

# Lighthorne Parish Council

Draft Minutes of the Annual Meeting of the Parish Council held at the Village Hall on Tuesday, 8<sup>th</sup> May 2018 at 7.30pm

Present: Cllrs. A. Archer (Chairman), H. Archer, P. Reynolds (from 7.32pm), A. Smith (from 7.32pm), L. Steele, County Cllr. Williams (from 8.10pm)

**1. Election of Chairman**

Cllr. Steele proposed Cllr. A. Archer, seconded and carried unanimously. Cllr. Archer signed the declaration of office form.

**2. Apologies for absence**

District Cllr. Mills (business commitment).

**3. To take any questions from the floor**

No questions.

7.32pm Cllrs. Reynolds and Smith join the meeting.

**4. Declarations of interest**

Cllr. Smith declared a pecuniary interest in item 7(i) as the landowner. Cllr. Steele declared a pecuniary interest in item 12(xiv) as a relative is a recipient.

**5. Appointment of Vice Chairman, Financial Officer and councillors to committees**

Cllr. H. Archer proposed Cllr. Steele as Vice Chairman, seconded Cllr. Smith and carried unanimously. The Clerk was appointed as financial officer. The Chairman and Cllr. Archer were nominated as the Parish Council representatives on the Gaydon Liaison Committee.

**6. Acceptance of the minutes of the previous meeting**

The Clerk had circulated prior to the meeting draft minutes. Cllr. Steele proposed that they be accepted, seconded Cllr. Smith and carried unanimously. The Chairman signed the minutes.

7.35pm Cllr. Smith leaves the meeting.

**7. To consider the following planning applications**

(i) 18/00549/FUL - Lighthorne Rough, The Beeches  
Councillors agreed to raise no comments or objections.

7.37pm Cllr. Smith returns to the meeting

(ii) 18/01163/TREE - Ashburn, Moreton Morrell Lane  
No comments or objections.

(iii) 18/00506/FUL - Heath Farm House, Heath Farm Lane  
No comments or objections.

Planning notice 18/00549/FUL - Home Farm, Old School Lane; refused  
Planning notice 18/00653/VARY - The Beeches, Lighthorne Rough; granted  
Planning notice 18/00872/TREE - Willowbrook; no objection  
Planning notice 18/00307/FUL - Tylers Barn, Chesterton Road; granted

Planning notice 17/03370/FUL - Garages, Verney Close; granted

**8. District Council Matters**

(i) To receive report

No new report.

(ii) Planning enforcement investigation update - Home Farm (17/00558/CRIT)

No new update.

(iii) Enforcement issues; Hill Farm update

No new report.

**9. County Council Matters**

(i) To receive report

The Chairman read out Cllr. Williams' report. A copy of County Cllr. Williams' report is attached to these minutes.

**10. Matters arising from previous meetings**

(i) Defibrillator update

Cllr. Steele reported that she has finally found details of a grant scheme which might be able to fund the defibrillator. Cllr. Steele was asked if she could complete the application form.

**ACTION: Cllr. Steele to complete the application form.**

(ii) Western Power box; map

Cllr. Steele said that she has looked at the map and it is clear that they do not want us to plant near the box.

(iii) Allotments; to consider a request for signage

Councillors agreed that a small sign would be acceptable.

(iv) Gaydon Liaison Committee update

The Chairman and Cllr. Archer attended the meeting. The Chairman briefly updated the meeting.

**11. Parish maintenance**

(i) Sports Pavilion/Sports Ground; to consider the quote received for £10,000 for replacing the septic tank plus associated work

The Chairman reported that he has met with the company which installed the land drains at the Sports Ground. They have indicated that the replacement cost would be in the region of £10,000. They have a map of the drainage system and it is hoped that they could link into an existing land drain which would assist the drainage on the allotment plots. He has contacted 2 other companies for quotes. He is still waiting for responses. The Clerk was asked to find out if we can claim on our insurance policy for the replacement tank.

**ACTION: The Clerk to contact our insurance company for advice.**

Cllr. Smith reported that the Dog Training, which is taking part on the field, has confirmed that they have insurance cover.

**12. Contracts and Finance**

(i) Bank balance

The bank balances were as listed on the draft accounts.

It was reported that 3 allotment plots had flooded and the affected allotment holders would like their rent refunded. Cllr. Steele proposed that the rent be

refunded, seconded and carried unanimously. The Clerk to arrange payment at the next meeting.

(ii) To consider the draft 2017/18 accounts

The Clerk had circulated prior to the meeting. Councillors agreed that these should be forward to the internal auditor.

(iii) Café lease update

Cllr. Smith reported that he is continually liaising with the tenant regarding the lease. A report and valuation has been circulated to councillors.

(iv) Cricket Club; to consider additional dates

Cllr. Smith said that the Cricket Club would like 4 Sundays for children starting at 10am and finishing at 12pm. They would liaise with the Café to ensure that this is acceptable. Councillors agreed with this arrangement and also agreed that Cllr. Smith should sign the agreement with the Cricket Club.

(v) Grass maintenance contract map

Cllr. Smith has circulated a draft map. It was agreed that councillors would meet to mark the map.

**ACTION: Councillors to meet to mark the map.**

(v) To review the annual insurance

Councillors agreed with the policy provided by Zurich Municipal which would include business interruption as recommended by our solicitor.

(vii) To consider the recommended pay increase

Councillors approved the NALC recommended increase for the clerk.

(viii) Data Protection Act update

The Clerk reported that she is looking at the information provided by WALC.

8.10pm County Cllr. Williams joins the meeting.

(ix) To review 2018/19 meeting dates

It was agreed that meetings would continue to be held on the second Tuesday of every month unless there is an issue with being quorate.

(x) End of year tax form submitted

(xi) To review bank mandate signatories

It was agreed that Cllrs. Archer and Reynolds should be added to the list of signatories.

(xii) To appoint an internal auditor

It was agreed that Michael Jaggard should be appointed as our internal auditor.

(xiii) To review the asset register

The asset register had been circulated prior to the meeting. It was agreed that the Broadwell should be added.

Cllr. Steele did not take part in the next item.

(xiv) To authorise the signing of orders for payment

Cllr. Archer proposed that the following accounts be approved for payment, seconded Cllr. Reynolds and carried unanimously.

<b>Payee</b>	<b>Amount</b>
Mrs. C. Hill - Salary (April)	£189.85
Zurich Municipal - annual insurance	£461.80
Rainbow Garden Services Ltd. - grass maintenance	£648.00
Mr. I. Spann - Café report and valuation	£250.00
e.on - street lighting	£92.38
Mr. J. Newberry - reimbursement for plaque	£94.99

**13. Correspondence**

(i) Community Forum (7<sup>th</sup> June); attendees  
Cllr. Smith said that he would attend if he is able.

**14. Date of next meeting**

Tuesday, 12<sup>th</sup> June at 8pm.

The Chairman closed the meeting at 8.15pm.