

**MINUTES OF THE ANNUAL MEETING OF BADBY PARISH COUNCIL
HELD IN THE VILLAGE HALL AT 7.30 P.M. ON MONDAY 14TH MAY 2018**

THE FOLLOWING WERE PRESENT:

Councillors: Mrs Karen Alexander (Vice Chair), Mr Steve Chandler (SC), Mr Peter Cooper (PC) (Chairman), Mr Peter Johnson (PJ), Mr Richard Piner (RP), Mr Mike Richards (MR), Mr Martin Walton (MW).

Others: Mrs Sharon Foster (Clerk), County Councillor Robin Brown, 5 Members of the public.

001/05/18 Administration

- a. To elect a Chairman and signature of Acceptance of Office
*Proposal: To elect Mike Richards as Chairman for a period of 2 months.
Proposed by RP, seconded by SC. All in favour. Carried.*
- b. To elect a Vice-Chairman
Deferred.
- c. To receive and approve apologies for absence
Mr Naaman Ostah (NO)
Mr N Snell (NS).
- d. To receive declarations of interest in items on the agenda
PC declared an interest in cheque 536.
KA, PJ and RP declared interest in planning application DA/2017/0977 (Amended).
- c. To consider any dispensation requests
None.
- f. To update Register of Members' Interests
The Clerk reminded Parish Councillors that any amendments to the Register need to be made as soon as relevant.
- g. To review Councillors' Areas of Special Interest and appoint members accordingly
Deferred.
- h. To appoint Responsible Finance Officer and separate Internal Finance Controller
*Proposal: To appoint the Clerk as Responsible Finance Officer and Neville Snell as Internal Finance Controller.
Proposed by PC, seconded by KA. All in favour. Carried.*
- i. To appoint Data Protection Officer
*Proposal: To appoint Northants CALC as Data Protection Officer for one calendar year beginning 24th May 2018.
Proposed by MR, seconded by KA. All in favour. Carried.*
- j. To discuss General Data Protection Regulations and to consider generic email addresses
Data Mapping and a Policy will be put into place. PC and the Clerk will look into setting up generic emails for all parish councillors.
- k. To appoint working group to review Standing Orders, Financial Regulations, Risk Assessment, Asset Register and Policy documents
RP and MR will meet with the Clerk and report back to the June meeting.
- l. To appoint two Parish Councillors to carry out Clerk's appraisal
RP and MR will meet with the Clerk to carry out the appraisal.
- m. To approve the minutes of the Ordinary meeting held on 1th April 2018
*Proposal: To accept the minutes as circulated as a true and accurate record of the meeting.
Proposed by PC, seconded by KA. All in favour. Carried.*

- n. To approve the minutes of the Extraordinary meeting held on 23rd April 2018
The draft minutes had been circulated prior to the meeting. PJ had been noted as attending twice and the date of the meeting was corrected to 23rd April.
Proposal: To make the above changes and accept the minutes as circulated as a true and accurate record of the meeting.
Proposed by KA, seconded by PC. All in favour. Carried.
- o. To receive Skills Audit 2018 report
The report should be ready for presentation to the June meeting.
- p. To report on Annual Parish Meeting held on 20th April 2018
PC reported that the meeting had followed the informal format of the last few years which seems to engage more people each time. Notes will be circulated.
- q. To report on two vacancies for Parish Councillors
Two vacancies will arise at the end of this meeting. The Clerk will put the process of filling the vacancies into action.

002/05/18 Matters arising from the minutes (for information only)

On the matter of new defibrillator pads which are now needed, the Clerk will purchase new pads and invoice SC accordingly.
The Clerk has yet to contact Fawsley Estate re the digging up of bluebells.

003/05/18 Public Participation (1)

County Councillor Brown addressed the meeting with an update regarding Northamptonshire County Council. He thanked PC for all his work as Parish Councillor and Chairman.

The Headteacher at Badby School, Lindsey Evans, addressed the meeting with regards to the school planning application. Discussion then took place between herself and a number of other members of the public.

004/05/18 Planning (KA, PC)

- a. To consider applications received

Application No	Description	Location	Comment
DA/2017/0977 (Amended)	Demolition of 3 existing temporary classrooms/storage structures and construction of new permanent classroom block/extension	Badby Primary School, School Lane, Badby NN11 3AJ	DDC had forwarded an updated Heritage Statement. <i>Proposal: Parish Council does not feel the amendments alleviate its objections, it was agreed that the balance of benefit against risk is in the school and pupils' favour. The Clerk will respond accordingly.</i> <i>Proposed by SC, seconded by MW. All in favour. Carried.</i>
DA/2018/0337	Work to trees in a Conservation Area	Marriotts House, Stoneway, Badby NN11 3A	<i>Proposal: No objections.</i> <i>Proposed by KA, seconded by PJ. All in favour. Carried.</i>

Action: Clerk to respond to planning

- b. To consider decisions received and related correspondence

Application No	Description	Location	Decision
DA/2017/1247	Reserved matters application for replacement dwelling (access, appearance, landscaping, layout and scale)	Badby Lodge Farm, Staverton Road, Badby NN11 3DD	Approved
DA/2018/0103	Construction of front porch and conservatory to side, extension to garage and utility	Old Forge, Church Hill, Badby NN11 3AR	Approved

- c. To note non-Material Amendment/Permitted Development applications lodged with DDC
None.
- d. To consider appeals received
None.

005/05/18 Consultations

NCC - Universal children's centre services consultation (Closes 15.06.18)
No comment to be made.

006/05/18 Ongoing business (To receive reports on the following items and consider any action to be taken)

- a. Burial grounds (RP, MR)
RP reported that he will be carrying out half yearly inspections on gravestones in the churchyard with Frances Williams. It should be made clear that any works required to gravestones will remain the liability of the PCC.

Works to trees in the churchyard have been started but not yet completed due to nesting birds.

RP reported the need to remove a rhododendron bush and some brambles at the next work party.

To update on meeting re works to churchyard boundary wall

A meeting had taken place on site with neighbours and DDC. Repair works will be required to the churchyard wall. The Clerk will request quotes for dry-stone walling and tree removal.

To update on presence of soil deposited on graves

This matter has been dealt with.

To consider waiver of cemetery fees for burial or interment of anyone under 18 years old

Proposal: To waive cemetery fees for burial or interment of anyone under 18 years old, providing they are a resident or have a connection to Badby parish.

Proposed by PC, seconded by MR. All in favour. Carried.

- b. Emergency Plan (NS)
To update on preparation of Emergency Plan
Defer.

- c. Greens, trees and verges (PC, MW)
To update on the creation of a leisure/nature area below the Village Hall
This is progressing.

To update on meeting with Sgt Sam Dobbs on 20th April

A useful meeting had been held and discussion took place as to how best to encourage the public to report problems. An item will be put in The Link letting people know what the contact numbers for the Police are.

To update re village and churchyard tree works

Works had been done except some due to nesting birds.

To update on damage to Pinfold Green by buses and meeting with Northants Highways

No response has yet been received from Futures Housing re installing dropped kerbs. A meeting had been held with I Boyes of NCC. The resident concerned has requested dropped kerbs but this had been refused by Futures Housing. The most viable other option available to NCC would be to paint a bus box. Unlikely options would be painting yellow lines or reconfiguring the corner of Pinfold Green.

To update on need for an annual tree inspection

It was agreed that a bi-annual inspection take place in future.

To consider request from Badby Horticultural Society to erect a marquee on The Green on 02.09.18

Following receipt of a request, it was agreed that permission be granted on the basis that any damage to The Green be repaired.

- d. Highways, lighting and road safety (PJ, NS)
To update on BPC24 and costs for replacement of BPC44
The Clerk has yet to obtain quotes.

To update on works to street lighting identified during Assets review
The Clerk has yet to contact the contractor.

e. NCC and other works (PJ, MW)

To update on requests to NCC and DDC for works to be carried out
Some potholes have been marked for repair.

To update on regular Community Clean-up Group
The next Group will meet on Sunday 27th May.

To update on ability of DDC to open the new litter bins for emptying
The Clerk has yet to contact DDC.

f. Neighbourhood Plan
Nothing to report.

g. Newsletter

Items re the proposed boundary walk and the Parish Council website will be added. A draft will be available for the June meeting.

h. Leisure, Sport and Recreation (SC, PJ)

To update on request for play area from residents
KA will continue with this project.

To update on meeting with Badby Cricket Club on 17th April
A meeting had been held with members of the Cricket Club who reported that another club had been bought in to use the cricket pitch as it's permanent pitch. The Clerk was asked to contact the club with regards to security of groundkeeping machinery left out overnight.

To update on playing field inspection
The Clerk will obtain quotes for an inspection.

i. Projects & Fundraising (SC)

To update on planned events (Golf Day and Boundary Walk)
The Clerk will provide

To update on 2019 calendar
The calendar is progressing well.

j. Publicity and Website (SC, NO)

To update on inclusion on website of Councillors' photos and details, and a "Who to contact" page
The Clerk will meet with Ann Skinner in the coming weeks.

k. Training

To report on Clerk's attendance at recent GDPR Training
The Clerk had attended the course and will look at putting things into action.

l. Village Hall (KA, RP)

The recent Bluebell weekend had raised £2,300 which will be match funded as well.
Finalising works to the kitchen is ongoing.

m. Forthcoming events and reports from events attended

To consider agenda item and attendance at Parish & Town Councils' Meeting on 14.06.18
No-one will be attending.

007/05/18 Finance (MR, NS)

a. To discuss insurance quotes received for 2018/2019

The Parish Council has a agreement until 2020 with Came & Co. The quote for insurance cover for 2018/2019 is £503.88.

*Proposal: To approve payment of premium of £503.88 to Came & Co from 01.06.18 to 31.05.19.
Proposed by MR, seconded by PC. All in favour. Carried.*

- b. To note income received
 £ 50.00 Donation towards bird boxes (received on 12.02.18 but not previously reported)
 £6,038.27 Community Infrastructure Levy payment (DA/2015/0912)
 £9,300.00 DDC ½ year precept
 £ 0.29 HSBC - Interest

- c. To approve payments

Details	Amount (£)	+ VAT (£)	Cheque Total (£)	Within Budget	Payee	Authority	Cheque no
Electricity 01.04.18-30.04.18	169.18	32.69	201.87	Yes	SSE	PCA 1957	Direct Debit
Cemetery mowing 07.04.18 and 20.04.18	120.00	0.00	120.00	Yes	F Clark	Open Spaces Act	477
Streetlight maintenance BPC 24 and 44	92.00	18.40	110.40	Yes	Aylesbury Mains Ltd	PCA 1957	478
2018/2019 Subscription	314.90	0.00		Yes	Northants CALC	LGA 1972 s112	479
2018/2019 Audit Service	213.00	0.00	527.90			Acc & Audit Regs	
Salary - 01.04.18-30.04.18	422.93	0.00	472.48	Yes	S Foster	LGA 1972 s 112	480
Expenses – 01.04.18-30.04.18	32.71	0.00					
Expenses – APM on 20.04.18	16.84						
Printing of A1 notices for Annual Parish Meeting	12.60	2.52	15.12	Yes	ImageIT	LGA 1972 s112	535
Refreshments for Annual Parish Meeting	16.60 21.96	0.00 0.00	38.56	Yes	P Cooper	LGA 1972 s112	536
Village tree works	735.00	0.00	735.00	Yes	B Allee	Open Spaces Act 1906 s9 and s10	537
Subscription to LCR	TBA	TA	TBA	TBA	NALC	LGA 1972 s 112	538
Insurance cover 01.06.18-31.05.19	503.88	0.00	503.88	Yes	Came & Co	LGA 1972 s111 & 140	539

Proposal: To approve cheques for payment on the basis that cheque 478 is clarified with Aylesbury, cheque 537 is confirmed as all the works having taken place and cheque 538 is £17.50 or below.

Proposed by MR, seconded by KA. 1 abstained. 6 for. Carried.

Action: Clerk to distribute cheques

- d. To note bank balances

As at 1 st May 2018	HSBC current a/c	£23,204.18	
	HSBC deposit a/c	£ 5,015.66	£28,219.84
	Uncashed cheques		<u>£ 2,963.59</u>
	Available funds		£25,256.25

- e. To respond to queries raised at April meeting on end of year accounts for financial year 2017/2018
 The Clerk had responded to queries raised.
- f. To receive the audited end of year accounts for financial year 2017/2018
 MR, NS and the Clerk will complete the bank reconciliation for presentation at the June meeting.
- g. To receive internal audit report for financial year 2017/2018
 The audit had been carried out. One issue regarding a cheque not being noted on the minutes had been raised. The Internal Auditor noted the requirement for generic email addresses for councillors.
- h. To complete Parts 1 and 2 of the Annual Return for financial year 2017/2018
*Proposal: To complete and sign Parts 1 and 2 of the Annual Return for financial year 2017/2018.
 Proposed by KA, seconded by PC. All in favour. Carried.*
- i. To update on the contract for mowing the playing field
 PC and the Clerk had met with the mowing contractor and discussed that 3-weekly cuts could be made to the football pitch and 6-weekly cuts to the outer area.
*Proposal: To confirm 3-weekly cuts to the football pitch and 6-weekly cuts to the outer area.
 Proposed by PC, seconded by KA. All in favour. Carried.*
- j. To review situation with Aylesbury Mains
 The Clerk has yet to contact Aylesbury Mains.

008/05/18 Correspondence

DDC – Local Lotto (By email)
DDC – OVO Energy Women's Tour 2018 (By email)

009/05/18 Public Participation (2)

An update was requested regarding the Stoneway land registry matter. PC confirmed that the matter is with the Land Registry. He agreed to continue with the matter until it is completed. The Clerk will request an update from the solicitor.

010/05/18 New matters requested for next month's meeting

None at this time.

011/05/18 Date of future Ordinary meetings

9th July, 13th August (if required), 10th September, 8th October, 12th November, 10th December.

The Chairman closed the meeting at 9.50pm.