

# Stowe Nine Churches Parish Council

Chairman: Mrs Sharon Henley

Clerk: Mrs Julie Francies  
Meadowcroft  
Main Street  
Church Stowe  
Tel: 07747 690557

## Minutes of the Ordinary Meeting held on 5th March 2018

**Present:** Chairman Sharon Henley, Vice Chairman David Lane, Tony Teague, Angela Brodie, Tony Sanderson, Jon Hillyard, Julie Francies (Temporary Clerk), Mags Howe, Councillor Robin Brown, Councillor Johnnie Amos  
7 Parishioners

### Minutes:

1199. Apologies for absence.  
**Aly Taylor.**

1200. Declarations of interest for items on the agenda.  
**Sharon Henley, David Lane, Angela Brodie and Jon Hillyard had declared an interest in matter 1203i. Chairman explained that this matter was discussed in a separate meeting on 3<sup>rd</sup> March and therefore Tony Teague would be providing feedback only on this matter. It would therefore not be debated at this meeting.**

1201. Resolution to sign and approve the minutes of Ordinary Meeting dated 29 January 2018.  
**Resolved. Chairman signed the minutes.**

1202. Matters arising from previous minutes for update only.

- i. Parish Clerk position
- i. Contract.

**Chairman explained the standard clerk's contract had been changed to include:**

- a start date of 14 January
- Julie Francies to be contracted via her business (Julie Francies Business Support) which means that tax will be payable via Julies tax return done as part of her business.
- In addition the Council reserves the right to be made aware of any other business Julie is involved with outside of Julie Francies Business Support and PAMPERme, that may conflict with Parish Council work.

- ii. Risk Assessment review.

**The Risk Assessment should have been updated by previous Clerks following last year's Audit. It had not been. Additional measures relating to banking had been added. No further changes requested by Councillors at this stage.**

**Resolved – Agreed to adopt the Risk Assessment. Proposed by Tony Teague and Seconded by John Hillyard.**

- iii. Code of Conduct review.

**The Code of Conduct should have been updated by previous Clerks following last year's Audit. It had not been. The current clerk had updated it to reflect adoption by Stowe Nine Churches Parish Council. No further changes requested by Councillors at this stage.**

*Sharon Henley* 16.4.18

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**Resolved– Agreed to adopt the Risk Assessment. Proposed by Angela Brodie and Seconded by David Lane.**

- iv. Internal Audit process.
  - i. Information handed over from previous Clerk.  
**Some prime documents (original hard copies) cannot be found in the information handed over from the previous Clerk.**  
**AP – Clerk to send a list of documents missing to Councillors to see if they have copies.**
- v. NACRE best village competition.  
**Resolved – It was agreed that the village would consider entering the competition in 2019 as the closing date for 2018 was within two weeks.**

1203. Planning applications received.

- i. DA/2018/034 - Land At Main At Street, Church Stowe  
**Tony Teague gave a summary of the Interim meeting on 3<sup>rd</sup> March and explained that it was agreed that the Parish Council could not approve this planning application due to a number of ambiguities and queries which require clarification.**
- ii. DA/2017/0460 - Jasmine Cottage appeal, Church Stowe  
**The applicant had decided to pursue an appeal via the Planning Inspectorate against DDC's refusal to grant permission for the building to be used as an Airbnb. It was felt that the Parish Council should reiterate the comments made throughout the planning process and submit to the Inspectorate before the due date of March 15<sup>th</sup>. A query had been received from a resident asking for the meaning of a short term let. This was discussed and it is understood that it is anything under 6 months.**  
**Concerns over parking that caused issues for the school bus and agricultural vehicles to get past were also discussed. Although the planning shows parking for 5 cars, it would mean that cars would have to be moved around to get in and out.**  
**Resolved – It was agreed that Tony Teague would put together a draft response to be circulated for comment.**
- iii. DA/2018/0123 Shire Barn, Francis Row, Upper Stowe  
**Resolved – No objection to this planning application.**

1204. Planning approvals – Review of past planning applications.

**Chairman and Councillors have been invited for a site visit by Mr Ellwood who is considering a new storage facility on his land near the lakes.**

**AP – Chairman to organise a site visit for Sharon Henley, John Hillyard, David Lane and Angela Brodie.**

1205. Planning application update.

**None.**

1206. Village Design Statement Tony Teague to report on progress.

- i. Margaret Howe DDC Policy officer.

**Mags explained that she will be our point of contact throughout the process. We will need to get DDC to review our VDS document further down the line, but she will look over it before the Parish Council approve it. DDC will consult with the local population before it is approved, but it is important that we consult locally along the way. Mags said that she can provide maps if required. Costs were discussed and the budgeted figure is based on an approximate cost as DDC charge by**



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the hour, but after some discussion it was agreed the budget should be the 'worse case scenario' amount.

**AP – Mags Howe to advise if traffic calming measures can be included in the VDS.**

### 1207. Statement of accounts/accounts for payment.

- i. Statement of account at Nationwide Building Society.

**Balance at 19 February 2017 was £1740.09**

- ii. Statement of account at Lloyds Bank.

**Balance at 5<sup>th</sup> March 2018 – Nil.**

- iii. Future banking arrangements. Statement on progress.

**Clerk explained that the Lloyd bank account is now set up. Julie Francies and David Lane are full signatories, but when either request a payment, the other has to authorise it for payment to be released. The account has been tested with a £1 credit and payment between Julie's business account and the Lloyds account to ensure that the process works correctly. It was agreed that only payments authorised at a council meeting could be made.**

**Resolved – It was agreed to transfer all funds from Nationwide to Lloyds so that future payments can be made by electronic transfer to speed up the payment process and reduce expenses.**

- iv. Payment requests:

- i. Replace filing cabinet lock. Estimate £15 plus £60 labour or buy a second hand cabinet.

**Resolved – Clerk to purchase a second hand filing cabinet with a working lock and key or get the lock replaced on the existing cabinet, whichever is cheaper. Payment to be made by bank transfer or the Clerk to pay cash and claim through expenses.**

- ii. Heidi's salary, payment four £170.08.

**Resolved – Payment to be made by bank transfer.**

- iii. NACRE invoice - £338.80

TT said that this price was based on us having membership but the previous clerk had not actioned membership, therefore we may receive a further invoice for £70.

**Resolved – Clerk to pay the invoice. Proposed by Tony Sanders and Seconded by Angela Brodie.**

- iv. Domain Privacy - £9.98 for two years expires 14 March 18

**Resolved - Payment to be made by bank transfer or the Clerk to pay with her personal credit card and claim through expenses. Proposed by Tony Teague and Seconded by David Lane.**

- v. Domain name renewal - £23.98 for two years expires 14 March 18

**Resolved - Payment to be made by bank transfer or the Clerk to pay with her personal credit card and claim through expenses Proposed by Tony Teague and Seconded by David Lane.**

- vi. Reimbursement of Clerk.

**Resolved that if the Clerk has to pay cash or credit card for any of the above, she can claim pack through Parish Clerk expenses.**

- vii. Defibrillator training – £25

16.4.18 *Shelley*

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Clerk explained that we received free training from EMAS with the purchase of the defibrillators, but any further training was chargeable. EMAS work with volunteer groups in the county that can provide training at a cost of £25. No minimum or maximum numbers of trainees.

**Resolved – It was agreed to go ahead with training, if sufficient volunteers come forward.  
AP - Tony Teague to communicate our request for volunteers in the Upper Stowe NHW cascade system.**

- v. Payments / Receipts anticipated to year end:
  - i. New clerks salary for Jan - Mar (10 weeks x 4.5hrs x 10.653)
  - ii. Transparency Fund claim.  
**Lap top to be purchased by 31 March if the claim is successful.**
  - iii. Laptop, software & antivirus (covered by Transparency code claim)  
**To be purchased by 31 March if the claim is successful.**
  - iv. Anticipated cash flow.  
**Election Reserve to be taken off cash flow document as not in this years budget.**

### 1208. Budget 2018/2019.

- i. Anticipated cash flow.  
**Election Reserve to be taken off cashflow document as not in this year's budget.  
Any payments that will be paid in the 2019/20 year to be moved to the following financial year.**

### 1209. Community Defibrillators.

- i. Battery checks.  
**Defibrillator batteries are being checked weekly by Jo Dickson and Ken Bird.**
- ii. Newsletter/communication requested at last meeting.  
**Defibrillator communication has been updated and will be sent with the newsletter.**
- iii. Training request from Ken Bird.  
**Further training has been agreed, but volunteers are now needed in Upper Stowe before training can be arranged.**
- iv. Volunteers needed in Upper Stowe. (Rebecca Teague has volunteered)  
**AP - Tony Teague to organise a communication in Upper Stowe. Volunteers to contact the Clerk.**

### 1210. Radar memorial.

- i. Highways inspection.  
**Chairman has discussed this matter with Highways. Theoretically, a car park could be placed near the memorial, but if it was adjacent or further down the road, a 2 metre wide path would be needed to the memorial itself. It was agreed that the Parish cannot afford to finance the purchase of any land that may be offered for sale however, local funding/grants may be available.  
AP – Tony Sanderson to investigate grants available and report back.**

### 1211. Northants County Council.

- i. **Update from Robin Brown regarding the NCC Financial situation.  
Councillor Brown gave a summary of the background to the financial situation at NCC. He explained that the demand for child and adult services in the region has increased substantially**

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since the budget was agreed and in addition, Government policies are impacting on their resources. The budget has been set and we will lose services.

### 1212. Daventry District Council.

- i. Changes to Electoral Register.  
**AP – Clerk to print and store this information.**
- ii. Great British Spring Clean.  
**Resolution – To communicate and lead a village litter pick on Saturday 15<sup>th</sup> April. Volunteers to meet at the School Rooms or St James Church at 10am. Chairman and Angela Brodie to lead each volunteer group.**  
**AP – Clerk to request bags, gloves etc from DDC and deliver to the Chairman.**
- iii. Dog fouling.  
**Discussion regarding increased dog fouling, particularly around the old pig field but also on pavements and verges. Johnnie Amos said that the Spray Painting Campaign had been a success, but general opinion was against this method nor the installation of dog poo bins.**  
**Resolution – It was agreed to recommunicate issues of dog fouling in the village along with a reminder about keeping dogs on leads in the sheep fields during lambing season.**  
**AP – In addition to communicating dog related issues in the village via Facebook and the website, Clerk is to write to neighbouring Parish Clerks to ask them to cascade this information to their own residents.**
- iv. Fly Tipping.  
**Items previously dumped have been removed, but residents are asked to be proactive in reporting fly tipping to Daventry District Council immediately they see it. A link can be found on the Parish Council website under the section “Useful links”**  
**Councillor Johnnie Amos left some flyers for notice boards and said that a man had been fined £400 for fly tipping so the matter is being taken seriously.**
- v. Good Neighbour Scheme.  
**It was agreed that Stowe Nine Churches already have a good community spirit and this scheme was not necessary.**
- vi. District and Parish Elections.  
**DDC had wrongly communicated our date for District and Parish Elections. Our Election will be in 2019.**

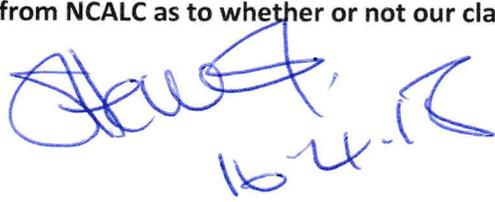
### 1213. Footpath Warden Report. (Chris Ripper)

- i. Badger holes near the gravel path.  
**These have been reported to Chris and advice given that the holes cannot be filled. NCC should be informed of any badger issues as they are responsible for the footpath.**
- ii. Next report will be in Spring 2018.

### 1214. NCALC.

- i. Transparency Fund.  
**Awaiting confirmation from NCALC as to whether or not our claim has been successful.**  
**AP – Clerk to chase.**

### 1215. Complaints. **None.**



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1216. A5 Remedial works update. **A query was raised with Highways regarding ongoing maintenance of the roads to ensure drains were kept clear. A response has been received, which states that some snagging work had been done and that agricultural vehicles appear to have left muck across the roads which was been addressed using road sweepers. Verges have been reseeded and a stone pick will be carried out later in the year.**

1217. Meeting dates for 2018.

16 April

21 May – AGM , Annual Meeting of the Parish Council & Ordinary meeting

25 June

6 August

17 September

29 October

10 December

Meeting was closed at 10.05pm.

