

**MINUTES OF THE MEETING OF MORETON PINKNEY PARISH COUNCIL
held on Wednesday 27th November 2019 at 7.30pm in the Village Hall**

Present:	James Smith (JS)	Chairman
	Ben Vincent (BV)	Vice Chair
	Andrew Jalland (AJ)	Councillor
	Dorothy Brooke (DB)	Councillor
	Brian Collett (BC)	Councillor
	Claire Poulton (CP)	Councillor
	Gary Denby (GD)	Parish Clerk
Public:	Jerry O'Connell	Bob Simmonds

Welcome and any announcements from the Chair

JS welcomed Councillors and the public to the meeting. JS has been made aware that our District Councillor Peter Davis is shortly to leave the village. It was agreed that the Clerk shall send a note of appreciation for his support over the years **GD**.

- 1. Apologies accepted** – Cllr Peter Gaydon (unwell)
- 2. Receive minutes of Parish Council meeting held on 27th October 2019**

The meeting minutes were approved as an accurate record, proposed by BC, seconded by DB, agreed by those present and signed by the Chairman.

3. Public time

Mr Simmonds raised a query concerning the **Flying Club's** relocation to the village outskirts. JS summarised that which was reported in the October 2019 minutes.

Mr O'Connell asked if any plans for a refresher course in the use of the **defibrillator?** The original training was provided by a volunteer from the East Midlands Ambulance Service, who were able to supply the equipment under their £999 deal in March 2018. Use of the village defibrillator is directed by the 999 service, who provide the access code and will keep on the line, if able (mobile phone networks permitting). The unit itself will talk any public person through the steps required. It checks first and then will only administer a shock if and when required (no training is actually required). However, councillors will consider this as a possible future requirement.

Tim Aber was not present to apprise Council over the possible locations for a Robin Higham memorial plaque.

4. Councillor declarations of interest for the following agenda items - None

5. Matters Arising

- 5.1 Ref 5.1: Northamptonshire Highways (KierWSP) have completed the urgent repairs to the wall adjoining the well approaching The Square, after the accidental collision by a vehicle FixMyStreet (ref 1772255 on 18 Sep 2019).

Councillors feel confident that it has been established that Highways are indeed responsible for the upkeep of any wells on the village verges, which may therefore be removed from the Parish Council asset register **GD**.



5.2 Ref 5.2: Review of policies, procedures and practices into an encompassing Policies document – carried forwards **GD**.

5.3 Ref 5.3: Update on the Parish Council's new Communications and Engagement strategy: CP has distributed this via print and email to Councillors. It was agreed that some simple items may be implemented at low cost:-

- A quarterly News Letter from the Parish Council, on the reverse of the current Village Calendar. This incurs an addition print cost of £9 per quarter and zero distribution cost (in liaison with Stephanie Fountain who organises The Calendar). Given that elections generally occur in May, it was agreed these should target March, June, September and December. CP has drafted a first edition, for circulation and comment.
- A link on FaceBook's Moreton Pinkney Matters to minutes posted on the village web site (comments disallowed).
- GD and CP will meet during December, to consider how the meeting agendas might be made 'more accessible' **CP GD**.
- A small noticeboard dedicated to Parish Council use could be mounted on the side of the bus shelter. **GD** will seek prices for the January meeting.

5.4 11.4: Update on 2nd steel bench: AJ reported that it has been too wet to install the concrete plinth. We now await a dry spell in the Spring.

5.5 11.5: Update on Brook Street wooden bench: AJ reported that in the heat and dryness of Summer, the seats joints were rather rickety. With the damp weather, these may have swollen, to make the bench more secure again. It was agreed that the Clerk will contact the Garden Club Chair (Hilary Foxtan), so they may consider what is best to do, come the return of dry weather **GD**.

5.6 11.6: The Clerk has spoken with Leonard Baxter, who has offered a possible local contact for the stump grinding – awaited.

5.7 12.3: E.On should have performed a tri-annual replacement of ALL fluorescent street lamp bulbs in the village at the end of October. All should now operate reliably for a couple of years or more.

5.8 12.5: JS has sight of a quotation for £1,400 to repair and upgrade the path from the road to the church gate, also with a single car parking space at the bottom of the slope. Overall it will be widened to 1 metre and covered by hot

tar with chippings rolled-in. The church is able to match-fund this development. It was agreed by Councillors to look favourably upon any grant request, up to £700 from CIL. **JS** will speak further with Charles Behrens (St Mary's Treasurer).

- 5.9 Ref 12.4: A first quotation for £5,500 has been obtained by the Village Hall Committee for the renewal and decoration of the hall, taking a fortnight. Further quotations are to follow. This is a major asset of the village, used by most villagers at some time or other. Councillors agreed they are in principle in favour of using CIL monies towards this, subject to meeting CIL requirements.

[Advise from N-CALC distributed to Councillors in August 2018:

Excerpt from the CIL Regulations 2013: Application of CIL by local councils

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area

I know that some councils in SNC's area have used it to replace streetlights and repair the village hall i.e specific projects, but I've not heard about routine mowing. From the definition above, I'm not sure mowing would be an acceptable expense, but SNC may have a different view.]

6. Correspondence

- 6.1 18 Oct: Web site accessibility requirements from NALC
- 6.2 24 Oct: Gusher article regarding Byfield Medical Centre (planning application expected to be before the DDC Planning Committee on 20 November).
- 6.3 28 Oct: N-CALC budgeting information and their new fees for 2020.
- 6.4 31 Oct: Northamptonshire Village Of The Year awards – £30 entry required by 28th Feb 2020. Full details are to be forwarded to CP, who will discuss with a couple of villagers to see if there is interest to take this on (significant local effort and some fund raising is required). If sufficient local motivation, the Parish Council could cover the entry fee. **GD CP.**
- 6.5 6 Nov: N-CALC mini eUpdate: Budgeting, Government's Structural Changes Order (required to implement the new Unitary authority)
- 6.5 6 Nov: Armed Forces Covenant – Councillors agreed that this is not applicable to the village. There is no need to sign this, though armed forces are supported
- 6.6 6 Nov: RSN Rural Funding Digest – rural funding opportunities, in case Councillors know of any specific needs or requirements

- 6.7 8 Nov: N-CALC mini eUpdate: Structural Changes Order (did not get passed prior to dissolution for the December 2019 elections; still likely to proceed); pre-election period (Purdah).
- 6.8 11 Nov: Invitation for survey on locally identified priorities (Police & Rural Crime)
- 6.9 14 Nov: NCC draft budget 2020-21 – questionnaire and have your say!
- 6.10 15 Nov: PCPC first draft budget distributed for Councillors' consideration
- 6.11 18 Nov: Ordering requirements for 2nd VAS sign, for Councillors' consideration

7. Progress regarding village's second Vehicle Activated Speed Sign

- 7.1 Approval for ordering of the village's 2nd Vehicle Activated speed Sign, up to £4,203 inc VAT, as distributed to Councillors on 18 Nov for their consideration. Proposed by AJ, seconded by DB and approved by all present **GD**:-

SWARCO MVAS2 costings November 2019, ready for ordering

Reference SWARCO updated quotation 'VM17199v2 Moveable Vehicle Activated 'Your Speed' Sign Quotation' dated 18 October 2019
It seems to be the same price and specification as 2018, but the declared power-up time has reduced from 4 to 2 weeks.

	Item cost	Quantity	Cost	VAT	Cost inc VAT	Grant
1a	Moveable VAS to B-16a088-ST-DH specification (no battery)	1	£2,072.55	£414.51	£2,487.06	£2,072.55
1a	12v 22Ah lithium ion batteries (2 weeks use)	2	£250.00	£100.00	£600.00	£500.00
1a	WiFi activation wand (NEW)	1	£0.00	£0.00	£0.00	£0.00
1a	Delivery	1	£100.00	£20.00	£120.00	£100.00
1a	Onsite training 2.5 hours plus travel time (NEW)	1	£205.00	£41.00	£246.00	£0.00
2b	Additional battery for off-site charging 12v 22AH lithium ion	2	£250.00	£100.00	£600.00	
2a	Post installation kit (1 of 5 clip sizes, to be specified)	8	£4.00	£6.40	£38.40	£23.00
2b	Post bracket	4	£19.00	£15.20	£91.20	£31.36
3a	40mm brass padlock	1	£16.90	£3.38	£20.28	
3b	Tamtorque tool – used former one	0	£16.90	£0.00	£0.00	
4	Heavy duty crown key – use current one	0	£9.45	£0.00	£0.00	
5	MVAS4 Protective bag – use current one	0	£115.00	£0.00	£0.00	
6	Pre-configured Windows laptop for data transfer, manuals etc	0	£500.00	£0.00	£0.00	
7	Highway license (KierWSP Regulations Dept – amended FOC)	0	£275.00	£0.00	£0.00	£275.00
TOTALS			£3,502.45	£414.51	£4,202.94	£3,001.91
Grant shortfall.			£775.54			£2,726.91

- 7.2 18 Nov: Steven Barber was able to supply a specification and quotation for the installation of two suitable mounting poles within the verges. The cost for TWO poles from Adam Bradley (24 Oct) is £651.40 plus VAT, making £781.68 total. Split two ways, this equates to £325.70 from CIL for the new 30 MPH post, **plus £325.70** from the fundraising team for the 40 mph post.

25 Nov: Steven Barber was able to provide an installation locations map for the two new 76mm diameter posts, one near to the village garage in the 30 mph area; one in the 40 mph area near to Heartwood kitchens. He also supplied a revised, part completed Section 50 Street Works license for their installation, for sign-off by councillors (£575 from scratch, which we understand to be zero for a revision).

Given the conditions and insurance requirements needed to employ our own contractor to install the posts in the verge, it was agreed that Northamptonshire Highways offer the best route to installation. Councillors authorised the Chair to sign the revised Section 50 licence application. Proposed by AJ, seconded by DB and approved by all present **GD**.

8. Planning (latest items available at snc.planning-register.co.uk)

- 8.1 S/2019/2174/MAF: Change of use from agricultural to social, recreational for 2 storage containers and a portaloo at north end of Weston Road (part retrospective). No objection recorded 13 Nov.
- 8.2 S/2019/1752/LBC: Replacement of guttering, downpipes and barge boards. Malsbury Farm House, The Square. Approved 14 Oct.

9. Finance and Accounts

- 9.1 9 Sep: VAT reclaim of £1,468.02 received
- 9.2 23 Oct: First VAS now under extended warranty, cost £144.90 pa. contingency
- 9.3 Consideration of a first draft budget for 2020-21. This was distributed to councillors on 15 November, indicating a Precept requirement of £8,900 (a rise of 13% above this year's Precept of £7,850 - **see Appendix A**).

Item 1: It was suggested one mowing could be removed (from 10 to 9, as with 2019) to save £350 from the budget.

Item 6: The Clerk has proposed his training for CiLCA (Certificate in Local Council Administration), to occur on six Thursdays during March – September 2020 by N-CALC at a cost of £845. This was a requirement of the Clerks Job Advertisement in March 2015. The Clerk hopes to split the costs 50:50 with Preston Capes Parish Council, if they are also willing. There is also some provision for Parish Councillor training, during this transition period to a Unitary authority, with more expectations of councillors being likely.

Item 10: Councillors requested that provision for the Village Calendar be increased from £160 to £200, to allow printing of a quarterly newsletter on its reverse side.

Item 11: Councillors appreciated the regulatory need to update the Parish Council web site and its accessibility by September 2020. A suggestion was made to only provide 'official' parish council email addresses for the Parish Chair and the Parish Clerk. This reduces the new site's email costs by £210 pa

The final page of the budget shows clearly that as the Parish Council increases its assets, so their demand for reserves set-aside also increases (for replacement). Thus removal of one bench and replacement of two by new long-life steel has reduced reserves requirements by £500. However, the street light planned replacement increased them again by £672, the defibrillator by £200 and so on.

Of note, there has been NO set-aside for VAS1 (when it breaks, it will be discarded in favour of any new technology at that time). To budget a reserve for its replacement in five years would add £680 pa to reserves requirements (in effect increasing the Precept by £680). The same approach is likely to be taken for VAS2. This provides a net saving of £510 pa on the budget, which may bring the Precept requirement down to £8,390 (a rise of 6.9% on the current year) **GD**.

9.4 Councillors' consideration and approval for payment, the items listed below:-

Description / Power	Amount	VAT	Total
RTM Landscapes 1789 mowing October 2019 ninth&last	£350.00	£70.00	£420.00
SWARCO invoice for VAS-1 extended warranty to Oct 2020.	£120.75	£24.15	£144.90
Gary Denby Clerk gross remuneration and expenses 16 Sept to 26 November 2019 (6 weeks) including home office expenses.	£235.62 £36.00		£271.62
Opus Street Lighting, electricity supply to 24 Oct (DD)	£40.92	£1.80	£42.72

10. Councillors' Comments

- 10.1 A query was made about the Data Map requirements. It was reviewed by telephone by BV & GD and noted in item 5.3 of the minutes of 17th July. It resulted in the Accident Book and queries on Councillor email addresses.
- 10.2 DB had a query about CCTV cameras being mounted on homes. The consensus was that private homes do not require a 'CCTV in Use' notice (businesses do). However, whilst monitoring access points, they should not be positioned so that they point at or along the public highway, public areas or overlook neighbours. www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property
- 10.3 BC advised Councillors of Peter Davis' farewell party. Does the Parish Council web site make it clear to the public that Unitary authority changes will occur in 2020? It was addressed in Cllr Peter Davis report (Appendix J) to the Annual Parish Meeting held on 10th April 2019 and is still posted at www.moretonpinkney.info/uploads/4/8/1/0/4810826/minutes_of_meeting_190410apm.pdf

11. Date of next meeting: **Wednesday 15th January 2020 (agree Precept)**

Meeting closed at 9.55 pm.

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Chairman

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Date

APPENDIX A: FIRST DRAFT budget 2020-21 against expenditure to Sep 30th

Moreton Pinkney Parish Council

DRAFT Budget for 2020-21 with audited for 2017-19, budget with actuals for half year to Sept 2019

Expenditure Item		Expenditure 2017-18	Expenditure 2018-19	Budget 2019-20	Expenditure 2019-20 To Sep 30	DRAFT Budget 2020-21
1	Grass Mowing S96	£2,160.00	£2,160.00	£3,500	£2,450.00	£3,500
2	Tree Maintenance	-	-	£300	-	£300
3	Subscription NCALC	£258.39	£257.12	£270	£265.39	£280
4a	Electricity supply un-metered	£473.30	£531.84	£490	£321.02	£520
4b	Street light maintenance	£258.00	£258.00	£260	£95.76	£260
5	Parish Council Insurance	£322.63	£307.46	£350	£323.17	£350
6	Clerk / Expenses / Training	£2,175.93	£2,396.41	£2,430	£1,109.03	£3,150
7	Auditing					
7a	Internal - N-CALC	£167.00	£172.00	£176	£176.00	£180
7b	External - BDO	£36.00	-	-	-	-
7c	N-CALC acting as DPO			£10	£10.00	£10
8	Village Hall rental	£90.00	£80.00	£100	-	£100
9	Grants (upon request) towards:					
9a	Church mowing - S215 LGA 72	£200.00	£100.00	£100	-	£100
9b	Play Eqpt Ins contribution- S19	£300.00	£320.00	£330	-	£330
10	Village Newsletter- Sec 137	£163.60	£101.40	£160	£56.50	£160
11	Village web site & maintenance - S142 Gov't Info	£140.00	£140.00	£160	£142.00	£570
12	Remembrance Wreath - Sec 137	£20.00	£20.00	£25	-	£25
13	Miscellaneous contingency	£50.00	£200.91	£250		-
14	Community Defibrillator / VAS	£1,423.20	£4,323.26	-	-	£150
15	Steel benches (NHB grant 04/19)		£1,885.80	-	-	-
16	Building-up reserves for Unitary					-
TOTAL EXPENDITURE (inc VAT):		£8,238.05	£13,254.20	£8,911	£4,948.87	£9,985
20	Precept request	£6,900.00	£7,450.00	£7,850	£7,850.00	£8,900
21	Bank Interest + NS&I interest	£11.20	£38.06	£10	£16.36	£10
22	Community Infrastructure Levy	-	£11,538.27	-	£591.33	-
23	New Homes Bonus grants	£1,186.00	£3,648.00	-	£1,549.00	-
24	Donations / awards	£501.68	£250.84	£250		£250
25	VAT refund:	£502.67	£701.11	£1,100	£1,468.00	£850
TOTAL INCOME		£9,101.55	£23,626.28	£9,210	£11,474.69	£10,010
Excess income over expenditure		£863.50	£719.61	£299	£6,525.82	£25

(Excl 15) NHB benches and 22) CIL

**Moreton Pinkney Parish Council Summary of Predicted Expenditures,
as agreed for 2020-21 budgeting**

The village Precept (collected via your rates) is based on the following figures.
The predicted expenditure will be covered by the Precept plus reserves plus VAT reclaim.

Expenditure Item		Budget	Explanation
1	Grass Mowing	£3,500	RTM Landscapes based in Loughton, Milton Keynes (23 miles away), year 2 of a 3 year contract: 3/4/5a/5b/6a/6b/7/8/9/10 + misc verges twice yearly. Allows an extra mow in the year if required, as well as fortnightly in May & June.
2	Tree Maintenance	£300	Trees on recognised green spaces
3	Subscription N-CALC	£280	A useful subscription, locally supporting small Parish Councils.
4a	Opus Energy supply for street lighting	£520	Unmetered Opus electricity on fixed 4 year contract to 31 March 2023.
4b	E.On street light maintenance	£260	Lamp maintenance is still through E.On, who installed the lamps prior to 2105.
5	Parish Council Insurance	£350	Village assets and public liability. Under Long Term Agreement to 30 May 1921 through Norris & Fisher, underwritten by Ageas.
6	Clerk / Expenses	£2,150 £500 £375 £125	3.5 hrs / week with auto annual increment to LC1+ SCP point 13 at £11.79 per hour (inc est 3% increase = £2,150) plus contribution towards use of home office facilities £6 pw (£312), stationery and postage and extra mileage (£188). A 50% cost of CiLCA course for Clerk= £375. Councillors = £125
7	Internal & External Audit	£190	N-CALC fee for internal audit band 2 from £172 to £176, zero external audit so long as council complies with 'openness'. N-CALC acts as our Data Protection Officer for a nominal £10 pa.
8	Hall rental	£100	Approximately nine meetings per year, discounted to £10 a time
9	Grants (on request) towards:		
9a	Churchyard mowing	£100	Assisting with a public amenity (war memorial)
9b	Play Eqpt Ins contribution	£330	Assisting with a public amenity. Allow for a 3% increase.
10	Village Newsletter- Sec 137	£160	Monthly copying costs, underspent by £50 in 2018
11a	Village web site hosting, development and maintenance	£250	Maintenance of new 'accessible' web site (cloud-based). Fee for web site registration with ICO Council-controlled emails for councillors
11b		£40	
11c		£280	
12	Remembrance Wreath	£25	Increased at request of councillors November 2018
13	Miscellaneous contingency	£250	Contingency for everyday operating costs.
14	VAS extended warranty	£150	Annual extension to 1 st Vehicle Activated Sign warranty
TOTAL BUDGET:		£10,235	

Precept to be requested:	£8,900	A 13% rise over 2019-20 (rising around £5 per 201 households)
Audited CIL reserve funds 1/4/19	£11,538	Community Infrastructure projects, not daily running expenses
Audited cash assets 1/4/19	£4,535	Barclays + NS&I accounts, per audit to 31/3/19 (down by £536)
Budgeted assets increase 2019-20	£299	
Estimated underspend 2019-20	£1,200	Unused mowing, extra VAT reclaim, unclaimed grant & expenses
Estimated net Assets 31/3/20	£6,034	Awaiting audit, for allocation to 'savings pots', 68% of precept

Allocation of Moreton Pinkney cash reserves 2020-21

Est. Cash reserves at 31/3/20 **£6,034**

	<u>Incremented Current year</u>	<u>Replace after Year</u>	<u>Units owned</u>	<u>Unit cost 2016</u>	<u>Revised Allocation</u>	<u>This year increase</u>
Estimate, in case of an election call with costs not covered by local elections					£2,000	-
Planned street pole & light renewal	6 /	25 *	14 *	£1,200 =	£4,032	£672
Planned noticeboard replacement	8 /	10 *	1 *	£1,000 =	£800	£100
Anticipated bus shelter repairs	13 /	25 *	1 *	£3,000 =	£1,560	£120
Village benches (wooden)	13 /	20 *	5 *	£600 =	£1,950	-£570
Village benches (steel)	1 /	25 *	2	£786 =	£63	£63
Community Defibrillator	2 /	5 *	1 *	£1,000 =	£400	£200
Vehicle Activated Speed Sign (2018)	0 /	5 *	1 *	£3,400 =	£0	-
Unexpected contingency pot, 10% of available cash assets					£603	-£63
Total reserves allocations					£11,408	£522
Shortfall / surplus of cash reserves						-£5,374
						(-£4,224 for 2019-20 budget, thus an increased shortfall)

An historic view of reserves (cash and lately restricted-use CIL), and their allocated shortfall

	<u>Audited</u>	<u>Precept Request for the next April</u>	<u>Cash Reserves</u>	<u>CIL Reserves</u>	<u>Allocated Reserves shortfall</u>
June 2015	Y/E 31.03.14	£4,254	£6,000	£4,254	
June 2015	Y/E 31.03.15	£5,414	£6,180	£5,414	
June 2016	Y/E 31.03.16	£4,766	£6,300	£4,766	
June 2017	Y/E 31.03.17	£4,838	£6,900	£4,838	-£3,226
June 2018	Y/E 31.03.18	£5,701	£7,450	£5,701	-£3,787
June 2019	Y/E 31.03.19	£16,073	£7,850	£4,535	£11,538
June 2020	Est 31.03.20		£8,900	£6,034	£10,938

10/07/18 CIL RECEIVED, ref Rye Hill Barn **£11,538.27**

16/10/19 11.4: New bench, concrete plynth **-£200.00**

27/11/19 Extra posts & brackets for 1st & 2nd VAS **-£400.00**

30/11/19 **REMAINING, UNALLOCATED CIL** **£10,938.27**