

MINUTES OF THE SOULDERN PARISH COUNCIL PLANNING MEETING

HELD IN THE VILLAGE HALL

ON

22nd March 2018

Present:

**Katy Draper (KD)[acting Chair]
Bruce May (BM)
Chris Rothero (CR)
Alan Smith (AS)
Kirsty Allpress (KA)
Cathy Fleet (CF) [Clerk & RFO]**

Members of the Public:

**Mary May
Cllr Mike Kerford-Byrnes**

Apologies:

**Nick Oakhill (NO)
Anne Prescott
David & Joanna Carlisle
Norma Jones
Barbara McGarry**

03.18.02 Declarations of interest

There were no declarations of interest

03.18.03 Minutes of the last meeting

The minutes of the meetings held in January and February were checked for accuracy and content , agreed as a true record of the meetings and signed by the Chair.

03.18.04 Public participation

Members of the public were invited to participate
Mary May reported that she had contacted Sanctuary regarding trees overhanging the village hall and the footpath and that Sanctuary have carried out the necessary work.
She also enquired about the tree outside the village hall. NO has this in hand.

03.18.05 Clerks report and actions from previous meeting

NO	ACTION	Update	OWNER
01.18.04	NO to contact Heyfordian Buses to discuss solution to damage being caused when bus turns.	Outstanding KD to contact NO	NO
01.18.06	Clerk will send Alan Smith the Acceptance of Office and DPI forms for completion	completed	CF
01.18.07	ACTION: NO to arrange for someone with a chainsaw to remove the fallen tree from Footpath 8 KD to chase OCC regarding reinstating the road markings	Completed by KD completed	NO KD
01.18.09	Clerk to submit precept request of £5700 to CDC	completed	CF
	20's Plenty signs.	KD had costed at approx £56. No action to be taken at present.	

03.18.06 Updates:

Playground Advisory Group - Fencing to be carried out. £500 received from Nearly New sale

Nancy Bowles Wood - 5 hazel trees have been coppiced - work ongoing. A resident who is home schooling her children has employed an expert on bushcraft skills who will be teaching the children how to make shelters etc in the wood, All felt this was an excellent project and a set of rules have been drawn up regarding safety etc.

CDC - MKB provided an update stating that there is to be no increase in council tax this year. CDC continue to work with south Northants, but in the light of the financial difficulties of Northampton County Council, it is likely that Unitary Councils will be formed. CDC have purchased Castle Quay in Banbury and will develop the town centre.

OCC - No update available

03.18.07 Gates to the village hall

It had been suggested that gates be provided to the village hall/playing field in an attempt to prevent possible traveller encampment. After considerable discussion regarding the management of gates and the possible installation of bollards instead, it was unanimously agreed that gates would be impossible to manage and that if there was a threat of travellers in the area it would be better to use farm machinery as a temporary measure to prevent access to the playing field. No action to be taken.

03.18.08 Junior Football

An email had been received from Brackley Town Football Club requesting that their Juniors use Souldern football pitch during term time from 1st September to 30th April. It was unanimously agreed that this should be approved at a cost of £500. They will not require the use of the changing rooms.

03.18.09 Churchyard Wall

Two quotes had been received, the lowest of which was submitted by Kevin Cambray for £700. He will carry out the work over 2 weekends. Approved to proceed.

03.18.10 Defibrillator

Thanks to Norma Jones and Linda Palmer £500 was raised at the Bring & Buy and a further £750 has been pledged by Souldern United charities. The defibrillator identified (Cardiac Sciences G5) will cost £1495. The British Heart foundation will only fund certain brands of devices which does not include this model. It was suggested that a Cheese and Wine social be arranged as a further fundraiser and that the PC could make a contribution.

ACTION : Cheese & Wine fundraiser to be arranged. NO to confirm with the pub that the defibrillator can be sited on the wall.

03.18.11 Parish Allowances - councillor remuneration

Information had been received from CDC regarding the allowances available for councillors . Souldern PC councillors have never claimed allowances and it was agreed that this would remain the case.

ACTION : Clerk to inform CDC.

03.18.12 GDPR

With the introduction of new legislation on 25th May 2018, parish councils are required to appoint a Data Protection Officer. Information had been received regarding a company which would provide this service at a cost of £150 per annum. After discussion it was decided that Alan Smith would be appointed Data Protection Officer for Souldern PC and will undergo the necessary training.

ACTION : Clerk to find out about GDPR training

03.18.13 Planning

18/00020/NMA The Tower House - comment to be made as per previous application

03.18.14 Finance

The following payments had been made since the previous meeting :

Date	Payee	Description	Amount
26/01/18	Cathy Fleet	Clerk salary	£82.00
		online payment	
26/01/18	HMRC	PAYE (Dec)	£16.00
		online payment	
26/01/18	HMRC	PAYE (Jan)	£16.00
		online payment	
	Souldern PCC	2017 gardening & maintenance	£540.00
26/02/18	Cathy fleet	Clerk salary	£82.00
		online payment	
26/02/18	HMRC	PAYE (Feb)	£16.00
		online payment	
	SSE	Changing Rooms electricity	£27.62
		online payment	
13/03/18	The Sign Maker	Plaques	£700.00
		online payment	

Deposits made :

26/01/18	£500	Playground Nearly New Sale
05/03/18	£1091.60	CDC New Homes payment 2017/18

The clerk had expressed some concern as to the processes regarding payment of invoices and that her role as RFO was difficult to carry out at present. After some discussion it was decided that, in accordance with the Financial Regulations :

- All invoices and bank statements should be sent to the clerk
- payments should not be made until approved at a meeting
- NO and KD will authorise online payments

The meeting closed at 9.20pm

Date of next meetings :

PC meetings

24th May (preceded by Annual Parish meeting)
26th July
27th September
22nd November

Planning meetings

19th April
28th June
23rd August
25th October

Signed
Chair, Souldern Parish Council

Date

ACTION LIST SUMMARY

NO	ACTION	OWNER