

BLISWORTH PARISH COUNCIL

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Minutes of the Annual General Meeting 7th May 2013

Held in the upstairs room of Blisworth Village Hall at 7.30pm

Present: Cllr Mrs P Masterman Chairman
Cllr Mr C Jeffery Vice - Chairman
Cllr Mrs J Hawkins
Cllr Mr D Dalton
Cllr Mrs D Burgoyne
Cllr Mr S Billing
Cllr Mrs M Field
Cllr Mr C Gardner
Cllr Mrs McKeown

8 members of the public

1. 1. APOLOGIES FOR ABSENCE – THE FOLLOWING APOLOGIES WERE RECEIVED AND APPROVED : Cllr Mr T Bartlett, Cllr Mrs K Gray, Cllr Mr S Clarke, SNC Cllr

2. DECLARATIONS OF INTERESTS – members were asked to declare any interest and the nature of that interest which they may have in any items under consideration at this meeting – none were declared.

3. ELECTION OF CHAIRMAN – Cllr Jeffery took the Chair and asked for nominations for Chairman for the following 12 months. Pat Masterman was nominated as Chairman. She was proposed by Cllr Dalton and seconded by Cllr Hawkins and re-elected as Chairman. However she stated that she will NOT be standing as Chairman next year.

4. ELECTION OF VICE-CHAIRMAN – Cllr Masterman resumed the Chair. Nominations were requested for Vice Chairman for the next 12 months. Cllr Field proposed Charlie Jeffery and this was seconded by Cllr Hawkins. Hence Charlie Jeffery was elected Vice Chairman for the next 12 months.

5. ELECTION OF FINANCE SUB GROUP –the whole of the council are involved in the finance – there is no separate group.

6. ELECTION OF PLANNING SUB GROUP – All were in favour of Cllrs Jeffery, Hawkins, Field, McKeown, Bartlett & Dalton

7. ELECTION OF REPRESENTATIVES FOR VILLAGE HALL AND PLAYING

FIELDS ASSOCIATION – Cllr Gardner and Cllr Field were elected to act as representatives.

8. ELECTION OF REPRESENTATIVES FOR MID NORTHANTS PARISHES GROUP – Cllr Field will continue to act as representative. Although this group has gone quiet at present it may well become more active again with current changes in planning regulations.

9. ELECTION OF STREET LIGHTING OFFICER – Cllr Masterman and Cllr Billing agreed to act as street lighting officers.

10. ELECTION OF REPRESENTATIVE S TO ACT AS TREE AND FOOTPATH WARDENS – Cllr Gardner agreed to act as Tree Warden and Mr Mike Burgoyne will act as Footpath Warden.

11. REVIEW OF FINANCES – Cllr Jeffery reported on his review of finances. He proposed that the Council depreciated its assets each year to allow for replacement costs. It was agreed that the figure for Fixed Assets on the Annual Return should be reduced by 10% per annum to account for this. The Annual Return will be adopted at the next meeting.

APPOINTMENT OF INTERNAL AUDITOR – Cllr Bartlett had reported on the possible use of an internal auditor but he would only verify the accounts of the Council. The Clerk stated that the requirements of the Internal Auditor are competence and independence. According to NALC competence would involve knowledge of Local Government finance. It was agreed that NCALC should be used to Internally Audit the Parish Council at a cost of £175 per annum. Clerk to arrange.

COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER – Cllr Jeffery has acted as Internal Control Officer for the Council for the year end 31.3.13 and Cllr McKeown agreed to do this for the current year.

12. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS – these had been previously circulated and were adopted by the Council. A clause stating that the Chair person will only remain in post for 3 years. (they can remain on the committee after that time).

13. ADOPTION OF CODE OF CONDUCT – this had previously been circulated and the July 2012 NCALC version was adopted.

14. PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS – this required revision and Cllr Bartlett had offered to assist in formulating a policy. It was agreed that this will be looked at for the next meeting.

15. Complaints Procedure – the Policy recently adopted was re-adopted at this meeting.

16. DATES FOR MEETINGS FOR NEXT YEAR – It was confirmed that the Parish Council Meetings for the year 2013 to 2014 will take place on the first Monday of the month unless that day falls upon a bank holiday in which case it will take place on the following day of the month. Extraordinary meetings will be held as necessary.

17. A RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS

MEETINGS DATED 2ND April 2013 was made. This was proposed by Cllr Jeffery and seconded by Cllr Hawkins.

18. MATTERS ARISING FROM PREVIOUS MINUTES - none

19. MATTERS ARISING – not covered by agenda - none

20. DISTRICT AND COUNTY COUNCIL REPORTS –Cllr Clarke had reported to the Clerk just prior to this meeting on the Sun, Moon and Stars planning issue. A report had been presented to the SNC Planning Policy and Regeneration Strategy Committee recommending revocation of the Supplementary Planning Guidance. It has yet to go to vote in full Council. The minutes for this meeting can be found on the committee meeting section of the SNC website for 24.4.13.

21. PLANNING

i) **Village Confines** – no developments on this issue

ii) **The Planning sub group had met and reviewed the following applications and Cllr Jeffery reported:**

S/2013/0488/FUL Blisworth Pumping station Replacement fence

The site needs security and the new mesh fence will be coated in green plastic, however the topping of razor wire could raise concern, but it is probably needed for security.

The sub group acknowledged that new Fencing is required and are pleased that the mesh will be covered in green plastic, they were concerned about the topping of razor wire, however as it is over 6ft from the ground it was not felt to present a problem therefore recommended no objection. This was carried by the Council, **Clerk to respond.**

S/2013/0493/FUL 10 Eastfield Two storey side and rear extension (only detached house in Eastfield that hasn't been extended) – Sub Group support for this application. This was carried by the Council, **Clerk to respond.**

S/2013/0460/FUL 43 Buttmead - two story side and rear extension.

This has come up before app S/2012/1123/FUL April 2012, the plan looks the same but with a conservatory added to the rear. – Sub Group recommended no objection. This was carried by the Council, **Clerk to respond.**

S/2013/0405/NMA Algate Church Lane addition of chimney

To comply with regulations a chimney has to be constructed to vent gas fumes and in doing so a window size has to be altered. The flue is to vent gas fumes from the boiler and rather than have a steel pipe, to make it more attractive Mr Brown has decided on a chimney to house the pipe, however this necessitates the need to deduce the size of a window.

– Sub Group recommended supporting the application. This was carried by the Council, **Clerk to respond.**

S/2013/0446/FUL 11A Buttmead Single story rear extension. To demolish a rear conservatory and construct a larger family room in brick. – Sub Group recommended supporting the application. This was carried by the Council, **Clerk to respond.**

S/2013/0439/TPO Canal House Blisworth Arm Reduce crown of Copper Beech - The Tree is adjacent to the drive to the garage and looks quite large therefore – Sub Group recommended supporting the application. This was carried by the Council, **Clerk to respond.**
S/2013/0377/FUL Orchard House, Stoke Road Construct a stone garden shed to replace a dilapidated wooden one.

Pre application advice supports the application, the shed roof is barely visible over the garden wall. The sub group was concerned about his application, In principal we would have no objection to the construction of a stone garden shed. However the new shed is to be 8.4 metres long by 3 metres wide, the present wooden shed on the site is around 3 metres x 2. The length of the shed would also necessitate the removal of a couple of trees. Although the shed would be mainly hidden behind the wall in Church Lane it would be visible from Stoke Road. Therefore the sub group provisionally recommended no objection in principal but a concern about the length. **Clerk to respond.**

Chapel Hill Development : A public Development control meeting is to be held on Thursday 9th May at SNC when a member of the Parish Council may speak. Either Cllr Jeffery or Cllr Masterman will attend.

CPRE Workshop : Cllr Hawkins had attended this. Issues raised were:

- The implication of the revised 106 agreement
- Northants has no designated Green belt!
- Northants has the lowest wind speed of all the counties
- The Clerk can obtain a transcript of the meeting which has been applied for.

22. LOCAL MATTERS

i. **Footpaths** –reports of any problems – Cllr Burgoyne reported that RD3 had not been reinstated but that people are walking around the edge of the field.

ii. **Lighting** – report of any street lights in need of attention. Replacement PL at end of Buttmead and Stoke Road junction has been ordered. **Clerk to chase up.** A discussion about the maintenance carried out by E-on was questioned and it was agreed that the request a copy of the contract between the Council and E-on as there was a feeling of dissatisfaction about the lack of action on this light.

iii. **Play Area** – Cllr Dalton reported that the perimeter fence is now work in progress. The Wicksteed work resulting from the inspection has been completed. Some graffiti has been drawn on some equipment which he will correct.

iv. Traffic Issues-

- the Chairman reported that there had been a request for speed bumps on the road up to the football fields but Helen Howard from NCC said this road was unadopted and not the responsibility of Highways. Cllr Jeffery agreed to obtain a quote for plastic bumps.
- LGV parked on verge at the end of Pondbank – the Chairman had reported this to the police.
- There are loose sets at the junction of Stoke Road and High Street – **Clerk to report.**
- Drain sticking up on outside Youngs on main road – **Clerk to report.**

v. **Parish Plan Progress** – Cllr Burgoyne reported that:

- There have no developments in siting of the Best Village sign.
- An entry has been made into the Church Yard competition.
- Work on the village sign is on-going

- An application for a faculty for the information board in the old Church Yard has been made.

vi. Neighbourhood Watch Scheme – nothing to report

vii. **Village sign project** – the design put forward by Ivan chester at the APM had secured the most votes which has now gone to alan Bailey for a price and time frame. (may be Christmas) It is to be 1m wide x 1/2m deep. A request for an accurate drawing of the boat has been made. The preferred site was Elm Tree corner.

viii. Ownership and maintenance of bus shelter in village – the Clerk had received correspondence from NCC Highways stating that there are 2 shelters belonging to Blisworth PC – a metal one on High Street outside the Royal Oak and a timber one on Northampton road Business Park. After discussion it was agreed that the **Clerk respond** stating that Blisworth PC has no record of owning *any* shelters.

23. COMMUNICATIONS

A) Correspondence – outgoing and ingoing

Out – response to SNC on Planning App S/2013/0291 – 500kw wind turbine at Blisworth Hill Farm, Stoke Road. **Clerk to chase up a response to this letter.**

In

i. Owner of property in Courteenhall Road re cutting back of conifers – this correspondence did not confirm ownership by the resident. It was agreed that the Clerk contact Land Registry so see if confirmation of ownership can be made.

ii. CPRE newsletter

iii. NCALC – Update

iv. Ownership and maintenance of bus shelter in village

v. Joining of parishes for delivery of projects

vi. Clerks and Councils Direct

24. FINANCE

i) Arrangements for Internal Audit –see above item 11 on agenda.

Payments – for approval

Name	Details	Amount£	VAT £	Total £	Chq
Wicksteed Leisure	Play area repairs	45.00	248.06	£1488.37	2139
E-on	Maintenance	215.67	43.13	258.80	2140
NCALC	sub	360.10		360.10	2141
E-on	supplies	681.47	136.29	817.76	2142
AH	Empty	79.40	15.88	95.28	2143
Contracts N and P Gardens	dog bins Mowing - April	474.00	94.80	568.80	2144
V Hartley	Salary for april	333.47	-	333.47	2145

HMRC	Tax for above	83.20	-	83.20	2146
Zurich	Insurance premium	1066.43	-	1066.43	2147

Monies received : 50% Annual Precept from SNC - £18,396.64
VAT Return - £1982.12

OTHER FINANCIAL MATTERS –

Approval and Acceptance of Annual Return – see item 11 on agenda

25. FUTURE AGENDA ITEMS AND COUNCILLORS’ COMMENTS

Jane Percival was thanked for her work in cutting back the vegetation along Stoke Road. A suggestion of positioning a seat on the High Street near the stone built shelter was suggested as a possible use of the ‘windfall’ part of the precept. Stoke Road parking – Cllr Bartlett had volunteered to make an A frame type sign (if PC supplied the wood) politely requesting no parking and is willing to liaise with the surgery. Bernice will plant up the planters in Towcester Road and talk to Caroline Young about the one in Northampton Road.

**26. DATE AND TIME OF NEXT and FUTURE MEETING – June 3rd 2013
Meeting closed at 9.20pm**

Signed: ----- Date:

This agenda can be found on the Blisworth Parish Council website.