

Stowe Nine Churches Parish Council

Chairman: Mrs Sharon Henley

Parish Clerk: Mrs Julie Francies
Meadowcroft
Church Stowe
NN7 4SG
07747 690557

Minutes of the Annual Meeting held on 21st May 2018 at 8pm

Present: Chairman S Henley,
Cllr A Brodie, Cllr J Hillyard, Vice Chairman D Lane, Cllr A Taylor,
Clerk & Proper Officer Mrs J Francies
Cllr J Amos & Cllr R Brown
4 Parishioners

Minutes:

1247. To elect a Chairman of the Council.
Cllr Henley agreed to stand for a further term of office as chairman.
Proposer: Cllr Hillyard. Seconded: Cllr Brodie. Unanimous vote in favour.
Resolved: Cllr Henley re-elected as chairman
1248. To receive the Chairman's Declaration of Acceptance of Office.
Resolved: Cllr Henley signed the Declaration of Acceptance of Office.
1249. To elect a Vice Chairman of the Council.
Cllr Lane agreed to stand again as the Vice Chairman.
Proposer: Cllr Brodie. Seconded: Cllr Taylor. Unanimous vote in favour.
Resolved: Cllr Lane re-elected as vice chairman
1250. To receive the Vice Chairman's declaration of acceptance of office.
Resolved: Cllr Lane signed the Declaration of Acceptance of Office.
1251. Approval of apologies for absence.
i. Cllr T Teague - Holiday
ii. Cllr T Sanderson - Personal commitment
Resolved: Approved unanimously.
1252. To receive declarations of interest for items on the agenda.
None.
1253. To receive and approve the minutes of the Interim Meeting dated 10 May 2018.
Approved unanimously.
Resolved: The Chairman signed the minutes as a true and accurate record of the meeting.
1254. Matters arising from previous minutes for update only.
i. Litter pick – has the asbestos and tyres been reported and moved?
Cllr Brodie advised that it had all been moved.


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1255. Planning applications received.
- i. **None**
1256. Planning approvals – Review of past planning applications.
- i. **None**
1257. Planning application update.
- i. DA/2018/0286 Lower Field, Off Main Street, Church Stowe
Stowe Nine Churches Parish Council reported no objections. Planning permission has been granted.
 - ii. DA/2017/0460 - Jasmine Cottage appeal, Church Stowe
The appeal has been dismissed.
1258. Village Design Statement.
- i. To receive a progress report from Cllr Teague
The Chairman read Cllr Teague's report – see Appendix A
1259. Finances.
- i. To receive the statement of account at Lloyds Bank.
The Clerk advised that there is currently £2543.35 in the bank account and that this balances with the receipts and payments record.
 - ii. To consider invoices for payment:
 - i. NCALC – Parish Clerks Training £175
 - ii. BHIB – Insurance £284.14
 - iii. NACRE – Membership from April 2018 to 31 March 2019 £35**It was agreed that all three payments should be made.
Proposer: Cllr Lane. Seconded: Cllr Hillyard. Unanimous vote in favour.
Resolved: Clerk to make payments to NCALC, BHIB and NACRE.**
 - iii. To report the 2018/9 Budget vs Actual spend including income received
Clerk advised that the first instalment of the precept had been paid. Spend year to date is within budget.
 - iv. To consider increasing the Clerks salary from £10.653 p/hour in line with national pay negotiations (Band LC1 21-25)
**Chairman explained that the Clerks salary needed to be increased inline with a National pay increase. She proposed that the scale was increased from the base level scale SCP21 to SCP22.
Proposer: Chairman. Seconded: Cllr Taylor. Unanimous vote in favour.
Resolved: Clerk to be moved to salary scale SCP22 at £10.953 per hour.**
 - v. To consider increasing the Clerks hours
Chairman explained that the Clerk had raised concerns that 4.5 hours per week was insufficient time to complete necessary work for the council. In her first 4 weeks of office, she claimed payment for 4.5 hours per week, but worked more hours and has kept a record of hours worked 12 February to 13 May and has averaged 9.54 hours per week. Cllr Lane questioned why the increase was needed as the previous Clerk had managed to complete the work in the hours. Clerk explained that since taking on the position it was evident that a lot of the work

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had not been completed. She explained that although she had tried to catch up with the backlog, there was still a great deal of work that needed to be done, so although workload may decrease in time, with new regulation and legislation, she felt 4.5 hours was not realistic and more hours are needed.

Unresolved: Chairman suggested that the Clerk calculated how many extra hours the budget would withstand and to present this in the next meeting.

1260. Compliance.

- i. To receive and consider the Clerks revised contract
Chairman explained that the NCALC Clerks training had highlighted that the Clerk cannot be self-employed so a new contract was needed.
Proposer: Cllr Lane. **Seconded:** Cllr Brodie. **Unanimous vote in favour.**
Resolved: Chairman signed the new contract.
- ii. To adopt the revised Risk Assessment
Updated by Clerk, Cllr Teague and Chairman.
Proposer: Cllr Hillyard. **Seconded:** Cllr Lane. **Unanimous vote in favour.**
Resolved: Chairman signed the Risk Assessment.
- iii. To adopt the revised Asset Register
Changes requested at last audit made and the laptop & software added.
Proposer: Cllr Hillyard. **Seconded:** Cllr Taylor.
Unanimous vote in favour.
Resolved: Chairman signed the Asset Register.
- iv. To adopt GDPR policy documents
Chairman explained that the Clerk had used the templates provided by NCALC and that they needed to be reviewed and changed later in the year when the Clerk has more time available. The following NCALC template documents were adopted:
 - i. Data Protection Policy
 - ii. Data Breach Policy
 - iii. Records Retention Policy
 - iv. Subject Access Request Procedure
 - v. Data Map
 - vi. Privacy notice(s)

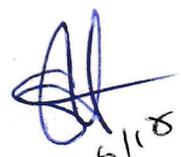
Proposer: Cllr Lane. **Seconded:** Cllr Hillyard. **Unanimous vote in favour.**
Resolved: GDPR policy documents were signed as necessary.

1261. Community Defibrillators.

- i. To receive requests for training on 5th June at 7pm
No further requests received
- ii. Update on refurbishment of the phone box in Upper Stowe
Chairman thanked Cllr Teague and the team of volunteers that had refurbished the phone box in Upper Stowe.

1262. Radar memorial.

- i. To receive an update on actions from the last meeting
AP: Action points outstanding from last meeting – Letter to Dr Judkins.


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1263. Northants County Council.

- i. To receive an update on issue regarding stones on verge reported to Street Doctor
Stones that had been placed on the verge have now been removed.
AP: Cllr Brodie to check if the Street Doctor website is still live and check progress on the village pot holes.

1264. Daventry District Council.

- i. To request that Cllr Sanderson attend the Parish & Town Council's Meeting - 14 June 2018
AP: Clerk to alert Cllr Sanderson regarding Community Governance Review.
- ii. To discuss the waste & recycling changes
Chairman reminded attendees that they need to opt in and pay for brown bin collections before 4th June. Information about the new service has been posted on the village Facebook page and the Parish Council website.
- iii. To consider if the Parish Council wish to be involved in a Centenary Commemoration Event
Resolved: The Council resolved not to be involved, but to pass details to the Church Warden.
AP: Clerk to forward email to Church Warden.
- iv. To consider how best to use all of the Poppy Seeds
Seeds will be planted at the War Memorial, in the edges of the Parish highway and Cllr Taylor will plant some seeds in her land at the old quarry.
AP: Chairman to contact some parishioners highlighted in the meeting to ask if they would like to be involved.

1265. Footpath Warden Report.

- i. To receive a report provided by Mr C Ripper
Chairman read the reports provided by Mr Ripper. See Appendix B & C

1266. NCALC.

- i. To receive an update from Clerk regarding Parish Clerks training
Clerk has provided the Chairman with a list of items highlighted in the training that she needs to complete or check.
- ii. To receive an update on changes to GDPR rules regarding Parish Councils
Chairman explained that the Data Protection Bill has been amended removing the requirement for Parish Councils to appoint a Data Protection Officer (DPO).
- iii. To consider if NCALC should continue to be appointed as the DPO
NCALC have already been appointed as the DPO for Stowe Nine Churches Parish Council. Proposal to leave this arrangement in place and review in a years' time.
Proposer: Cllr Lane. Seconded: Cllr Hillyard. Unanimous vote in favour.
Resolved: NCALC to remain as DPO for Stowe Nine Churches Parish Council.
- iv. To receive the Internal Audit report
Chairman explained that a great deal of work had gone in to preparing for the audit and that she and Cllr Teague had attended to support the Clerk. The audit went well and the points raised will be followed through by the Clerk.

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- v. To consider setting the dates for the Period for the Exercise of Public Rights as 4th June to 13th July 2018
- vi. To receive and consider the Certificate of Exemption
- vii. To receive and consider the Annual Governance Statement
- viii. To receive and consider the Accounting statement
Proposal to agree and accept all audit documents.
Proposer: Cllr Brodie. Seconded: Cllr Lane. Unanimous vote in favour.
Resolved: Documents signed as necessary.

1267. Complaints received.
None.

1268. A5.
- i. To receive an update on night closures
Chairman read summary of night closures expected during June on the A5 near Milton Keynes. Information posted to Facebook and the Parish Council website.
 - ii. To discuss the issue regarding grass cutting on verge at Leys Hill / A5 junction
An issue regarding the grass being too long on the junction of the road from Upper Stowe to the A5 had been raised and reported to Highways who are responsible for grass cutting.
AP: Clerk to circulate contact details for Highways to report any further issues.

1269. Broadband.
- i. Next update due on 17th September.

1270. To discuss the issue of the recent Fox shootings.
Police are investigating this issue.

1271. To consider the proposed meeting dates for 2019.
- i. 28 January
 - ii. 11 March
 - iii. 8 April
 - iv. 13 May (Annual Meeting & Annual Parish Meeting)
- Council agreed with the dates in principle, however Stowe PCC take priority regarding bookings of the Old School Rooms.**

1272. Reminder of meeting dates for 2018.
25 June, 6 August, 17 September, 29 October, 10 December

Meeting closed at 9.55pm.



A handwritten signature in blue ink, followed by the date '2/06/18' written in black ink.