

Clerk:
Mrs G Bailey

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**Minutes for the Meeting of Napton Parish Council
15th June 2015**

Present:

Chair:	Linda Gooderham	Councillor:	Gordon Clarke
Vice-Chair:	John Veasey	Clerk:	Gill Bailey
Public:	5	County Cllr:	John Appleton
PCSO X 2	Katrina Taylor & Tom Bagg		

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

1 Apologies for Absence

Apologies were received and accepted from District Cllr Williams

2 Declaration of Personal or Disclosable Pecuniary Interests –

To Receive any written Requests for Disclosable Pecuniary Interests Dispensations.

There were no interests declared.

3 Comments and Questions from the Public:

- Mr Richard Woodcock asked if there had been any progress with regard to the suggestion that part of New Street was kerbed. Cllr Gooderham responded and said that Highways had confirmed that this could not be considered as maintenance and there were no funds available at the present time. However, it had been agreed that wooden posts could be installed to protect the verges.
- Mr Malcolm Thomas asked if NPC could give any details regarding the consultation meeting that had just taken place. Cllr Gooderham responded by saying that the new owners of The Bridge Public House had requested a meeting with members of NPC regarding their future plans. Mr Woodcock said that he felt that most applicants of any significant developments in the Village would be happy to discuss their plans in open forum and perhaps this could be considered for future planning meetings, so that there was an element of transparency. It was agreed that this would be a good idea for the future.
- Mr Bernard Alsop reported that there hedges and overgrowth had grown over on to the highway on Marston Doles Road and that two vehicles could not safely pass. It was agreed that the Clerk would report this issue to Highways.
- Mr Alsop also queried the amount mentioned under the finance section for 'Staff Salaries(Historical accounting error, accumulative monies owed)'. Cllr Gooderham responded and said that an explanation would be given under the finance section.

PCSO's

- PCSO Katrina Taylor introduced her colleague Tom, who was also part of the SNT in Southam. She reported that there had been a few issues regarding the homeless person that had been living in the Churchyard and said that the Police were trying to help to resolve this issue and had involved other agencies. She urged Parishioners to report anything untoward to the Police direct.
- Katrina went on to report that there had been across border initiatives which had proved to be successful regarding speeding and criminal activities.
- Cllr veasey raised the issue of speeding on the A425 and advised that he had seen speed traps in force recently. He went on to say that he felt the 40 mph buffer zone as you approach Napton from Shuckburgh did not appear to have been effective.

4 To approve & sign the Minutes of the Annual Parish Council Meeting & Ordinary meetings of 11th May and the Planning Meeting of 26th May 2015.

The Minutes of the above PC Meetings, having been read, were approved and it was unanimously agreed by Councillor's who attended the meetings that they were a true record and may be signed as such by the Chair.

5 Reports from County Councillor

- Reported that the enhancement to Southam Town centre had created a safer environment for residents and pedestrians.
- Reported that WCC had to make savings of £90m over the next three years, whilst still trying to provide child protection and adult social care which was a priority.
- Reported that Warwickshire highways had achieved significant success over other highway authorities.

6 Highways/General Issues affecting the Parish:

1. Clerk reported that she had met with the Highways representative and the following had been agreed :
 - Wooden posts would be installed in certain areas of the Village to protect the verges. NPC would supply the posts and Highways would install them.
 - Footpath to Church (The Butts) will be weed sprayed as necessary and consider an overlay once the overgrowth on the left hand side was cut back.
 - Footpath to Church (Hackwell Street) will be weed sprayed as necessary once the overgrowth on the left hand side was cut back.
 - Grove Path – NPC to approach owners of property on the right hand side and arrange for the overgrowth to be cut back for them. Cllr Veasey also mentioned that the pathway was deteriorating and needed attention. The Clerk agreed to raise this issue.
 - Corner of Chapel Lane/The Butts – Highways agreed to concrete the corner and make it a smooth surface to prevent to continuing erosion of the verge.
 - Diseased Mountain Ash – The Bayntons – Clerk reported to Forestry at WCC.
 - High Street – Water leak – it was agreed to monitor the situation as this was a spring and not a blocked drain.
2. To discuss a Neighbourhood Development Plan for Napton – Update
 - The Clerk reported that she had been in contact with SDC, policies regarding the feasibility of creating a supplementary planning document as an addendum to the Parish Plan and it was agreed that until the Core Strategy is adopted this would not be appropriate.
 - Cllr Gooderham said that she felt the PP could be used as a platform to create a NDP.
 - It was agreed that the Clerk contact the Harbury Parish Council to obtain a copy of their NDP.
 - It was agreed that the Clerk request volunteers to become involved with the NDP steering group on to the NPC web site.
3. To consider the erosion of the verges in New Street and Hackwell Bank – Update
 - It was agreed that the Clerk liaise with Cllr Clarke regarding the purchase of the wooden posts and that they could be 150ml square by 1.3m high.
4. To discuss the replacement of the pole bracket & lantern of the street light at the junction of Hillside and 2 Butt Hill
 - The Clerk reported that she had been in contact with E.on regarding an appropriate lantern for the abov location and she produced details of the Addington. It was RESOLVED that the Addington be installed, at a cost of £1,530.00 exc VAT. It was agreed that the Clerk contact E.on to ascertain whether a LED light could be fitted with the Addington.

7 Sports Field:

Cllr Gooderham advised that she had nothing to report.

8 Correspondence: To note correspondence listed in the log
Cllr Gooderham advised that the Correspondence Log was available for inspection.

9 Monthly Financial Report – See Appendix

1. To approve the Accounts & Annual Return for the year ended 31st March 2015
 - The Clerk confirmed that she had circulated the relevant documents for the completion of the Annual Return to members of NPC. Members of NPC advised that they had looked at the documentation in connection with the annual accounts, together with the report from the Internal Auditor. Cllr Gooderham read out the bank balances and receipts and payments for the year ending 31st March 2015 and it was RESOLVED that NPC approve the accounts for the year 2014/15. This motion was carried unanimously.
 - Cllr Gooderham confirmed that there had been a historical accounting error by previous parish councils and the Clerk had been underpaid her salary for the last five years, hence the figure stated in Appendix 1. Cllr Veasey confirmed that NPC had a legal and contractual obligation to provide the Clerk with back pay.
 - Cllr Gooderham advised that this issue would not happen again as there would be tighter controls in respect of their accounting practices.
 - Councillors unanimously approved receipts and payments as stated in Appendix 1.
2. To discuss purchase of extra community burial space – Update
 - The Clerk reported that she had received an email from a member of the PCC advising that they had been in contact with the Diocese to ascertain whether they would be prepared to assist with the expenses of providing extra burial space. The Diocese confirmed that they could not enter into an agreement with NPC to provide burial ground on a joint basis as it was illegal for them to do so.
 - It was agreed that the Clerk make contact with the PCC to re-iterate the request that the Diocese help with the expenses of providing extra burial space, not to become joint owners of the land.
 - Cllr Gooderham reported that NPC was still trying to get into to contact with Severn Trent.
3. To discuss the location of Defibrillators in the Village – update
 - The Clerk reported that she had been in touch with the Clerk of Priors Marston to request details on how they had purchased their defibrillators and cabinets. The Clerk confirmed that she had obtained information from the Community Heartbeat Trust and she requested Cllrs to read the folder that they had produced.
 - Cllr Gooderham confirmed that the location of the cabinets for the defibrillators would be on the outside wall of the Village Shop and Crossroads Garage.

10 Councillors Items

- Cllr Gooderham reported that the gates to the Brickyard Site were open and she requested the Clerk to contact Cab-Tech to ascertain whether it was their responsibility to lock the gates.
- Cllr Veasey requested contact be made with the Planner at SDC regarding the comments that Highways had made with regards to the deceleration lane in respect of the Kings Head application. It was agreed that the Clerk and Cllr Veasey liaise over a response to SDC regarding their concerns and the necessity for double yellow lines are installed.

11 Matters Arising

There were no matters arising.

12 Playing Field

Cllr Gooderham advised that she had nothing to report.

13 Co-Option of Napton Parish Councillor's – Update

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Cllr Gooderham confirmed that NPC was following the correct process with regards to the co-option of three Cllrs to fill the casual vacancies available. She said that the closing date for applications was 20th June and that interviews would take place prior to the NPC meeting on 6th July in closed forum.

14 Business considered Urgent by the Chairman

There was no urgent business.

15 Dates of Forthcoming Meetings

6th July 2015 – Parish Council Planning & Ordinary Meetings

Financial Statement

To note and approve Receipts:

Allotment rents: £75.00

To note and approve payments

Excl. VAT

E.On – Street Light Electricity – April -	£ 137.89	£ 114.91
MFM Services – Mow Verges & Open Spaces & Play Areas - (March & April)	£1,245.00	£1,245.00
CPRE – Annual Membership	£ 36.00	£ 36.00
Southam Office Supplies – Stationery -	£ 15.90	£ 13.25
Staff Salaries	£4,119.65	£4,119.65
(Historical accounting error, accumulative monies owed)		
Information Commissioner– Fee for Data Protection Renewal -	£ 35.00	£ 35.00
Leslie Batten – Fee for Internal Audit -	£ 150.00	£ 150.00
G A Bailey – Postage & Expenses -	£ 83.96	£ 83.96
Buy My Print – Printing Leaflets (Parish Assembly) -	£ 90.00	£ 90.00
E.On – Street Light Electricity – May -	£ 209.87	£ 174.89
MFM Services – Mow Verges, Open Spaces & Play Areas - (May)	£1,010.00	£1,010.00
Plus.Net.Com - Broadband Internet & Telephone Services –	£ 30.20	£ 25.17
May/June 2015	£ 30.83	£ 25.69

Bank Balance & Bank Reconciliation as at 30th April 2015 **Balance: £17,184.92**

Bank Balance & Bank Reconciliation as at 31st May 2015 **Balance: £11,077.18**