

# - BARBY & ONLEY PARISH COUNCIL

## Annual Meeting of the Parish Council

**Held on.....MONDAY 14<sup>th</sup> MAY 2018 at.....7.30...pm**

**In BARBY VILLAGE HALL, Kilsby Road, Barby. CV23 8TT**

Clerks Address: HOPTHORNE FARM, 18 KILSBY ROAD, BARBY, RUGBY, CV23 8TT Telephone: 01788 891184

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**PRESENT:** Councillors D Blezard, D Cotton, C Jones, S Pandhal, C Weller.

Clerk – Catherine Camp. 5 members of the public.

Page 2018/19/01		ACTION
<b>1</b>	<b>ELECTION OF CHAIRMAN</b>	
1.1	Councillor Blezard was elected as Chairman of Barby & Onley Parish Council.	
<b>2</b>	<b>CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE</b>	
2.1	Councillor Blezard signed the declaration of acceptance of office of Chairman.	
<b>3</b>	<b>ELECTION OF VICE-CHAIRMAN</b>	
3.1	Councillor Dawn Cotton was elected as Vice-Chairman.	
<b>4</b>	<b>APOLOGIES</b>	
4.1	Apologies were received and accepted from Councillors Lomax, Cooper, O'Reilly, Reynolds and Gove.	Accepted.
<b>5</b>	<b>CO-OPTION TO FILL CASUAL VACANCY</b>	
5.1	The parish council has been notified by DDC that they are able to co-opt to fill the vacant seat, however no-one has put their name forward for consideration. To be advertised further.	
<b>6</b>	<b>APPOINTMENT OF INTERNAL FINANCIAL CONTROLLER</b>	
6.1	Councillor Nigel Gove has indicated that he is prepared to continue acting as Internal Financial Controller. He was duly elected.	
<b>7</b>	<b>TO CONFIRM CHEQUE SIGNATORIES</b>	
7.1	Councillors Blezard, Cotton, Lomax and Jones were confirmed as cheque signatories.	
<b>8</b>	<b>TO ADOPT STANDING ORDERS 2018 (revised to take latest legislation into account)</b>	
8.1	It was <b>resolved</b> to adopt Standing Orders 2018.	
<b>9</b>	<b>TO RE-ADOPT FINANCIAL REGULATIONS</b>	
9.1	It was <b>resolved</b> to re-adopt Financial Regulations.	
<b>10</b>	<b>REVIEW OF INSURANCE COVER AND ASSET REGISTER</b>	
10.1	The insurance cover and asset register were reviewed and approved. The Clerk reminded Councillors that the Insurance Cover is tied into a 3 year contract.	
<b>11</b>	<b>APPOINTMENT OF REPRESENTATIVES</b>	
11.1	Councillor C Jones was appointed as representative to Barby Cricket Club & Sports Field.	
11.2	Councillors B O'Reilly and C Lomax were appointed as representatives to Onley Village Hall.	
11.3	Councillor C Jones was appointed as representative to Barby Village Hall.	
11.4	Councillor D Blezard was appointed as representatives to Barby Tennis.	
11.5	Councillor D Blezard was appointed as representative to Barby Church Trust.	
11.6	Councillors Pandhal and Cooper were appointed to carry out inspections of Play Areas.	
<b>12</b>	<b>TO APPOINT A DATA PROTECTION OFFICER</b>	
12.1	It was <b>resolved</b> to appoint Northamptonshire CALC as Data Protection Officer for 2018/19 as outlined under the General Data Protection Regulations 2018. This service is free of charge for one year.	
<b>13</b>	<b>TO ADOPT POLICIES in line with General Data Protection Regulations 2018</b>	
13.1	It was <b>resolved</b> to adopt BOPC Data Breach Policy. This to be reviewed in 1 year.	
13.2	It was <b>resolved</b> to adopt BOPC Data Protection Policy. This to be reviewed in 1 year.	
13.3	It was <b>resolved</b> to adopt BOPC Records Retention Policy. This to be reviewed in 1 year.	
13.4	It was <b>resolved</b> to adopt BOPC Subject Access Request Procedure. To be reviewed in 1 yr.	
<b>14</b>	<b>REVIEW OF COUNCIL POLICIES</b>	
14.1	It was <b>resolved</b> to re-adopt Council Policies. The Equal Opportunities policy to be updated to reflect current legislation.	
<b>15</b>	<b>To review time and place of meetings in accordance with standing order 5 (xxi)</b>	
15.1	Monthly meetings to be held on the second Monday of each month apart from August at 7.30pm.	

<u>Page 2018/19/02</u>		<u>ACTION</u>
<b>16</b>	<b>PUBLIC PARTICIPATION</b>	
16.1 a	The homeowner requested permission to fell the Lime tree adjacent to 12 Ware Orchard at his expense and to replant saplings at another location, since the Lime tree is damaging his car.	
16.2	POLICE – No report received.	
16.3	DISTRICT COUNCILLORS REPORT – no report received as Cllr Lomax has had a hip replacement.	
16.4	COUNTY COUNCILLOR REPORT – No report received.	
<b>17</b>	<b>DECLARATIONS of INTEREST</b>	
17.1	Declarations of Disclosable Pecuniary or Other Interests – None from any Councillor.	
17.2	Dispensations – To consider written requests for dispensation of DPI. None received.	
<b>18</b>	<b>TO APPROVE AND SIGN MINUTES</b>	
18.1	It was <b>resolved</b> to approve and sign the Minutes of 9th April 2018 as a correct record following alteration to 13.4 to read 6.0pm..	
<b>19</b>	<b>MATTERS ARISING for information only.</b>	
19.1	Two Willow Trees on the right hand side as you enter Onley Park are the responsibility of the Marina. Joe Oliver to be contacted to ask for them to be trimmed to allow mower access.	
19.2	It was noted that Paul Reynolds is happy to help any Councillor who is having difficulties setting up a Parish email address. Please contact him directly.	
<b>20</b>	<b>ENVIRONMENT</b>	
20.1	<b>TREE SURVEY</b> - The Clerk reported that ivy has been cut around the Ash Trees surrounding the Sports field. Tree guards have been purchased and Mr Callard has agreed to fit them. Quotes are awaited for the identified work detailed in the Tree Survey.	
20.2	It was agreed to send a letter of thanks to Gavin Callard for all his help with trees in the parish.	
20.3	The Clerk reported that she had obtained poppy seeds to plant to commemorate WW1. A proportion of the seeds to be given to Councillor Dawn Cotton for planting in Onley Park. DC to arrange.	
<b>21</b>	<b>PLANNING.</b>	
21.1	<i>New Planning Applications –</i>	
21.1.1	<p><b>DA/2018/0253 Village Farm, 15 Rugby Road.</b> Construction of domestic storage building. Barby &amp; Onley Parish Council are strongly OPPOSED to this application on the following grounds:-</p> <ol style="list-style-type: none"> <li>1. The site of the proposed building falls outside the village development envelope as defined on page 39 of Barby &amp; Onley Neighbourhood Development Plan.</li> <li>2. The site of the proposed building is within the curtilage of Village Farm, which is a Grade II listed building, and is located closer to two neighbouring Grade II listed buildings at 7 Rugby Road (house and cob barn) and to the curtilage listed building at 7A Rugby Road.</li> <li>3. By virtue of its size, scale and mass, and its proximity to Listed Buildings the Parish Council feel that this proposed development will have an adverse effect on neighbouring properties and impact on the setting of the Listed buildings. This conflicts with saved Local Plan Policies GN1, GN2 and Barby &amp; Onley Neighbourhood Development Plan policy BO-GP1 c.</li> <li>4. The proposed proximity of the building to the neighbouring boundary gives no space for any sort of landscaping to mitigate the adverse effects of such a large scale building. This conflicts with Local Plan policies GN1 and EN25.</li> </ol> <p>No landscaping scheme, design and access statement, or detail of drainage arrangements have been submitted with the application.</p> <p>This application is considered to be contrary to Policy BO-GP1( c ) of Barby &amp; Onley Neighbourhood Development Plan which expects all new development to enhance the positive attributes of the village and local design features. This development is considered to impact on the character of the area within which it is located.</p>	
21.2	<b>DA/2018/0287 49 Brackendale Drive, Barby.</b> Conservatory to the rear of building (Amended) Barby & Onley Parish Council has no objection to this application.	

Page 2018/19/03		ACTION			
21.2	<i>Decisions approved by Daventry District Council</i>				
21.2.1	DA/2018/0109 Single storey rear extension 19 Rectory Lane, Barby. Permitted Development.				
21.2.2	DA/2017/1212 Demolition of existing tied bungalows. Construction of 1 & 2 Bungalows, Manor Works, Barby. APPROVED 26/4/18				
21.2.3	DA/2017/1222 Single storey rear extension and 2 storey side extension. 33 Onley Park. Approved				
21.3	<i>Applications awaiting a decision from Daventry District Council Planning Department.</i>				
21.3.1	<b>DA/2018/0013</b> Reserve Matters Application for construction of 6 dwellings, formation of extended access and related open space. Land off Balding Close, Barby.				
21.3.2	<b>DA/2017/1161</b> Construction of Equestrian Indoor Arena. Onley Grounds Farm. Awaited.				
21.3.3	<b>DA/2017/0861</b> Outdoor Arena at Onley Grounds. Awaited				
<b>22</b>	<b>ACCOUNTS</b>				
22.1	Monies received: £37.00 Advertising revenue; £25409.50 Precept; £123.95 Bank Interest.				
22.2	Financial Position at 30.04.18 £166898.26 of which £114,034.88 is ring-fenced for maintenance of Onley Park Open Space. Attached.				
22.3	It was noted that a settlement has been reached for Clerks with a pay increase of 2% applied to SCP20 and above.				
22.4	To note that the Internal Audit will be carried out by Mr Jim Goodger on 23 <sup>rd</sup> May 2018. The Clerk explained that under the new Audit regime, PK Littlejohn will be carrying out the External Audit, and have requested all Annual returns by 10 <sup>th</sup> June. To allow the Internal Audit to be approved by full council the Clerk has requested an extension.				
22.5	Cllr Blezard reported that all the paperwork was in order. It was <b>resolved</b> to pay the following cheques:-				
	<b>To Whom Paid</b>	<b>Chq No</b>	<b>Details of Payment</b>	<b>£</b>	<b>Power to Pay</b>
	BT Payment Services Ltd	D/D	Phone Bill –Village Hall	42.99	LG(MP)A 1976 s19
	Catherine Camp	23345	Clerks Salary *	939.93	LGA(1972) s112
	HMR&C	23346	Tax and National Insurance	73.26	LGA(1972) s112
	NCC	23347	Pension Contribution	331.30	LGA(1972) s112
	Harry Norton	23348	Newsletter Delivery	17.00	LGA(1972) s142
	Daniel Carroll	23349	Newsletter Delivery	17.00	LGA(1972) s142
	Taylor Newman	23350	Newsletter Delivery	12.00	LGA(1972) s142
	Krishna Enterprises Ltd	23351	Newsletter printing	285.00	LGA(1972) s142
	Catherine Camp	23352	Clerk Expenses & Phone	62.01	LGA (1972) s111
	R Buttle	23353	Litter picking	31.32	Open Spaces Act 1906
	Northants CALC	23354	Membership subscription	737.79	LGA (1972) s143
	Mr I Webb	23355	Gratuity -Newsletter Editor	225.00	LGA(1972) s142
	Steve Hartwell	23356	Mowing 676/678/681/687	816.00	Open Spaces Act 1906
	E.ON Energy Solutions	23357	Street lighting Barby	634.88	HA 1980 s301
	E.ON Energy Solutions	23358	Street lighting Onley	168.53	HA 1980 s301
	Claire Griffin	23359	Youth Club Worker Pay	80.00	LG(MP)A 1976
	Lamley Brothers	124	Mowing Invoice 10708	720.00	Open Spaces Act 1906
<b>23</b>	<b>ONLEY</b>				
10.1	Rugby Local Plan Inspectors report is awaited.				
<b>24</b>	<b>YOUTH MATTERS</b>				
24.1	Play Area inspection reports were received.				
24.2	Cllr Pandhal reported that she is arranging a meeting with Marion of Pentagon Play who may be able to provide £9,000 of play equipment via an Awards for All Grant.				
24.3	The Clerk reported that she had attached cable ties above the Toddler Swings in Barby Park to prevent pigeons roosting on the cross bar and making the swings dirty. (Explain in newsletter)				
24.4	It was agreed to send a letter to Barby Fete committee to ensure no dogs are allowed at the fete.				

<u>Page 2018/19/04</u>		<u>ACTION</u>
<b>25</b>	<b>HIGHWAYS</b>	
25.1	It was <b>resolved</b> to approve and sign a contract with DDC for the Parish Council to carry out litter picking with the 30mph limit of the village. Dog Bins / Litter bins to be emptied by DDC.	
25.2	Councillor Jones reported that he had put up “No Dog” signs at Barby Sportsfield and Play Area	
25.3	The Clerk was reminded that a litter bin is required at the Skate Park Half-pipe.	
<b>26</b>	<b>CORRESPONDENCE</b>	
26.1	Parish and Town Council Meeting Thurs 14 June 6.00pm at DDC – Councillor Blezard agreed to attend. It was agreed to ask for clarification about how to claim CIL money.	
26.2	Councillor Jones gave a report on Barby Village hall committee meeting. Onley Village Hall Committee will arrange a meeting shortly. A broker has been employed to source cheaper electricity for Onley Village Hall. The Clerk asked Onley Village hall to look at installing noise baffles to make meetings easier to hear.	
<b>27</b>	<b>ITEMS FOR NEXT AGENDA</b>	

The meeting closed at 20.55

**The next Meeting of the Parish Council will be held on Monday 11<sup>th</sup> JUNE 2018 at ONLEY VILLAGE HALL**

PLEASE NOTE: While every attempt has been made to ensure the accuracy of these minutes they are still subject to confirmation at the next meeting of the Council and as such cannot be construed as an official record of this meeting until signed by the Chairman.

Signed: ..... Date: .....18