

Shutlanger Parish Council

Parish Clerk
Parish Office
Telephone
E-mail
Website

John Scott
2 Broadwater Lane, Towcester, NN12 6YF
07738-760618
clerk@shutlangerparishcouncil.org.uk
www.shutlangerparishcouncil.org.uk

Councillors are hereby summoned and members of the public and press invited to the meeting of the council to be held in the Village Hall, Main Street, Shutlanger on 8th November 2018 at 8.00pm when the following business will be transacted.

Date issued / posted: 2 November 2018

AGENDA

- 18-11-1 CHAIRMANS ANNOUNCEMENTS.**
- 18-11-2** To receive and approve **APOLOGIES** for absence.
- 18-11-3** To determine **DISPENSATION** requests and to receive any **DECLARATION OF INTEREST** on items on the agenda.
- 18-11-4** To receive and Sign the **MINUTES** of the meeting held on 13th September 2018.
- 18-11-5** To review the following **POLICIES** of the council.
- Risk Assessment and Internal Controls.*
- 18-11-6** To receive any **ITEMS MEMBERS OF THE PUBLIC WISH TO RAISE.**
- 18-10-7** To approve **PLANNING APPLICATIONS.**
- 18-11-8** To discuss the **CLERKS REPORT.**
- 18-11-9** To receive the **FINANCE REPORT.**
- i) To note any receipts,
 - a. Precept 2nd payment **£8,500.00.**
 - b. Defibrillator Grant SNC **£999.00**
 - ii) To note bank balance as at 31 October 2018 **£35,167.71**
 - iii) To note attached payments made since the last meeting.
 - iv) To determine payment of the attached accounts.

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- 18-11-10** To consider and agree new items and any removals from the Councils updated **ASSET REGISTER**.
- 18-11-11** To consider the parameters for the Councils Policy on **CHARITIES / DONATIONS / GRANTS**.
- 18-11-12** To review any **CORRESPONDENCE / CONSULTATION DOCUMENTS**.
- Grit Bins
- 18-11-13** To debate and consider postponing **ELECTIONS** in 2019 to be in line with Unitary elections in 2020.
- 18-11-14** To discuss **CO-OPTION** of a new councillor.
- 18-11-15** To receive **ITEMS FOR THE NEXT MEETING** on **10 January 2019**.
- 18-11-16** Meeting **CLOSE**.



John Scott
Clerk to Shutlanger Parish Council

Documents attached

Clerks Report, Asset Register, Payments Made, Accounts to be paid, Charities / Donations checklist.

Members of the public are welcomed at all meetings of the Council and opportunity to speak will be given at the appropriate time within the meeting. Members of the public may also address the Council upon individual items listed on the agenda for a period not longer than 3 minutes provided that three clear days' notice is given to the Parish Clerk of the intention. Parish Council meetings are held in a public place and attendees need to be aware that under new legislation the meeting may be recorded

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and/or photographs taken. If any member of the public intends to record or take photographs, as a courtesy will you please declare this at the beginning of the meeting.

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18-11-8

Clerks Report

1 November 2018

Playing Field

The second meeting of the committee took place on 10 October 2018 and 3 new members were voted on to the committee. 1 committee member resigned. 1 committee member is temporarily standing down.

Next meeting Date – 8th November 2018 at 7.00pm.

Clerks monthly inspection carried out (9 October 2018), there are 2 issues that need attention, 1) the netball / basketball frame needs taking down as it may become unsafe. 2) the wooden posts are rotten and need removing as they may be a safety issue.

Removed the netball frame, unit now safe. 22 October 2019. Posts still standing.

Hedges have been cut.

Annual Inspection Report received (circulated) no high-risk items.

Funding request draft sent to PF Committee cc to councillors for reference. **Any comments or feedback welcomed.**

Highways

Cllr Young reported the issue with the bush / hedge at the corner of Showsley Road and Main Road. I have contacted the owners of the Plough (22 October 2018) who are responsible and have asked them to have the hedge / bush cut back.

The Plough have responded by phone (25 October) and will look in to this and advise.

The Plough have not responded but the hedge / bush has been cut back.

Any new issues to report?

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Lighting

The new lights installation program has begun, 11 units have been replaced and the balance are awaiting delivery from the supplier. Numbering is in hand and will be completed once the new lights are all in place.

One of the existing units failed at the alley between Twitch Hill and Main Street and has been replaced as part of the new lighting program.

Still waiting for Aylesbury Mains to indicate completion date, light supplier has a backlog of orders.

Are there any new issues or faults to report?

Footpaths / Pavements

Cllr Young reported ***"A couple of the elderly residents have mentioned about the state of the pavements being slippery with leaves, small branches, weeds and sludge in the alley. They using the road as feel unsafe and worry they are going to fall."***

This seems to be a recurring issue and should be debated.

**Does the Council want to take any remedial action (short term)?
Clerk will report this on Street Doctor again.**

Any new issues to report?

New VAS Sign

Unit installed and operational.

Defibrillator

Now installed and activated with the Ambulance Service.

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Awaiting news from BT when the repairs (Light and connections to the BT Line) will be made. Chased again 29 October.

An inspection plan is in place and will be carried out weekly.

Grant funding claim made to SNC (£999) – payment received.

Once fully installed an entry will be made on the website.

Some technical installation issues highlighted, inspection and repairs made on 22 October 2018 by the Clerk.

Grass Magazine

Request from Cllr Roberts to include details in the magazine that the Village Hall is available for hire.

Cllr Newson has circulated items for the next edition.

Any items / ideas to include in the next edition?

Budget Process

Updated draft presentation sent to councillors for further review. Comments please.

18-11-13

Parish Forum 2 October 2018

The government will soon decide if the elections for Parish Councils due in 2019 will go ahead or not, it may be that they give the Parish themselves the choice, this is not yet decided. The idea is to have the Parish elections in line with the new Unitary elections in 2020. There are cost implications for the Parish. Currently SNC pay the lion's share of the costs which is around £3,000. If we do decide to have the elections in 2019 (if allowed) then this total cost would be charged to the Parish, and every election (4 yearly) thereafter will also be at the total cost of the Parish. A general Election may also influence timing of local elections.

A decision is expected in December 2018.

ANPR

Clerk and Cllr Roberts met with a representative of WRS, an ANPR systems supplier. The suggested solution for the village would include 3 cameras, one at each end of Main Road and

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one at the top of Showsley Road, all hanging from the existing lighting posts. Power will need to be taken from the unmetered supply. The cameras are connected via a 4g router which will connect to a central server and needs to be located under Council control (Clerks House).

A quotation will be received for guidance.

Grit Bins

NCC have sent documentation (circulated) for the Council to sign as an undertaking for the use of those bins that will not be covered by NCC in the future, advice from NCALC indicates that the agreement is **now ok to sign if the council wishes to keep the Grit Bins.**

TBS in Towcester are offering a filling service for the bins, they will charge £72.00 (Inc. VAT per bin.

Web Site / News

Items posted since last report

Playing Field Committee announcement.
VAS Sign announcement.
Grass November Issue.

Any new items for the website?

Clerks Suggestion Box

What do councillors think about having a logo designed by the community for letterheads and the website to help create an "Identity" for the Parish Council and also stimulate "community involvement"?

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Use the telephone Kiosk as a book exchange as well as the housing of the defibrillator.

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Setting up a “Parish Council Surgery” like those of MP’s, one Saturday each month / two months where the villagers can air their complaints / ideas.

Annual Village Fete on the Playing Field during the summer holidays.

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18-11-9 i) Payments made since the last meeting

Cheque No	Amount	VAT Inc	Payee	Description	Authority
300443	144.98	-	J R Scott May	Salary	LGA 1972 112
300445	96.80	-	PAYE	PAYE	LGA 1972 112
300443	144.98	-	J R Scott June	Salary	LGA 1972 112
300445	96.80	-	PAYE	PAYE	LGA 1972 112
300446	110.40	18.40	Aylesbury Mains	Repairs	Highways Act
300447	75.00	-	NCALC	Clerk Training Finance	LGA 1972 111
300444	785.04	130.84	Swarco	Solar Power for VAS Sign	LGA 1972 111
300443	145.38	-	J R Scott July	Salary	LGA 1972 112
300445	96.40	-	PAYE	PAYE	LGA 1972 112
300448	96.00	16.00	NJ Blackwell	Grass Cutting	Open Spaces Act
DD	68.77	3.26	SSE	Electricity Supply	Highways Act
300443	144.98	-	J R Scott Aug	Salary	LGA 1972 112
300445	96.80	-	PAYE	PAYE	LGA 1972 112
300443	172.24	-	J R Scott	Clerk Expenses	LGA 1972 112
300449	240.00	40.00	PKF Littlejohn	Audit Fees	LGA 1972 111
300448	96.00	16.00	NJ Blackwell	Grass Cutting	Open Spaces Act
DD	75.08	3.57	SSE	Electricity Supply	Highways Act
300450	2,609.70	434.95	Swarco	VAS Sign	LGA 1972 111
300450	617.58	102.93	Swarco	VAS Sign Installation	LGA 1972 111

18-11-9 ii) Accounts to be paid

Cheque No	Amount	VAT Inc	Payee	Description	Authority
300451	390.64	-	Came & Company	Insurance premium	LGA 1972 111
300452	250.00	-	SLCC	Cilca Registration	LGA 1972 111
300453	96.00	16.00	NJ Blackwell	Grass Cutting	Open Spaces Act
300454	175.00	-	NCALC	Clerk Training	LGA 1972 111
DD	18.00	-	Unity Bank	Service Charge	LGA 1972 111
300455	3,939.28	656.55	Aylesbury Mains	Street Light Upgrade	Highways Act
DD	64.56	3.07	SSE	Electricity Supply	Highways Act
300456	78.00	13.00	PI Company	Playground Inspection report	Open Spaces Act
300457	168.00	28.00	Keeves Contracting	Hedge Cutting	Open Spaces Act
300458	676.78	-	J R Scott September	Salary	LGA 1972 112
300458	241.78	-	J R Scott October	Salary	LGA 1972 112
300458	64.01	-	J R Scott Expenses	Expenses	LGA 1972 112

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18-11-10

ASSETT Register

Reg No	Category	Description	Supplier	Location	Purchase Price	Status
1	Lights	3 standard street lamps		Various	1,142.16	£1142.16 To be removed
2	Lights	17 brackets street lamps		Various	4,873.45	£2006.69 To be removed
3	Fixtures	Bus shelter		Main Road	1,522.93	Current
4	Fixtures	Bus stop flag + post		Main Road	200.00	Current
5	Fixtures	Public seat		Main Road	304.55	Current
6	Fixtures	2 Notice boards		High Street, Bakers Lane,	1,200.00	Current
7	Fixtures	3 Village planters		Showsley Rd, Main Road (2)	500.00	Current
8	Signage	VAS 1 sign Battery	Sierzeaga GR32FC	Main Road (Towcester side)	3,000.00	Current
9	Signage	VAS 2 sign Solar	Swarco	Main Road (Stoke side)	3,433.00	Current
10	Signage	VAS battery charger	For VAS 1	Cllr Roberts	44.00	Current
11	Fixtures	Defibrillator and cabinet	2 Commune	Bakers Lane	2,426.00	Current
12	Equipment	Laptop computer	HP	Parish Office	390.00	Current
13	Equipment	2 single swings		Playing field, Showsley Rd	1,599.08	Current
14	Equipment	1 balance beam		Playing field, Showsley Rd	79.93	£79.93 To be removed
15	Equipment	Leap frog poles		Playing field, Showsley Rd	159.88	£159.88 To be removed
16	Equipment	Goal post/nets		Playing field, Showsley Rd	937.13	Current
17	Equipment	Sutcliffe Leisure slide		Playing field, Showsley Rd	2,706.01	Current
18	Equipment	Basketball net		Playing field, Showsley Rd		£0.00 to be removed
18	Equipment	Gate and posts		Playing field, Showsley Rd	760.00	Current
20	Land	Playing Field		Showsley Road	30,000.00	Current
21	Lights	Quantity 19 Phillips 35w Libra Lights	Aylesbury Mains	Entire Village	3,283.00	Current
22						
23						
24						
				Total	58,561.12	

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18-11-11 **Charities / Donations / Grants Policy Review Shopping List**

- 1 Are there any specific charities the council wishes to support?
 - i. Stoke Bruerne Churchyard
 - ii. Grass publication
 - iii. ?
- 2 Are there financial limits for each / any donation?
 - i. No
 - ii. if yes how much £
 - iii. Is there a total annual fund available?
 - iv. If yes how much?
 - v. Should there be an annual incremental increase?
 - vi. How should this be calculated, inflation etc.
- 3 Can new charities be introduced?
 - i. If yes is the normal voting process to apply?
 - ii. Can they be introduced at any time during the year?
 - iii. Can payments be made at any time during the year?
- 4 Are there any charities councillors have a dislike for?
 - i. Any reason?
- 5 If a charity asks for help but not financial
 - i. Display on the website yes / no?
 - ii. Put up a sign in the village?
- 6 Anything else??
- 7 In making any donation the council must consider the following: -
 - i. Biodiversity
 - ii. Environmental issues
 - iii. Any impact on crime
 - iv. Declaration of Interest

Please note the official / legal term for all these donations / payments is "GRANT" and technically a Grant Application should be completed for all payments.