

Caythorpe Parish Council

Minutes of the meeting held on 8 November 2017 at Caythorpe War Memorial Hall

Actions

Meeting opened 7.30pm

Attendance and Declarations

17/126 Attendees Cllr Cons in the chair, Cllr King, Cllr Duff, Cllr Boon, DC Roger Jackson

17/127 Apologies: Cllr Harbidge

17/128 Declarations of interest from members on any item to be discussed: None

17/129 To approve the minutes of the meeting on 3 October 2017: Information regarding the site visit for planning application

17/01680/FUL Land Opposite The Old Volunteer Public House, 61 Caythorpe Road, Caythorpe was not included. With the following information added, the minutes were agreed as true and correct proposed by Cllr King, seconded Cllr Duff. All in favour.

Clerk to update the October Minutes

Councillors feel strongly that gaps between houses should be cherished open spaces. This is a large development which will have a significant visual impact on that part of the village. The scale appears to be most suitable to commercial use. We have concerns about a large muck heap, especially with regard to its siting by the road. If this is run as a commercial set there is concern about the lack of toilet facilities for the owners of the horses.

In addition, the excessive size of the required concrete base/yard will mean that there is a large area of displaced water in the event of a flood so would suggest that a flood risk assessment is important. We are also extremely concerned about any future development on this Green Belt site.

The proposed site appears to be rather close to the existing hedge line to allow for maintenance which has historically been a problem. Yet we feel that the hedge would be vital to screen the building.

The infrastructure to maintain this stable block is a cause for concern and we feel it could also set a precedent.

The Parish Council feel strongly that if this development is to be considered, it should be sited at the rear of the field alongside the stream rather than by the road, in which case the Parish Council would look at this application favourably. We would also consider an ecological survey important.

17/132 NSDC Update from DC Roger Jackson

District Councillor Jackson reported that:

1. The large bales of straw sited close to Brackenhill are due to be removed this week
2. The cut to the Minster School bus service, which will mean that sixth formers are unable to use the school bus service

<p>although it will still collect and return main school pupils from Caythorpe, have been postponed. The service will now remain as it is until July 2019.</p>	
<p>Matters arising</p>	
<p><u>17/133 To discuss and decide action regarding defibrillator/first aid training</u> Deferred to January meeting in Cllr Harbidge's absence.</p>	
<p><u>17/134 Update on principal of cost sharing with Bottesford with regard to Clerk's training</u> Deferred to January meeting in the Clerk's absence.</p>	
<p><u>17/135 To decide whether to agree updated Standing Orders/Financial Regulations</u> Councillors agreed to update the Standing Orders/Financial Regulations. Cllr Duff to bring updated documents to a future meeting for agreement.</p>	<p>Cllr Duff to make minor amendments and bring to December or January meeting for discussion and agreement.</p>
<p><u>17/136 To decide long service gift for David Priestley</u> In appreciation of David Priestley's service to the village, which has lasted for approaching twenty years, Councillors agreed to purchase a token of their, and the entire village's, appreciation. In addition to attending and contributing to Parish Council meetings, David has always worked tirelessly 'behind the scenes' in Caythorpe, utilising his extensive practical knowledge and skills to maintain and improve many aspects of the village.</p>	<p>Cllr Boon to purchase a gift, to be presented to David after the December Parish Council meeting (gift can't be revealed in the minutes or it won't be a surprise)</p>
<p>In order to facilitate an early finish in December, the meeting will start at 7pm</p>	<p>Clerk to note early start in December</p>
<p><u>17/137 To decide whether to agree updated accounts procedure</u> To be discussed under 'finances'.</p>	
<p><u>17/138 To decide whether Rippon Homes should be asked to make another presentation to the village</u> Councillors noted the importance of ascertaining the views of <i>all</i> villagers on the proposed Rippon Homes development at the Lowdham Farm site. Although Rippon Homes held a presentation in September for villagers, it was poorly advertised with the most local householders alerted by letter just days before the event, and held during the day when many people will be at work. Rippon Homes have stated they are willing to hold a second event. Councillors would suggest this is held in a public place (potentially the War Memorial Hall), at a convenient time, with good notice, and well advertised, with all households in the village written to by Rippon Homes well in advance.</p>	<p>Clerk to contact Rippon Homes and ask them to arrange a meeting that meets these criteria</p>
<p>Upkeep of highways/village facilities</p>	
<p><u>17/139 To discuss current position regarding CCTV/APNR/other security</u> No Neighbourhood Watch report in Cllr Harbidge's absence, however things seem to have settled down, and as all the</p>	<p>Clerk to remove from agenda for December</p>

avenues the Parish Council have explored to provide/enhance security have proved too costly for the limited available budget, councillors agreed to remove this as an ongoing agenda item for the time being. Hopefully villagers will continue to consider the security of their own properties.

Planning applications

17/140 None

Decisions

17/141 None

Awaiting decision

117/142 None

Finances

17/143 Grants – details to be provided at meeting No available grants to discuss. Councillors had hoped to be able to secure some trees to plant at the edges of the Village Hall/church car park by virtue of a grant from the Greenwood Trust. Cllr Boon has been in extensive discussions but these have not proved fruitful at this stage.

17/144 Balance at 31 October 2017 Councillors resolved to agree the balance at 31 October 2017.

	This month October	Balance left of total	Original Budget
Receipts	0.00		
precept	0.00		
donations	0.00		
CCTV	0.00		
Allotments	0.00		
Grants from NSDC	0.00		
HMRC refund	0.00		
Misc	0.00		
Payments			
Subscriptions			
Insurance			
Allotments	370.00		
Training			
Staff costs	149.9		
website costs			
HMRC refund			
Dog bin emptying			
Xmas hamper			
Misc	10.98		
BALANCE C/F 1.10.17	£5,293.68		
plus receipts	0.00 balance in current a/c		£4,762.80 (includes CIL £710.34 & balance of transparency fund £354
less expenses	530.88 balance in deposit a/c		£0.00
Total	4762.80		

This lead to a conversation about the procedures in place to enable councillors to be assured around the Parish Council's finances. Councillors confirmed their understanding that an external audit is no longer a requirement from 2017/18 for small councils such as Caythorpe. Cllr King has taken advice from NALC, and reports that they advise that the Parish Council keeps a contingency of £200 in case external audit is required at any stage. Councillors also

<p>sought confirmation that call-off arrangements were in place for an external auditor and that Caythorpe had opted-in to the SAAA arrangement giving access to the centrally procured call-off contract.</p> <p>Historically Roger Ford has very kindly carried out the Parish Council's internal audit FOC, however circumstances last year meant that we were unable to use him, and an alternative auditor was used., For 2017/18, councillors agreed to ask if Roger Ford would be prepared to do the internal audit going forward, with a fee to formalise the arrangement.</p> <p>Cllr King presented a spreadsheet he has created in order to simplify the Parish Council accounts, ensure appropriate budgeting, and strengthen assurances. All councillors approved of its use, and the suggestion that it should be uploaded to the Parish Council website for transparency.</p> <p><u>17/145 To discuss and decide whether to accept accounts for payment £75 paid to Cllr Boon for Cllr Priestley's leaving/long service gift</u></p> <p><u>17/146 To discuss internet banking and linked procedures taken with item 17/147</u></p> <p><u>17/147 To decide whether to change bank accounts to Unity Bank and/or retain current bank account</u> Councillors agreed in principal to change banks, primarily in order to access an Internet banking facility. Unity Bank has previously been discussed but there may be other banks that will offer services to Parish Councils so this should be investigated. The Clerk needs to be present for these discussion so defer final decision until January 2018, with investigations to be made in the meantime.</p> <p><u>17/148 To decide whether to book new councillor training for 17 January 2018 costing £30</u> Booking cannot be made without payment. Currently we do not have a new councillor, and even if someone were to be in place by January, there is no guarantee that they would be available for this particular event. Councillors agreed not to book</p> <p><u>17/149 To decide whether to purchase self-inking stamp for invoices/transparency/financial procedures (revised)</u> This was agreed in October. The price has risen by a very small amount to allow for specific wording on the stamp. Councillors agreed to fund.</p> <p><u>17/150 To decide whether to purchase A frame timber tables</u> Clerk provided sales literature for outdoor garden tables. Councillors agreed that at £360 they were expensive, and that as the Parish Council does not have responsibility for any land upon which to place them, they would not be interested in purchasing.</p>	<p>Clerk to confirm that Caythorpe had opted-in to the arrangements</p> <p>Cllr Boon to approach Roger Ford</p> <p>Cllr King to populate spreadsheet and show the Clerk how to use it</p> <p>Clerk to investigate whether there are other banks aside from Unity who offer banking services to Parish Councils.</p> <p>Clerk to purchase stamp</p>
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<p>17/158 To discuss whether the Parish Council will fund or part fund the course for women in government that the chairman wishes to attend Cllr Cons (chair) expressed a desire to attend the Women in Government Conference 2017. Councillors discussed that Cllr Cons has been the only female councillor in Caythorpe for around 20 years, that this is clearly unrepresentative and that it is important to find ways of encouraging a representative cohort of councillors. It was also noted that at present there is a councillor vacancy. Cllr Cons hoped the Parish Council might fund a quarter of the £295 +vat fee. Councillors agreed to fund the remaining £75.</p> <p>17/159 To discuss Councillor vacancy there were no applications for the vacant councillor position. This means that should someone come forward at this stage, they can be co-opted into the position without the requirement to hold an election. A villager expressed an informal interest but did not apply. Councillor Cons agreed to contact the villager and ask if they are still interested. If not, the vacancy remains.</p> <p>Other items arising</p> <p>Councillors noted that the Parish Council minutes on the website are out of date and this should be rectified. Clerk to upload outstanding minutes.</p> <p>Councillors asked about the status of the current Mineral Plan consultation. Clerk to check the status and if appropriate add this to the agenda for December.</p> <p>Councillors noted that there was no update with regard to the request for speed tubes to ascertain the level of, and help combat, speeding traffic. Clerk to ask DC Jackson for an update.</p> <p>Cllr Boon raised the possibility of individual householders purchasing, and displaying on their own land, official-looking 30mph roundels. He will make enquiries with Highways regarding this possibility.</p> <p>Meeting Closed at 9.30 pm</p>	<p>Cllr Cons to contact the interested party</p> <p>Clerk to upload outstanding minutes</p> <p>Clerk to check the status and if appropriate add this to the agenda for December</p> <p>Clerk to ask DC Jackson for an update</p> <p>Cllr Boon to contact NCC Highways.</p>
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