

Minute 221

MINUTES OF ANNUAL MEETING OF WHILTON PARISH COUNCIL

held in the Village Hall on Wednesday 9th May 2018 - 7:30pm

Attendance: Parish Councillors – A Gilbert, K Hiscock, R Smith (Chairman), M Thomas, Clerk – Sue Porter, 3 members of the public

1. OPENING PROCEDURES

1.1 Election of Chairman & Acceptance of Office – M Thomas proposed R Smith, seconded by A Gilbert and all voted in favour.

1.2 Election of Vice Chairman & Acceptance of Office – R Smith proposed J Melling, seconded by K Hiscock and all voted in favour.

1.3 Acceptance of Apologies for Absence – J Hanslip, A Lee, J Melling

1.4 Adopt new Model Standing Orders – It was approved by all that the New Model Standing Orders are adopted.

1.5 Review of Financial Regulations – It was approved by all that the Financial Regulations are approved in the current form.

1.6 Review of Policy documents – It was approved by all that Policies are adopted in the current form.

1.7 Review of Asset Register – It was agreed by all that the Asset Register is correct and up to date.

1.8 Appointment of Parish Council Representatives to various roles/groups within the village
It was approved by all that the following representatives continue:

The Spinney – J Hanslip

Village Hall – R Smith

Highways – K Hiscock

Parish Paths/Trees – Maurice Clements

1.9 Appoint Internal Checker - It was approved by all that M Thomas continues as Internal Checker.

2. DECLARATIONS OF INTERESTS – Nil

3. APPROVE MINUTES OF THE MEETING HELD WEDNESDAY 9TH MARCH 2018 – It was proposed by R Smith, seconded by M Thomas and all voted in favour that the minutes were an accurate record of the meeting and were signed and dated by the Chairman.

4. GENERAL DATA PROTECTION REGULATIONS 2018

It was approved by all that the following is adopted:

4.1 Northants CALC DPO Service as the Council's Data Protection Officer

4.2 Data Map

4.3 Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

4.4 Privacy Notices

4.5 To receive the completed Security Compliance Checklists from all Parish Councillors – Received from A Gilbert and J Melling

4.6 The Council registers with the ICO and pays the relevant Data Protection Fee (£35.00)

4.7 Individual PC e-mail addresses for all councillors – This will be set-up for all 7 councillors with @whiltonpc.co.uk.

5. MATTERS ARISING

5.1 Thank you letter from Daventry & District Citizens Advice – Noted

5.2 Everybody Needs Good Neighbours Scheme - R Smith will publish details in the next parish newsletter

5.3 Whilton Locks - Litter Bin by Railway Line – It was agreed that the Clerk contact Network Rail and highlight the litter issue in this layby.

6. PUBLIC TIME – Concerns were raised as to the removal of the bus services by NCC.

7. COUNTY AND DISTRICT COUNCILLORS REPORTS – Reports provided at the Annual Parish Meeting earlier in the evening.

8. BUSINESS

8.1 Approve Annual Governance Statement – 2017/2018 – It was proposed by K Hiscock, seconded by A Gilbert and all voted in favour to approve the Annual Governance Statement.

8.2 Approve Annual Accounts 2017/2018 – It was proposed by R Smith, seconded by M Thomas and all voted in favour to approve the Annual Accounts.

8.3 Discontinuation of Bus Service 63 – Norton to Northampton – The Service 63 from Norton to Northampton will discontinue from July 2018. There are concerns from residents along this route who will be affected. R Smith will write to the County Councillor to see if anything can be done. What are the costs involved for the parishes which are affected in operating the service just once a week? Can the local charities assist with parishioners with no transport?

8.4 Dealing with Planning Applications – It was agreed that planning applications need to be discussed at an extraordinary meeting if an extension for parish comments cannot be extended by DDC to the next planned meeting date.

8.5 Review of Annual Insurance Renewal – It was agreed that a three year plan is put in place, and the memorial stone be added to the policy. M Thomas and the Clerk will approve and finalise the details.

8.6 OVO Energy Women's Tour 2018 – Daventry Stage 2 Finish – Noted this will take place on Thursday 14th June

8.7 Mowing of the Village Green – R Smith proposed that the £35 annual charge from DDC be paid for the collection of the grass cuttings, seconded by A Gilbert and all voted in favour.

8.8 DDC Litter Picking Agreement for Whilton Parish – This was approved by all and signed by R Smith.

8.9 Whilton Locks – This is the third time that travellers have arrived in Whilton Locks. The Clerk has contacted the Countywide Traveller Unit, who have advised that they are not overly concerned and are monitoring the site on a regular basis. Local residents are concerned and rubbish is also an issue. .

8.10 Damage to grass verges within the Parish - Parking issues in Whilton Locks persist, and the Clerk will ask for an update on the proposed hardstanding outside the cottages as discussed at a site meeting in November 2016 with NCC. The grass verges are also being damaged by lorries delivering to the businesses in Whilton Locks. There are differing signs for the height of the bridge at Whilton Locks, on the A5 and approaching the bridge. NCC Highways will be informed.

8.11 NCALC - Approve Clerk's Salary Review 2018/19 – Increase to £11.64 per hour from £11.42 – It was approved by all and will be backdated to April 2018.

9. FINANCE

It was approved by R Smith, seconded by M Thomas that the following accounts are approved:

9.1 Income/Expenditure Update & Bank Reconciliation's from March & April 2018

9.2 Accounts paid (March to May 2018):

Online	S Porter	Clerk's Salary March 18	£ 237.92	LGA 1972 s112
		Clerk's Expenses March 18	£ 18.00	LGA 1972 s112
Online	S Porter	Clerk's Salary April 18	£ 237.72	LGA 1972 s112
		Clerk's Expenses April 18	£ 18.00	LGA 1972 s112
Online	HMRC	PAYE 2017-18 Q4	£ 178.19	LGA 1972 s112
Online	Smith of Derby	Church Clock Service	£ 248.40	PCA 1957 s2
(it was requested that a detailed report is provided by Smith of Derby and the costs for the replacement part be supplied)				
DD	Anglian Water	Allotments Jan-March 18	£ 15.75	SHHA 1908

9.3 Accounts to be paid:

Chq No 1000	NCALC	Membership/Internal Audit	£ 399.94	LGA 1972 s143
Chq No 1001	E-On	Street Lighting Jan-March18	£ 120.58	PCA1957 s3
Chq No 1002	Orchard Print	Newsletter	£ 159.00	LGA1972 s142

It was proposed by R Smith, seconded by M Thomas that the following payment is approved for the sale of the Allotment land from DDC. Completion is due to take place on Friday 11th May:

Online	Rollasons	Allotment Transfer	£ 5,255.60	SHHA 1908
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Current Bank Balances:

Current Account	£ 9,130.91
Reserve Account	£ 4,261.17

10. PLANNING

DA/2017/0860 (Amended) – Construction of new retail unit – **Land at Whilton Locks, Whilton**
No Objections but would like to make the following observations:

- a) **Provision for delivery vehicles on site for unloading**
- b) **Provision for additional car parking for visitors to Whilton Locks**

PLANNING PERMISSIONS GRANTED

The Parish Council noted the following planning permissions granted:

DA/2017/1223 – Single storey rear extension – **Manor Barn, Manor Lane, Whilton**

DA/2017/1224 – Listed Building Consent for single storey rear extension – **Manor Barn, Manor Lane, Whilton**

DA/2018/0186 – Demolition of single storey extension. Construction of two storey side extension and single storey extension to existing outbuilding – **8 Langton Rise, Whilton**

DA/2018/0118 - Conversion of barn to residential accommodation, conversion of outbuilding to annexe, replacement of roof coverings – **Church Gate, The Green, Whilton**

11. Date of next Parish Council Meeting – Wednesday 11th July 2018

Meeting Closed: 9:20pm