

SYRESHAM PARISH COUNCIL

Parish Office

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ANNUAL MEETING OF SYRESHAM PARISH COUNCIL

held on **Wednesday 29th May 2024**

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

Draft Minutes

Present: Cllr D Dunkley (DD) (Chair), Cllr I Draper (ID) (Vice Chair), Cllr C Munsey (CM), Cllr G Lowther (GL), Cllr R Woolley (RW), Cllr A Jeskins (AJ), Nichola Ali (NA) (Clerk and RFO to the Council)

No members of the public present

24/041 Election of Chairman and signing of the Declaration of Acceptance of Office

RESOLVED: That Cllr D Dunkley serve as Chairman for the next year.

The Chairman's acceptance of office form was signed.

24/042 Election of Vice Chairman

RESOLVED: That Cllr I Draper serve as Vice Chairman for the next year.

24/043 To receive and approve **APOLOGIES** for absence.

RESOLVED: Apologies received and accepted from DG due to prior engagement.

Apologies also received from Cllr D Bambridge.

No apologies received from HM or DC – Not accepted.

24/044 To receive and approve for signature the minutes of the meeting held on Wednesday 24th April 2024.

RESOLVED

24/045 To receive **DECLARATIONS OF INTEREST** under the Council's Code of Conduct related to business on the agenda. **(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)**

Received from CM regarding item number 24/064

24/046 PUBLIC PARTICIPATION SESSION. An opportunity for the public to address the Parish Council on issues on the agenda or to raise issues for future consideration at the discretion of the Chairman.

The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representation through the Chairman of the meeting. Once the public participation session has ended, members of the public may not take part in the meeting.

None present.

24/047 Review of Committees and Responsible Duties.

RESOLVED: The following Committees and Responsible Duties were approved

Committees – Parish Council Chair and Vice chair shall be ex-officio members of the Committees.

Climate Change & Environment Committee – Cllr C Munsey, Cllr D Dunkley, Cllr I Draper, Cllr R Woolley.

Complaints Committee – Cllr D Dunkley, Cllr I Draper, Cllr A Jeskins, Cllr H Maclver

Financial & General Purposes – Full Council

Flooding & Emergency Planning Committee – Cllr C Munsey, Cllr H Maclver, Cllr G Lowther, Cllr R Woolley.

Flytipping & Litter - Cllr C Munsey, Cllr G Lowther, Cllr D Green.

Pocket Park Committee - Cllr D Dunkley, Cllr C Munsey, Cllr D Green , Cllr H Maclver, Cllr G Lowther.

Roads, Pavements and Traffic Management – Cllr D Cranwell, Cllr R Woolley, Cllr D Green, Cllr G Lowther.

Staffing Committee - Cllr D Dunkley, Cllr I Draper, Cllr D Green, Cllr R Woolley.

Swingfield - Cllr D Green, Cllr C Munsey, Cllr D Dunkley, Cllr G Lowther.

Village Design Statement Committee - Cllr D Dunkley, Cllr C Munsey, Cllr D Green, Cllr I Draper, Cllr D Cranwell, Cllr G Lowther.

Village Enhancement - Cllr C Munsey, Cllr D Dunkley, Cllr D Green.

Website Committee - Cllr H Maclver, Cllr R Woolley, Cllr D Cranwell, Clerk.

Responsible Duties –

Data Protection Officer - Cllr A Jeskins.

Flood Warden - Cllr H Maclver.

Flytipping & Litter - Cllr C Munsey, Cllr G Lowther.

Footpath Warden – Andrew Hornby.

HS2 Liaison Officer - Cllr G Lowther.

Internal Financial Control - Cllr D Green.

Police Liaison Officer - Cllr D Cranwell.

Roads, Pavements & Traffic Management - Cllr D Cranwell, Cllr A Jeskins, Cllr R Woolley.

Silverstone Liaison - Cllr I Draper.

Streetlighting - Cllr R Woolley.

Swingfield Management - Cllr D Green, Cllr C Munsey.

Syresham Times Parish Reports - Cllr C Munsey.

Turweston Airfield Liaison - Cllr I Draper.

Village Enhancement - Cllr C Munsey, Cllr D Dunkley, Cllr D Green.

24/048 Review of Standing Orders (May 2018) and Financial Regulations (rev. May 2024).

RESOLVED: That the existing Standing Orders (May 2018) are still valid are re adopted. And that the recent Financial Regulations (rev. May 2024) as recommended by NCALC be accepted and adopted by the Council.

24/049 Review of existing Parish Council Policies and Procedures.

RESOLVED: That the Parish Council Policies and Procedures have been reviewed and all existing Policies and Procedures remain unchanged excluding *Terms of Reference for Committees Policy* which will be amended to remove the paragraph on The Syresham Times.

24/050 Review of memberships to NCALC, ACRE, CPRE and SNAST (Neighbourhood Watch).

RESOLVED: That all membership subscriptions be renewed for another year.

24/051 Review bank mandates and Direct Debit mandates: Unity Bank, 2 x signatories required for transactions from either NA, DD, CM, ID. Equals pre payment card – money transferred to card for payments to be authorized by 2 Unity Bank signatories. To continue Direct Debit mandates with: Bluebell Cloud Solutions, Npower, PWLB final loan repayment, Nest Pensions, HMRC, ICO annual registration, Scribe Accounts.

RESOLVED: That the signatories will remain the same.

RESOLVED: That the Equals pre payment card arrangements will continue.

RESOLVED: That the use of direct debit payments for Bluebell Cloud Solutions, Scribe Accounts, Npower electricity supply, Nest pension payments, PWLB final loan repayment, HMRC and ICO annual registration renewal will continue.

24/052 Receive end of year Financial Statement – RFO

RESOLVED: That the RFO's report is noted and will be available on the website.

24/053 To **NOTE** the restated figures on this year's AGAR show amended figure for last year's AGAR to reflect the petty cash balance not included in last year's figures.

RESOLVED: Noted

24/054 Receive Internal Auditor's end of year report.

RESOLVED: That the internal auditor's report is received and noted.

24/055 Approve Annual Governance and Accountability Return for year ended 31 March 2024

a) Approve Section 1 Annual Governance Statement for year ended 31 March 2024.

RESOLVED: That the Annual Governance Statement is approved and signed

b) Approve Section 2 Accounting Statements for year ended 31 March 2024.

RESOLVED: That the Accounting Statements are approved and signed.

24/056 PLANNING. To consider the following PLANNING Applications:

Application Number	Proposal	Location
2024/2332/FULL	Replace spire cedar shingles with oak shakes Deadline for comments: 04/06/2024 Link to application: https://wnc.planning-register.co.uk/Planning/Display/2024/2332/FULL?cuuid=EA56E162-9B3F-4B55-ABF6-5E58D22C3DAF	St James Church Church End Syresham
2024/2333/LBC	Listed building consent to replace spire cedar shingles with oak shakes Deadline for comments: 04/06/2024 Link to application: https://wnc.planning-register.co.uk/Planning/Display/2024/2333/LBC?cuuid=9C6D47C1-3614-4262-A709-9F434BD0E205	St James Church Church End Syresham

RESOLVED: It was agreed that the Parish Council have no objections for the above planning applications

24/057

FINANCE:

I. To **APPROVE** the following payments:

Payee	Amount	VAT	Payment Type	Details	Power
N.F Munsey	£40.00	£0	BACS	WEEDING/Tidy up Jubilee Flowerbed	Open Spaces Act 1906 s10
CPRE	£36.00	£0	BACS	Annual Membership	LGA 1972 s111(1)
NALC	£32.68	£6.54	BACS	CM Training Course 26.06.24	LGA 1972 s111 (1)
NEST	£95.13	£0	Direct Debit	Pension contribution -May	LGA 1972 s112 (2)
Parish Clerk	£1082.88	£0.00	BACS	Salaries (Month 2) incl. WFH allowance	LGA 1972 s112 (2)
HMRC	£95.86	£0.00	Direct Debit	PAYE-Employer's NI Month 2	LGA 1972 s112 (2)
Scribe Accounts	£34.00	£6.80	Direct Debit	Monthly subscription – accounts software	LGA 1972 s111 (1)
NCALC	£30.00	£6.00	BACS	3 X Lunchtime Lowdown Training – CM, DC, NA.	LGA 1972 s111 (1)
NCALC	£743.79	£58.40	BACS	Membership 2024/25 inc Internal Audit & Data Protection Officer Service	LGA 1972 s111 (1)
Arthur J Gallagher	£1119.35	£0	BACS	Insurance Premium - Renewal	LGA1972 s111 (1)

II. To **NOTE** the following payments:

Payee	Amount	VAT	Payment Type	Details	Power
West Northants Council	£58.00	£0	BACS – Equals Card	Green Waste Subscription – Cemetery 2024/25	Litter Act, 1983 ss 5,6
PWLB	£2,206.65	£0	BACS	Loan repayment	LGA 2003 s1
ICO	£35.00	£0	Direct Debit	Data protection renewal fee	LGA1972 s111 (1)
Bluebell	£16.60	£3.32	Direct Debit (Go Cardless)	Telephone Line Rental	LGA 1972 s111 (1)

- III. To **NOTE** SNAST subs have been suspended for another year - **NOTED**
- IV. To **NOTE RECEIPT** of 1st precept payment £19,300 – **NOTED**
- V. Bank Balances for approval - The following balances were **NOTED**:
Equals Card: £108.21, Unity Current Account: £4711.16, Unity Savings Account: £28100.02, Unity Savings Account – Reserves: £18400.00
- VI. To **NOTE** Bluebell made an error with this months bill and a credit amount of £1.98 will be applied to next month's bill - **NOTED**
- VII. To **NOTE** payment for PWLB was made via BACS as DD failed (old Barclays acc that remains open with £0 balance) - **NOTED**

RESOLVED: The above finances were **APPROVED** by the Parish Council.

24/058 Receive and approve 2024/2025 Parish Council Insurance renewal quote.

RESOLVED: It was **AGREED** to take out another year's insurance policy with Arthur J Gallagher and that payment would be made via BACS.

24/059 To **NOTE** update regarding flooding at Swingfield; WNC confirmed drainage team are trying to complete the works sooner than estimated (estimated July) but no exact date could be given.
Noted.

24/060 To **NOTE** the new website address is now up and running www.syreshamparishcouncil.gov.uk the old website address will automatically direct you to new address.

Noted.

24/061 To **NOTE** the response given from West Northants Highways regarding item number **24/033** from last months meeting; The area in question is a public highway therefore the resident cannot carry out any works without the permission from West Northants Council who are the highway authority. If they want further advice as to the process for works within the highway they can contact the Regulations team. regulations@westnorthants.gov.uk

RESOLVED: The response given by West Northants Highways was noted and it was agreed that GL would personally provide this update to the resident directly.

24/062 To **CONSIDER** the 4 x quotes received for the required tree works as per recommendation from tree survey item number **24/016** from March's meeting.

RESOLVED: It was **AGREED** to appoint Pawson Tree Care for the suggested tree works as per the quote received. It was noted that any excess cuttings from around the bench would be moved so to not cause a nuisance to park users. Parish Clerk to notify Pawson Tree Care and instruct the works.

24/063 To **CONSIDER** SNVB letter regarding Welfare and Wellbeing for Rural Communities and complete response form.

RESOLVED: It was agreed to complete the response form and the sports field car park was offered by AJ as an evening alternative location for it to be held by prior arrangement.

24/064 To **APPROVE** £100 maintenance costs for upkeep of flowerbed from June through to November 2024

RESOLVED: It was agreed to pay the £100 costs for the continued maintenance and upkeep of the flowerbed from June 2024 – November 2024. CM did not participate in discussions on this matter.

24/065 To **APPROVE** purchase of “NO CAMPING” sign to replace lost sign at the Pocket Park £8.15 +vat

RESOLVED: Parish Clerk will order the sign.

24/066 Discuss Northants Local Plan Consultation sent by Danny Moody

RESOLVED: Cllrs discussed the consultation and were reminded that comments can be made as individuals. The link for the consultation is: <https://www.westnorthants.gov.uk/planning-policy/new-local-plan-west-northamptonshire>

Cllr pointed out the importance of connecting the village to Brackley and other safe travel routes.

24/067 To **CONSIDER** allowing third parties to share links on our *useful information* on the website. For example, two recent requests received from Rehab4addiction & Fostering Awareness.

RESOLVED: It was agreed that the Parish Council would not be allowing any external agencies or third parties to share their links on our website due to site security and affiliation risks.

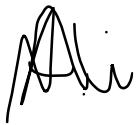
24/068 OTHER INTERNAL REPORTS.

1. To receive **Swingfield Report** from ID for most recent inspection

It was **NOTED** that ID did not carry out the inspection but would do this in the next few days and forward the report on to the clerk. The clerk will then forward on to the Cllrs.

DATE OF NEXT MEETING - Wednesday 26th June 2024.

Meeting Closed at 8.34pm



Nichola Ali
Syresham Parish Clerk

email: parishclerk@syresham.com

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.syreshamparishcouncil.gov.uk