

**SILVERSTONE PARISH COUNCIL.****MINUTES OF MEETING HELD ON MONDAY 11<sup>TH</sup> MARCH 2019 AT 8.00pm AT THE METHODIST CHURCH**

**PRESENT:** Cllrs A Thompson (Chair), D. Bambridge, J.Laband, J.Rudland, P. Woolford, Cllrs Mrs C. Tosh, S. Cann, K. Fanning, S. Williams, M.J. Branch and M. Webb. Also in attendance L. Paice, Clerk, and three members of the public.

1	No <b>APOLOGIES</b> were received, all members being present. Members were reminded that apologies needed to be given directly to the Clerk in order that a quorum of members could be confirmed prior to the meeting.																																																																	
2	<b>CHAIRMAN'S ANNOUNCEMENTS</b> were noted.																																																																	
3	A <b>DISPENSATION REQUEST</b> had been received from the Cllr Thompson on behalf of the whole Council relating to any SRA item on the Agenda, the Council being the Custodian Trustee of the SRA Charity. This was granted on a four-year basis ii) <b>DECLARATIONS OF INTEREST</b> – None iii) Members were reminded of the requirement to update <b>REGISTER OF INTEREST DETAILS</b> within 28 days of any change.																																																																	
4	Peter Woolford was welcomed to the meeting as a newly <b>CO- OPTED MEMBER</b> . The necessary paperwork was completed and would be actioned accordingly.																																																																	
5	It was <b>RESOLVED</b> that the Minutes of the Meeting of the Council held on 11 <sup>th</sup> February 2019, having been previously circulated, be signed as a true record in line with Standing Orders.																																																																	
6	<p><b>PUBLIC TIME</b> – A representative of St. Michael's PCC asked for financial consideration in relation to a planned arboricultural report on the trees at the church. It was <b>RESOLVED</b> that this be carried forward to the Agenda for the next meeting.</p> <p>Cllr Bambridge as <b>DISTRICT COUNCILLOR</b> updated members on Council Tax figures following the recent budget setting at SNC, stating that there was a small increase in the precept for Silverstone Parish but as the number of tax payers for the parish had increased too the final figure was the same as for the previous year. There were however increases in other parts of the Council Tax, from the district, county and in particular the police which now includes the fire service. He further reported on the latest position with the move to Unitary Authorities advising that the membership of the Shadow Board for West Northamptonshire, that will comprise members from SNC, DDC, Northampton Borough and NCC, was currently under discussion. He was thanked for his report.</p>																																																																	
7	<p><b>FINANCE – 7.1a)</b> It was <b>RESOLVED</b> that the following accounts be paid:</p> <table border="1"> <thead> <tr> <th>Chq No</th> <th>Amount</th> <th>Incl VAT of</th> <th>Payee</th> <th>Details</th> <th>Power</th> </tr> </thead> <tbody> <tr> <td>300897</td> <td>£947.74) £ 36.94) <b>£984.68</b></td> <td></td> <td>Linda Paice</td> <td>Salary SNC Legal charge</td> <td>LGA 1972 s112 LGA 1072 s111</td> </tr> <tr> <td>300898</td> <td>£65.61</td> <td></td> <td>HMRC</td> <td>Tax and NHI</td> <td>LGA 1972 s112</td> </tr> <tr> <td>300899</td> <td>£228.67</td> <td>38.11</td> <td>DNH Contracts</td> <td>Dog bin maintenance</td> <td>Open Spaces Act</td> </tr> <tr> <td>300900</td> <td>£456.71</td> <td>76.11</td> <td>Printerbase</td> <td>Printer cartridges</td> <td>LGA 1972 s111</td> </tr> <tr> <td>300901</td> <td>£35688</td> <td>5948</td> <td>Wicksteed Leisure</td> <td>Old Oak upgrade</td> <td>LGA 1972 s14 (NHB grant)</td> </tr> <tr> <td>300902</td> <td>£406.80</td> <td>67.80</td> <td>Edge IT Systems</td> <td>Accs. package</td> <td>LGA 1972 s111</td> </tr> <tr> <td>300903</td> <td>£45.00</td> <td></td> <td>OPFA</td> <td>Playground training</td> <td>LGA 1972 s111</td> </tr> <tr> <td>300904</td> <td>£40.00</td> <td></td> <td>Information Commissioner</td> <td>Renewal fee</td> <td>LGA 1972 s111</td> </tr> <tr> <td>Direct debit</td> <td>£89.93</td> <td>4.27</td> <td>SSE</td> <td>Electricity</td> <td>Highways Act</td> </tr> </tbody> </table> <p>7.1(b) It was further <b>RESOLVED</b> that the following accounts be paid from the Neighbourhood Plan budget:</p>						Chq No	Amount	Incl VAT of	Payee	Details	Power	300897	£947.74) £ 36.94) <b>£984.68</b>		Linda Paice	Salary SNC Legal charge	LGA 1972 s112 LGA 1072 s111	300898	£65.61		HMRC	Tax and NHI	LGA 1972 s112	300899	£228.67	38.11	DNH Contracts	Dog bin maintenance	Open Spaces Act	300900	£456.71	76.11	Printerbase	Printer cartridges	LGA 1972 s111	300901	£35688	5948	Wicksteed Leisure	Old Oak upgrade	LGA 1972 s14 (NHB grant)	300902	£406.80	67.80	Edge IT Systems	Accs. package	LGA 1972 s111	300903	£45.00		OPFA	Playground training	LGA 1972 s111	300904	£40.00		Information Commissioner	Renewal fee	LGA 1972 s111	Direct debit	£89.93	4.27	SSE	Electricity	Highways Act
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300907	£123.72		R. Brightman	Expenses	GPOC

7.1c) Following additional staff hours agreed relating to New Homes Bonus application submissions, it was **RESOLVED** that the following payments be made:

Chq No	Amount	Incl VAT of	Payee	Details	Power
300905	£129.36		Linda Paice	Salary – additional hours	LGA 1972 s112
300906	£54.72		HMRC	Tax and NHI	LGA 1972 s112

7.2 **RECEIPTS** – SNC £331.67 for NHB grant relating to dog waste bins; Football Club £7877.62 for NHB grant relating to portable dug outs and other Councils administration costs shares.

7.3 The Council's bank balance at 28<sup>th</sup> February 2019 was noted as £155976.76 with earmarked funds standing at £86896

7.4 The latest New Homes Bonus position was noted from the Clerk's report and formal support was recorded for the Olney Meadow application for steps and bird boxes. This grant had, in fact, already been agreed and progression of works was in hand. No application on behalf of the SRA for the balance left in the ringfenced fund for the village in the final sum of £62888.79 had been submitted following a request by the SRA Enhancement Group that the position of Client for the project be reconsidered.

Clarification had been received from the SNC Grants Officer that unspent monies from the earmarked fund going forward to the districtwide pot from 1<sup>st</sup> April would not give preferential consideration to a future application for the SRA project or any other body.

7.5. The News and Views loan balance had been increased on the bank base rate basis agreed last year to £1316.

7.6 Clerk gave feedback and proposals from the recent Finance Committee Meeting as follows:

- Having considered the position on **LAND CHARGES** on the Council's asset of the playing field relating to New Homes Bonus grants over £20k, it was **PROPOSED** that the Council accept the placing of relevant Land Charges relating to any funding gained from SNC and other outside bodies. Seconded by Cllr Laband and with unanimous agreement from members this was **RESOLVED**.

*At this point in the meeting a duly signed letter from three members was tabled under Standing Order 11(a) to rescind the Council's decision made at its meeting on 11<sup>th</sup> February 2019 to act as Client for the planned SRA project and that discussions be re-opened. The meeting being in favour by a show of hands **RESOLVED** to so do.*

- Following receipt of a report from the SRA Enhancement Group which had been previously circulated a request in that document seeking a letter of the Council's support and detailing what financial contribution it would commit to the project, the Finance Committee tabled a **PROPOSAL** to full Council that such sum to be £50k to include the balance of the Shacks Barn Solar Park grant, this currently standing at £25650. The balance of £24350 to be taken from the Council's current Leisure Enhancement earmarked fund. The above sum to be released to the SRA against paid invoices presented to the Clerk should the decision for the PC to act at Client be changed. This latter issue only upon confirmation from SNC that a grant application from the SRA had been successful. Seconded by Cllr Mrs Fanning and unanimous agreement from members this was **RESOLVED**.
- Following clarification by the Clerk of the New Homes Bonus application procedure and the time taken to complete, submit and finalise the applications being twelve in total, the Committee tabled a **PROPOSAL** to full Council that these additional hours be paid within the current financial year. Seconded by Cllr Mrs Branch and with unanimous agreement from members this was **RESOLVED**

8 **REPORTS** – i) The Clerk's report had been circulated with the meeting papers. Actions agreed as follows:

- **Planning** – No discussion on this item.
- **SRA** - Cllr Bambridge would attend the next meeting on Wednesday 13<sup>th</sup> March.

ii) **PLANNING COMMITTEE** – a) Cllr Mrs Tosh updated the meeting on decisions made in the earlier meeting of the Planning Committee.

b) A **NEIGHBOURHOOD PLAN WORKING PARTY** –

*Declarations of personal interest were made by Cllr Mrs Tosh and Cllrs Rudland and Laband as members for the NHP Working Party.*

Subsequent to the recent PC briefing sessions which all members had attended, the following proposition having been previously circulated was tabled by the Working Party:

- The Council having been extensively briefed by the Neighbourhood Plan Working Party on its suggestions relating to a plan showing the presumption for future development areas in Silverstone village in line with the National Planning Policy framework, tables the **proposition** to the Parish Council that the draft Aims and Objectives, together with the Working Party's preferred option, as detailed at the briefing, go forward to form part of the planned NHP exhibition in April 2019.

Cllr Bambridge raised a concern that there was no confirmation of the number of dwellings proposed and Cllr Mrs Tosh gave her response to that question stressing that this was to be a 50-year plan for the village and that advice had been sought from both the SNC Neighbourhood Plan Senior Officer and Working Party's Planning Consultants, Kirkwells. The proposition having been seconded by Cllr Mrs Fanning the Council vote showed nine members in favour, none against with two abstentions and it was **RESOLVED** that the draft Aims and Objectives together with the Working Party's preferred option as detailed at the briefing be adopted by the Council and displayed at the forthcoming exhibition.

iii) **SRA** representatives present were at this point invited to take part in the discussions.

a) Minutes of the last Committee Meeting had been circulated and following a question from the Chair it was clarified that the appointment of a Chair of the SRA Committee would go forward to the AGM in April.

The Clerk reminded the representatives that there was currently a breach of the Lease with the PC in that no User Agreements had been issued. This should be taken back to the next Committee meeting as Agreements needed to be issued.

b) The Enhancement Group had sent a further report to the Clerk asking for reconsideration of the decision at the last PC meeting that the PC act as Client and that the SRA take on this duty. This following conversations with the Clerk particularly in regard to the Contracts Finder website requirements placed on Local Authorities where there had been a degree of misunderstanding. The Group was now asking for this request to be withdrawn and for the PC to continue in its agreed role of Client. The concerns had arisen due to funding application timescales which it was felt the Contracts Finder process would delay and possibly make it impossible for them to meet SNC application deadlines. The Chair updated the meeting on the full requirements of the Contracts Finder process which may lead to a 35-40 day delay to meet the requirements of the Council to show that it has been fully fair and transparent. The Clerk also outlined to the meeting the cost and time implications to the Council on being the Client, these relating to upward movement in the required audit process with its associated charges likely to move from £300 to £1000. This upward movement would lead to a much more stringent audit process with more documentation submissions and likely resulting questions leading to additional charges. The Council's Fidelity Guarantee cover would need to be vastly increased from £150k to probably £400k in line with the bank balances likely to be held in the Council's account. The Council needed to be conscious of its cashflow position in line with normal spending, payments for New Homes Bonus grants totaling £38710 and enhancement project payments as they arose.

It was **RESOLVED** to move the discussion and any decisions on this issue to the next PC meeting to allow members time for their further considerations and also for the SRA Committee to be updated at its next meeting on 13<sup>th</sup> March 2019.

c) It was noted that the Chair had been booked onto a Charity Trustees webinar in view of the PC being the Custodian Trustee of the SRA.

iv) a) The report of the **FOOTPATHS OFFICER** was noted.

b) No other footpaths issues were reported.

c) It was noted that the stopping up order on the Bovis site had been renewed.

v) **HIGHWAYS** a) A large pothole on High Street opposite the entrance to Walnut Close and potholes on the A43 on slip road would be reported. The date for the report on the flooding by Baines Close would be checked and actioned accordingly.

b) As it was considered that debris from the Bovis site was being washed into the drains and leading to the flooding issues by Baines Close, Helen Howard would be contacted to follow up on clearance.

d) The Clerk updated members on the highway issues at 4 Church Street and advised that the development work should be completed by the end of the month.

vi) **LIGHTS** – a/b) No faulty lights were reported and no other lighting issues raised.

c) Costings for a further light on Little London were being sought. Western Power had given their permission for a bracket and lantern to be attached to their pole.

	<p>vi) <b>PLAY AREAS</b> - a) Church Street - No issues reported . Annual Inspection report just received  b) Old Oak – Cllr Mrs Tosh would meet with Wicksteed the following week. Request for help with a working party to clear the current rubber chipping surfacing would be posted in News and Views. Once dates were known the site would need to be closed off and adjacent neighbours would be advised accordingly.</p> <p>vii) <b>POCKET PARKS</b> – a) All in order at both sites.  b) Peter Holland had offered to carry out the annual risk assessments for both areas. His offer would be gratefully accepted.</p> <p>viii) <b>CIRCUIT</b>- There had been no further meetings since the last report.</p> <p>ix) <b>OTHER REPORTS</b> -a) News and Views items should be submitted to Cllr Mrs Webb..  b) Further consideration would be given to the use of the High Street phone box at the next meeting. In the meantime, a Fire Risk Assessment would be sought from the Fire &amp; Rescue Service.  c) The village handyman would be asked to quote for renovation of the two remaining bus shelters along the lines of the works carried out on the Stocks Hill shelter.  d) No action was agreed for changes to the meeting Agendas.  e) The Clerk updated members on what she had in hand in relation to Operation London Bridge and other national protocols relating to death of senior member of the Royal Family. A website pop over facility from 2 Commune at £50 would be progressed, Members to look at the style of the one shown on the Greens Norton website.</p>
9	<p><b>CORRESPONDENCE</b> – a) There was no tabled and general correspondence.  b) Details from NACRE on the Northants Village Awards 2019 were noted but there was no take up on this occasion.</p>
10	<p><b>CONSULTATION DOCUMENTS</b> - None.</p>
11	<p><b>ITEMS FOR THE NEXT MEETING AGENDA</b> – None requested</p>
12	<p><b>DATE OF NEXT MEETING</b> – i) Monday 8<sup>th</sup> April 2019 at 8pm in the Methodist Church Room .</p>

There being no other business the meeting closed at 9.50pm