

Great Oxendon Parish Council

Minutes of the Parish Council Meeting held on 21st May 2018

Present: Councillor Steedman, Councillor Rumsey, Councillor Barker, Councillor Dr Jones, Councillor Jones and Councillor Evans

Apologies: Councillor Hogarth (away)

Parish Clerk – Peter Rowbotham

Members of the Public: 3

1753	<p><u>Welcome</u></p> <p>Councillor Steedman welcomed everyone to the meeting of the Parish Council.</p> <p>County & District Councillor Cecille Irvine Swift outlined the latest issues being addressed within local government in Northamptonshire</p> <p>County Councillor Irvine Swift was now Deputy Leader of the County Council and was also the Portfolio Holder for Wellbeing and Public Health. Although the County Council was not officially in Section 114 measures there was still financial restrictions and ongoing service reductions to meet budget deficits. Adult & Social Care remains the major issue to address, this being a growing statutory service with limited available resources.</p> <p>She advised that there was a need for a Great Oxendon Neighbourhood Plan, if possible, as they may be some additional housing pressures due to local government reorganisation within Northamptonshire. This Plan would carry weight as it would integrate with both the Joint Core Strategy and Local Plan. Villages can work together on the Plan but this is not always the most effective way forward.</p> <p>The Shambala Festival was having a volunteer day. Suggestions included providing a gardening service for the elderly or clearing away over grown footpaths.</p> <p>There was no further news on the Wormsalde Farm development. It was thought that some of the planning conditions would be challenging.</p> <p>The Great Oxendon Tunnel restoration remains a priority scheme for the locality.</p> <p>It was noted that the District Council was introducing the new 3-2-1 bin service.</p> <p>The Chairman thanked County & District Councillor Irving Swift for the comprehensive report.</p>
1754	<p><u>Election of Chairman for 2018 2019</u></p> <p>Roseanne Steedman was duly elected Chairman of the Parish Council. This was proposed by Councillor Barker and seconded by Councillor Carolyn Jones. Unanimous. The Acceptance of Office was signed.</p>
1755	<p><u>Declarations of any Personal & Prejudicial Interests</u></p> <p>None declared.</p>

1756	<p><u>Minutes of the Meeting held on 9th April 2018 and any matters arising</u></p> <p>The minutes of the Parish Council of 9th April 2018 were accepted as a true and accurate record. The minutes were proposed by Councillor Rumsey and seconded by Councillor Barker. Unanimous.</p>
1757	<p><u>Election of Vice Chairman</u></p> <p>Councillor Rumsey was elected Vice Chairman. This was proposed by Councillor Barker and seconded by Councillor Evans. Unanimous.</p>
1758	<p><u>Co-option of Councillor</u></p> <p>Simon Patel Brown was co-opted as a Parish Councillor. This was proposed by Councillor Carolyn Jones and seconded by Councillor Rumsey. Unanimous.</p>
1759	<p><u>Calendar of Meetings</u></p> <p>The Parish Council received the meeting diary for 2018 and 2019. The dates were agreed by the Parish Council. This was proposed by Councillor Evans and seconded by Councillor Dr Jones. Unanimous.</p>
1760	<p><u>Appointment of Parish Council Representatives</u></p> <p>The following representatives were appointed:</p> <p>Village Hall – Councillor Carolyn Jones Cross Border – Councillor Carolyn Jones Planning – Councillor Hogarth (subject to his agreement) Highways, Footpaths & Trees - Councillor Carolyn Jones supported by Kate Oriel (Footpaths) and Janet Hogarth (Trees) Police & Community Safety – Councillor Barker Environment -Councillor Evans and Councillor Rumsey Community – Debbie Jones & Simon – improving the profile Finance – Dr Jones</p> <p>The above was proposed by Councillor Carolyn Jones and seconded by Councillor Barker. Unanimous.</p>
1761	<p><u>Banking Arrangements</u></p> <p>The banking arrangements were agreed by the Parish Council. The signatories were agreed as : The authorised signatories for the Councils Bank accounts are as follows:</p> <ul style="list-style-type: none"> • Councillor Steedman • Councillor Barker • Councillor Carolyn Jones • Mr Peter Rowbotham (Responsible Financial Officer) <p>The above was proposed by Councillor Carolyn Jones and seconded by Councillor Evans. Unanimous.</p>
1762	<p><u>Annual Review of Documents</u></p> <p>The following documents were agreed by the Parish Council:</p>

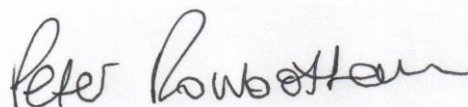
	<ul style="list-style-type: none"> • Members Code of Conduct • Standing Orders • Financial Regulations • Asset & Land Register • Risk Register • Complaints Procedure • Freedom of Information Model Publication Scheme <p>This was proposed by Councillor Dr Jones and seconded by Councillor Barker. Unanimous.</p>
1763	<p><u>Annual Subscriptions</u></p> <p>It was agreed to renew the annual subscription to the Northants County Association of Local Councils. This was proposed by Councillor Barker and seconded by Councillor Evans. Unanimous.</p>
1764	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>The Parish Council agreed to appoint Northants CALC as the Councils Data Protection Officer for a one year period.</p> <p>The following GDPR documents were adopted by the Council:</p> <ul style="list-style-type: none"> • Data Map • Data Protection Policy • Subject Access Request Procedure • Data Breach Policy • Records Retention Policy • Privacy Notices <p>The Security Compliance Checklists had been circulated to Councillors to complete.</p> <p>It was noted that the Great Oxendon Parish Council was already registered as a Data Controller with the ICO.</p> <p>The above was proposed by Councillor Barker and seconded by Councillor Dr Jones. Unanimous.</p>
1765	<p><u>Local Government Salary Scales 2018 2019</u></p> <p>Following the conclusion of the national pay negotiations, new salary scales for local council clerks had been introduced, which were applicable from 1 April 2018.</p> <p>The outcome of the negotiations was a 2% increase on SCP20 and above. The new hourly rate of £10.676 per hour was agreed. The Clerk is paid 4 hours per week and there was budget provision..</p> <p>The revised pay grade would be implemented from 1st April 2018. This was proposed by Councillor Evans and seconded by Councillor Rumsey. Unanimous.</p>
1766	<p><u>Insurance Arrangements</u></p> <p>It was agreed that Zurich Municipal would provide the insurance cover for the Parish Council. This was now in year two of the three year deal.</p>

	<p>The premium payment of £392.01 to Zurich Municipal was agreed. This was proposed by Councillor Barker and seconded by Councillor Dr Jones. Unanimous.</p>
1767	<p><u>Village Maintenance Work</u></p> <p>Two quotes had been received from Contractors regarding the grass cutting. It was agreed that the Parish Council continue with 4 Counties for the grass cutting service for 2018. This was proposed by Councillor Carolyn Jones and seconded by Councillor Evans. Unanimous.</p> <p>The 2018 quote was for £145 per visit to include mowing highway verges, strimming and blowing pathways clear, village hall (cuttings removed off site) and strimming around the village. There were some concerns regarding the quality of the first cut and this would be taken up with the contractor.</p> <p>Any highway maintenance issues including trees and footpaths should always be directed through the County Council Street Doctor on line service.</p>
1768	<p><u>Accounts 2017 2018</u></p> <p>The Clerk had circulated the expenditure, receipts and bank reconciliation with the agenda. The Clerk was requested to ascertain if the Parish Council could pay off its PWLB loan off early. The report was accepted by the Parish Council. This was proposed by Councillor Evans and seconded by Councillor Carolyn Jones, Unanimous.</p>
1769	<p><u>Internal Auditor Report 2017 2018</u></p> <p>The Internal Report had been circulated. The report was noted with no major issues to address. This was proposed By Councillor Carolyn Jones and seconded by Councillor Rumsey. Unanimous.</p>
1770	<p><u>System of Internal Control</u></p> <p>The Systems of Internal Control document was agreed by the Parish Council. This was proposed by Councillor Carolyn Jones and seconded by Councillor Rumsey. Unanimous.</p>
1771	<p><u>Annual Governance Statement 2017 2018</u></p> <p>The Parish Council reviewed and completed the Annual Governance Statement. The Parish Council agreed that the document be signed by the Chairman and be submitted to the External Auditor. This was proposed by Councillor Carolyn Jones and seconded by Councillor Rumsey.</p>
1772	<p><u>Accounting Statement 2017 2018</u></p> <p>The Parish Council agreed the Accounting Statement. This was signed by the Chairman and would be submitted to the External Auditor. This was proposed by Councillor Evans and seconded by Councillor Dr Jones. Unanimous.</p>
1772	<p><u>Dates of Exercising Public Rights 2017 2018</u></p> <p>The dates for the exercising of public rights had been set as Monday 4th June 2018 to Friday 13th July 2018. (inclusive) The dates were agreed by the Parish Council. This was proposed by Councillor Evans and seconded by Councillor Dr Jones. Unanimous.</p>

1773	<p><u>Limited Assurance Review- Exemption</u></p> <p>The Parish Council, because of its gross income or expenditure not exceeding £25k, could claim exemption from the limited assurance review. It was agreed to submit the Exemption Form to the External Auditor. This was proposed by Councillor Evans and seconded by Councillor Dr Jones. Unanimous.</p>
1774	<p><u>Community Infrastructure Levy</u></p> <p>The Community Infrastructure Levy (CIL) was a charge on new development set by Daventry District Council (DDC). It partly replaced planning obligations (Section 106 agreements), although these still exist for matters not covered by CIL. The Parish Council had received £6,607.33 CIL payment in respect of the residential development on Harborough Road. There are restrictions on how CIL money can be spent and the £6,607.33 would be ring fenced within the budget.</p> <p>The Parish Council budget and priorities would be reviewed as a result of this income. A report would come back to the Parish Council in due course.</p>
1776	<p><u>Any Other Urgent Business</u></p> <p>There was no urgent business.</p>
1777	<p><u>Dates of the next Parish Council Meetings</u></p> <ul style="list-style-type: none"> • Monday 11th June 2018 at 730pm

The meeting finished at 9.26pm

Signed as a true and accurate record



Councillor Roseanne Steedman
Chair
Great Oxendon Parish Council
 11th June 2018

Peter Rowbotham
Parish Clerk
Great Oxendon Parish Council
 077 1212 0231
parishcouncil@greatoxendon.org
 6th June 2018