

# **Minutes of Abthorpe Parish Council Meeting held on 7<sup>th</sup> March 2011 in the Old School**

**Present:** Councillors: I Dyckhoff (Chairman) D Cambrey  
M Hulbert B Haycock  
S Noble J Sharp

Clerk: B Carter

Three members of the public turned up thinking this was the Annual Meeting. They left before the meeting started..

## **1. Apologies**

Cllr K Fenwick tendered his apologies as he was away on holiday. His apology was accepted.

## **2. Minutes of the previous meetings (24<sup>th</sup> January 2011)**

The minutes of the previous meetings held on 24<sup>th</sup> January 2011 were accepted with the following changes.

Item 3 Delete the sentence "The following matters resulted from the minutes of 27<sup>th</sup> September 2010"

They were then duly signed by the Chairman

## **3. Matters arising form the minutes**

Jan 2010 – 003	Site of Old Pump	It is proving difficult to find a supplier for the replacement bricks. The Clerk has been offered some used blue semi-circular bricks. To be investigated further - <b>Ongoing</b>
Jan 2010 - 005	Maintenance of Telephone Box	The four "TELEPHONE" panels have been ordered by Mr John Underwood at a cost of £80. Clerk has confirmed that these are on order. <b>Issue Ongoing. Clerk to investigate. Ordered via John Underwood. Cllr Dyckhoff to speak with John Underwood.</b>
Jan 2010 - 010	Abthorpe Crossroads	Still awaiting NCC. Informed that a budget is available. The court case has concluded. As this issue has been ongoing for several months, Clerk still awaiting a response from Helen Howard, (NCC) . <b>Ongoing See Nov 2010-001</b>
Jan 2010 - 011	TRO Sign at Brackley Lane/Withimer Lane	Still awaiting NCC to provide <b>Ongoing</b> Clerk to chase. – <b>Dec 2010 -001 Clerk to write to NCC.</b>
Jul 2010 – 004	Clerk to approach Mr John Underwood, and obtain other quotes for the maintenance of the Notice Board	Clerk has approached Mr Underwood. He is prepared to undertake refurbishment at nil cost. <b>Ongoing</b> Mr John Underwood to be asked to undertake the work. <b>This work will be completed when the weather improves. Cllr Dyckhoff to speak with John Underwood.</b>
Nov 2010 – 001	Abthorpe Crossroads	The Clerk to write to NCC Director of Highways requesting urgent action. – <b>Now part of Jan 2010 - 010</b>

## **4. Members declaration of interest on items on the agenda**

There were no declarations of interest.

## **5. Finance**

**5.1** The cheques presented for payment (listed below) were approved and signed.

<b>Date</b>	<b>To Whom</b>	<b>Amount</b>	<b>Reason</b>
22/2/11	SNVB	£80.00	Abtalk Nov 2010
22/2/11	SNVB	£80.00	Abtalk Feb 2011
22/2/11	e-on	£889.44	2 street lamps & columns
24/2/11	Briar Hill Engineering	£263.52	Mower service & new battery
7/3/11	R L Carter	£17.52	Clerks expenses

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## 5.2 Financial Report

The Clerk had produced the following statement.

		£	£
<b>Business Investment Account</b>	as at 9 <sup>th</sup> December 2010	<b>10442.19</b>	
10 Jan 2011	Interest (Gross)	0.46	
<b>Business Investment Account</b>	as at 10 <sup>th</sup> January 2011		<b>10442.65</b>

		£
<b>Treasurers Account</b>	as at 21 <sup>st</sup> December 2011	<b>1815.89</b>

Payments taken since last meeting					
<i>Cheque made payable to</i>	<i>Reason</i>	<i>Date</i>	<i>Cheque No</i>	<i>Statutory Provisions</i>	<i>Amount (£)</i>
Cash	TADD Repayments		348	Parish Councils Act 1997 s26	168.00
R L Carter	Clerks Expenses		345	LGA 1972, s137	34.16

Payments received					
<i>Received from</i>	<i>Reason</i>	<i>Date</i>			<i>Amount (£)</i>
HMRC	VAT Refund				419.22

<b>Treasurers Account</b>	as at 27 <sup>th</sup> Jan 2011	<b>1613.73</b>
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Payments made but not presented since last meeting					
Abthorpe Old School	School Hire		344	LGA 1972, s137	90.00
E-on	Unmetered Supply		346	Parish Councils Act 1957 s3	99.30
E-on	Electricity Mtce		347	Parish Councils Act 1957 s3	£75.93

New payments for approval					
<i>Cheque made payable to</i>	<i>Reason</i>	<i>Date</i>	<i>Cheque No</i>	<i>Statutory Provisions</i>	<i>Amount (£)</i>
SNVB	Abtalk Nov 10				80.00
SNVB	Abtalk Feb 11				80.00
e-on	2 street lamps				889.44
Briar Hill Eng	Mower repair				263.52
R L Carter	Clerks Expenses				17.52

<b>Treasurers Account (Predicted)</b>	as at 7 <sup>th</sup> Mar 2011	<b>£18.02</b>
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It was agreed to transfer £1500.00 from the Business Investment Account as the Clerk identified several impending large payments.

The Financial Report was accepted

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## **6. Planning Applications**

### **7.1 New Applications**

The following planning notices had been received after the agenda had been published.

Application No: S/2011/0150/PE (For Information Only)  
Proposal: Replacement electric lines  
Location: Slapton

There were two Tree Preservation Order issued

The South Northamptonshire Council Tree Preservation Order No 1/2011  
Served on: Mr Sandford, Willow Tree Cottage, Silver Street , Abthorpe & to The Owner/Occupier,  
The New Inn, Abthorpe.

The South Northamptonshire Council Tree Preservation Order No 2/2009 served on the  
owner/occupier, Willow Tree Cottage has now been revoked as the tree has died.

### **7.2 Updates**

There were no updates to report

## **7. Correspondence**

The following correspondence was read and will be distributed as indicated.

<b>Date</b>	<b>Correspondence</b>	<b>From</b>	<b>Dist</b>
18/2/11	CEO SNC re leaving	SNC	Yes
1/2/11	Safety surfaces for playground areas	Sports Surfacing Solutions	No
Feb 2011	Refund Claim forms for VAT	HMRC	No
Feb 2011	Council poster	NCC	Notice Board
Feb 2011	Parish Council elections 2011	NCALC	Yes
Feb 2011	Audit Brief – Winter 2011	BDO	Yes
Feb 2011	Electoral Register	SNC	File
Feb 2011	Ground Maintenance	Maximow	No
Feb 2011	Hardwood shelters	Littlethorpe	No
Feb 2011	NCALC Update – Jan – Feb 2011	NCALC	Yes
Feb 2011	Clerks & Councils Direct		Yes
Feb 2011	SNVB News Feb - Mar	SNVB	Yes
Feb 2011	West Northants Joint Core Strategy	WNJC	Yes
Mar 2011	Registering Parish Councils for PAYE	HMRC	Yes

## **8. Specific Items for discussion**

### **8.1 Report of NCALC Auditors interim Audit**

The Clerk reported that an internal audit had taken place on 2<sup>nd</sup> February 2011. A copy of the report had been circulated to the Councillors.

The audit had identified that the Asset Register no longer requires items to be depreciated in value. It was questioned as to whether the Public Liability Insurance covered the users of the mower as well as just the "Kiosk and Streets" It was further questioned as to who was responsible for training new drivers of the mower and whether they were qualified to deliver it. Clerk to check.

### **8.2 Acceptance & Signing of Reviewed Internal Controls and External Audit**

Following the Internal Audit, the Clerk has accepted the advice given by the Auditor and is now awaiting NALC to supply forms and details relating to the review of the internal audit system.

### **8.3 Acceptance & Signing of Standing Orders specific to Abthorpe**

Following the internal audit, the Council has customised the Model Standing Orders issued by NALC. These were duly adopted and signed.

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## **8.4 Acceptance & Signing of Financial Control & Risks Document**

Following the internal audit, the Council has reviewed its Financial Control & Risks. These were duly adopted and signed.

## **8.5 West Northants Joint Core Strategy**

This document was distributed to Councillors

## **8.6 Registering Parish Councils for PAYE**

The Clerk reported that HMRC has just released guidance on the employment status of Parish Clerks and Responsible Financial Officers ([http://www.hmrc.gov.uk/employers/parish\\_council.htm](http://www.hmrc.gov.uk/employers/parish_council.htm)). The guidance states that clerks who at present are self employed cannot continue in this way after 6<sup>th</sup> April 2011.

The Clerk has started the process of registering the Parish Council as an employer.

## **9. Any Other Competent Business (Information Only)**

**9.1** A question was asked about the previous circulation folders. They are not being returned. All Councillors to check whether they have old circulation folders at home.

In the last folder, a poster regarding The Great Poppy Party Weekend on 10<sup>th</sup> – 12<sup>th</sup> June 2011 had been circulated. It was requested that this poster be put on the Notice Board.

**9.2** Concern was expressed regarding traffic seeding through the village. It was explained that every year, as part of the Speedwatch Programme, the Village is offered the use of a speed camera, manned by volunteers parishioners, to monitor traffic speeds as a deterrent to speeding. Attention was drawn to a scheme operating in Warwickshire where they place "countdown" black and white signs similar to motorway turnoff signs. They appear very effective in reducing speed.

**9.3** Pot Holes. It was stated that the pot hole situation appears to be getting worse. It was stated that a team of workmen had been seen in the village repairing pot holes within the last week.

**9.4** SNC had sent a draft copy of a plan showing a suggested Affordable Housing Scheme. This plan had not been submitted to SNC, and as such was for information only. No comments were offered.

*Please note: The next Parish Council meeting will be held on  
Monday 18<sup>th</sup> April 2011 (Review of Insurances)*

*Future meetings are planned as follows:*

Monday 16<sup>th</sup> May 2011 APM  
Monday 23<sup>rd</sup> May 2011 AGM  
Monday 11<sup>th</sup> July 2011 (Review of External Audit, Fixed Assets & Finances)

## **Change Control**

Issue No	Date	Changes
Draft	8/3/11	