

MILTON MALSOR PARISH COUNCIL

MINUTES of the **Annual General Meeting** of the Parish Council held on Tuesday, 9th May 2023
at Raynsford House

PRESENT: Mr. Simon Jones Mrs. Janet Winchester Mr. Neil Jagger
Mrs. Katie Spruels Mr Ian Appleton Mr Paul Heath
Mr Edmund James

ATTENDING: Mr G. Phelps

1. ELECTION OF OFFICERS & WORKING GROUPS:

Chairman: **Simon Jones**
Proposed by: Janet Winchester
Seconded by: P. Heath

Vice-Chairman: **Edmund James**
Proposed by: Katie Spruels
Seconded by: Ian Appleton

Working Groups – Lead Members agreed

- a) **Finance :** E. James, B. Jenks, A. Addison (Responsible Financial Officer)
- b) **Planning:** P. Heath, I. Appleton
- c) **Community Environment:** J. Winchester, I. Appleton
- d) **Grass Mowing:** J. Winchester
- e) **Highways:** S. Jones
- f) **Lighting:** S. Jones
- g) **Village Park:** N. Jagger
 - Annual Inspection – ROSPA Play Safety to inspect in June/July
- h) **Parish Council Newsletter:** B. Jenks, K. Spruels, J. Winchester, Editor – C. Eades.
- i) **Planning:** P. Heath, I. Appleton
- j) **Face Book:** Katie Spruels
- k) **Website:** Colin Neal, Katie Spruels
- l) **Flower Planters:** K. Marshall
- m) **Wardens:**
 - a) Footpath Warden: J. Winchester
 - b) Dog Warden: J. Winchester
 - c) Neighbourhood Watch: K. Spruels

2. QUESTION TIME – for the public:

Guy Phelps – Scouts, Beavers & Cubs for Collingtree & Milton Malsor

- The groups meet on a Wednesday evening.
- There is a lack of ‘Leaders’ – adults urgently needed to help with activities.
- Groups up to the age of 16 and are unable to undertake their community badge work due to the lack of adult support.
- The PC can offer work in the village park, filling rabbit holes and village planters.

- Mr Phelps can be contacted as follows:

Phone: 07736 890 858

Address: 1 Barn Lane

Email: guyphelps@ymail.com

3. APOLOGIES: B. Jenks (Personal) K. Marshall (Personal)

4. DECLARATION OF INTERESTS: None

5. WEST NORTHAMPTONSHIRE COUNCIL

Cllrs Ann Addison, (Lead Cllr for Milton Malsor) Karen Cooper & Adam Brown

- New WNC Chairman, Cllr John Shephard will start his post this month. He is a retired solicitor.
 - New Vice Chairman appointed, Cllr Jo Gilford who is an NHS practice manager.
- WNC Highways have announced additional £1m to be spent on highway works.

6. MINUTES of previous meeting to be agreed & signed.

These had been previously circulated & were duly proposed, seconded & signed by the Chairman as a correct record with one typing error:

P229 – Delapre Abbey

7. MATTERS FOR REPORT New & arising from the previous Minutes.

- Highways
 - a) Weeds by walls & gutters need attention.
 - b) Sign on Malzor Lane still not replaced
- Lighting
 - a) Concrete columns eventually needing to be replaced – Orchard Close, Green Street, Milton Court
 - b) Out of order lamps reported.
- Mowing Contract
 - a) Ivy has been cut back
 - b) To be asked to weed kill & remove nettles from the back entrance to the village park.
 - c) Shoots on tree at the junction of Collingtree Road & Church Close – K. Spruels & J. Winchester to trim.
- Village Park
 - a) Number of shrubs have died – N. Jagger to obtain quote for replacements.
- Newsletter
 - a) Printing by the end of May
 - b) Articles are coming in.
- Website
 - a) No problems
- Dog Warden
 - a) Some dog owners are leaving filled dog bags in the jitty.

8. CORRESPONDENCE

- H. Howard – query if highways are responsible for the overhanging tree on Towcester Road.
- NCALC – Procedure for Annual Meetings received.
- A. Treharne – information regarding the Poor's Trust paperwork.
- N. Jagger – 15 Lower Road driveway & dropped kerb.
- WNC - Fly tipping reported.
- Bottrill – Concern regarding the accident at the Malzor Lane junction.

9. PLANNING – Plans received & determined – None this month.

Application	Location	Proposal	P.C Comment

- **SEGRO**

- a) S106 funding – parishioners to be asked what they think about the 9 PC suggestions. Replies to be sent to the Parish office.
- b) A PC vote was taken regarding spending the funding on safety measures by the village park. It was agreed not to use the funding in this way as all suggested projects were expensive.
- c) Clerk to invite WNC highways officer S. Barber to make a site visit regarding installing a VAS sign along Collingtree Road.

10. FINANCE

- Bank Balances

Current Account	£200.00
Reserve Account	£33,942.97
- Audit matters
 - a) Internal NCALC auditor Claire Tilly, External auditors Littlejohn.
 - b) Internal audit timetable:
 - To be checked by Internal auditor
 - Auditors report issued & presented to the June Council meeting.
 - Accounts to be agreed by Parish Council at the June 2023 meeting.
 - Accounts to be published.
 - Notice for public to view accounts to be published before 1st July.
 - Accounts to be sent to PKF Littlejohn, external auditors.
 - Notice of conclusion of audit to be published no later than the 30th September.

Invoices: It was proposed seconded and resolved that the following invoices be paid:

Cheque No.	Payee	Information	Amount	VAT	Total
2610	HMRC	Clerk's PAYE	76.60		76.60
2611	Hawk Pest Control	Rabbit cull	30.00		30.00
2612	Cut Crew Ltd.	Mowing	548.72	109.74	658.46
2613	Mrs A. Addison (Clerk)	Salary & Expenses	306.74	82.06	388.80

The following items were agreed and resolved to adopt for the ensuing year:

Adoption of Financial Regulations & Risk Analysis Policy

Adoption of Discrimination Policy & Complaints Procedure Policy

Adoption of Standing Orders

Adoption of Mrs. A. Addison as Responsible Financial Officer of Milton Malsor PC.

11. **COUNCILLORS REPORTS:**

- Dead tree on High Street has been removed.
- Clerk to ask Hawk Pest Control to meet with I. Appleton.

There being no further business, the Chairman closed the meeting at: 9.50pm

DATE & TIME OF NEXT MEETING: 7.30pm, Tuesday, 13th June 2023

Signed: **Dated:**