

MEETING OF SYRESHAM PARISH COUNCIL

held on **Wednesday 26th April 2023**,

at 7.30pm in the Village Hall Meeting Room, Main Road, Syresham, NN13 5HE

Present: Cllr D Dunkley (Chairman) Cllr I Draper (Vice Chairman) Cllr D Cranwell
Cllr D Green Cllr J Haycock Cllr C Munsey

Mrs S Hosking (Clerk to the Council)

2 members of the public present

PUBLIC PARTICIPATION SESSION:

No comments from members of the public.

MINUTES

1. Receive and approve apologies for absence:
Cllr Dermot Bambridge, Ward Councillor Silverstone Ward, WNC
Cllr A Jeskins, Cllr H MacIver
RESOLVED: Apologies approved.
2. Receive and approve for signature the minutes of the previous Parish Council meeting held on 29th March 2023.
RESOLVED: The minutes for the Parish Council meeting held on 29th March 2023 will be signed by the Chairman as a true record of the meeting.
3. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.
None to declare.
4. Receive update report from Cllr Dermot Bambridge, Ward Councillor Silverstone Ward, WNC.
RESOLVED: The written report was received. The report will be uploaded to the website with the Minutes.
5. Matters arising – update only.
 - Main Road Tractor training complaint sent to TanksAlot by recorded delivery.
 - Francis Jackson have granted permission for the School to plant a blossom tree on the Bradbery Close verge. The School has been notified.
 - Apple trees had already been distributed around village residents – only a few.
 - Fire Hydrant maintenance, Crowfield – awaiting contact details from fire service.
 - Yew tree clippings have been removed and work in the Cemetery has been completed. A skip was not required so the invoice will be for half of £200 instead of £440.
 - Cllrs had a meeting with Highways yesterday to find most suitable location for a noticeboard. To be discussed further at next meeting after the School is asked if a noticeboard could go on their railings.
 - Scouts date for painting gates June – approve painting supplies purchases at May meeting.
 - Swingfield and War Memorial no parking signs to be ordered soon.
6. Planning Applications
 - a) 2023/5019/FUL Proposal: Proposed stable building and accompanying tack and storeroom. Location: Syresham Fields Biddlesden Road Syresham NN13 5TR *Deadline 8 May*
RESOLVED: The Parish Council support the application.
 - b) WNS/2023/0488/FUL Proposal: Proposed residential conversion of outbuildings and construction of new first floor over, removal of existing porch and relocation, including internal alterations. Location: Hoppersford Farm Road to Pimlico Pimlico NN13 5TN *Deadline 8 May*
RESOLVED: The Parish Council support the application.

- c) 2023/5051/LBC Proposal Replace old shingles on part of roof with oak shingles. Location Vine Cottage 8 Broad Street Syresham NN13 5HS *Deadline 10 May*

RESOLVED: The Parish Council support the application.

7. a) Approval of accounts for payment:

Payee	Amount	VAT	Cheque No	Power
Les Hawkins & Sons removal of village gate	£24.00	£4.00	101770	Open Spaces Act 1906 s10
NACRE membership	£42.00	£7.00	101771	LGA 1972 s111 (1)
SNAST Neighbourhood Watch membership	£25.00	£0	101772	LGA 1972 s111 (1)
NCALC membership, internal audit and DPO	£813.86	£64.00	101773	LGA 1972 s111 (1)
Salaries (Month 1) incl. WFH allowance	£964.60	£0	101774	LGA 1972 s112 (2)
NEST pension Mar salary contributions	£25.73	£0	Direct Debit	LGA 1972 s112 (2)
HMRC gov PAYE payment month 12	£17.90	£0	Debit Card	LGA 1972 s112 (2)

Total Spend: £1,913.09

RESOLVED: That the above accounts be paid.

The Parish Council has also received two Npower electricity Invoices: 5th Jan £220.02, and 22nd Apr £222.77. These amounts have been debited from the Parish Council's Npower account credit which had been built up to £694.43 due to a billing error. The Clerk had looked into reclaiming the money, but found that it was going to over complicate the VAT reclaim and so has left the money in the account to cover bills until the credit is used, which should be after the June bill.

RESOLVED: That the Npower payments from account credit are approved.

b) Bank Balances for approval.	Community:	£ 6,850.82
	Business:	£ 21,811.61
	Total:	£ 28,662.43

RESOLVED: That the above accounts are accepted as a true record.

- c) ICC check of end of year accounts – Cllr D Green

All Councillors were sent end of year accounts and reports prior to the meeting and had no queries. Cllr Green inspected the accounts and reported no issues, but queried a cheque for £522 to 2 Commune that did not appear to have cleared.

RESOLVED: That the end of year accounts were received and accepted. And the Clerk will check the 2 Commune payment.

8. Correspondence.

- a) Introduction from WNC Town and Parish Liaison.

Alan Burns was appointed to help Clerks with getting through to the correct person at WNC and to resolve issues when PCs don't get a reply.

RESOLVED: Information received.

- b) WNC Home to School Transport Consultation.

A resident was asked for their view. There are important changes to the current Home to School transport policy that will affect families, especially sizeable increases to costs to parents that need to pay for the transport service and those with children that have special needs. There is a consultation meeting in Brackley on Friday 28th April, as advertised on Facebook by the resident.

RESOLVED: As this is important to the community. The consultation will be advertised via the parish website, Facebook page, Noticeboard and the Post Office. Consultation deadline is 30th May.

- c) Letter from Syresham St James PCC regarding Cemetery maintenance agreements with the Parish Council.

The references in the letter seem to point to a discussion about whether the Parish Council should become the Cemetery burial authority – not who will maintain the new Cemetery.

RESOLVED: The Chairman is still intending to visit the records office soon, to find any evidence of a formal agreement between the Parish Council and the PCC.

9. Update on No Mow May, Swingfield wildflower trial area and verge rewilding trial area.
Confirmation from Mowing contractor, that as he is under contract to mow in May, he will require payment for that month even though not mowing whole area. But also, June's mow will take twice as long and put the contractor under huge pressure affecting his other work and affect the supply of grass cuttings to a local farm for silage. An additional payment for June has been requested.

RESOLVED: The Parish Council will continue with No Mow May and will explain the campaign to the village. The War Memorial area will now be mowed, along with the cemetery and Swingfield, leaving all other grass areas usually mown by the Parish Council. Posters about No Mow May to feature a lawnmower with a prohibitive sign design. The Clerk will negotiate a lower price for the first June cut but the Parish Council will approve here a double cost in case the contractor is unwilling to negotiate.

RESOLVED: Thank you to the volunteers who came out to prepare the wildflower site, in the Swingfield.

The Main Road verge between the Village Hall and High Street/Main Road junction, on opposite side of the road to the pavement has now been left unmown to rewild. A 1m strip will still be cut for traffic safety.

10. Update on older children facilities consultation leaflets – Cllr Jeskins
RESOLVED: That as Cllr Jeskins is too busy to prepare the leaflets at the moment. Cllr Cranwell will assist by preparing a leaflet and bring it back to the May Parish Council meeting.

11. Consider Eon street lighting maintenance revised charges.
The current agreement with Eon is £1 per light x 42. This service has been reviewed and Eon will now charge £8 (ex VAT) per light for: Functional testing, cleaning compartments and visual inspection on a periodic basis and replacement of fuses/minor wiring repairs. (The service is more than what they are currently providing).
Electrical testing, Eon advises there is a requirement under BS7671 for all streetlights to be tested every 6 years. For budgeting purposes, to test and provide test certificate would be £27 (ex VAT) per light.

RESOLVED: The Parish Council will obtain alternative quotes for street light maintenance and Cllr Green will check the BS7671 requirement for street lighting.

12. Receive Swingfield inspection report for April – Cllr Dunkley.
The equipment is in good order and clean. Cllr Dunkley is concerned about the size of the Sycamore tree in the centre of the playground.
The railings need power washing.
RESOLVED: The Parish Council will obtain RoSPA's advice when they inspect the play equipment in June. The Parish Council will also obtain quotes for a professional company to clean the railings and equipment.

N.B. The Clerk would like to remind Cllrs to please send a copy of their inspection report to the Clerk for filing, for insurance purposes.

13. Receive RoSPA play inspection quote and proposed date.
RESOLVED: The Playsafety – RoSPA play equipment inspection quote of £113.50 +VAT has been approved. The company have indicated the inspection will take place in June, this is also approved.
14. Receive costs for proposed Parish Council post box in Syresham – Clerk
The post box would be used for messages from residents to the Parish Council and for the collection of responses to consultations. The box would be lockable and emptied regularly by the Clerk.

RESOLVED: The Chapel Committee will be contacted to ask for permission to attach a postbox to the wall of the Chapel, adjacent to the Parish Council noticeboard. If permission is granted, a galvanized and powder coated postbox will be purchased for a maximum of £30.

15. NACRE Rural Thematic meeting notes – Cllr Munsey

RESOLVED: The meeting notes were received and noted.

16. Receive report from Data Protection Officer regarding potential Parish Council data breach and review of Parish Council GDPR policies.

Reports from NCALC Data Protection Officer and Cllr Jeskins were circulated to Councillors.

RESOLVED: In collating resident's email addresses and sharing them between those who had signed up to a Parish Police Liaison alerts and village news email list, the Parish Council were in breach of GDP Regulations and Syresham Parish Council GDPR policies. Parish Councillors were reminded of the importance of adhering to the council's GDPR policies and that in particular only the Clerk can, only with the approval of full Parish Council, collate email addresses, keep those secure at the Parish Council offices, and follow GDP Regulations and Policies.

Also, to note the Police have their own email alert system www.northamptonshireneighbourhoodlert.co.uk, Any resident wishing to receive police neighbourhood crime alerts can do so directly.

RESOLVED: The Parish Council will raise awareness of the neighbourhood alert scheme and the Parish Police Liaison Representative in the Syresham Times etc.

17. Discuss and confirm role of Parish Police Liaison.

This is a new role and Cllr Cranwell, as Parish Police Liaison, has been reviewing the instructions and found there is some ambiguity about how the role's objectives can be achieved. The representative would like to encourage a fully active Neighbourhood Watch scheme in the village and is looking into how best to disseminate information through the local farmer's What's App group for example. It is too early at the moment to provide a report to the Parish Council.

RESOLVED: A Police Liaison Representative report will be included on each agenda, ready for when there is something to report.

18. Consider new village bench location – Cllr Munsey

RESOLVED: A recycled plastic bench will be purchased to replace the damaged bench on the corner of Main Road and High Street. The funds come from Village of the Year prize money. The plaque from the original bench to be fixed to the new bench. No permission required as it replaces a previous bench here.

19. Receive information on a proposed Northamptonshire mobile youth club – Cllr Munsey

At the Rural Thematic meeting, a request for a mobile youth centre was suggested.

RESOLVED: The Parish Council will contact WNC (Andy Wallace), to inform them that Syresham Parish Council proposes that the scheme be considered.

20. Confirm number of streetlights on Bradbery Close to be adopted by Parish Council.

RESOLVED: Francis Jackson had confirmed by email that they would ask the Parish Council to accept all 5 streetlights. Copy of the email to be sent to the Village Hall Committee.

21. Annual Parish Meeting plans and advertising update – Clerk

A member of the public enquired at the last meeting about the difference between annual meetings and why the annual Parish Meeting is after the Annual Parish council meeting.

“The annual village meetings often cause confusion in many parishes and residents may not know what the Annual Parish Meeting is and how it differs from the Annual Meeting of the Parish Council. So by way of explanation: the Annual Meeting of the Parish Council is a Parish Council meeting and must take place on any day in May, except in an election year when it must take place on the day the Councillors take office or within 14 days thereafter. The Annual Parish Meeting is *not* a Parish Council meeting and must take place between 1st March and 1st June.

The meetings are separate, even though the Parish Council Chairman must preside if present and the council helps to make the arrangements. However, it is a residents' and local organisations' meeting and residents and local organisations can request items for the agenda or suggest guest speakers. The date is set in January and planning for speakers starts soon after. There are no rules as to which meeting comes first and this has

been decided previously based on availability of a suitable venue and whether or not it is an election year. However, traditionally in Syresham and in many other parishes, both have been held in May to allow time for local organisations to have their AGMs and prepare their annual accounts and reports (including the Parish Council's), so they can be presented at the Annual Parish Meeting.

If you would like to add an item to the agenda, then please contact the Parish Clerk by 3pm 17th May.

It is a Parish meeting for all Parish residents, so do come along to listen to the guest speakers and to chat with representatives of local organisations to find out more about what various groups and societies are doing and what has been happening in the villages.”

RESOLVED: The poster is approved and will go up around the village soon. An article explaining the two annual meetings will also go in the Syresham Times, as requested.

22. Advertising for Clerk vacancy.

No applicants as yet. The deadline may need to be extended.

RESOLVED: Neighbouring parish clerks will be contacted directly and the vacancy advertised through Brackley Town Clerk.

23. Approve Heart Internet syreshamvillage.co.uk domain renewal.

RESOLVED: The renewal for 2 years for £19.98 is approved.

24. Consider purchase of bunting for the Coronation celebrations.

RESOLVED: A budget for the purchase of bunting was set at a limit of £100. If possible, bunting should be biodegradable.

25. Set budget for renewing planting of village flowerboxes.

A budget of £150 was approved in September 2022 but wasn't used.

RESOLVED: A budget of £150 for planting of 5 village flower boxes, and another £50 for Coronation planting in the Jubilee flower bed are approved.

26. Parish Council articles for the Syresham Times.

Links to village Facebook/website, Council contact email/number in every edition.

Neighbourhood police alerts link and Parish Police Liaison Representative contact details.

Explanation of Parish Meetings

Home to school Transport Consultation

Clerk Vacancy

27. Items for inclusion in next meeting's Agenda.

Consider paying Clerk overtime in May as she may need extra hours to prepare for handover.

28. Confirm date of next Parish Council meeting.

Full Parish Council meeting (members of the public welcome) - Community engagement and communication strategy, Monday 15th May

Annual Meeting of the Parish Council Wednesday 17th May

Meeting closed at 9.20pm



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Copies of all council papers are available to download at www.syreshamvillage.com