

HARTWELL PARISH COUNCIL

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Minutes of the Hartwell Parish Council's Annual General Meeting held on Thursday 12th May 2016 at 7pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

Present: Councillors – Barker, Jones, Budden, Heron, Dawson, Turner, Harris

Sarah Fuller - Clerk

Also Present: 2 x members of the public and County Councillor Mr Michael Clarke

The meeting was chaired by Vice-Chairman Councillor Deborah Barker

424/2016	Election of a Chairman
a)	Councillor Barker was proposed as Chairman, seconded and unanimously approved.
b)	It was agreed that Councillor Barker would sign the Declaration of Acceptance of Office prior to the next Parish Council meeting.
425/2016	Election of a Vice-Chairman
a)	Councillor Turner was proposed as Vice-Chairman, seconded and unanimously approved.
426/2016	It was resolved to appoint Councillor Dawson as Internal Financial Controller.
427/2016	No apologies for absence received.
428/2016	No declarations of interest relevant to the agenda were received.
429/2016	Public participation session
a)	Land at Salcey Park, Forest Road. Parishioner would like to know whether the plans for the warehouses were resubmitted as it appears to be larger than what was on the plan they saw – Parishioner will provide clerk with his email address so clerk can forward onto him the details of SNC's planning portal.
b)	Parishioner would like an update with regards to the health and safety assessment they requested. The parish council chairman read an excerpt from an email which had been received from NCC highways department "Highways have already been to site and have acknowledged that it is not to standard and we are planning to carry out works to remedy the problem".
430/2016	Reports from outside bodies:
a)	County Councillor Michael Clarke provided the parish council with a verbal update the contents of which were duly noted. Councillor Harris raised concerns about the inadequate road resurfacing which has recently taken place in Roade and Hartwell.
b)	District Councillor John Budden provided the parish council with a verbal update, the contents of which were duly noted.
c)	Church – Mrs Carol Buck, Church Treasurer – apologies received.
d)	Police – PCSO Tara Cooksammy - apologies
e)	Highways & Footpaths – Mr George Jones has reported the broken stiles and footpaths to Northamptonshire County Council. He has received complaints regarding a certain footpath however as it is not an official footpath, he cannot report it. Mr Jones has made enquires with Highways department regarding the condition of the road since it has been repaired especially along Forest Road. The 2 potholes by the bus stop have been reported on Street Doctor and he has been informed that works will be completed within 4 months. County Councillor Michael Clarke stated if the works are substandard it would be appropriate to take a photograph of the problem and send it to highways. A508 road surface is substandard, again if safe, photographs to Highways would be appreciated. Several drains are blocked along Forest Road and Ashton Road. These were pumped out by Highways approximately one year ago but this needs undertaking once again. Some of these drains have been reported however Mr Jones will report the remainder.
431/2016	Correspondence/communication

a)	Emailed received on 2 nd May from Cllr Simon Smith formally resigning from the parish council. The parish councillors would like their appreciation for the service to Hartwell parish council by Cllrs Smith and Webster formally noted.			
432/2016	The parish council resolved to accept the Minutes of the full parish council meeting held on 14/04/16 as a true and accurate record of that meeting with the following amendment the total for payment made in April should have read £6770.13 and not £6770.43. The parish council resolved to accept the Minutes of the Executive Planning Committee meeting held on 14/04/16 as a true and accurate record of that meeting with the following amendment it is noted the minutes are dated March instead of April.			
433/2016	Finances (previously scrutinised and accepted as correct by Cllr. Barker, internal financial controller)			
a)	As at 30/04/16 Total sum of monies held with Santander £48,417.81, Unity Trust Bank £40993.26 and National Saving & Investments £3,451.51. Un-cleared cheques £2,144.19. Income received £21,028.80 (£28.80 Hartbeat ad, 1 st instalment of precept £21,000).			
b)	It was resolved to pay the staff salaries for June before PAYE of £740.40.			
c)	It was resolved that cheques for payment were approved as listed.			
Cheque No.	Payee	Details	Power to Pay	Amount
300145	R Wain	Litter Officer wages	LGA 1972 s.112	£86.40
300146	A Jacquest	Cemetery Caretaker's wages	LGA 1972 s.112	£147.13
300147	M Fuller	Clerk wages	LGA 1972 s.112	£494.80
300148	M Fuller	Rights of Burial book	LGA 1972 s.112	£117.88 (inc vat £19.65)
300149	A H Contracts	Emptying dog bins	Open Spaces Act 1906 ss.9&10	£105 (inc vat £17.50)
300151	Town & Village	Cleaning to village areas	Open Spaces Act 1906 ss.9&10	£400
300152	Allseasons	Grass cutting village and playing field	Open Spaces Act 1906 ss.9&10	£552 (inc vat £92)
300153	M Fuller	Home office and internet allowance Feb 15 to May 16	LGA 1972 s.112	£346.67
300154	Aylesbury Mains	Street lamp repair (lamp 11)	Highways Act 1980 s.301	£56.40 (inc vat £9.40)
	Total invoices to be paid £2,306.28			
d)	<p>It was resolved to appoint councillors – Budden, Heron, Barker and Turner as signatories for the Unity Trust bank account.</p> <p>It was resolved to appoint councillors – Budden, Heron and Turner as signatories for the Santander bank account.</p> <p>It was resolved to appoint councillor Dawson to have internet banking with access to view only the account held with Unity Trust Bank.</p> <p>It was resolved to close the account held with National Savings and Investments. Once the closure form is received, councillors Barker and Turner will sign it in their capacity as Chairman and Vice-Chairman.</p>			
434/2016	<p>It was resolved to set up the following committees/representatives and to appoint other representatives/committees as and when required:-</p> <p>Executive Planning Committee – Budden, Harris, Turner, Barker, Dawson</p> <p>Allotment and Cemetery representative –Budden</p> <p>Churchyard representative - Heron</p> <p>Pocket Park representatives - Heron and Jones</p> <p>Community Safety Group representatives – Dawson, Heron and Jones</p> <p>Footpaths, Highways and lighting representative – Jones</p> <p>Website representatives –Turner, Dawson, Barker, and the Clerk</p>			
435/2016	Quotes			
	<p>War Memorial – flooring</p> <p>It was resolved to postpone making a decision. Councillors will arrange an on-site meeting to enable them to reach a decision at the next meeting.</p>			

	Cemetery - various works It was resolved to postpone making any decision until a further quote is received.
	Bench under Tree in Cemetery – it was resolved to accept the quote of £80 plus vat. Clerk to instruct contractor. Colour to match existing colour stain.
	Fence at entrance to Stoneway - it was resolved to accept the quote of £230 plus vat. Clerk to instruct contractor.
	Cemetery gates and posts - it was resolved to accept the quote of £100 plus vat. Clerk to instruct contractor. Colour to match existing colour stain.
436/2016	It was resolved to approve the answers to the Local Plan Consultation Part 2a Questionnaire which were suggested during the working party. Clerk to submit answers online.
437/2016	Planning – to consider new applications (as listed below) and/or any received prior to the meeting. No new planning applications were received.
438/2016	Update on existing planning applications
a)	S/2016/0391/FUL - 59 Blacksmiths Way Hartwell NN7 2HY - Two storey side and rear extensions and part single storey rear extension – Status: Approved 11/04/16.
b)	S/2016/0539/FUL - 30 Robins Close - Single storey rear and two storey side extensions – Status: Approved 21/04/16.
c)	S/2016/0597/TEL - Land at Salcey Forest, Forest Road - determination as to whether prior approval is required for the installation of electronic communications for a LOS dish – Status: Grant of prior approval 20/04/16.
d)	S/2016/0646/FUL - 18 Blacksmiths Way - Convert garage to habitable room and extension of the rear dormer – Status: Approved 03/05/16.
e)	S/2016/0701/FUL - 7 Malting Way - Single storey side and rear extensions. Conversion of garage to living accommodation – Status: Approved 10/05/16.
f)	S/2016/0776/MAF - Hilltop House Ashton Road - Variation of condition 2 (plans) of planning permission S/2012/0569/MAF (20 bedroom unit for brain injury rehabilitation) to allow the creation of an additional two bedrooms, a reduction in the number of roof lights, changes to windows and creation of a document storage area on the first floor - Status: Site visit complete.
g)	S/2016/0525/FUL - Hilltop House Ashton Road - Change of use of small section of agricultural land to care home use (C2) (Retrospective) – Status: Approved 28/04/16.
	Items for next agenda Audit War Memorial Cemetery Street lighting
	Meeting closed 8.15pm

Please note these minutes will not be considered nor approved by the parish council until their next meeting on Thursday 9th June 2016.

The minutes and agendas for the parish council meetings can be viewed online at www.hartwellparishcouncil.gov.uk