04/2015 | Atkins/Jermy/James  | Allotment rent                 | £73.99    |
| 20/04/2015 | Greig/Bell          | Allotment rent                 | £65.00    |
| 28/04/2015 | SNC                 | VAS Grant                      | £1,000.00 |
| 17/04/2015 | SNC                 | Precept                        | £6,705.50 |
| 08/05/2015 | Broadhead           | Allotment rent                 | £18.85    |

Total Receipts £8491.81

#### 15) Planning

#### **Applications pending**

|                 |   |
|-----------------|---|
| S/2015/0620/OUT | Land to the rear of 22 The Green, Evenley. Four terraced houses with parking (outline)  |
| S/2015/0980/FUL | The Barn, Church Lane, Evenley. Variation of condition 2 (plans) of approved application S/2014/0500/FUL (Single storey and first floor extension to existing annexe. Retrospective changes to include increased eaves height, enlarged and repositioned rooflights, enlarged toilet window on SW elevation and extension of hip roof to lean to. |

A councillor has discussed planning application S/2015/0980/FUL with the enforcement officer and they believe that the PC should object on the same grounds as previously. The enforcement officer and planning officer are due to come out to visit soon and more information could be obtained from that visit. **Action: Clerk to ask for an extension to reply.**

#### **Decisions received**

|                 |   |          |
|-----------------|---|----------|
| 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. | Approved |
|-----------------|---|----------|

#### 16) HS2 – JM

- JM is unable to attend the HS2 meeting on 05/06/15. LP agreed to attend if possible.

#### 17) AOB

- ERA AGM 6:30pm Village Hall 22<sup>nd</sup> Jun

Meeting closed at 9:17pm

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