

**EYDON PARISH COUNCIL**

Minutes of the Eydon Parish Council Annual General Meeting held from 7.30pm on Tuesday 9<sup>th</sup> of May 2017 in the Village Hall, High Street, Eydon.

**1. Councillors present:** Cllrs K Simmons (Chairman), R Collins, W Coy and J Walker. The Clerk was in attendance.

**2. The Parish Council is to elect a Chairman for the period to the AGM of 2018.**

Cllr K Simmons was elected as Chairman for the forthcoming period.

**3. The Parish Council is to receive and consider for approval apologies for absence.**

Apologies were accepted from Cllr C Henson.

**4. Declaration of Interest** on agenda items by Parish Councillors.

None declared.

**5. Resolution to sign and approve the Minutes of the Meeting held on the 11<sup>th</sup> April 2017.**

The Minutes were approved by the Parish Council and signed accordingly by the Chairman.

**6. Officer elections, appointments and procedural adoptions:** *The Parish Council is to undertake the following:-*

1. Election of Vice Chairman:- Cllr R Collins
2. Appointment of Internal Control Officer:- Cllr C Henson
3. Appointment of internal auditor. – NCALC.
4. Confirmation of signatories to bank accounts:- Cllrs K Simmons, W Coy, R Collins and A Hartley.
5. Appointment of newsletter correspondent:- Cllr K Simmons.
6. Appointment of Eydon Educational Trust Nominative Trustee:- Cllr C Henson.
7. Appointment of Eydon Community Sportsfield Committee representative:- Cllr W Coy.

8. Appointment of Eydon Village Hall Committee representative:- Cllr J Walker.
9. Appointment of Highways Warden:- Mr R Forsyth
10. Appointment of Eydon Tree Warden:- To be appointed.
11. Appointment of Eydon Rights of Way Warden:- To be appointed.
12. Appointment of Litter Pick coordinator:- Cllr R Collins.
13. Confirm routine meetings schedule for the period to the AGM of 2018:- 7.30pm on the second Tuesday of each month except August unless required.
14. Review and adopt the Financial Regulations, Standing Orders, Finance and General Purposes Sub-committee terms of reference, Planning Sub-committee terms of reference, Financial Risk Assessment document, Complaints Procedure document, Dealing with Media Requests for Information document, Eydon Jubilee Fund terms of reference, Code of Conduct document, and Burial Ground regulations. All relevant for the period to the AGM 2018:- All documents from 2016/17 were adopted for the coming year.

**7. Open Meeting:** *At the discretion of the Chairman, members of public may address the Parish Council.*

2 Members of the public were present. Points raised from the Floor:-

1. Gratitude was shown to the Parish Council for its support of the ECSF.
2. The success of the recent litter pick was noted and the suggestion made for it being held twice per year to be considered.
3. Observation was made of the high level of financial reserves held by the Parish Council and the suggestion made that the precept could be frozen for the year 2018/19.

**8. Matters arising** (for information only).

1. It was noted that the grass cutting contractors have not been routinely tending the verges near Manitoba Way and Quarry Close. Additionally, it would be appropriate for them to avoid Tuesdays as this coincides with bin emptying day when waste bins are often left on the verges. One bin has recently been damaged by one of the grass cutting trimmers. The Clerk is to advise the contractor.

2. The Chairman advised that a date for the visit of an Aylesbury Mains representative to discuss the upgrade of the street lights should soon be confirmed.

**9. Highway and byway issues:**

1. *The Parish Council is to receive and consider a report from the Highways Warden if available.*

None presented.

**10. Consultations:**

1. *The draft Design Guide Supplementary Planning Document for South Northamptonshire Council. (Previously circulated, non-extendable deadline of 8<sup>th</sup> May 2017).*

Noted by the Parish Council to be appropriate to local need.

2. *Northamptonshire Highways: The Definitive Map and the Rights of Way Improvement Plan.*

The relevant response form was completed by a resident and leading member of the Eydon Walkers, the feedback was approved by the Parish Council.

**11. Village and Community enhancement:**

*The Parish Council is to continue its discussion of the development and promotion of pro-active aims within the village and community.*

Discussion of this item was deferred to a future Meeting.

- 12. Dog waste and control issues:** *The Parish Council is to consider correspondence received from residents regarding dog related these matters.*

The matter was discussed and the Clerk was requested to obtain further information from SNC regarding the local authority's view on the issues of dog waste being left on private land and poor dog control within the Parish, NCC Highways approach to dog waste on/adjacent to public rights of way and the dog bin service contractor regarding the cost of the provision of dog waste bags at strategic locations within the village. Further discussion is to follow at a future Meeting.

- 13. Repair of the Burial Ground wall:** *The Parish Council is to consider the quotes received for the repair of the wall following recent damage.*

Two very comparable quotes were received, the Parish Council agreed for the work to be undertaken by the contractor who is able to complete the repairs at the earliest opportunity.

**14. Parish Council computer and scanner/printer:** *The Parish Council is to discuss and agree the purchase of a computer etc to enable continued compliancy of the relevant transparency legislation.*

The Parish Council agreed an upper limit of £500 for the purchase of a laptop computer and scanner printer. The Clerk shall proceed with the purchase and tie in the process with an application through Northants CALC for grant funding which is available to assist with the compliancy to current transparency legislation by smaller local authorities.

**15. Reports**

The Parish Council is to receive and consider reports from the following organisations if available:

1. Eydon Village Hall:- Minutes of the most recent EVH Management Committee Meeting had been previously circulated. There was nothing further to report.
2. ECSF:- Minutes of the most recent ECSF Committee Meeting had been previously circulated. There was nothing further to report.
3. Eydon Educational Trust:- No report presented.

**16. Finance:**

1. Receipts: The Parish Council noted the following receipts:

1. J and M Humphris: Memorial headstone inscription	£25.00
2. SNC: Half year precept:	£10088.50

2. Payments: The Parish Council is to consider for approval the following payments:

The following payments were approved:-

1. The Ground Care Company: April Village and Burial Ground  
grass cutting: £300.00  
Cheque no 300298
2. K.Simmons: Refreshments for Annual Parish Assembly: £8.81

Cheque no 300299

3. Came and Company: Annual insurance premium: £564.27

Cheque no 300300

4. NCALC: Annual subscription and internal audit fee:

£263.68 + £167.00 = £430.68

Cheque no 300301

5. Texprep: EVN printing and delivery: £67.45 + £2.31 VAT= £69.76

Cheque no 300302

6. Alison Design and Marketing: EVN formatting etc £60.00

Cheque no 300303

3. Bank balances: The Parish Council noted the statements for the end of April 2017.

Current account:- £1882.06

Deposit account:- £35988.87

4. VAT refund: The Parish Council noted that an application has been submitted to reclaim the sum of £589.67 for VAT paid during the financial year 2016/17.

5. *The Parish Council is to note the comments of the Internal Control Officer regarding the procedures and final accounts for the year 2016/17.*

The accounts and procedures are in order.

## **17. External Audit for the year ending 31<sup>st</sup> March 2017**

1. *The Parish Council is to approve the Annual Governance Statement for 2016/17 :-* The Governance Statement was approved.

2. The Parish Council is to approve the Accounting Statements for 2016/17:- The Accounting Statements were approved.

3. The Parish Council is to approve the explanation of quantified significant variances on the above Accounting Statements:- The QSV document was approved.

4. The Parish Council noted that the period for the exercise of public rights extends from the 5<sup>th</sup> June to the 14<sup>th</sup> July 2017.

## 18. PLANNING

1. *The Parish Council is to consider and respond to the consultation request for the following planning applications:*

1. *Application No. S/2017/0913/PA*

*Determination as to whether prior approval is required (under Class R of Part 3 of the above Order) for the change of use of an agricultural building to a flexible commercial use falling within Class A1(shops) and B1 (business) in respect of: the transport and highways impacts of the development; noise impacts of the development; contamination risks on the site; flooding risks on the site.*

*Location Ashbys Farm Preston Road Eydon NN11 3PD*

Parish Council decision: No objection.

2. *S/2017/1065/FUL*

*Internal alterations to main house to change layout of kitchen, utility and wc area with new structural opening and step and repositioning of external door and window in rear elevation. Alterations to the outbuilding (The Old Bakehouse) including installing an internal staircase to mezzanine level and changing external doors and windows.*

*Location: 15 High Street Eydon NN11 3PP*

Parish Council decision: No objection endorsed by the following comment:-

There is insufficient detail provided in the application to allow proper scrutiny thus Eydon Parish Council has no objection on the basis that all developments/alterations are in line with the Eydon Village Design Statement and the SNC Conservation Area regulations

3. *S/2017/1066/LBC*

*Internal alterations to main house to change layout of kitchen, utility and wc area with new structural opening and step and repositioning of external door and window in rear elevation. Alterations to the outbuilding (The Old Bakehouse) including installing an internal staircase to mezzanine level and changing external doors and windows.*

Location: 15 High Street Eydon NN11 3PP

Parish Council decision: No objection endorsed by the following comment:-

There is insufficient detail provided in the application to allow proper scrutiny thus Eydon Parish Council has no objection on the basis that all developments/alterations are in line with the Eydon Village Design Statement and the SNC Conservation Area regulations

2. Applications received for information only and noted by the Parish Council:-

1. S/2017/1104/TCA

Cherry tree – Fell and remove.

Oak farm House, 47 high Street, Eydon, NN11 3PP.

**19. Notable Correspondence** not covered above:

Received via email and previously circulated:-

1. None received.

**20. Councillors' Comments** and items for inclusion on the next meeting agenda.

1. Cllr Coy reminded the Meeting of the defibrillator training event on Tuesday 14<sup>th</sup> May in the Village Hall.

2. Cllr Simmons advised that he had received an email from a resident volunteering to undertake tidying-up tasks in part of the village, such a process should be considered on an Eydon wide scale in the future.

**21. Confirm time, date and venue of next Parish Council Meeting.**

7.30pm, Tuesday 13<sup>th</sup> of June, Eydon Village Hall.

**22. Close of meeting:** 9.15pm.