

**Marston St Lawrence Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Tuesday 22nd August 2017 in the Cricket Pavilion at 7.30pm**

**Councillors Present:** Richard Gale (Chairman), Daniela Carletti, Stephen Goodwin (Vice-Chairman), Chris Skermer, Matthew Tims

Christine Coles (Parish Clerk), and two villagers

**17/26. To receive apologies for absence**  
Cllr Scott (holiday)

**17/27. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**  
There were no interests to declare.

**17/28. To approve and sign the minutes of the Parish Council meeting held on 9<sup>th</sup> May 2017**  
The minutes of 9<sup>th</sup> May 2017 were approved and signed as a true record of the meeting.

**17/29. To note any Matters Arising from the minutes not included on this agenda for report only**  
*Electronic Banking* – To be carried forward to the next meeting.

*Community Enhancement Gang* – The gang came to the village on a hot day and carried out some of the improvement work suggested.

*Signs for Squirridge Hill* - The only signing available is to discourage HGV's. Delivery drivers in standard vans are classed as normal traffic and there is no prohibition for this. The Clerk to reply to the villager who raised the question at a previous meeting.

**17/30. Public participation session**  
There was nothing to discuss at this point.

**17/31. To discuss the letter from EON about the replacement of street lanterns**  
A letter had been received from EON with reference to the street lighting and which may include mercury lanterns. EU legislation that came into force in April 2015 banned the manufacture of mercury lamps and therefore stocks are low with some varieties no longer available. EON are suggesting that consideration is given to replacing with LED lanterns which offer savings on maintenance charges and energy consumption. The lights were replaced in 2011 by EON and Councillor's felt they were of the newer type and would last a long time.  
*Action: The Parish Clerk to write to EON and ask for clarification.*

**17/32. To discuss the New Homes Bonus Grant and the request from MSL Cricket Club**  
There is £4080.00 available to claim from the New Homes Bonus Grant. MSL Cricket Club wanted to apply for a grant of £3500.00 for a cricket club bowling machine and then work with the village hall on their improvement proposals. Councillors agreed they would be happy to support an application for £1750.00 which would leave money for other projects in the village.

**17/33. Planning**  
No applications had been received since the last meeting.

**17/34. Finance**  
*The following payments were approved under statutory powers:-*  
£49.14 to EON (street lighting maintenance)

£213.74 to EON (street lighting)  
£15.50 to Parish Clerk (SLCC membership)  
£130.00 to Parish Clerk (hours)

*To receive and discuss the internal audit report*

The internal audit has been carried out. The main items on the report were:

- Financial reports have been kept satisfactorily and end of year accounts have been prepared correctly. There are some areas of weakness that need to be addressed but the internal auditor is satisfied that payments have been correctly made. There is a free publication on Governance and Accountability for Smaller Authorities which the Parish Council and Clerk might find helpful. Minutes of previous meetings were found to be properly numbered, approved and signed and dated. There is now an asset register and the purchase dates where known are shown.

The following recommendations were made:

- Financial Regulations should be made available for public inspection on the website.  
*Action: To be approved at this meeting.*
- HMRC Employer Payroll uploads. There is satisfactory evidence that payroll data has been submitted to HMRC and the payroll data for the year matched the payments approved by the Parish Council was provided. There needs to be evidence in the minutes that the necessary checks are undertaken during the year to ensure the data is uploaded on time. Late submissions can result in the Parish Council being given a financial penalty.  
*Action: The Parish Clerk will provide the paperwork at each meeting to show her payment has been submitted to HMRC.*
- Approval of payments. Reasons for ad-hoc payments being made that are not part of the approved budget should be minuted.  
*Action: This will be corrected.*
- The Annual precept was agreed by the Parish Council at its meeting of 15th November 2016. It was agreed the figure would remain unchanged at £3K. Separately on the website there is a document detailing the proposed budget for 2017/18 and these accounts show a 5% increase in the budget but this is undated and not linked to the minutes of 15/11/16. There is no minute of why 5% was used although it was noted that 5% was used in previous years. It is recommended that actual figures are stated in the minutes rather than referring to a sheet that does not form part of minutes and the rationale for the amount of precept is recorded.  
*Action: This will be corrected.*
- The Risk Assessment Strategy should be available on the website.  
*Action: The Parish Clerk to circulate an example.*
- Standing Orders should be made available on the website.  
*Action: To be agreed at the next meeting.*

*To approve Model Financial Regulations.*

A set of Model Financial Regulations was approved.

*Action: The Parish Clerk to send to the webmaster for inclusion on the website.*

**17/35.**

**Correspondence**

**From**

- EON, MBFU Street Lights
- Northants CALC, Appointment of Deputy Chief Executive
- Northants CALC, Notice of AGM on 7<sup>th</sup> October 2017
- Northants CALC, Good Cllr's Guide to Finance
- HS2, Freephone number
- Dave & Kay Scott, Ragwort in pub garden. The ragwort has been cleared.
- Helen Howard of NCC Highways, Road signs for Squirridge Hill

- Northants Highways, Work on B4525 from Middleton Cheney to Syresham. This work has been delayed until next year. The Parish Clerk to re-circulate the second email.

**17/36. Councillors Reports**

Some potholes have been filled in.

There is a new owner at Kytle Farmhouse and the owner rehabilitates abused dogs. She has replaced the gates and put up temporary wire fencing whilst speaking to the Planning Department. She is hoping to either grow a hedge or put up close board fencing.

The Chair spoke about the idea of a defibrillator. East Midlands Ambulance Service are offering a defibrillator and cabinet with free CPR and defibrillator training session at a cost of £999.00. The Estate did have a defibrillator but it is over ten years old. There is money to claim through the New Homes Bonus Homes Bonus Grant. The Parish Clerk to find out when the panel meet next and if retrospective applications can be submitted.

The Chair gave an update on the pub. Both he and Cllr Tims met James Clarke of Hook Norton Brewery (HNB) recently. Mr Clarke thought the pub had been tidied up. This is in hand now. It is back to a blank canvas and Mr Clarke asked what the Parish Council wanted. It was agreed the pub should be somewhere to meet to recreate life in the middle of the village. The Parish Council do not have the expertise to put together a business plan. Mr Clarke has offered the use of one of his office staff to help put some figures together. Emphasis was put on how important the front garden is to the site and that should be included in the plans. Access needs to be right. HNB have suggested to the Parish Council to try and visit the Red Lion PH at Ilmington. The pub is of a similar size although Ilmington is slightly bigger than this parish. The Parish Council will continue to remain positive at all times to move this forward and visit the pub at Ilmington.

**17/37. Date, time and place of next meeting,** Tuesday 14<sup>th</sup> November 2017, 7.30pm in the Village Hall

Meeting finished at 8.30pm