

5. **DECLARATIONS OF INTERESTS – To receive declarations made under the Council’s Code of Conduct related to business on the agenda.**
(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a pecuniary interest will require that the member withdraws from the meeting room during the transaction of that item of business).
None was declared .
6. **CASUAL VACANCY FOLLOWING RESIGNATION OF CLLR JEFFERY- Clerk to display Vacancy notice.**
7. **POSSIBLE CO-OPTION OF PERSON IN PLACE OF Alastair Anderson. NOTICE OF CASUAL VACANCY ARISING FROM RESIGNATION OF CLLR ANDERSON HAS BEEN ADVERTISED AND SNC HAVE INFORMED CLERK THAT CO-OPTION CAN TAKE PLACE**
Simon Bunker – proposed by Cllr Billing, seconded Cllr Kennedy. Mr Bunker was duly co-opted and will sign the Acceptance of Office and received his Register of Interests at the next meeting.
8. **REVIEW OF FINANCES – TO AGREE AND REVIEW FINANCES, INCLUDING USE OF NCALC AS INTERNAL AUDITOR AND OF COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.**
It was agreed that NCALC would remain as Internal Audit Service.
Appointment of an Internal Control Officer will be made at the next meeting.
9. **ADOPTION OF (new) STANDING ORDERS AND FINANCIAL REGULATIONS (previously circulated with final accounts) including adoption of the Financial and Management Risk Assessment.**
The Standing Orders, Financial Regulations and Financial Management Risk Assessment had been circulated and were adopted. This was proposed by Cllr Billing, and seconded by Cllr Kennedy.
10. **ADOPTION OF CODE OF CONDUCT (previously circulated) – agreed and adopted.**
11. **PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS (previously circulated) Agreed and adopted.**
12. **MEDIA POLICY(previously circulated) – agreed and adopted**
13. **COMPLAINTS POLICY (previously circulated) – agreed and adopted.**
14. **GDPR COMPLIANCE**
 - a) **To appoint the Northants CALC DPO Service as the council’s Data Protection Officer – it was agreed that the NCALC DPO would be**

Signed-----

Date-----

adopted.

b) To adopt the Data Map (circulated) – on-going

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

d) To adopt the Privacy Notices (circulated)

e) To receive completed Security Compliance Checklists from all Councillors

f) The council resolved that the PC registers with the ICO and pays the relevant Data Protection Fee - £35.00.

15. **DATES FOR MEETINGS FOR NEXT YEAR** - To confirm that the Parish Council Meetings for the year 2018 to 2019 will *generally* take place on the first Monday of the month. If this is not feasible, possibly due to a bank holiday, it will be re-arranged. Extraordinary meetings will be held as necessary.

This was confirmed by the Council.

16. **Agreement on Arrangements for dealing with PLANNING Applications Agreed** - Clerk will forward emailed notification to Councillors and give hard copy to Cllr Billing which will then come to meeting. If extension required, **Clerk** will arrange with SNC.

17. **APPOINTMENT OF REPRESENTATIVES FOR VILLAGE HALL AND PLAYING FIELDS ASSOCIATION**
Cllr Gardner agreed to continue in this role.

18. **APPOINTMENT OF REPRESENTATIVES TO ACT AS FOOTPATH WARDENS**
Tim Noble to continue but **Clerk** to check to see that he wants to continue.

19. **RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 9th April 2018.**
A RESOLUTION TO SIGN & APPROVE MINUTES OF THIS MEETING was passed – Proposed by Cllr Billing and seconded by Cllr Hillier.

20. **CLERK'S REPORT**

- Actions carried out as per last meeting.
- Planning Inspectorate APP/Z2830/C/17/3187939: 32 Northampton Road, NN7 3DW – Appeal upheld

21. **DISTRICT AND COUNTY COUNCIL REPORTS – Cllr Clarke reported – for APM, to submit report to clerk**

22. **RAILFREIGHT TERMINAL – UPDATE AND DISCUSSION ON THE CURRENT STATUS**

Request for Community benefit

(Clerk pointed out this was not on the agenda) - Cllr Kennedy proposed that the Parish Council write to both Developers – Roxhill and Ashgield Land suggesting they provide a Community Benefit Fund. This suggestion was endorsed by Andrea Leadsom when she faced the HS2 impact on her area. Advice from two SNDC planning officers and the Chairman of Kilsby Parish Council who has been through this process with Dirft 1,2 and 3. This was discussed by the PC and agreed with Tony Hillier providing the wording of the short letter.

Council agreed that Clerk send the request.

23. PLANNING

○ Planning Application for circulation:

<u>S/2018/0946/FUL</u>	Land South East Of Traquair Station Road Blisworth	Variation condition 2 - enclosures S/2016/2979/FUL (Track across field to access existing stables) to allow erected fence & gate to ensure safety of livestock (retrospective).
<u>S/2018/0872/FUL</u>	28 Courteenhall Road Blisworth NN7 3DD	Detached double garage

No objections to either from Parish Council, **Clerk** to submit response

- **Relaxation of condition 20, Chapel Lane – question from Cllr Kennedy asking what has arisen to alter the opinion of SNC for the necessity of a service road. Why and how this decision happened so suddenly? A Temporary traffic regulation has been submitted to NCC. Applicant should provide adequate off road parking if the parking around access to the site is limited. Argument is that delivery vehicles will avoid peak times. Advice from Cllr Clarke to pursue the parking provision. Clerk to write to Martin Draper, Development Manager Engineer for Northants Highways. (see website). Cllr Billing will draft a letter which will be circulated prior to despatching. Ask what requirements are needed in the run up to forming a TTRO (Temporary Traffic Regulation Order) and whether the PC should have been consulted. Liaise with Cllr Billing.**

24. WEBSITE DEVELOPMENTS

Mason Masterman has resigned as Webmaster for the Parish Council. In view of the latest Transparency Laws this task is to be taken on by the Clerk. She will meet with Mason and Tricia White to arrange.

25. Local Matters

- i. Footpaths –reports of any problems – none reported.
- ii. Lighting – report of any street lights in need of attention. Football field light – Aylesbury Mains put a light up. Informed Western Power who needed notification form PC that connection can be made.
- iii. Play Area – Nothing to report

Signed-----

Date-----

iv. Traffic Issues – Nothing to report

v. Neighbourhood Watch Scheme Nothing to report

Highways – Consideration of planters for Courteenhall Road. Council agreed that usually planters are placed at the start and exit of the village and usually in the High Street, therefore, to extend planters to other areas would be costly and difficult to maintain.

vi. as they had planters at the ends of the village and in the High Street, due to maintenance commitments no more planters should be acquired.

Cllr Kennedy had a quote for 2 wooden planters for Towcester Road for £450 for two.

26. COMMUNICATIONS

A) Correspondence – Emails/letters outgoing and ingoing:

Out –

In – Notable correspondence In and circulated to Councillors

- i. Northants CALC eUpdate - March/April 2018
- ii. NCALC - Northants CALC Training Course
- iii. NCC - Consultation on the provision and delivery of Universal Children's Services and de-designation of Children Centres in Northamptonshire 2018 – ends 15th June
- iv. Sarah Burns, SNC - Alternative sources of funding
- v. Funding Fair at Towcester Racecourse Wednesday 16 May 2018
- vi. NCALC – forms for Appointment of Northants CALC as DPO plus other correspondence re Data Protection legislation.

27. **PROGRESS GROUP REPORT TO MAY PARISH COUNCIL – Ann North – see appendix**

28. FINANCE

i) AGREEMENT AND ADOPTION of the ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN for year-end 31.3.18

The following documents were agreed and adopted by the Council as separate items:

- SECTION ONE, The Annual Governance Statement 2017/18
- SECTION TWO The Accounting Statements 2017/18

Also the Internal Control Officer's report (Cllr Jeffery on Accounts for year-end 31.3.18). was approved.

ii) Payments – for approval:

Name	Details	Amount £	VAT	Total	Chq
Allseasons	Grass, inv 15912	530.00	106.00	636.00	657
Shire Lumsden	Printing R & A	120.00		120.00	658
AH Contracts	Empty dog bins	27.79	5.56	33.35	659
V Hartley	Salary for April	560.40	-	560.40	660

Signed-----

Date-----

HMRC	Tax for above	61.60	-	61.60	661
E-on	Supplies Jan-Mar	1275.90	256.18	1531.08	662
NCALC	Subs and Audit	821.88		821.88	663
Zurich Insurance	Annual premium	994.48		994.48	665
ICO	Data Protection	35.00		35.00	666
Cancelled cheque					667
Cllr Hillier	Re-imberse for litter certificates	30.00		30.00	669

Bank Balance at 24.4.18 – £34,902.22 (50%precept has been received)

29. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS

- **Report on 2018 Annual Parish Assembly** – a further report had come in from the Hand Bell Ringers. (Minutes are adopted next APM)
- **Question over apparent reduction of 30mph zone in Stoke Road** – probably due to it being put too far along the road. Present position of VAS machine has to be relocated.
- **Chairman – mentioned BYHP**, based in Brackley, it assists young people aged between 13 and 25 who are homeless or at risk of being homeless disadvantaged. It covers the areas of Banbury, Bicester, Brackley, Chipping Norton and the surrounding villages, Annually they offer help to 200-300 young people!
- It might be an interesting and worthwhile project to think about introducing them to Towcester?

30. DATE AND TIME OF NEXT MEETING – 4th June – to be chaired by Cllr Kennedy

Signed: -----

Date:

Signed-----

Date-----