

HARTWELL PARISH COUNCIL

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Minutes of Hartwell Parish Council's Annual Meeting held on Thursday 11th May 2017 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell.

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

Also present: Parish Clerk – Sarah Fuller
Mr and Mrs Buck
Members of the public x 1

	Due to the Executive Planning Committee Meeting overrunning, this meeting started at 7.40pm instead of 7.30pm.
091/2017	Election of Chairman and Declaration of Acceptance of Office. Resolved: Councillor Barker was elected as Chairman and signed the Declaration of Acceptance.
092/2017	Appointment of Vice Chairman. Resolved: Councillor Turner was elected as Vice Chairman
093/2017	Councillors to elect an Internal Controls Councillor. Resolved: No councillor was elected for the position of ICC (Internal Control Councillor) however Councillor Stephen Dawson will continue in the current role of IFC (Internal Financial Councillor) The council feel the position of ICC maybe too onerous for one councillor to take on and would prefer to leave other internal control matters to the full parish council.
094/2017	To receive and approve apologies for absence. Resolved: Apologies were received and accepted from Councillor Budden who was too unwell to attend.
095/2017	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. None received
096/2017	To receive and approve for signature the minutes of the full Parish Council meeting held on 13/04/17. Resolved: The minutes were accepted and signed by the Chairman with the following amendment 074/2017a Utility Trust Bank should read Unity Trust Bank.
097/2017	Public participation session will take place at 7.35pm Due to the meeting starting late, this session took place at 8pm
a)	Forest View – it appears some building work is taking place at the end of Forest View. A newly constructed wide access route being built from the gate going behind KG Smith yard. The parish council have not received any planning application nor are they aware whether or not the owner of the land requires permission from SNC.
098/2017	Reports from outside bodies:
a)	To receive an update from County Councillor Michael Clarke on matters relating to Northamptonshire County Council. Mr Clarke did not attend.
b)	To receive an update from District Councillor John Budden on matters relating to South Northants Council. Mr Budden had sent his apologies.
c)	To receive an update from Mrs Carol Buck relating to St John the Baptist Church. Mrs Buck provided the following report: The Tree Survey, Inventory and Risk Assessment has now been completed and we have received a comprehensive report from our chosen contractor. There is work to be done within 6 months of the date of Assessment but not before July when the

	<p>nesting season ends. There is a tree along Ashton Road that is showing very little sign of life so has been declared that it requires removal before it falls down. I have given PCC members a full copy of the report for them to read, I have also asked them for permission to get a quote for all the works noted in the survey. I will then present them with the quote at our next PCC meeting in June. All trees have been tagged for identification purposes and we have a detailed map as to where these trees are and what variety. There is a Concert in the church 20th May at 7.30 pm. The Orphean Singers will be here to entertain us. The entry price is £5 per adult payable on the door, children £3. The concert by 5Ways Barbershop Chorus has been confirmed for September 8th at 7.30 pm in church. Entry fee of £5 per adult and £3 for children under 11. Cheese and Wine/Coffee/Tea will be served during the interval and there will be a Raffle. The painting of the railings will start 20th/27th of this month. It will take at least 10 days of painting after the railings have been rubbed down. I have now got 5 volunteers to help John and I get the job done.</p>
d)	<p>To receive an update from Mr George Jones relating to highways and footpaths around the village.</p> <p>NCC has raised a work's ticket for the pothole on corner of Ashton Road by Oakleaf Care and they have highlighted another pothole nearby. The blocked drain by Oakleaf and other works are to be completed within 3 months (end of July). Signpost at Junction to Ashton and Roade – requested it be moved out of the hedge – work to be completed within 3 months (end of July). Signpost in front of the Church needs replacing and this has been chased up. Pothole by bus shelter has been repaired as a result of Councillor Harris telephoning Street Doctor which seemed to prompt NCC into repairing it. Overhanging trees between Old School and KG Smith's old coal office along Forest Road. KR25 footpath will be having three gates installed. It is the land owners responsibility to mark out the footpaths all year round not just when crops are in the field.</p> <p>Telephone call from parishioner concerned about dogs walking with their dogs by their boundary fence close to where children are playing. Parishioner has removed Ivy from the signpost so that it clearly shows where users should be walking. Overgrown bramble bush on the KR2 footpath – Mr Jones is hoping to get the bush removed.</p> <p>Resolved: Mr Jones will provide the clerk with location details of the overhanging trees. Clerk to report to Street Doctor and write to the parishioner who has the overhanging tree in their garden.</p>
099/2017	Correspondence/communication
a)	<p>Email from Hartwell Pre-School asking for a donation to their 50 year celebration fete they will be having in July called Party in the Park. Councillors to consider whether or not to give a donation and if any given for what amount.</p> <p>Resolved: £220 towards the Children's Entertainer. Clerk to inform the pre-school.</p>
b)	<p>Email from Hartwell Community Centre who would like to meet with the parish council to discuss the use of the centre's service road. Complaints have been received regarding the proximity of the cars using it and people using the path.</p> <p>Resolved: Councillor Barker to meet with representatives from the School and Community Centre. Councillors to provide Councillor Barker with any comments they might have asap.</p>
c)	<p>Email from parishioner regarding the issue with blocked drains in the village.</p> <p>Resolved: Clerk to report concerns on Street Doctor and to respond to parishioner accordingly.</p>
d)	<p>Email from parishioner regarding the parking along the forest.</p> <p>Resolved: Clerk to respond accordingly and let parishioner know what action the parish council has already undertaken to resolve this issue.</p>
e)	<p>Email from parishioner regarding the condition of the road leading to Hanslope from Park Road.</p> <p>Resolved: Clerk to respond to parishioner and let them know that the potholes from Park Road to the border with Hanslope will be filled in on or about the 29th May. Massive patch repairs using a plane road scraper will take place between 19th and 23rd June.</p>

f)	Email from Milton Malsor Parish Council attaching a letter which highlights environmental issues of serious and growing concern to many Parish Councils. The letter invites Hartwell Parish Council to join Milton Malsor and other (Parish Councils) in registering this concern with decision makers within the planning process both national and local. Resolved: Support the letter written.			
100/2017	Update			
a)	Councillors to receive an update from Councillor Barker on the Pocket Park Management Agreement. Resolved: This matter has not moved any further forward since the last update.			
b)	Councillors to receive an update on the Executive Planning Committee meeting held on 11 th May. Resolved: duly noted			
101/2017	Finances (previously scrutinised by Cllr. Dawson, internal financial controller)			
a)	Councillor Dawson to provide summary of Council's finances. Unity Trust Bank £32,065.81, Santander £55,586.06, NS&I £3,451.51 total sum of monies held £91,103.38. Earmarked funds of £ £47,555.34. Actual parish council funds £43,548.04. Income received £46.80 Hartbeat adverts, £22,750 2 nd precept instalment from NCC.			
b)	To consider payments (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>
April 17	M Fuller	Clerk's salary	LGA 1972 s112	£739.12
April 17	M Fuller	Clerk's expenses – Postage	LGA 1972 s112	£41.02
April 17	R Wain	Litter Officer's salary	LGA 1972 s112	£96
9329	A H Contracts	Emptying dog bins	Open Spaces Act 1906 ss9-10	£84 (£14)
826	RTM	Village grass cutting	Open Spaces Act 1906 ss9-10	£459 (£76.50)
4819	Clubs for young people	Youth club workers	LGA (Misc Prov.) 1976 s19 (e)	£648 (£108)
HCC	Hartwell Community Centre	Parish Council lounge hire (Jan-Mar)	LGA 1972 s112	£69
HCC	Hartwell Community Centre	Youth club – hall and lounge hire (Jan-Mar)	LGA (Misc Prov.) 1976 s19 (d)	£330
002c2165 0253	Information Commissioner's Office	Data Protection registration	LGA 1972 s112	£35
4610/201 7/18	Institute of Cemetery and Crematorium Management	Membership fee	LGA 1972 s112	£90
	Tayflor	Refund of Hartbeat advertisement fee	LGA 1972	£28.80
	Hartwell Parochial Church Council	Community Grant 2017/18	LGA 1972 s214 (2)	£1500
1002735	Kalkkwik	Printing Hartbeat	LGA 1972	£1376
6220	NCALC	Membership fee Internal audit fee		£876.40
17185	Aylesbury Mains	Replacement - Lamp 63 Salcey Ave	Highways Act 1980 s301	£833.40 (£138.90)

	Total invoices to be paid £7,205.74
c)	Councillors to note there was an increase on 01/04/17 to the clerk and litter officer's wages which was previously agreed (minute 562/2016 and 576/2016). Resolved: duly noted
102/2017	Appointments to Committees (as listed below or proposed at the meeting):-
a)	Councillors to consider setting up committees for Planning; Budget and Finance; Staffing; Emergencies. Executive Planning Committee – Councillors Budden, Barker, Harris, Dawson Staffing Committee – Councillors Turner and Barker Councillors determined that the Annual Budget will be decided by Full Council. No requirement for a Finance Committee at this time.
103/2017	Other appointments (as listed below or proposed at the meeting):-
a)	Signatories for Unity Trust Bank and Santander Bank Unity Trust Bank and Santander Councillors Heron, Budden, Turner and Harris, Baker.
b)	Councillors to consider appointing representatives for the Allotments – Councillor Budden; Community Centre – Councillor Barker; Churchyard – Councillor Heron; Community Safety Group – Councillors Heron and Jones; Pocket Park – Councillor Heron; Cemetery – Councillor Budden; Website – Councillor Barker and parish clerk; Youth – Councillor Turner; Emergency Representative – Councillor Heron.
104/2017	Councillors to consider if they wish to propose any changes to the village confines – map of confines previously circulated to Councillors. Resolved: Old Rectory has been included in the confines. No changes proposed to the confines although Councillors may wish to include parcel of land in the village envelope. Councillors Heron and Dawson to meet with District Councillor Budden to discuss the envelope and make a decision on behalf of the parish council.
105/2017	Councillors to consider if they wish to draft a Village Design Statement. Information previously circulated to councillors. Resolved: Clerk to circulate the VDS information again.
106/2017	Councillors to consider if they would like Hartwell to be included on Mr Stephen Mold's countywide programme of external visits on 9 th June. Mr Mold is the Police and Crime Commissioner for Northamptonshire. Councillors to compile a list of questions to be provided to Mr Mold ahead of the meeting. Resolved: Councillors do not wish to be included in the countywide visit. Councillor Heron to provide some questions to the clerk for passing onto Mr Mold's secretary.
107/2017	Councillors to consider the street lighting quotes. Resolved: Deferred to next meeting. Clerk to contact Barby and Olney Clerk to get E-on contact details.
108/2017	Review of clerk's hours currently 15 per week. Previously increased in October 2016 minute 537/2016 when it was agreed it would be reviewed in 6 months. Resolved: Councillors and Clerk are happy with the current hours.
	Items for next agenda Fireproof safe Rights of Way questionnaire
There being no further business to discuss, the meeting was closed at 9.30pm	

Kindly note these minutes are in draft form and have not been considered nor approved by the Parish Council.

The next parish council meeting will be held on 15th June 2017 at 7.30pm