



HARTWELL PARISH COUNCIL

Postal address: 1 Hazel Close, Hartwell, Northamptonshire, NN7 2LA
 Telephone: [07947 723 200](tel:07947723200) Email: clerk@hartwellparishcouncil.gov.uk
 Website: www.hartwellparishcouncil.gov.uk

Minutes of the Hartwell Parish Council’s meeting held on Thursday 15th June 2017 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Chairman Councillor Deborah Barker, Vice-Chairman Councillor Scott Turner, Councillor John Budden, Councillor George Jones, Councillor David Heron, Councillor Graham Harris, Councillor Stephen Dawson.

Also present: Parish Clerk – Sarah Fuller, County Councillor Michael Clarke, 1 member of the public.

119/2017	To receive and approve apologies for absence. None received.
120/2017	To receive declarations of interest under the Council’s Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business). None received.
121/2017	To receive and approve for signature the minutes of the full Parish Council meeting held on 11 th May 2017. Resolved: The minutes were approved and signed by the Chairman.
122/2017	Public participation session will take place at 7.35pm
123/2017	Reports from outside bodies:
a)	To receive an update from County Councillor Michael Clarke on matters relating to Northamptonshire County Council. Councillor Michael Clarke expressed his gratitude at being elected for a further four years. Women’s Cycle Race took place last week which was a great success and boosted the local economy. The County Council have moved into 1 Angel Square which is their new headquarters. There are solar power panels on the roof. The cost of running the new building compared to the 12 old sites has saved the county council approximately £36,000 per week.
b)	To receive an update from District Councillor John Budden on matters relating to South Northants Council. Councillor John Budden reported that SNC has opened its new MOT centre at Towcester. Members of the public can take their vehicles there. Development company will be up and running to develop domestic properties. New Homes Bonus £96,400 to assist the community. Clerk to send information to user groups. Hartwell Club/WI.
c)	To receive an update from Mrs Carol Buck relating to St John the Baptist Church. Mrs Buck was unable to attend but provided the following report prior to the meeting:- Hartwell Parochial Church Council(PCC) have received the quotation to carry out all the works, the works that were required within 6 months and those within 18 months recommended by RGS Arboriculture Consultants and extra work that was felt necessary. HTC Arbor Services Ltd of Chapel Farm have quoted for this work, they were the company that dealt with the fallen tree a short while ago. The quote has been sent to members of the PCC so they have a chance of reading it, as it is quite comprehensive, ahead of our PCC meeting on 26 th June. On that date, the PCC will decide whether to accept the quote or not. I am unable to inform the Parish Council of the cost now because the PCC

	have not given the go ahead.			
d)	<p>To receive an update from Mr George Jones relating to highways and footpaths around the village.</p> <p><u>Highways</u> Park Road to County Boundary – work will commence to plane the road on 19/06/17 and will run for five days from 9am until 3.30pm. Potholes outside Hilltop House and opposite the road to Ashton have been repaired. It is hoped that the drain causing flooding issues outside Hilltop House has been repaired. Leaning post at the junction by the church has been reported but does not currently pose a health and safety issue. The sign post to Ashton will hopefully be moved out of the hedge.</p> <p><u>Footpaths</u> Footpath survey has been completed with the help of Councillor Heron. It is hoped any issues raised will be resolved in the near future. The bridleway sign by the cemetery was vandalised and broken off. This has been repaired and reinstated by Councillor Budden. The cemetery sign is being covered by the hedge. Councillor Jones will cut it back.</p>			
124/2017	Correspondence/communication – to consider any received as listed below and/or prior to meeting.			
a)	<p>Email from parishioner regarding the ongoing issues with flooding drains at the top of Folly Lane and outside Hilltop House. Parishioner suggests the parish council have a private survey of the village drains carried out.</p> <p>Resolved: The drains outside Hilltop House appeared to have been repaired and the one at the top of Folly Lane is being monitored by Northamptonshire Highways. The parish council do not feel it is necessary to have a private survey of the drains undertaken at this current time.</p>			
b)	<p>Email received from Hartwell Football Club concerning the hire agreement proposed by the Community Centre Committee.</p> <p>Resolved: The parish council do not have any powers to intervene in this matter.</p>			
c)	<p>Email from Hartwell Community Centre regarding smashed glass being found regularly in the MUGA. They have asked if it can be included on the village Litter Officer's round</p> <p>Resolved: Council approved this request. Clerk to ensure the Litter Officer has the appropriate footwear and equipment.</p>			
d)	<p>Email from NCALC asking if the parish council wish to nominate people for the National Recognition Awards.</p> <p>Resolved: Council do not wish to make any nominations.</p>			
e)	<p>Email from the Police Commissioner who can attend Hartwell on Friday 13th October to meet with the council.</p> <p>Resolved: Council does not wish to take up this offer as the recent questions emailed to the commissioner are sufficient.</p>			
f)	<p>Email from SNAST asking if the parish council would like to donate to the Neighbourhood Watch Scheme.</p> <p>Resolved: Agreed to donate £20.</p>			
125/2017	Finances (previously scrutinised by Cllr. Dawson, internal financial controller)			
a)	<p>Councillor Dawson to provide summary of Council's finances. £25649.94 unity - £62979.44 Santander - £3451.51 NS&I Total £92,080.89 minus earmarked funds £54,718.59 = £37,362.30.</p>			
b)	To consider invoices for payment (as set out below & any rec'd prior to the meeting)			
<u>Reference</u>	<u>Payee</u>	<u>Details</u>	<u>Power to Pay</u>	<u>Amount (inc vat)</u>
BT	M Fuller	Clerk's salary	LGA 1972	£749.50

			s112	
BT	R Wain	Litter Officer's salary	LGA 1972 s112	£96
300264	Court Couriers	Painting village street sign posts	LGA 1972 s111	£108 (£18)
BT	RTM Landscapes	Village and Cemetery grass cutting	Open Spaces Act 1906 ss9-10	£459 (76.50)
300265	DFA Law	Legal advice - Pocket Park Management Agreement	LGA 1972 s112	£840
300266	SNAST	Neighbourhood Watch Scheme	LGA 1972 s112	£20
9388	A H Contracts	Emptying dog bins Removing & install new bins and relocating litter bin	Open Spaces Act 1906 ss9-10	£84 (£14)
17194	Aylesbury Mains	Repair to street lighting	Parish Council Act 1957 s2	£49.20
	Aylesbury Mains	Removal of Lamp 63	Parish Council Act 1957 s2	592.68 (£98.78)
17082	Aylesbury Mains	Repair to street lighting (42,36,24)	Parish Council Act 1957 s2	£121.20 (£20.20)
<p>Total invoices to be paid £3,119.58 To agree which councillors will approve the online payments Resolved: Councillors Harris and Heron.</p>				
c)	To consider the Internal Audit Report Resolved: The recommendations made by the internal audit were duly noted. Since the internal audit report, the figures for Section 2 of the annual return have been amended and this has been reported to the internal auditor.			
d)	<u>Annual Return for the year ended 31/03/17</u> To consider section 1 Annual Governance Statement and Section 2 Accounting Statements 2016/17. Clerk has drafted for council's consideration bank reconciliation and variances to accompany the Annual Return. Resolved: Sections 1 & 2 were accepted and signed by the Chairman and Clerk.			
e)	<u>Pensions</u> To consider nominees to be responsible for ensuring employee pension information is kept up to date and to correspond with the Pension's Regulator. Nominees to be elected annually at the Council's AGM. Resolved: Chairman Deborah Barker and Parish Clerk Sarah Fuller.			
f)	To consider the Review of Effectiveness of Internal Audit and Financial Risk Assessment. Resolved: Adopted.			
g)	To consider accepting invoices from the Church via email for the Church floodlights electricity. Currently Mrs Buck reads the meter and provides this to clerk via email. The clerk keeps a record of meter readings and determines the actual amount owed. Resolved: Mrs Buck to email meter reading and clerk to produce an internal invoice.			
126/2017	<u>Cemetery</u> To consider an application for an ornament to be placed on a grave. Resolved: Rejected.			
127/2017	To consider responses to Rights of Way Questionnaire as drafted by Councillor Jones in his capacity as Footpaths and Highways Warden.			

	Resolved: Accepted, clerk to send off.
128/2017	To consider drafting a Village Design Statement. Resolved: Moved to July meeting.
129/2017	To consider the purchase of a filing cabinet for the storage of historical documents. Resolved: £60 plus vat approved.
130/2017	To consider the Executive Planning Committee's Terms of Reference. Resolved: the Chairman updated Councillors on the recent meeting. The Terms of Reference were adopted and signed by the Chairman.
131/2017	To agree Councillor Jones can be a representative of the Pocket Park. Resolved: approved.
	There being no further business to discuss the Chairman closed the meeting at 8.55pm.
	Items for next agenda Clerk to contact Councillor Michael Clarke to give him the cemetery sign which is too large for the sign post. Village Design Statement. Lighting project. Pocket Park Management Agreement.