

SILVERSTONE PARISH COUNCIL**MINUTES OF ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 14TH MAY 2018 AT 8PM AT THE METHODIST CHURCH ROOM.**

PRESENT: Cllrs A. Thompson, J. Laband, J. Rudland, D. Bambridge, P. Dunne and Cllrs Mrs K. Fanning, M. Webb and M J Branch. Also present Linda Paice, Clerk and three members of the public.

1	Valid nomination having been received for one member only, it was RESOLVED that Cllr A Thompson be appointed Chair for the year.		
2	A DECLARATION OF ACCEPTANCE OF OFFICE form was duly signed by the Chair.		
3	DECLARATION OF ACCEPTANCE OF OFFICE and ELECTRONIC SERVICE OF SUMMONS forms were completed by all members present.		
4	CHAIRMAN'S ANNOUNCEMENTS were noted.		
5	APOLOGIES were received and accepted from Cllr Mrs Tosh (prior commitment) and Cllr Mrs Cann (recuperating)		
6	i)No DISPENSATION REQUESTS had been received in advance of the meeting. ii)No DECLARATIONS OF INTEREST were made by members on Agenda items. iii)Members were reminded of the REQUIREMENT TO UPDATE REGISTER OF INTEREST FORMS following any changes, within 28 days of the change		
7	It was noted that MINUTES OF THE 2017 ANNUAL MEETING had been signed at the June 2017 Council meeting and the MINUTES of the meeting on the 9 th April 2018, having been previously circulated were signed as a true record.		
8	Valid nomination having been received for one member only, it was RESOLVED that Cllr Mrs C. Tosh be appointed Vice Chair for the year.		
9	After consideration, it was RESOLVED that the following COMMITTEES OF THE COUNCIL be appointed:		
	Committee	Designation	Membership
	Finance	Advisory reporting back to full Council	Cllrs D. Bambridge, J. Rudland, P. Dunne
	Planning	Delegated powers to decide on any application for less than four dwellings and all non-contentious applications	Cllrs D. Bambridge, P. Dunne. Mrs M. Webb
	The Chair and Vice Chair to serve ex-officio on all Committees.		
	It was RESOLVED that the following working groups be established with responsibility for reporting back to the full Council:		
	Working Group – all groups advisory only	Membership	
	Footpaths	Cllr A.Thompson as Parish Path Warden with remit to give a report to the monthly meeting and Cllrs J. Laband, Mrs K. Fanning	
	Play Areas	Cllrs Rudland (Church Street) and Cllr Mrs M. Webb (Old Oak) including weekly visual inspections and records. Training to be offered as available.	
	Pocket Park Volunteers Group	Cllrs Mrs M J Branch and Mrs K Fanning	
	Village litter picker	Mr G. Thomas	
	Community Flood and Resilience Group	Cllr A. Thompson	
	Highways and Street Lighting	All members reporting back directly to the Clerk	
	Representatives to Circuit meeting	Cllrs D. Bambridge and J. Laband	
	Representatives to Neighbourhood Plan Working Party	Cllrs Mrs C. Tosh and Cllrs J. Laband and J. Rudland	
10	It was RESOLVED that the following POLICIES OF THE COUNCIL be re-adopted en bloc:		
	Financial Regulations	Risk Assessment	
	Complaints procedure	Terms of Reference for Internal Auditor	
	Training Statement of Intent	Dignity at Work Policy	
	FOI Publication Scheme	Play area adoption	
	Pocket Parks events Policy	E mail protocol	

	Website Policy Revised Standing Orders would be considered at a future meeting.					
11	It was RESOLVED that Cllr Mrs Branch be appointed INTERNAL VERIFIER for the Council's accounts for the year.					
12	It was RESOLVED that NCalc be appointed as the INTERNAL AUDITOR for the Councils accounts for the year.					
13	It was RESOLVED that the Clerk be appointed as the Council's RESPONSIBLE FINANCIAL OFFICER .					
14	It was RESOLVED that Cllr P. Dunne be appointed as the Council's representative on the SRA COMMITTEE .					
15	DATES OF THE PARISH COUNCIL MEETINGS FOR THE COMING YEAR were set at the second Monday of each month excepting August when there would be no meeting. These agreed dates unless otherwise advised by the Clerk. Planning meetings to commence at 7.40pm and Full Council at 8pm. The Annual Meeting was completed at this point in the meeting.					
16	Issues as follows raised at the ANNUAL VILLAGE MEETING were addressed: i) Consideration of a one way system in Little London – This had been previously addressed with Highways and an initial application for a 20mph speed limit refused. Traffic calming measures were being addressed by Highways following the opening of the new school. Issues with buses travelling in opposite directions at the same times was discussed and it was RESOLVED that Stagecoach be approached to see if adjustments could be made to the timetable. ii) Feedback had been received after the meeting expressing concerns about the length and management of the meeting. This was noted.					
17	PUBLIC TIME – i) A resident asked for an update in regard to the strip of open land adjacent to Silverstone House and Cllr Bambridge clarified this. Cllr Bambridge as DISTRICT COUNCILLOR advised that the Annual Meeting of SNC was to be on Wednesday of this week and the management restructuring programme by the CEO Yvonne Rees was now almost complete. Details of new new Directors and Assistant Directors would be announced shortly. The meeting was advised that two Government Commissioners were now in post to manage NCC and go forward to the development of two Unitary Authorities. Both Commissioners come from Accountancy backgrounds. Northampton Borough was keen to become a third Unitary on its own but Government had determined that this was not possible. The date for submission to be made in regard to Unitaries and the way forward had been extended to 24 th August and Price Waterhouse Cooper had been engaged to put together ideas.					
18	18.1 It was RESOLVED that the following accounts be paid:					
	Chq No	Amount	Incl VAT of	Payee	Details	Spending Power
	300801	£948.66) £120.83) £1069.49		Linda Paice	Salary & expenses Shared expenses	LGA 1972 s 112 LGS 1972 s111
	300802	£136.42		HMRC	Tax and NHI	LGA 1972 s 111
	300803	£7586.00		SRA	Annual grant	LGA 1972 s 14
	300804	£151.35	7.43	SSE	Electricity	Highways Act
	300805	£983.03		Northants CALC	Membership, internal audit and Councillors books	LGA 1972 s143 Accs and Audit Regs LGA 1972 s111
	300806	£467.53	77.92	A H Contracts	Dog bin maintenance	Open Spaces Act
	300807	£1210.80	201.80	N J Blackwell	Urban mowing	Open Spaces Act
	It was further RESOLVED that the following payment be made under Standing Order 6.5:					
	Chq No	Amount	Incl VAT of	Payee	Details	Spending Power
	300808	£250.00		Adam Craig	Installation of memorial seat	Open Spaces Act
	The use of the General Power of Competence would be checked following several co-options to the Council rather than members being elected.					
	18.2 RECEIPTS - £31911.00 – SNC half precept					
	18.3 The Council's bank balance at 30 th April was noted as £147597.06 with earmarked funds being £91140;					

	<p>balance of Old Oak commuted sum £6834.26; Neighbourhood Plan £223.59 ; Neighbourhood Plan Grant £4596.96 leaving current available funds of £44802.25.</p> <p>18.4 Having been previously circulated it was RESOLVED that the Receipts and Payments account to March 2018 be adopted by the Council.</p> <p>18.5 It was RESOLVED that sections 1 and 2 of the Annual Audit Return being the Governance and Accounting Statements 2017/18 be duly completed and signed. The report of the Internal Auditor was noted with no concerns raised.</p> <p>18.7 As use of the Clerk's personal credit card was no longer available to the Council, it was RESOLVED that a credit account be opened with Printerbase in relation to printer cartridges. The Clerk's other Councils would be invoiced for their share of each account received.</p> <p>18.8 It was RESOLVED that the Council renew its membership with CPRE.</p>
19	<p>REPORTS: a)- i) The report of the PLANNING COMMITTEE was noted.</p> <p>ii) There had been no further meeting of the NEIGHBOURHOOD PLAN WORKING PARTY.</p> <p>iii) Details of the acceptance of Local Green Open Spaces designations within the Local Plan Part 2 was noted.</p> <p>b) PARISH RIGHTS OF WAY – i) There was no Parish Path Warden's report this month.</p> <p>b) HIGHWAYS – i) There were no updates to report.</p> <p>ii) Cllrs Mrs Branch and Fanning both again raised issues relating to the condition of the road and the lack of signage on the approaches to the school. These concerns would again be reported.</p> <p>iii) Cllr Mrs Branch had spoken to the owners of No 3/5 High Street relating to an incident where a resident had fallen over their step. The owners were totally opposed to any action such as white edge lines and advised that they had in fact previously been refused permission to remove the steps. As the property is within the Conservation Area the Council considered that nothing further could be done and the villager involved in the incident would be advised accordingly.</p> <p>iv) Following feedback from Highways, Cllr Rudland proposed that no further action be taken in regard to upgrading of the footpath to the SRA and this was agreed.</p> <p>v) All necessary information had now been received in regard to the Stocks Hill Enhancement project and funding from the New Homes Bonus application had been agreed. The Council needs to consider taking over ownership of the planters and adding to its insurance cover. On going maintenance will also need to be determined. Cllr Bambridge reported that the bus shelter was in a very poor condition and needed attention, expressing regret that the Council did not at the appropriate time take up the offer of Bovis to provide a new shelter. It was RESOLVED that investigations be made into a suitable replacement shelter.</p> <p>c) LIGHTING – i) No issues were reported.</p> <p>ii) The lights on Paddock Close had now been converted to LEDs and the Council RESOLVED to adopt them.</p> <p>iii) Quotations for upgrade of the Baines Close lights to LEDs was awaited.</p> <p>iv) It was RESOLVED that an offer of £5000 from Taylor Wimpey to immediately adopt the lights on Lime Kiln Close as seen be accepted. This would be progressed.</p> <p>d) SRA –Nick Ashby reported to the meeting that all Officers had been re-elected at the recent AGM. Plans were being progressed to upgrade the changing and toilet facilities and Architects had been approached for suggestions. The meeting was asked that the Council consider paying a fee of £1000 for the necessary plans to be prepared and it RESOLVED to do so. The Senior Football Club were wanting to install dugouts, details of which had some time back been previously agreed by Fields in Trust. Members of the Council expressed concerns about such structures and it was RESOLVED that a letter be sent to the SRA as the Council's management body for the field clarifying that at the present time it was minded not to agree and seeking clarification of the SRA's view before any final decision was made. Having declared an interest as a Trustee of the SRA, Cllr Dunne took no part in the discussions on this issue.</p> <p>e) PLAY AREAS – Church Street and Old Oak areas were both in good order. Some minor repairs to a piece of equipment at Church Street were being progressed and, in the absence of Cllr Mrs Tosh, there was no further update on Old Oak.</p> <p>f) POCKET PARKS – Both sites were in good order. A piece had been submitted to News and Views on Brickle.</p> <p>Mrs Holland had expressed concern that Green Lane down to Olney Meadow had been strimmed before the cow parsley had died down. The handyman had been asked not to do this and his contact details would be passed on to Cllr Mrs Branch.</p>

	<p>g) CIRCUIT - No further meetings had been held.</p> <p>h) OTHER REPORTS – i) It was RESOLVED that Cllr Bambridge’s previously suggested wording be used to be adopted as the Council’s policy of co-options to the Council. ii) Cllr Mrs Webb agreed to take on the role of News & Views correspondent for the Council. iii) Further works were required to the telephone kiosk and details would be passed on Cllr Dunne in relation to the metal structure. Replacement glass panels would be investigated. iv) The Clerk updated the meeting on feedback from both Mr Pullin and Faccenda on the recent incident in West End. v) Cllr Rudland spoke on concerns about village safety following recent incidents and it was RESOLVED that investigations be made into the installation of ANPR cameras at the entrances to the village.</p>
20	Annual checks of the COUNCIL’S ASSETS were progressing
21	<p>i) It was RESOLVED that the Council adopt the following GENERAL DATA PROTECTION REGULATION documents, some minor amendments having been detailed:</p> <p>a) Council’s Data Map b) Council’s General Privacy Notice c) Privacy Notice for Staff, Councillors and Role Holders d) Data Breach Policy e) Data Protection Policy f) Records Retention Policy</p> <p>ii) The NCALC Agreement for the provision of a Data Protection Officer was duly signed. iii) Members were reminded to complete and return their Data Compliance Checklist by 25th May 2018 iv) As the current off site data portable hard drives were not password protected new arrangements had been made by the Clerk.</p>
22	<p>CORRESPONDENCE – i) There was no tabled correspondence. ii) An email from Cllr Ian McCord, Leader of SNC in regard to the consultation position relating to NCC was noted. iii) Contact from a resident of Kingsley Road relating to issues raised by Cllr Rudland on village safety was noted. iv) The formal resignation of Phil Hinton had been received. A formal acknowledgement of appreciation for his long service to the Council and the village had already been sent.</p>
23	CONSULTATION DOCUMENTS from NCC were noted
24	ITEMS FOR THE NEXT MEETING
	<i>Pursuant to the public bodies (admission to Meetings) Act 1960 due to the sensitive nature of the matter next to be considered relating to the Clerk members of the public and press are asked to leave</i>
25	The annual review of the Clerk’s salary was discussed, the Clerk having left the room, but no determination was announced due to the late hour. This would be carried forward to the next meeting.
26	DATE OF NEXT MEETING - Monday 11 th June 2018 at 8pm

There being no other business, the meeting closed at 10.30pm