

MINUTE 131

MINUTES OF THE MEETING OF WHILTON PARISH COUNCIL HELD IN THE VILLAGE HALL AT 7.30 P.M. ON MONDAY 3 NOVEMBER 2008

The following Councillors attended:

Mr Mike Lewis in the chair, Mr Ken Bowers, Mr Jonathan Hanslip, Mr Greg Lye, Miss Nora Swinford, Mr Michael Thomas and Mrs Susan Wingrave.

One parishioner, County Councillor Steve Osborne and District Councillor Wendy Amos attended.

PUBLIC FORUM

There was a discussion concerning planning matters and a parishioner expressed concern about water on the road at the Locks, blocked drains in the village and the height of the hedge along the road to Great Brington.

1. DECLARATION OF COUNCILLORS' INTERESTS RELEVANT TO MATTERS ARISING ON THIS AGENDA

Mr Lye and Miss Swinford declared that they would be likely to have to declare an interest in discussion under Item 4, point 3 .

2. RESOLUTION TO APPROVE MINUTES OF LAST MEETINGS

It was resolved to approve the minutes of the meetings of 1st September and 7th October.

3. FINANCE

a) Financial Statement

Current account : £2,185.98

Reserve account: £5,621.48

b) It was resolved to confirm and approve the following income and expenditure

Income: Bank interest: £26.03

Second half of precept: £2875.00

Mr Thomas offered to investigate whether another bank would provide better returns for our money.

Expenditure:

Cheque no			Gross	VAT to reclaim
693	E.ON	Electricity	126.86	6.04
694	Orchard Print Services Ltd	Printing Newsletter	48.60	
695	Mrs A Hiscock	Salary July – Sept Clerk's expenses	275.00 <u>67.05</u> <u>342.05</u>	
696	Whilton Village Hall	Rent Sept 2007 – Aug 2008	£123.00	

c) Annual Audit 2007/8

The annual audit has now been completed with no matters requiring the issuing of a separate additional issues arising report. This was approved and accepted by the Parish Council. The Clerk will put up the notice of conclusion of audit.

d) Proposed budget for 2008/9

There was a preliminary discussion concerning the budget for next year, which will be decided at the January meeting. The Clerk was asked to keep an account of the hours she works and Councillors were asked to decide whether to include an amount for a new light at the Locks. It was agreed that the purchase of a new mower will not be included in the budget.

4. APPROVAL OF NEW MODEL PUBLICATIONS SCHEME

It was agreed to adopt the New Model Publications Scheme. After discussion the Parish Council agreed that there was no desire to put large amounts on the village website, but that this should be used for minutes, agendas and current information. Other records will be available in hard copy from the Clerk. This decision will be reviewed if required.

The completed scheme for Whilton is appended to these minutes.

5. PLANNING

- Planning permission has been granted for the amended plans for DA/2008/0814: The Coach House, The Green: conservatory
- Planning permission has been granted for the amended plans for DA/2008/0870: Roughmoor Grounds: replacement dwelling and associated landscape works
- **Consideration of Parish Council approach to planning applications and following up decisions.**

Mr Lye and Miss Swinford declared an interest and left the room, as the planning consent for 7 South View was being discussed. The DDC decision to give permission for this development included in its notes that there had been no response from the Parish Council. In fact a response had been e-mailed, which had received an out of office reply from the DDC. There has been no apology or explanation, and it was agreed that the Parish Council should write expressing disappointment and concern that the system did not work on this occasion.

In addition it was agreed that:

- The Clerk should set up a tracking system, to make sure that our messages are received by the DDC.
- When responding to an application, the Parish Council should automatically request a copy of the case officer's review as soon as it is made.

There was also concern that the Village Design Statement had not been available for planning officers' consultation, although it had been approved on 15 May 2008.

Mr Lye and Miss Swinford rejoined the meeting, but as the discussion turned to the rejection of planning permission for the barn at the end of Brington Lane, Mrs Wingrave declared an interest and left the room. Councillors agreed that the work being done to the above property is not against planning regulations, except for the use of the entrance, for which, it is understood, there is no permission. The Clerk was asked to contact the Planning Enforcement Officer to check this. Mrs Wingrave rejoined the meeting.

- **Daventry growth**
The appeal concerning the applications for developments in Daventry is to be held in Northampton from 20 January 2009. It was agreed that Whilton will not send anyone to speak, but that our written representations will stand instead.
- West Northants Joint Planning Unit: details of new web-based consultation method have been received.
- East Midlands Regional Assembly: East Midlands Regional Plan: Partial Review for comment by 12 December (Disk for reading) This is available from the Clerk.
- The DDC consultation on the Proposed Conservation Area: Daventry Reservoir will be circulated.

5. ROADS AND SAFETY

- Highway Reps Review: for July – Aug 2008 has been received. The May Gurney representative for our area is Ian Smith
- The Clerk was asked to report blocked drains through the village, especially near the allotments, and water on the road near the Locks railway bridge, which may need attention from both Highways and Anglia Water
- Traffic survey: Mr Lewis reported that the survey will shortly be taking place.
- **Parish Walk**
It was agreed to carry out the Parish Walk on Saturday 15th November, starting at 10 a.m. at the Locks. This walk will note highway problems and carry out a risk assessment.
- Highways Agency leaflets: Journey planner Sept – November 2008, were distributed.

6. STREET FURNITURE

- The quotes for erecting and altering street furniture were opened. It was agreed that the quote from CPM for £490.00 be accepted. The Clerk was asked to find whether it might be permissible to erect the old seat from the Green at the allotments.
- New Village Sign: after some discussion, the Chairman asked Councillors to send in not more than three ideas each to the Clerk. If appropriate she will then use these to instigate a competition for a design, which can be introduced through the next Newsletter, for which there will be a small prize.
- The Clerk was asked to request E.ON to remove the ivy obscuring the street light at the steps to South View.

7. ELECTRICITY IN WHILTON

- A DVD has been received from E.ON explaining reasons for short electricity cuts. Mr Hanslip agreed to view this. Mr Lewis said that other electricity cuts had been caused by a problem at Thrupp, which has affected an area much wider than Whilton.
- A customer services questionnaire had also been received from E.ON. No one volunteered to complete this.

8. POLICE

- Daventry Rural South Safer Community Team Newsletter, July – Oct 2008 had been received and will be circulated
- The Clerk reported that the first Police Community Support Officer surgery in Whilton had taken place, and that 2 parishioners attended.

9. NORTHANTS CALC AND ACRE

- N.CALC *Update* Sept – Oct 2008 will be circulated
- Village of the Year judges' comments on Whilton were read out. It was agreed that some money should be allocated in the next precept for "sprucing up" the village.

10. DDC

District Councillor Wendy Amos reported that houses which have not responded with electoral roll information are to be visited.

The following have been received and are available from the Clerk:

- The Payphone consultation information
- Street cleansing schedules
- Daventry Over Fifties Forum Newsletter Autumn 2008

11. NCC

County Councillor Steve Osborne reported that he now has particular interests in Transport and Highways, and that the request for a grant towards repairing the clock mechanism has been successful, although the exact amount has yet to be confirmed.

The following are available from the Clerk:

- Consultation: Northants Minerals and Waste Development Framework: Core Strategy: proposed submission. Representations to be made by 20 November.
- Consultation: Northants Minerals and Waste Development Framework: Preferred Approach: control and management of development. Representations to be made by 20 November
- NCC Meeting agenda and reports 23 Oct 2008
- *Active Aging* Newsletter Summer 2008
- Consultation : Public participation and external communication strategy for response by 16 January 2009.

12. INFORMATION RECEIVED

The following will be circulated:

- Town and Parish Standard: Newsletter Sept 2008

The following are available from the Clerk

- Communities and Local Government: consultation document on “The making and enforcement of byelaws.”
- *Open Space* Autumn 2008
- Daventry and District Housing Ltd: invitation to first birthday party, 7th November
- Long Buckby and Daventry Area Rail Users Group: notice of meeting Thursday 13th November
- Communities and Local Government: consultation: “Communities in control: Real people, real power: Codes of conduct for local authority members and employees.” For comment by 24 December.

13. MATTERS TO RAISE ON THE NEXT AGENDA

No further matters were raised.

The meeting closed at 10.15 p.m.

APPENDIX TO MINUTE 131

**Information available from Whilton Parish Council under the
MODEL PUBLICATION SCHEME,
approved by Whilton Parish Council 3 November 2008**

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do This will be current information only		
Who's who on the Council and its Committees	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
Contact details for Parish Clerk and Council members	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
Location of main Council office and accessibility details	None	
Staffing structure	One Clerk	
Class 2 – What we spend and how we spend it Current and previous financial year as minimum		
Annual return form and report by auditor	Hard copy available from the Clerk	10p per sheet
Finalised budget	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
Precept	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy available from the Clerk	10p per sheet
Grants given and received	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing		
Parish Plan	None	
Annual Report to Parish or Community Meeting (current and previous year as minimum)	www.whilton-village.net Hard copy available from Clerk	Free 10p sheet
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

Class 4 – How we make decisions Current and previous year as minimum		
Timetable of meetings (Council and parish meetings)	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Agendas of meetings	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Responses to consultation papers	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Responses to planning applications (recorded as part of Minutes)	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Bye-laws	None	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy available from Clerk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Clerk’s contract Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	Hard copy available from the Clerk	10p per sheet
Information security policy	None	
Records management policies (records retention, destruction and archive)	Hard copy available from the Clerk	10p per sheet
Data protection policies	None	
Schedule of charges	This document	10p per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	Hard copy available from the Clerk	10p per sheet
Disclosure log (may not be held by parish councils)	None	
Register of members' interests	Hard copy available from the Clerk	10p per sheet
Register of gifts and hospitality	None	
Class 7 – The services we offer Current information only		
Newsletter	www.whilton-village.net Hard copy available from Clerk	Free 10p per sheet
Allotments: lease and agreement with allotment holders	Hard copy available from the Clerk	10p per sheet
Burial grounds and closed churchyards	None	
Community centres and village halls: custodial trustee of Village Hall	Hard copy available from the Clerk	10p per sheet
Parks, playing fields and recreational facilities: custodial trustee of Roughmoor Spinney	Hard copy available from the Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Clerk	10p per sheet
Bus shelters, Markets, Public Conveniences, Agency Agreements	None	
A summary of services for which the council is entitled to recover a fee	None	
Additional Information		

Contact details:

Mrs A Hiscock, Clerk, Langton House, Whilton, Daventry, Northants, NN11 2NN

anthea.hiscock@fiscali.co.uk

01327 843319

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION AND BASIS OF CHARGE	
Disbursement cost 10p	Photocopying @ 10p per sheet (black & white only)	Actual cost 10p for paper and toner and electricity
	Postage: To be agreed with applicant before sending. The cost to be the actual cost of postage, first or second class as agreed.	
Statutory Fee	In accordance with the relevant legislation (quote the actual statute)	
Other		