

## MINUTES OF THE MEETING OF THE PYRTON PARISH COUNCIL

Held in Pyrton Village Hall at 7:30pm on Thursday 16 February 2017

Present: John Curtis (Chairman), Lucy Brittain, Peter Peake, Michael Crawford, Genevieve Young (Clerk)

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1. Apologies - Henry Findlater, Ed Baker
2. Minutes of the last meeting
  - 2.1. John Curtis read the minutes for council meetings held on 16 June 2016 and 31 October 2016; having no objections, he signed both documents.
3. Parish council governance
  - 3.1. Michael Crawford addressed the need for the PPC to improve compliance with parish council governance guidelines as published in the Department for Communities and Local Government's "*Transparency Code for Smaller Authorities*" dated December 2014.
  - 3.2. This code describes requirements for managing money/parish budget, maintaining a parish website with council members, agenda, minutes, receipts for expenditures over GBP 100, etc.
  - 3.3. Post agendas and minutes at Village Hall as well as posting to website.
  - 3.4. There is a requirement that agendas should be posted no later than three days before a council meeting and that minutes should be published no later than a month following the council meeting.
  - 3.5. PPC needs statutes which Michael has volunteered to draft.
  - 3.6. Probably will need to organize more meetings and on a more regular basis; we are only required four meetings per year.
  - 3.7. Need to assign roles to various members; e.g., need a finance person.
  - 3.8. Parish council elections are usually after AGM.
4. Parish council membership
  - 4.1. Council should ask Ben Schofield to join because he would bring a lot of technical and communications expertise.
  - 4.2. Lucy Brittain has talked to Wayne Burt and he would like to join the parish council.
  - 4.3. Pyrton is only allowed five council members plus a clerk. John Curtis will talk to SODC about requirements to increase membership.
  - 4.4. Michael Crawford is a co-op'd member so cannot vote. Wayne Burt could be co-op'd until an election is held.
  - 4.5. John Curtis plans on retiring as Chair after May AGM 2018.

- 4.6. Ask Henry Findlater and Edward Baker their intentions with regard to remaining on the council.
5. Matters arising
  - 5.1. Great British Spring Clean 3-5 March 2017: Ten (10) sets of equipment are confirmed; Village Hall will be used for drop off (Thursday 23 February) and pick up (Monday 27 February); Pyrton litter blitz scheduled for Saturday 25 February.
    - 5.1.1. John Curtis will print off a flyer and arrange a leaflet drop.
  - 5.2. Solar-powered speed signs
    - 5.2.1. Genevieve Young reviewed the material provided by Messagemaker, a provider of Vehicle Activated Signs (VAS). Genevieve to obtain a cost quote for renting two signs for a month or so and then purchase thereafter; present to the council at the next meeting.
6. Finance
  - 6.1. Lloyds account review
    - 6.1.1. Genevieve Young reviewed the PPC current account ledger with the council. As of the 30 September 2016 account statement, the balance of the cash account is GBP 7,505.96 and the deposit account is GBP 1,800.00 for a total balance of GBP 9,305.96. This balance is not expected to materially change before the end of March.
    - 6.1.2. The cash reserve is high in part due to the SODC Neighbourhood Plan grant for GBP 5,000 and it was agreed that the council can now proceed with some of the studies needed for the PNP (see 7.3 below).
  - 6.2. 2017/2018 Precept: GBP 1,000 requested 20 January 2017.
    - 6.2.1. This is 50% of what the council requested for the 2016/2017 Precept (i.e., GBP 2,000) and was reduced because of the SODC grant. Michael Crawford suggested that the council may want to consider increasing the precept in the future to cover the cost of additional studies related to the PNP.
7. Pyrton Neighbourhood Plan Update
  - 7.1. Status of draft PNP:
    - 7.1.1. John Curtis recommended that the draft PNP be re-submitted to ToR with strict guidelines on what the PPC/PNP Steering Group expect in return; i.e., planning policy compliance, format, sustainability assessment, etc. It is important to get the PNP done as soon as possible.
    - 7.1.2. Michael Crawford suggested that before we re-submit the draft to ToR, we should conduct a new survey that asks the village to respond to the question regarding the land opposite Hall Close; that is, should we allocate as green space in light of SODC's response to the New Farm pre-application advice request in early 2016.

- 7.1.3. Paul McNamara has made several changes to the draft PNP that still need to be addressed before re-submitting to ToR.
- 7.1.4. Lucy Brittain, Ben Scofield, and Michael Crawford will work on the wording of the new single-question survey regarding the land opposite Hall Close and send out a mailchimp Friday 17 February.
- 7.1.5. It was agreed that the draft PNP should be updated and ready to re-submit to ToR on Monday 20 February.
- 7.2. Agree guidelines on approach; relative authorities of steering group and council
  - 7.2.1. It was agreed that this should wait until Wayne Burt joins the council.
- 7.3. Allocation of funds to heritage/conservation survey, traffic survey and/or drainage survey
  - 7.3.1. The council agreed that priority should be given to the heritage/conservation survey as this will form the basis for informing our application to change the Pyrton Conservation Area boundaries.
  - 7.3.2. A traffic survey can wait as we know the current state of traffic volume in the village.
  - 7.3.3. A drainage survey is not a high priority in terms of blocking inappropriate development plans; the SODC view (Peter Canavan) is that new development can mitigate potential flooding from surface drainage.
  - 7.3.4. Lucy Brittain will talk to Nick Doggett, the heritage consultant on Friday 17 February to discuss his consulting services and fees. It was decided that Lucy should get a second quote.
- 7.4. Planning applications - New Farm; meetings with Marc Pullen and Anna Babcock
  - 7.4.1. John Curtis summarized the meeting with Anna Babcock on 12 February. Anna recommended that we focus on relevant policies in our presentation to the SODC planning committee with regard to the New Farm applications and make effective use of visual display.
  - 7.4.2. Anna recounted a couple of examples where DP Architects and the builders they were working with did not comply with the specifications in applications approved by SODC.
  - 7.4.3. On 13 Feb 2017, John spoke with Christine Woodcock, who was surprised at the invitation to meet and mentioned that David Parker is away this week, but stated that on his return she will speak to him and let us know whether he/they are prepared to meet with us and when.
  - 7.4.4. Genevieve Young to draft a response to the amended New Farm applications for review and comment by the council. Deadline for submission is 24 February but we are planning on submitting our response by 21 February.
  - 7.4.5. Lucy Brittain to send another mailchimp on 17 February to remind and encourage village to submit additional comments by 24 February. Lucy to offer points on design etc.
  - 7.4.6. The FOI request submitted by Jo Schofield for the pre-application advice on New Farm arrived 16 February and she delivered to Lucy Brittain for

review. Ben Schofield sent out a brief summary email as to contents and Jo placed all documents on the Pyrton Google Drive.

8. Correspondence and consultations
9. Dates for 2017 meetings: Council agreed to check personal calendars and confirm availability for these dates.
  - 9.1. Thursday 16 February
  - 9.2. Thursday 6 April
  - 9.3. Thursday 11 May - AGM
  - 9.4. Thursday 7 September
  - 9.5. Thursday 7 December
10. AOB
  - 10.1. Use of website and Google drive for council documents and correspondence that all members of parish council should see; i.e., records, communication and consultation.
    - 10.1.1. Lucy Brittain indicated that a website for Pyrton had already been designed and that she was uploading relevant documents for the PNP section of the website.
    - 10.1.2. Genevieve Young indicated that Ben Schofield had provided some initial training but she had not yet started uploading documents for the PPC section.
    - 10.1.3. Lucy agreed that she would upload PPC agenda and minutes in the short-term until Genevieve could invest more time.
  - 10.2. Risk assessment requirement for BDO audit for the year ending 31 March 2017
    - 10.2.1. John Curtis read and signed the risk assessment for 2017.
    - 10.2.2. Michael Crawford suggested that a more rigorous risk assessment should be used in the future.