

**PAULERSPURY PARISH COUNCIL**

Minutes of the Annual Meeting of the Parish Council and the ensuing Ordinary Meeting of the Parish Council

held on Thursday 31 MAY 2018

commencing at 7:30pm in Paulerspury Village Hall, High Street, Paulerspury

**ANNUAL MEETING**

**1A/18      ELECTION OF CHAIRMAN for 2018/19<sup>1</sup>**

i) To receive nominations.

It was resolved that Mrs Sawyer would be the chairman of Paulerspury Parish Council for 2018/2019

ii) The signing by the chairman of the Declaration of Office of Chairman and her undertaking to observe the Code of Conduct as adopted by Paulerspury Parish Council on 28 June 2012.

Mrs Sawyer signed the Declaration of Office and undertook to observe the Code of Conduct as adopted.

**2A/18      APOLOGIES FOR ABSENCE ;**

Apologies for absence were received from Mr Davey-Turner and accepted by the Council.

**3A/18      ELECTION OF VICE CHAIRMAN for 2018/2019.**

It was resolved that Mr Davey- Turner would be the Vice Chairman of Paulerspury Parish Council.

**4A/18      TO CONFIRM THE RESPONSIBLE FINANCIAL OFFICER.**

It was resolved that Mrs Maggie Down would continue as the Responsible Financial Officer

**5A/18      TO CONFIRM BANK SIGNATORIES.**

Mrs Sawyer, Mr Baker, Mr Barker and Mr Barnes were confirmed as the bank signatories.

**6A/18      REVIEW OF MEMBERS' INTERESTS FORMS - No changes.**

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<sup>1</sup> LGA 1972 ss15(2)

**7A/18 TO APPOINT INTERNAL CONTROL**

Mr Boothman was confirmed as the Internal Control for the year 2018-2019

**8A/18 TO CONFIRM ADVISORY GROUPS TO THE COUNCIL**

Local Plan Group - Confirmed

**9A/18 TO APPOINT A REPRESENTATIVE TO THE FOLLOWING PUBLIC BODY.**

The Village Hall Committee – Mrs Sawbridge would continue for the year 2018-2019

**10A/18 TO AGREE THE DATES AND TIMES OF THE ORDINARY MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR.**

The December 2018 meeting would take place on 17 December 2018 with the January meeting being brought forward to 24 January 2019.

**11A/18 TO CONFIRM THE STANDING ORDERS, RISK ASSESSMENT AND THE FINANCIAL REGULATIONS OF THE PARISH COUNCIL (and make amendments if recommended)**

The Risk Assessment document had been updated to reflect new values and the appointment of a new insurer. The Council resolved that it had taken all necessary measures to ensure all elements of potential risk had been addressed and were adequately and effectively managed. The Parish Council's current Standing Orders would be reviewed with reference to the new Model Standing Orders 2018 (ENGLAND) template.

**ORDINARY MEETING OF THE PARISH COUNCIL 31 May 2018**

59/05/18 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Davey-Turner and were accepted by the Council.

60/05/18 **MEMBERS' DECLARATION OF INTEREST** *for items on the agenda and update of Interests where required*

None declared

61/05/18 **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 26 April 2018**

With the addition of the following paragraph the minutes were approved and signed.

Neighbourhood Plan (49/04/18)

Mr Barnes, with reference to Minute 37/03/18, Section k), Paragraph 3. asked whether SNC had acknowledged receipt of the said Paulerspury Parish Council Resolution. The clerk said that

without having proof at the meeting she was 99% certain a letter had been sent but would follow it up to make sure it was received.

62/05/18 **MATTERS ARISING ON THE MINUTES** None raised.

63/05/18 **MEMBERS OF THE PUBLIC AND PRESS**

Comments are welcome from those attending the meeting. The total time allowed for this item is 15 minutes with a maximum of 3 minutes per speaker. Further public comment during the meeting is permissible only at the invitation of the Chairman.

Two members of the public were present.

64/05/18 **PLANNING MATTERS**

a) **S/2018/0874/FUL** Mr N Taylor. Pury Hill Business Park, Paulerspury.

Change of use from light industry (use class B1) to Gymnasium (D2). To include changes to doors and windows and mezzanine floor

Paulerspury Parish Council had **no objections** to this application.

b) **S/2018/0876/LBC** Mr D Bletsoe-Brown. 55 High Street, Paulerspury.

Listed building consent to replace felt at rear of the property and replace broken slates with new. Replace electric storage heaters with gas central heating and new boiler, remove fireplace in front room, install flue to external wall for new boiler, replace all electric wiring and fuse box, replace bathroom fittings and replace all kitchen units

Paulerspury Parish Council had **no objections** to this application

c) **S/2018/0912/FUL** Mr N. Taylor. The Coach House, Pury Hill Farm, Alderton Road Paulerspury

Aluminium conservatory and conversion of carport to form family room

Paulerspury Parish Council had **no objections** to this application

d) **S/2018/0928/FUL** Mr M Lissauer. Maystone House, Stony Hill, Paulerspury.

Single storey rear garden room and front lobby.

Paulerspury Parish Council had **no objections** to this application.

e) **S/2018/0996/FUL** Tracey and Thomas Schilling. Baytree House, 44A High Street Paulerspury

Single storey side and rear extension.

Paulerspury Parish Council had the following observations to make regarding this application.

i) The boarded walls were not in keeping with the village

ii) Concerns regarding adequate car parking space required for a five bedroom property - off

Page..... Signed..... Date.....

road parking on the High Street was nose to tail due to the lack of garage/parking spaces for the existing properties. This property does not have a garage.

iii) Concerns that the design did not meet the requirements of the Paulerspury Design Statement.

iv) Concerns regarding the installation of a flat roof.

f) **S/2018/0990/FUL Mr and Miss Sapey and Orcherton. 1 Vine End, Paulerspury.**

Single storey extension to side.

Paulerspury Parish Council had **no objections** to this application.

g) **S/2018/0928/FUL** Mr S Feven Little Farm, 15 Lower Street, Pury End

Detached garage/store

Paulerspury Parish Council had **no objections** to this application but would ask that South Northamptonshire Council stipulates that the garage should only be used as a garage and not for residential purposes.

h) **S/2018/1125/PC** Town and Country Planning Act 1990 **INFORMATION ONLY**

Northamptonshire County Council Pury End Quarry, Westy Road, Pury End

Consultation for scoping for northern extension to Pury End Quarry including restoration of extension area and revised restoration of northern part of existing quarry with imported inert materials.

i) **S/2018/0686/FUL** Mr and Mrs S Wilkes. Bramley Barn, Cuttle Mill Lane, Paulerspury. Single storey extension to rear. **SNC APPROVED**

j) **S/2018/0697/FUL** Mr R Jackson. The Folly, London Road, Towcester. Construction of a timber framed gazebo (retrospective). **SNC APPROVED**

65/05/18 **FINANCE**

a) To receive April 2018 accounts, budget position and to approve payment of outstanding accounts.

Chq. No	Payee	Account details	£
2269	Paulerspury Village Hall	Hall Hire	18.00
2270	M Down	Salary/Mileage/Office	685.47
2271	Norris and Fisher	Insurance	491.23
DD	Total Gas and Power	Lighting supply	111.46

The accounts and budget position were approved and the above listed outstanding accounts were approved for payment with the addition of the following cheques. No. 2272 Aylesbury Mains. Light repair £31.20, no. 2273 A H Contracts. Dog Bin Service £36.00, no. 2274 N J Blackwell. Parish Mowing £910.08

b) To approve Section 1, Annual Governance Statement 2017-2018. Approved 26.04.18

- c) To approve Section 2, Annual Governance Statement 2017-2018

Approved following the correction to her report by the Internal Auditor.

- d) To consider the purchase of a perspex “Tommy figure of a World War One soldier”

A Tommy figure would be purchased with its destination to be determined at a later date. It would be displayed during the Paulerspury Players contribution to the WW1 Celebrations which would take place in Paulerspury Village Hall on 11 November 2018

- e) To consider the purchase of a fire beacon for use at the WW1 Commemoration

Further enquiries would be made – Item 28 June 2018

- f) To consider the purchase of a replacement water butt for the Allotment Site.

It was resolved that should the water butt at the Allotment site entrance fail then the clerk could replace it without further reference to the Council.

- g) To consider suggestions of future assets or improvements for the parish.

Various suggestions were made. Agenda item for the meeting to be held on 28 June 2018.

66/05/18 **CORRESPONDENCE**

Confirmation received from South Northamptonshire Council that The Barley Mow, High Street, Paulerspury has been Listed as an Asset of Community Value Under and in Accordance With Chapter 3 of Part 5 of the Localism Act 2011 (‘the Act’) and the Assets of the Community Value (England) Regulations 2012 (‘the Regulations’).

67/05/18 **SPINALLS FIELD**

- a) To record actions and inform the Council of any issues raised via the inspection reports – see Inspection Reports File

In order to comply with the requirements of the current Parish Council insurers a new sign for the entrance has been ordered.

The Zip Wire had been serviced.

Fields in Trust had been asked for an Annual Inspection to be carried out on Spinalls Field.

- b) To confirm the June 2018 inspection rota. 3/4 SG, 10/11 MF, 17/18 JS, 24/25 JB

Rota confirmed.

68/05/18 **ROAD MATTERS**

- a) To record actions taken by the clerk

- Blocked Drain outside 54-58 High Street reported.
- Nature has stepped in. The area of mud (Tews End Lane) mentioned at the meeting 55/04/18 a) for repair was now in good order.
- Park Lane potholes reported for repair – 4 months
- 48 Careys Road potholes reported for repair – 4 months
- Some holes filled in on Cuttle Mill Lane but not the deep one adjacent Highfields, Cuttle Mill Lane.
- Plumpton End potholes reported for repair.
- Road Closure Towcester. This will start towards the end of July (depending upon the  
Stony Stratford Roundabout being finished) and would be ongoing for three months  
whilst new drains were installed.
- The War Memorial would be repaired in August 2018.

69/05/18 **GENERAL DATA PROTECTION REGULATIONS**

a. To adopt the GDPR Data Map - Map adopted

b. To adopt the following documents:

- Data Protection Policy
- Subject Access Request Procedure
- Data Breach Policy
- Records Retention Policy
- Privacy Notices

Paulerspury Parish Council resolved to adopt all the above mentioned documents (i-v).

c. To consider retaining Northants CALC as the Council's Data Protection Officer (DPO) (Minute 58/04/18)

Paulerspury Parish Council resolved to retain Northants CALC as the Council's DPO.

d. To resolve to continue to register with the ICO and approve payment for the Data Protection Fee

Paulerspury Parish Council resolved to continue to register with the ICO.

e. To receive completed Security Compliance checklists from Councillors – a few still outstanding.

70/05/18 **CHAIRMAN'S BRIEF TO THE NEWSLETTER AND WEBSITE**

To consider items for inclusion

Drivers would be asked to consider their parking arrangements within the village and to ensure they were not anti-social in their choice.

Neighbourhood Watch would inform residents that during May attempted and actual burglaries had taken place in the village.

71/05/18 **MATTERS FOR URGENT ATTENTION OR FOR THE NEXT MEETING**

28 June 2018 PAULERSPURY VILLAGE HALL 7:30 pm

The meeting closed at 9:05