

MEDBOURNE PARISH COUNCIL

Minutes of Meeting held on 5 March 2018

Councillors present: Gidley-Wright, Pilkington Caffrey, Easton and Shaen-Carter
 Also present: one member of the public; Martin Field (Parish Clerk); Cllr Rickman (HDC); Mark Coombes / Malcolm Foulkes-Arnold, Brudenell Estates

MIN. NO.		ACTION
180.0	APOLOGIES FOR ABSENCE None.	
181.0	DECLARATIONS OF INTEREST None.	
182.0	REQUESTS FOR DISPENSATION None.	
183.0	PUBLIC REPRESENTATIONS None.	
184.0	MINUTES OF THE PC MEETING ON 5 FEBRUARY 2018	
184.1	Ref 174.2 : It was noted that the minute should have stated "There had once been two grit bins in the village, but these are no longer present."	
184.2	All other elements of the minutes were approved.	
185.0	UPDATES OF MATTERS ARISING / CLERKS REPORT	
185.1	Re 167.1 : The PC's support for the proposed change of the charitable objects had been sent to the School Charity.	
185.2	Re 171.1: A formal objection had been submitted to the proposed application at Drayton Road (17/01834/OUT) for any building outside the proposed Neighbourhood Plan limits to development.	
185.3	MF was asked to circulate future submitted comments and receipts to HDC planning applications. All councillors were asked to return comments to applications as soon as possible after a PC decision to submit any response.	MF
185.4	Re 170.2 Information received on the cost of servicing the current mower was noted to be almost as much as obtaining a new replacement. Councillors agreed to consider obtaining a new machine, and that the 'Specification' for the current mower be used to obtain quotes for a replacement.	Cllr E / MF

	MF was instructed to obtain sufficient quotes (2 or more) as per Standing Orders.	
185.6	Re 176.2 : Arrangements are now in place with Autela Payroll Services for the new Clerk's salary and tax / NI payments.	
185.7	MF noted that figures had been circulated for obtaining for a four-drawer filing cabinet that can be sited within the Village Hall for PC papers and records. It was agreed to proceed with obtaining a cabinet for @ £100 + VAT + £25.00 delivery.	MF
186.0	ARRANGEMENTS FOR AUDIT OF PC ACCOUNTS	
186.1	Action from External Auditor Report 2016/17 MF noted that the Auditor's report on the 2016-17 had included several points and associated recommendations. It was agreed to distil and circulate the key points of the report and to present a timetable for suitable actions.	
186.2	Costs for External and Internal Audits MF had obtained benchmark quotes from local auditors for the provision of Internal Audit services and circulated these prior to the meeting. It was agreed to submit the application to LRALC by 23 March to make use of its Internal Audit service, and to then appoint the "LRALC Internal Audit Service" as the PC's internal auditor.	MF
187.0	TO RECEIVE REPORTS ON THE FOLLOWING MATTERS:	
187.1	Neighbourhood Plan A note had been returned to HDC from Bernadette Lee regarding a potential Strategic Environmental Assessment Screening.	
187.2	Village Hall There will be coffee morning held at the Hall on 1 st April 2018.	
187.3	MEFT Nothing to report.	
187.4	Sports Club Nothing to report.	
187.5	Village broadband and telephone reception Nothing to report.	

188.0	TO CONSIDER AND COMMENT ON PLANNING MATTERS	<i>Response to HDC:</i>
188.1	<p>A short presentation was delivered by Brudenell Estates on a proposed conversion of barns to form dwellings and workspace at Hinch's Farm Buildings. Appropriate use of the buildings in their rural location, and 'respect for the local character' would be important, as is having 'no adverse archaeological impact'.</p> <p>PC members noted that the Neighbourhood Plan principles are to encourage smaller residential properties i.e. 50% of the mix of any development should be 3 beds or less. Barn owls and bats are present in the area and would require mitigation measures within any future changes.</p> <p>The PC noted thanks for an early sight of the first proposals and welcomed the opportunity to receive more information over time.</p>	
188.2	<p><u>Applications submitted to HDC:</u></p> <p>17/01894/FUL: Nevill Holt Hall - <i>erection of timber posts</i> The meeting noted sustained concern within the village about this application. It is due to be concerned HDC Planning Committee on 6 March : Cllr S-C agreed to attend.</p> <p>18/00292/FUL: The Reading Room - <i>alteration to windows / door</i> Members noted this application as the latest in a number submitted for the property.</p>	Cllr S-C
188.3	<p><u>To note decisions undertaken by HDC:</u></p> <p>17/02151/FUL: Land adjacent to 41A, Main Street Medbourne - erection of 6 dwellings : APPLICATION WITHDRAWN</p> <p>17/01926/FUL: Medbourne Village Hall - various alterations and listed building status : APPROVED</p>	
189.0	CORRESPONDENCE HAD BEEN RECEIVED ON:	
189.1	An invitation had been received to attend the Police Advisory Group for Equality event to be held on 13 March.	
190.0	QUESTIONS TO THE CHAIR None.	
191.0	TO NOTE ANY ITEMS OF REPAIRS AND MAINTENANCE:	
191.1	Cllr E noted that contact was ongoing with Highways (ref no. 10192232) regarding a visit to be made in the summer to consider the placement of new grit boxes in the village.	Cllr E.

191.2	It was noted that the previous locations of boxes had been by the packhorse bridge and by the Neville pub. There is a willingness for a box to be located outside @4 Old Holt Rd. but further consideration is required on where a further location might be.	
192.0	COUNCIL TRAINING AND RESOURCES	
192.1	Details of the first 2018 training sessions offered by LRALC had been circulated prior to the meeting.	
193.0	PC BUDGET AND PAYMENTS	
193.1	MF noted that outstanding bills on the E-on lighting accounts were reflected in the invoice for payment below.	
193.2	It was noted that the cheques recently drawn on the Mower Fund to the Sports Club and required further action from liaison with the Bank Manager at Barclays. One Mower Fund account is now closed. MF will request a replacement cheque book for the remaining account in terms of being Financial Officer / Parish Clerk and amend the postal address for future statements.	
193.3	MF noted the clarification of funds held for The Hollows, reported to the February PC meeting, had included a proviso that there could be outstanding invoices still payable to Eyebrook Wild Bird Feeds. These have been clarified and the outstanding claim is noted below. The subtraction of this sum to the total reported in February represents a new balance of funds held as <u>£1091.66</u> .	
193.4	<p>It was agreed to pay the following invoices:</p> <p>- Eyebrook Wild Bird Feeds (4 x invoices : 4516, 5191, 5277, 5359, 5455) Total : <u>£154.34</u></p> <p>- E-on Energy £1047.60 + £ 126.43 Total : <u>£1174.03</u></p>	
193.5	<p>Update on 2017-18 accounts.</p> <p>MF presented an indicative summary of the 2017-18 accounts to date, noting outstanding creditors and payments just agreed. The final budget expenditure will be in the region of £25,000. N.B. If expenditure falls below this figure the P.C. would support the implementation of the appropriate type of audit.</p>	
194.0	ITEMS FOR NEXT AGENDA Actions required from External Auditor Report 2016/17	
	DATE OF NEXT MEETING 7.30pm, Monday 9 April 2018	

Signed _____ Date _____