

# Stowe Nine Churches Parish Council

Chairman: Mrs Sharon Henley

Parish Clerk: Mrs Julie Francies  
Meadowcroft  
Church Stowe  
NN7 4SG  
07747 690557

## Minutes of the Ordinary Meeting held on 6<sup>th</sup> August 2018

**Present:** Chairman S Henley,  
Cllr A Brodie, Cllr T Sanderson, Cllr T Teague, Cllr A Taylor, Cllr J Hillyard  
Clerk & Proper Officer Mrs J Francies  
Cllr J Amos  
3 Parishioners

### **Minutes:**

1304. Approval of apologies for absence.  
**Cllr Lane – personal reasons.**  
**Cllr Lane will be able to resume meetings from September onwards.**  
**Resolved: Approved Unanimously.**
1305. To receive declarations of interest for items on the agenda.  
**None.**
1306. To receive and approve the minutes:  
i. Of the Ordinary Meeting dated 25<sup>th</sup> June 2018  
ii. Of the Interim Meeting dated 16<sup>th</sup> July 2018  
**Resolved: Approved Unanimously. The Chairman signed both sets of minutes as a true and accurate record of the meetings.**
1307. Matters arising from previous minutes for update only.  
i. To discuss future meeting dates  
**Resolved: Future meeting dates will not change.**
1308. Planning applications received.  
i. To discuss the streamlining of the consultation process  
**To reduce the number of interim meetings taking place, Clerk has spoken to DDC to try and establish a process for advising what applications are in the pipeline. DDC are unable to provide this information, therefore we are unable to avoid additional meetings.**
1309. Planning approvals.  
i. **Prior approval received for construction of agricultural building at the Land at Upper Stowe Road. No action required.**
1310. Planning application update.  
i. DA/2018/0386 – Land to the rear of Bank House  
**This case will go to planning committee on 15<sup>th</sup> August 2018.**
1311. Village Design Statement.  
i. To receive a progress report from Cllr Teague  
**DDC have taken several months to reply regarding maps and are unable to help. They have pointed Cllr Teague to Parish Online, for which there is a charge. This will enable us to produce**

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the maps and plans required to complete the draft VDS, which will also enable us to produce legal documents.

- ii. To decide if Stowe Nine Parish Council should join Parish Online at a cost of £60 per annum  
**Resolved: Unanimously agreed to spend £60 to join Parish Online. This is an annual charge, however Cllr Teague does not foresee needing this in future years.**
- iii. To agree a date for the group to meet to discuss the final document  
**Cllrs agreed that a meeting with the volunteer group should be held in September.**  
**AP: Cllr Teague to contact the Clerk with a proposed meeting date.**

### 1312. Finances.

- i. To receive the statement of account at Lloyds Bank  
**Clerk reported that the VAT claim of £104.12 had been received and the bank balance is currently £2118.33.**
- ii. To report the 2018/19 Budget vs Actual spend including income received  
**Clerk had furnished all Cllrs with the finance spreadsheet ahead of the meeting and read through the format. She reported the following figures:**  
**Budget £4500**  
**Spend YTD £2349.22**  
**Balance £2150.78**  
**Cllr Teague explained that the difference between the budget balance of £2150.78 and the bank account balance is due to the balance carried forward from last year. We are ahead of budget due to monies received for the transparency fund and the VAT claim.**
- iii. To receive an update on the clerk's hours  
**Clerk is keeping a record of hours worked and is trying to take some of the additional hours worked back. To do this, only the bare minimum is being done and work on compliance has stopped. She explained that the record of hours worked will therefore not provide a true record of the hours required to complete the clerk's role. Clerk explained that she now understands that payroll records have to be kept on the HMRC Basic PAYE tool and submitted monthly. She has raised the P45 and P60 for the previous clerk and closed the previous financial payroll year.**
- iv. To approve payment to the Parish Clerk - £640.75 for contracted hours between 2 April and 1 July 2018  
**Clerk explained that she has only claimed for contracted hours and she is happy to be paid any balance remaining at year end. Cllr Teague voiced his concern that we are unlikely to clear this balance and he feels that Council should not be in debt.**  
**Resolved to pay the Clerk £640.75: Proposer: Cllr Henley. Seconded: Cllr Teague**  
**AP: Clerks hours to be discussed at the next meeting.**
- v. To approve payment to Parish Online of £60 – including £10 VAT  
**Resolved: Proposer: Cllr Sanderson. Seconded: Cllr Teague**
- vi. To approve payment of £180 for defibrillator replacement Charge-Paks and pads. These have been purchased on behalf of Stowe nine Churches PC by Mr Bird  
**Resolved: Proposer: Cllr Hillyard. Seconded: Cllr Brodie**  
**AP: Cllr Teague to establish is two years battery life is reasonable for the defibrillators.**

### 1313. Compliance.

- i. To discuss outstanding compliance

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Clerk provided a list of items that need to be done/would be nice to do, that was put together following her training. Chairman explained that the Clerk is gradually working through the list.

1314. Community Defibrillators.

- i. To receive an update regarding maintenance

**Clerk has received notification that the batteries had been replaced and are working well.**

1315. Radar memorial update.

- i. To receive an update from Cllr Sanderson.

**Cllr Sanderson gave an update on his progress and he will continue communicating with Mr Lang regarding his community talks. Cllr Sanderson said he will join the National RAF Museum personally and see if we can promote the radar memorial through this channel.**

**AP: Cllr Sanderson to contact Dr Judkins regarding the National Radar Trail.**

1316. Northants County Council.

- i. To receive details of Stowe Nine Churches response to the forthcoming Local Government Reform and the Community Governance review.

**Chairman read a letter received from NCC regarding Unitary Councils. Chairman received a hard copy of the submission written on behalf of the council by Cllr Teague in response to the consultation.**

1317. Daventry District Council.

- i. To receive and discuss the Final Terms of Reference Document for the Community Governance Review

**Chairman received a hard copy of the communication sent by Cllr Teague to DDC regarding the community governance review.**

- ii. To discuss Local Government Bulletin 4

**Clerk has sent the bulletin to all councillors ahead of the meeting.**

**Cllr Amos advised that August had been extremely busy with meetings regarding the proposed changes. No decisions had been made as yet, however a move to two unitary councils is looking to be the more likely outcome.**

- iii. To discuss changes to the Winter maintenance programme and agree a future plan for Stowe Nine Churches

**Clerk had provided the background information to councillors ahead of the meeting. Chairman explained that NCC are proposing that salt bin asset 380 would no longer be filled and Stowe Nine Churches Parish Council would need to fund and fill this salt bin in future if required.**

**AP: Cllrs to establish the location of salt bin asset 380 and agree a future plan at the next meeting.**

- iv. To discuss the village boundaries

**The border between DDC and South Northants Council goes straight through the middle of White Park Services. We have asked for this border as well as the border near Weedon along the canal to be reviewed.**

- v. To discuss the proposed Submission Settlements and Countryside Local Plan Part 2

**AP: Clerk to put poster on the notice boards.**

1318. Police.

**Notification received that the next PCC meeting will be on 15<sup>th</sup> August. Cllr Sanderson is hoping to attend. Next meetings on 10 September, 23 October and 4 December at 6pm in the Greenwell Room at Wootton Hall. All future dates to be confirmed.**

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1319. Footpath Warden Report.

- i. To receive a footpath report provided by Mr C Ripper  
**Mr Ripper reported that all footpaths are in good condition and serviceable.**

1320. NCALC.

- i. To decide if a member of Stowe Nine Churches Parish Council should attend the CALC AGM 6 October  
**Resolved: Cllr Teague will attend if he is available.**

1321. CPRE.

- i. To receive an update from Cllr Teague regarding the CPRE AGM  
**Cllr Teague advised that the presentation was excellent and it was worthwhile attending.**

1322. Complaints.

**None.**

1323. Roads.

- i. To receive an update from Cllr Brodie regarding pot holes in the village  
**w**  
**AP: Cllr Brodie to chase repairs needed in Sandy Lane and Oak Tree Lane.**

1324. Broadband.

Next update on 17<sup>th</sup> September.

1325. Future meeting dates.

17 September, 29 October, 10 December, 28 January, 11 March, 8 April, 13 May (AGM, Annual Parish Meeting & Ordinary Meeting)

Meeting closed at 9.15pm

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