



## **NAPTON ON THE HILL PARISH COUNCIL**

**Monday 3<sup>rd</sup> April 2017 7.30 pm.**

### **Minutes**

- 1. Apologies for Absence:** SDC Cllr Chris Williams, Cllr Sean Featherstone
- 2. Declaration of Personal or Disclosable Pecuniary Interests.** Taken by item
- 3. Filming and recording of meetings:** Notice provided
- 4. Minutes of meetings of 6<sup>th</sup> March:** Agreed and signed as a true record
- 5. Comments and Questions from the Public:** A question was raised about the back dated pension payment for the Clerk. It was confirmed that the figure quoted in this month's papers **replaces and is not additional to** the figure quoted last month.

Residents of Fells Lane asked whether the Council would consider making a reduced contribution of £150 towards hedge cutting work on Fells Lane. The Council reiterated its position stating that it does not maintain any other hedges in the village and therefore is not prepared to contribute unless the matter becomes a safety issue. Napton Sports Association has responsibility for the day to day management of the site and it was suggested the residents approach them again. The Clerk was asked to write to NSA asking them to look favourably on the request.

- 6. Reports from District and County Councillors:** Nothing substantive to report
- 7. Planning applications**  
**Reference:** 17/00162/VARY  
**Proposed:** Vary condition 3 of planning application 13/01615/FUL for single storey extension and new pitched roof to existing dormer. Vary condition 3 relating to plan numbers as original property was drawn at incorrect height.  
**At:** Jasmine Cottage, Pillory Green, Napton-on-the-Hill, Southam CV47 8LN  
**For:** Mr Steven Avery  
**NPC decision:** no comment. Proposed Cllr Veasey, seconded Cllr Woodcock. All in favour.
- 8. Correspondence:**  
Letter from Mr A Alsop re drainage below allotments. Cllr Clarke summarised the history and the work that had been undertaken to date. He confirmed that he had recently spoken to the area surveyor Patch Byrne who had made the following points:-

- The wooden boards which were previously installed have been worn away by traffic and any new ones would quickly deteriorate in the same way.
- It is likely that the water is coming from a natural spring which has erupted. This could disappear or change course underground at any time.
- The overflow from the allotments tank is now working well and WCC were happy to fund the associated works as this was a permanent issue.
- Owners of higher land have a right to drain water to lower laying land, those owners then have a duty to accept and deal with / pass on the water.

The clerk reported that there may be a crack in the allotment tank which could be the source of the leak. It was agreed to test this theory by means of a dye.

Request for permission to erect tree swing on Crown Green: It was pointed out that there had been a swing there in the past and that it had been removed due to concerns re health and safety. The request was therefore denied.

Village hall trustee nomination: The Clerk reported that the Council had been asked to nominate a Councillor to sit on the village hall management committee and, in doing so, to become a trustee. There was a lack of clarity over whether there was in fact the need for the representative to become a trustee. It was pointed out that the Parish Council only sends a representative to the Napton Sports Association AGM despite having a greater level of involvement in the organisation than it does in the village hall. Cllr Veasey agreed to attend the forthcoming VH AGM as a one off but then to report back re longer term arrangements.

## 9. Finance issues:

A list of the payments made in March are set out in appendix 1. A summary of monthly income and expenditure is set out in appendix 2

The Clerk reported that whilst she had not formally closed the accounts for 16-17 it was likely that the Council would be over spent by just under £10,000 **BUT** it was anticipated that a donation of approx. £15,000 would be received shortly from Napton Sports Association.

A question was asked about the level of Council tax increase reported in the recent leaflets from SDC. The Clerk explained that the way the percentage increase is calculated by SDC differs from the method used by NPC and whilst both are legitimate the latter is more straight forward and easier to understand.

	2016/17		2017/18	Increase in actual size of precept
<b>Precept request made by NPC</b>	£32,868		£34,160	4.00%
<b>Tax base - figure determined by SDC</b>	£476		£471	
<b>Per band D - precept figure divided by tax base</b>	£69		£73	

Increase in Band D tax figure (SDC figure)	5%			
--	----	--	--	--

The meeting was reminded that the Council’s precept request had been based on a detailed analysis of its planned expenditure for 17-18 and that there was a clear strategic justification for the level of funding requested.

**10. Emergency plan:** Cllr Woodcock reported that the Emergency Plan had been completed and that all that remained was to purchase and kit out the emergency box. When finished it will be kept in the village hall store. The plan will need to be reviewed annually. Cllr Alsop proposed that the plan be accepted, seconded by Cllr Gooderham. All in favour. The chair thanked both Cllr Woodcock and Malcolm Thomas for their work in getting the project completed.

**11. Action log: to report on progress on key items: -**

Neighbourhood Development Plan update: the Clerk reported that following 2 positive meetings she had placed an article in the Parish Magazine and on the PC website asking for people to commit to being involved in the process. Once a core of individuals has been established there will be a need consider bringing in a planning consultant. In the meantime, the Clerk explained that in order to apply for a grant to help with the plan process it is necessary for the Council to decide what area the Plan should cover. Cllr Gooderham proposed that the boundary of the Plan be the same as the parish boundary. This was seconded by Cllr Woodcock – all in favour.

County Waste update; The Clerk reported that the Environment Agency has issued a suspension notice as well as a “minded to revoke” letter. County Waste have until 19<sup>th</sup> April to provide compelling evidence as to why their licence should not be revoked.

Pensions update: Cllr Alsop reported that she had now completed all of the paperwork associated with the Clerk’s pension. Back payments have been made up to beginning March 17. WCC are asking for any future payments to be made by BACS. Clerk to investigate the possibility of setting up the facility to make electronic payments on the HSBC account. Going forward J.Goode will calculate the amount of contribution required on a monthly basis but is not able to complete the monthly returns to WCC. Cllr Alsop has agreed to do this as an interim measure but an alternative solution will need to be found in the long term.

**12. Highways update:**

Church path: Cllr Clarke reported that he had spoken to Highways about the state of the path. It is agreed by all parties that it needs work but standard resurfacing may not be the best solution as it may be slippery. Decision awaited from WCC. Cllr Gooderham asked that the path next to Memorial Green be included in any works as it is in an equally poor state of repair. Cllr Woodcock then raised a general concern about the lack of responsiveness of WCC Highways Dept. Instances of poor quality work and a lack of action were cited. It was proposed to write formally to WCC to complain but it was felt that detailed information about, location, time and nature of the complaint would be essential. Proposed Cllr Woodcock, seconded Cllr Veasey – all in favour. The detail of the letter to be agreed at the next Councillor gathering

**13. Councillor’s items**

Cllr Woodcock reported that the 24/7 defib unit had been installed in the bus shelter and that he was hopeful it would be connected to the electricity supply within the week. It has been suggested by the host business that signs be purchased to alert people to the location of the machines. Cllr Gooderham proposed that the Clerk be asked to purchase new pads and signs. Seconded Cllr Veasey. All in favour.

The sign at the top of Howcombe Lane has come loose. Cllr Woodcock agreed to try and repair it.

Cllr Gooderham reported that NPC and NSA reps had had a useful meeting with the VAT advisor. They will report back at the next meeting.

Cllr Gooderham reported that the Council needed to appoint an internal auditor in order to complete the annual audit return. She proposed that the Clerk approach Andrew Scott. Seconded by Cllr Veasey. All in favour.

Cllr Veasey explained that he would need to give his apologies for the Annual parish meeting on 21<sup>st</sup> May and Cllr Woodcock also gave his apologies for 3<sup>rd</sup> July.

**14. Dates of future meetings**

- Mon 8<sup>th</sup> May Annual meeting followed by regular meeting
- Sunday 21<sup>st</sup> May Annual Parish Meeting
- Mon 5<sup>th</sup> June
- Mon 3<sup>rd</sup> July

Signed.....

Date.....

## Appendix 1

### Payments made during March

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque no</b>
Warwickshire County Council	Back dated pension payments	£2107.09	102553
EON	Energy use Feb	236.28	102554
M Mann	Mowing (Oct 16)	£868.00	102555
VASA	Volunteer driver payments (Dec 16)	£51.30	102556
Jayne Warman	Expenses	£223.12	102558
WALC	Planning course	£90.00	102559
HMRC	PAYE	£467.95	102560
Jayne Warman	Salary wk 52 plus OT	£524.79	102561
Napton Sports Association	Contribution towards mowing and water costs	£2,500	102562
EON	Quarterly maintenance	£289.54	102563
Napton village hall	Hall hire Jan – March 17	£94.00	102564

**Appendix 2 – monthly financial summary**

**Napton Parish Council Financial Summary March 17**

<b>Opening balance HSBC</b>	<b>£7,224.93</b>
<b>Money in</b>	<b>£267.01</b>
<b>Money out</b>	<b>£3,445.94</b>
<b>Closing balance</b>	<b>£4,046.00</b>
<b>Skipton Building Society</b>	<b>£75,000.00</b>
<b>Nationwide Building Society</b>	<b>£10,000.00</b>
<b>Total holdings</b>	<b>£92,224.93</b>