MINUTES OF THE ANNUAL GENERAL MEETING OF
MORETON PINKNEY PARISH COUNCIL
Held on Wednesday 20th May 2015
at 7.30 pm in the Village Hall

Present:
Richard Lainchbury  Chairman
Dorothy Brooke  Councillor
Brian Collett  Councillor
James Smith  Councillor
Les Tucker  Councillor
Ben Vincent  Councillor
Gary Denby  Clerk

In Attendance:
Helen Phipps
Jim Bryant

1. **Election of Chairman**
Cllr. Lainchbury proposed and Cllr. Vincent seconded the motion that Cllr. Jalland be elected as Chair to Moreton Pinkney Parish Council; the latter had indicated previously that he was prepared to accept the position and it was approved.

2. **Apologies**
Cllr. Andrew Jalland (away on holiday)

3. Received the Chairman’s and all Councillors' declarations of acceptance.

4. **Election of Vice Chairman**
Cllr. Smith proposed and Cllr. Collett seconded the motion that Cllr. Lainchbury be elected to the office of Vice Chair; he agreed to accept the position and it was approved. Thus Cllr. Lainchbury chaired this AGM.

5. **Minutes of the Meeting held on 1st April 2015 and Minutes of Extraordinary Meeting held on 15th April 2015.**
The minutes of the meeting held on 1st April 2015 were read by all prior to the meeting and were signed by the Chairman as a true record. The minutes of the meeting held on 15th April 2015 were read by all prior to the meeting and were signed by the Chairman as a true record.

6. **Public Time**
Mr Bryant asked for an update on parking in The Square (7.3); he was in a near accident with a Heygates lorry. He suggested that warning signs need to be on the approaches. Cllrs. commented that the plastic matting appears to be of inferior quality and less long-lasting than the concrete product that was specified and for which grants have been received. Also, two hard-standing spots are now out of commission whilst the parking area settles, adding to local parking problems. Cllrs. agreed that whilst the materials and their longevity is in dispute, the unused grants should not be returned; the
Clerk is to write to Peter Davis, Ian Morris and Helen Howard to invite them to a meeting; also to seek some urgent temporary warning signs.

7. **Matters Arising**

7.1 The minutes of the Parish Council meetings are now readily available to download and print from the website, following Mr Denby’s comments at the April meeting, and thanks to Richard Lingard’s prompt response to the Clerk’s request for the change. Dates of forthcoming meetings are also readily available as are agendas in accordance with the requirements of the new Transparency Code. The Clerk will continue to post agendas on the village noticeboard.

7.2 The Clerk has asked Lara Inglott when the payment for taking on the extra areas of mowing is going to be made to the Parish Council; this will be at the end of the mowing season, between November 2015 and February 2016. Cllr. Lainchbury is to contact Scotts with regards the extra mowing.

7.3 Parking in the Square project – the Clerk has contacted Cty Cllr Ian Morris and Grants Officer Katie Arnold - the repayment due to Cllr Morris is £2662.79; the one to the Community Development Capital Grant Fund is £2317.28 and the one to the New Homes (Designated Parish) Fund is £786.33. The Parish Council’s contribution of £500 towards the scheme is now £309.37 as £190.63 has been refunded into the Parish Council’s account.

The VAT repayment due to HMR&C for the financial year 2015 – 2016 will be £1191.41 which will need to be re-paid this financial year. The VAT refund of £12.62 for electricity and lighting maintenance to 31/03/15 has been returned since less than £100; it requires an amended VAT 126 form submitted at the end of the tax year.

Katie Arnold has confirmed that repayment of the unused portion of the grant is required, the sum of £3103.61 and is to be repaid to South Northants Council. However, Cty Cllr Ian Morris has confirmed that any repayment of his grant would be lost and therefore wishes the overpaid sum of £2662.79 to be donated to the Parish Council to be used as it sees fit. The Clerk has indicated one project which has been discussed previously has been the installation of flashing speed signs on the Canons Ashby and Banbury Road entrances to the village.

The Clerk contacted Helen Howard regarding the condition of the plastic matting which was installed, which is not lying flat and is considered to be an inferior material to the granite setts which were in the quotation. There is considerable concern that this use of plastic material will lead to
on-going maintenance costs which may be the responsibility of the Parish Council. Helen Howard’s response received:

*Our engineers have advised that they have been out to look at the area and are happy that the area is settling well, however, given the concerns mentioned in your email they will arrange for some more soil to be put down. The nature of this matting means that it is less intrusive than the concrete cell product and has a greater ratio of soil to mat which should, over time and with the right weather conditions, encourage the grass growth and allow the grass to gain a more substantial root structure. The work has only been complete for a few weeks and we really need to allow for a substantial period of ‘bedding’ in, ideally some rain would help this process as this would encourage the grass to grow through etc. We will continue to monitor the area until the end of the summer and if remedial work is required this will be arranged.*

Subsequently more soil has been put down, the area has been re-seeded and the area is cordoned off to permit establishment of the grass.

7.4 Damaged street light PL2 in Banbury Road - Cllr Jalland’s suggestion is to turn the light fitting by 90 degrees so it doesn’t protrude as much and risk damage in future. David Mooney from E.ON does not recommend this since it would shine into the hedge rather than the road, also an issue of shining into house windows. He suggests mounting the pole bracket in the same position, but higher up the pole. The Clerk has contacted E.ON asked if this will cost more than the previous quote for the permanent repair leaving the light in the same position– awaiting a reply.

7.5 Following the Clerk’s resignation, interviews have been held for the post and Gary Denby has been appointed as Parish Clerk with effect from 1st May 2015.

7.6 The Clerk has contacted E.ON about the change in electricity costs from 1st May. Contracts are only for parishes with significantly larger electricity bills. She was advised that the rates have not risen for nine years, hence the big increase in pence per kilowatt hour. A list of other suppliers was provided by E.ON but none of these are able to provide a more competitive rate.

7.7 The Clerk has reported the poor state of the unadopted road over the ford at the bottom of Brook Street towards Fir Tree Bridge reference 738028; this may be a bridleway/footpath issue rather than Highways as the lane is unadopted. Referred to Trevor Gray (Highways) on 6 May – ongoing.

7.8 The outgoing Clerk, Caroline Bedford, has sent a letter of thanks for her gifts of flowers, a card and bottle of wine, all of which were very much appreciated.

7.9 No volunteers have so far come forwards for Neighbourhood Watch.
8. **Correspondence**

8.1 Parish Council insurance renewal is due on 1\(^{st}\) June 2015, having previously been under a three year agreement through Came & Company. A quotation for £311.99 pa including 6% insurance premium has been received from Came & Company brokers, from Aviva based upon a 3 year long term agreement to 31\(^{st}\) May 2018, including an uplift.

Alternative quotations have been sought by the Clerk from Zurich Municipal and AON. AON provides a basic indemnity plus cover for the Parish Council's Asset Register for £319.60, using a 3 year long term agreement. Zurich have provided a quotation for £289.18 for a long term agreement to 1\(^{st}\) June 2018.

A proposal was made to accept the Came & Co quotation by Aviva for the long term agreement to 31\(^{st}\) May 2018 by Cllr. Collett, seconded by Cllr. Tucker and approved by those present.

8.2 Computershare Investor Services have advised the Parish Council that its Consolidated Stock Fund (£11 on the Parish Council Asset Register) is to be redeemed in its entirety on 5\(^{th}\) July 2015 by order of HM Treasury. The certificate is not presently traceable. Councillors need to provide a redemption instruction, for transfer into the Parish Business Saver account. The form was signed by Cllr. Lainchbury in his capacity as Chair, also Carrie Bedford in her capacity as Clerk and named contact. The Clerk produced a cover letter explaining the lack of a certificate, signed by Cllrs. Lainchbury and Collett.

8.3 The Wings for Life event took place on 3\(^{rd}\) May with due prior notification to the Parish Council (affecting access roads, not the village directly).

8.4 Northamptonshire ACRE are offering membership at £35 per year, to 31\(^{st}\) March 2016. It was agreed by Councillors not to take up this offer.

8.5 The Clerk has been invited to attend the 3\(^{rd}\) July Parish Clerk Forum on Friday 3\(^{rd}\) July at SNC's new offices. It was agreed by Councillors to pay the Clerk's travel costs, given he was willing to give a morning to attend.

8.6 The Clerk distributed to all Councillors, an invitation from NCC to participate in a 15 minute survey regarding the set-up of a new Wellbeing organisation, also another on waste sites. Cllr. Brooke agreed to complete the Wellbeing survey; Cllr. Collett the Waste Sites survey.

8.7 In February 2015 Philip Renshaw of the South Northants (Neighbourhood Watch) Support Team queried the Parish Council's plans for a replacement local contact. None is presently forthcoming but Councillors agreed that related items could be forwarded to Richard Lingard for inclusion in the Parish newsletter.
8.8 Printed copies of NALC Update (Mar-Apr 2015) and Clerks & Councils Direct (May 2015) were received for passing between Councillors; also some copies of Superfast Northamptonshire brochures.

9. Planning

9.1 S/2015/0148/FUL: Application for new conservatory at The Old Vicarage, Banbury Road, Moreton Pinkney – approved 21/04/2015.


9.3 S/2015/0457/FUL: Plans have been received for a revised scheme for change of use of existing barns to dwelling at Rye Hill Barn, Leicester Lane, Eydon – approved 27/04/2015.

9.4 S/2015/0402/FUL: Plans have been received for a single storey rear extension to a garage / workshop at Woodwaye, Plumpton Lane, Moreton Pinkney – approved 20/04/2015.

9.5 S/2015/0418/FUL: Plans have been received for the demolition of a temporary mobile home and the construction of a new farmhouse with detached garage block at Oxmoor Farm, Plumpton Lane, Moreton Pinkney – refused 20/04/2015.

9.6 S/2015/0579/FUL: Conversion of an existing barn to a dwelling and the erection of a new detached garage, with internal and external alteration to the barn to accommodate the proposed use at Old Mill Farmhouse, Banbury Road, Moreton Pinkney – as discussed at the extraordinary Parish Council meeting on 15th April. Subsequent to meeting Mrs Kerwood copied the Clerk in on an email she sent to SNC, restating her views – no decision to date.

9.7 S/2015/0709/FUL: Revised plans for a change of use and alteration of a former agricultural building to dwellings at The Piggeries on Banbury Road – no decision to date.

10 Accounts

10.1 The Accounts for the year ending 31st March 2015 had been circulated prior to the meeting and were approved. Cllr. Lainchbury proposed and Cllr. Vincent seconded the adoption of the 2014 / 2015 accounts. Cllr. Lainchbury signed them in his capacity of Chair of the meeting and the Clerk signed them as Responsible Financial Officer.

10.2 The Accounting Statement (Section One) for accounts year ending 31st March 2015 has been completed by the Clerk and he has scheduled a meeting with the Internal Auditor on 25th May. The statement was checked and approved
by the Councillors and signed by the Chair, Cllr. Lainchbury and the Responsible Financial Officer (the Clerk) Gary Denby.

10.3 The Annual Governance Statement (Section Two) for accounts year ending 31st March 2015 were reviewed by all Councillors, completed and signed by the Chair, Cllr Lainchbury and the Responsible Financial Officer (the Clerk) Gary Denby.

10.4 One of the forthcoming audit requirements is for Council to conduct a thorough risk assessment and effectiveness of internal control and audit plus a review of the asset register. The financial and management risk assessment was revised by NALC in 2014 and edited by the Clerk to suit Moreton Pinkney Parish Council, distributed electronically to Councillors. The asset register was also reassessed and found to be both comprehensive and fit for purpose. Cllr. Lainchbury proposed and Cllr. Brooke seconded these be re-adopted and this was agreed.

10.5 The Financial Regulations were revised last year and after due consideration Cllrs agreed these remain appropriate and sufficiently robust for Moreton Pinkney Parish Council. Cllr. Lainchbury proposed and Cllr. Collett seconded these should be re-adopted with no amendments.

10.6 The Clerk has made an appointment on 25th May with the Internal Auditor, John Marshall, whose services are arranged and invoiced through NCALC. He is the same auditor whose appointment was ratified at the meeting in July 2014. Cllr. Lainchbury proposed and Cllr. Smith seconded that John Marshall's services be retained and this was agreed. There is a requirement for an intermediate audit from BDO for the second year running, which will be the last external audit as the new legislation regarding the Transparency Code will come into force this financial year.

10.7 The Clerk produced Change of Contact Details letters for both the Community Account (00709743) and Business Saver Account (60168335) with Barclays, also the Investment Account (137918240) with NS&I. These were approved and signed by Cllrs. Richard Lainchbury and Brian Collett.

10.8 The Clerk produced a quarterly summary of the Parish Account spreadsheet (15/10/14 to 02/03/15). This was approved and initialled by Cllr. Collett. This supports the Accounts for the year (10.1 above).

10.9 The following invoices were initialled and cheques signed on behalf of the Parish Council by Cllrs. Lainchbury and Tucker:-

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<th>CHEQUE NO.</th>
<th>DESCRIPTION/POWER</th>
<th>AMOUNT</th>
<th>VAT</th>
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<td>£148.92</td>
<td></td>
<td>£148.92</td>
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<td>Reference</td>
<td>Description</td>
<td>Amount 1</td>
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<td>HM Revenue &amp; Customs final PAYE for Caroline Bedford</td>
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<td>100892</td>
<td>Gary Denby 1(^{st}) to 31(^{st}) May 2015 incl stationery expenses and</td>
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<td>£1.11</td>
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<td></td>
<td>contribution for use of home office</td>
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<tr>
<td>100893</td>
<td>Remittance for annual insurance (3 year contract) to Broker Network Ltd</td>
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<td></td>
<td>(Came &amp; Co)</td>
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11 **Councillors’ Comments**

11.1 Cllr. Brooke gave advance notice of a planning application at The Square, which should reduce parking issues but which may raise visibility concerns.

11.2 Cllr. Collett thanked Cllr Lainchbury on behalf of the Parish Council, for his nine years as Chair. This led to discussions on whether a more frequent rotation might be appropriate? The Clerk will look into the Parish Council Standing Orders on this matter for the next meeting.

11.3 Cllr. Vincent is conducting his 'Best Village Award' contact around the village on Friday (22\(^{nd}\) May). Cllr. Lainchbury agreed to assist.

There being no further business the meeting closed at 8.53pm.

12 Date of Next Meeting
The next Parish Council meeting is on Wednesday 15\(^{th}\) July 2015 at 7.30pm

A. Jalland – Chairman                          Date