

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 1st April 2019 at 7.30pm at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.

249. Open forum

No members of the press or public attended the meeting.

250. To receive and accept apologies for absence.

Apologies for absence were received and accepted from Cllr Sher.

Present; Cllr Bailey (Chairman), Cllr Biggs, Cllr Brown, Cllr Cunnington, Cllr Darby, Cllr Grubb, Cllr Packer, Cllr Scott, Cllr Stanton, Cllr Usher & the Clerk.

Apologies were also received from County Councillor Michael Clarke, District Councillor Carole Clarke & District Councillor Steven Hollowell.

251. To receive any declarations of disclosable pecuniary or non-statutory disclosable interests from Councillors for items on the agenda.

Cllr's Bailey & Scott declared an interest in item 259 (Grant application Party in the Park)

They left the room during its discussion.

Cllr Bailey declared an interest in item 261 (he was permitted to remain in the room during its discussion).

252. To sign the minutes of the meeting held on 14th March 2019.

The **minutes** of the meeting held on 14th March 2019 were **signed**.

253. Matters arising from previous minutes (for information only)

-Street doctor updates;

<p>9.10.18 956438</p>	<p>Problem: Roads</p> <p>Description: Potholes</p> <p>Street/Town: Glebe Road, Cogenhoe And Whiston</p> <p>Location: Glebe Road / Glebe Way</p> <p>Details: Area is littered with potholes, some of which didn't meet intervention levels previously but that have deteriorated / grown since previous inspections</p>	<p>15.10.18 Works ticket has been raised and will be completed within 4 months. Referred to Richard Malyszewicz. 22.11.18 Referred to Richard Malyszewicz.</p>
<p>17.10.18 957039</p>	<p>Problem: Sign</p> <p>Description: Damaged/Missing</p> <p>Street/Town: Brafield Road, Cogenhoe And Whiston</p> <p>Location: Brafield Road, Cogenhoe</p>	<p>19.10.18 Works ticket has been raised and will be completed within 6 months</p>
<p>21.1.19 963088</p>	<ul style="list-style-type: none"> • Problem: Vegetation • Description: Restricted Visibility • Street/Town: Station Road, Cogenhoe And Whiston • Location: Footpath from Station Road to Orchard Way • Details: Overgrown vegetation is obscuring light from street lamp, making path difficult to use when it is dark. 	<p>13.3.19 Resolved. Referred to Jayne Hawtin</p>
<p>25.1.19 963748 Re-opened 6.2.19 964446</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes • Street/Town: Church Street, Cogenhoe And Whiston • Location: middle of road outside 32 Church Street • Details: pothole 	<p>9.2.19 Works ticket has been raised and will be completed within 4 months</p>
<p>6.2.19 952578</p>	<p>Roads – Potholes Nene Rise / St Peter’s Way</p>	<p>Call re-opened 4-month repair Aug 2018</p>
<p>6.2.19 964438</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Highway Condition • Street/Town: Whiston Road, Cogenhoe And Whiston • Location: Lay by Whiston Rd 	<p>8.2.19 Works ticket has been raised and will be completed within 2 months.</p>

	<ul style="list-style-type: none"> • Details: Road surface is in very poor condition, it is used for access for transport for adults with learning / physical disabilities / wheelchairs etc 	
11.2.19 964852	<p>Problem: Vegetation</p> <p>Description: Weeds</p> <p>Street/Town: Cogenhoe Road, Cogenhoe And Whiston</p> <p>Location: The Avenue, Whiston, road as you drive into Whiston from Whiston Road</p> <p>Details: Trees which are we believe are on Highways land are being choked by ivy and in a poor state of maintenance.</p>	18.2.19 Tree report will be undertaken by an Arboriculturalist, any recommendations will be added to tree works programme. Referred to Jayne Hawtin.
15.3.19 967386	<p>Problem Details</p> <p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Town/Village: Cogenhoe</p> <p>Location: 42 Church Street, Cogenhoe</p> <p>Details: Vegetation is overhanging footpath making it very difficult for pedestrians to use, especially if a vehicle is parked with wheels on pavement which they usually are because of width of road.</p>	20.3.19 site visit will be undertaken, update to follow.

- Updated policies uploaded to website. - NOTED

-Feedback given to grass cutters. Request for paths to be swept. - NOTED

-Enquiry submitted to Highways re streetlights in Whiston

Some discussion took place about this, Highways had said that if lights were turned off they must be removed which would be at some expense to the council; it was therefore agreed the situation would be monitored and if any specific complaints were received blacking out of lamp backs could be carried out although it was acknowledged that this would not reduce the overall light level.

254. Police Matters.



-There has been a Theft from a shed, two motorbikes stolen, a Black Arrow 125 and a Black Yamaha 125, entry gained by forcing lock, Cogenhoe caravan park, between 20:00 Wednesday 13th March 04:30 Thursday 14th March 2019

Ref 19000131696

-Burglary on Glebe Way, Cogenhoe. ref 19000149437.

Between times below unknown person(s) have gained entry to a property by forcing the lock on the front door. Once inside, various household items have been stolen such as TV's and other electronic

items. Other items stolen were keys to various cars. Exit was via a rear door. the shed in the garden of the property was also broken into and a chainsaw stolen.

This happened between 3.24am and 3.46am on Sunday 24th March 2019.

-Request for crime prevention / fire prevention advice evening submitted, reply awaited.

The Clerk advised that she had spoken to the relevant people about this and was in the process of agreeing a date.

Crime Statistics January 2019 see www.police.co.uk 5 crimes

Location	Crime	Current status
Crime on or near Station Road	Vehicle crime (2) Includes theft from or of a vehicle or interference with a vehicle	Current status† Timeline Investigation complete; no suspect identified Case timeline Investigation complete; no suspect identified
Crime on or near York Avenue	Burglary (1) Includes offences where a person enters a house or other building with the intention of stealing	Under investigation
Crime on or near Mill Lane	Anti-social behaviour (1) Includes personal, environmental and nuisance anti-social behaviour	Details, case timelines and current statuses are not provided for anti-social behaviour.
Crime on or near Sharmans Close	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Unable to prosecute suspect

- Concern was expressed about the poor 'clear up' rates over the last few months, it was agreed that this would be raised with the Police & Crime Commissioner's office.

Action Clerk

255. To receive reports from County & District Councillors

Cllr Hollowell had advised by email that there was a suggestion that local elections maybe postponed until 2021, he was not happy about this as it would mean 6 years since the previous elections had taken place.

256. Chairman's Report including

-Arrangements for Annual Parish meeting Wednesday 24th April 2019

Cllr Bailey advised that arrangements were in hand for this.

Cllrs Brown & Usher gave their apologies for the event.

257. Development & Planning

257.1 Applications Received - None

257.2 Decision Received - None

258. Financial matters

258.1 Income - £765.59 grass cutting grant

£3000 transfer Village Hopper

258.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					1.4.19		
Date	Chq No	Payee	Details	Amount	VAT	Payable under power	
29.3.19	346406652	BACS	D Rush	Salary Mar	£587.53	LGA 1972, s.112	
29.3.19		DDR	Total Gas & Power	Electricity	£11.69	£1.94 Highways Act 1980 s301	
23.3.19		DDR	Total Gas & power	Electricity	£266.27	£44.38 Highways Act 1980 s301	
29.3.19	49366915	BACS	D Rush	Exp Mar	£37.40	LGA 1972, s.112	
29.3.19	140911171	BACS	D Rush	Reimbursement ICO	£40.00	LGA 1972, s.111	
29.3.19		300015	HMRC	PAYE	£65.76	LGA 1972, s.112	
29.3.19	945430512	BACS	Cogenhoe S&S Bowls	Grant	£500.00	S137	
29.3.19		300016	Whiston PCC	Grant	£430.00	S137	
29.3.19		300017	Northants ACRE	Membership	£35.00	LGA 1972, s.111	

The balance in the Unity Current Account stands at £3,133.83 (assuming all cheques presented).

***Where payment is made under Section 137 of the Local Government Act 1972 the Council is satisfied that the benefit is commensurate with the amount.**

It was proposed and resolved that all invoices as listed should be paid.

Action Clerk

258.3 To **approve** bank reconciliation (appendix 1)

It was proposed and resolved that this be **approved**.

258.4 To **approve** spending against budget end of quarter 4 (appendix 2)

It was proposed and resolved that this be **approved**.

258.5 Village Hopper

Income

8.3.19	NCC	£2,419.36
13.3.19	w/c 4.3.19 37	£570.20
13.3.19	Donations 38	£50.63
14.3.19	SNC grant	£5,523.08
	w/c 11/3/19 39	£517.70
20.3.19	BOGS	£694.94
	w/c 18/3/19	£336.40
25.3.19	VAT refund	£322.12

Total £10,434.43

258.6

Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
14.3.19	DDR	Fuel genie	Fuel Card	£984.94	£164.16	Localism Act 2011 ss1-8
14.3.19	DDR	Arval	Lease	£824.13	£824.13	Localism Act 2011 ss1-8
21.3.19	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
29.3.19	956696392 BACS	D J Rush	Wages Feb	£97.50		Localism Act 2011 ss1-8
29.3.19	257575453 BACS	P Hoy	Wages Feb	£292.37		Localism Act 2011 ss1-8
29.3.19	335105664 BACS	V J Marriott	Wages Feb	£903.42		Localism Act 2011 ss1-8
29.3.19	731778719 BACS	A P Richardson	Wages Feb	£1,272.44		Localism Act 2011 ss1-8
29.3.19		300008 HMRC	PAYE Feb	£1,306.53		Localism Act 2011 ss1-8
29.3.19		Unity Trust	Bank charges	£28.00		Localism Act 2011 ss1-8
29.3.19	376490284 BACS	D Rush	Cleaning materials	£22.75		Localism Act 2011 ss1-8
29.3.19		300009 Ladywell account	Payroll costs	£120.00		Localism Act 2011 ss1-8
29.3.19		300010 C&W VH	Room hire	£17.30		Localism Act 2011 ss1-8
29.3.19	TFR	C&W PC	Repay loan	£3,000.00		Localism Act 2011 ss1-8

The balance in the Current Account stands at £15,404.89

(assuming all cheques presented).

It was proposed and resolved that all invoices as listed should be paid.

Action Clerk

258.7 To **approve** bank reconciliation (appendix 3)

It was proposed and resolved that this be approved.

258.8 To **approve** end of year accounts (see appendix 4)

Subject to the addition of £24.70 of interest and deduction of bank charges of £18 (Parish council account) the **end of year accounts** for the Village Hopper and the Parish Council were **approved**.

258.9 Internal Audit organised for 18th April 2019 - NOTED

259. **S137 Grant application received**

Party in the Park for sound / pa system

Having explained the purpose of the application Cllrs Bailey & Scott left the room during its discussion.

It was proposed and resolved that this be **approved**.

Action Clerk

260. To receive **update** from Cllr Cunnington re **website**.

-To receive usage figures for March.

Cllr Cunnington advised that for February had been 1112 & March was 1264.

261. **Village Hopper Bus service**

-New Saturday driver employed, starts 30/3/19 - NOTED

-Cashflow loan repaid to Parish Council current account - NOTED

-Meeting attended re Buzz Card pricing Wednesday 27th March 2019 - NOTED

-To approve ex-gratia payment of £100 to J Bailey (cover 20.3.19)

It was proposed and resolved that this be **approved**.

Action Clerk

-Phone cover Clerk / Chairman's holiday

Cllr Usher offered to cover the week in July when the Clerk & Chairman are on holiday.

262. **Village information board**

-To confirm location of board.

2 possible location had been identified, Clerk to check suitability with Highways.

Action Clerk

263. **Insurance Policy Renewal**

-To consider cover details of policy due for renewal on 1st June 2019

It was agreed that subject to the addition of the 2 new 30mph repeater signs cover was sufficient.

Clerk to add these items and obtain quotes for renewal.

Action Clerk

264. **Correspondence Issued**

None

265. **Correspondence Received (in addition to listed above)**

None

266. **Information for the Chairman (no legal decision can be made on this information)**

-The Clerk advised that the new bus shelter (with bench) is due to be installed outside 71 Station Road on the 18th April 2019. This should provide a much-needed bench for passengers and be a great improvement in appearance.

-Thanks, were expressed from a resident to the council for financing the recently installed 30mph repeater signs that aim to slow the traffic leaving the village down the hill towards Whiston.

-Cllr Cunnington advised that 2 Duke of Edinburgh students were helping with pocket park maintenance as part of their service hours.

267. Meeting Closed & date of Next Meeting

There being no further business the **meeting closed at 8.25pm**

Date of next meeting

Annual Parish Meeting Wednesday 24th April 2019

Thursday 9th May 2019, Annual Council Meeting (St Peter's centre)

Deborah Rush

Deborah Rush Parish Clerk 2.4.19

Approved

£490 Bench refurb (claimed)
 £450 Artwork (claimed)
 £4,000 Bus shelter
 + year 7 allocation £3361
 £2,535 Heritage Society (Claimed)
 £1500 Lectern app submitted (approved)
£ 541 Balance

(Lasting legacy monies held on behalf of village)
 £2,939.65 held in business prem ac

Community Infrastructure Monies

Allocation 1	£9,142.50
Column replacement	£1,050.00
Noticeboards	£3,021.75
Allocation 2	£ 204.00
Allocation 3	£ 601.55
Bus start-up costs	£ 600.00
Repeater speed signs	£ 742.81
Balance	£ 4,533.49

Chairman.....

IFO.....

Clerk.....

Date

Appendix 2

Spending against budget

Appendix 2	18/19 budget	End Q1 30.6.18	%	End Q2 30.9.18	%	End Q3 31.12.18	%	End Q4 31.3.19	
Precept	£22,000.00	£11,000.00	50%	£22,000.00	100%	£22,000.00	100%	£22,000.00	103.48%
Mowing Grant	£800.00							£ 765.59	
Total	£22,800.00	£11,000.00		£22,000.00		£22,000.00		£22,765.59	
Expenditure									
Amenities		£3,021.75		£3,021.75		£6,366.51		£6,410.01	
Village Main	£1,000.00	£825.00	82.50%	£825.00	82.50%	£860.00	86.00%	£860.00	86.00%
Grass & Bins	£4,000.00	£423.80	10.60%	£1,843.80	46.10%	£2,373.80	59.35%	£3,069.80	76.75%
Clerks salary	£7,340.00	£1,804.46	24.58%	£3,620.58	49.33%	£5,448.08	74.22%	£7,885.88	107.44%
Clerk Exp	£730.00	£143.16	19.61%	£248.48	34.04	£532.93	73.00%	£761.47	104.31%
Audit	£200.00	NIL		NIL		£200.00	100.00%	£200.00	100%
Membership	£900.00	£727.70	80.86%	£787.70	87.52%	£823.70	91.52%	£956.70	106.30%
Insurance	£1,150.00	NIL		£1,168.91	102%	£1,168.91	101.64%	£1,168.91	101.64%
Council Exp	£1,500.00	£114.64	8%	£224.53	14.97%	£631.42	42.09%	£649.42	43.29%
Training	£200.00	£24.50	12.25%	£60.50	30.25%	£109.50	54.75%	£109.50	54.75%
Lights R&M	£2,000.00	£1,246.30	62.32%	£1,629.70	81.49%	£14,343.60	717.18%	£14,665.00	733.25%
Elec costs	£3,600.00	£663.83	18.44%	£1,461.22	40.59%	£2,366.86	65.75%	£3,414.81	94.86%
S137 max £8733	£3,000.00	£950.00	31.67%	£1,150.00	38.33%	£1,425.00	47.50%	£2,355.00	78.50%
Pocket Park	£1,000.00	£50.00	5%	£50.00	5.00%	£264.15	26.42%	£454.15	45%
Website	£550.00							£425.00	77.27%
Other				£1,529.00		£5,529.00		£5,529.00	
Total	£27,170.00	£9,995.14	36.79%	£17,621.17	64.86%	£42,443.46	156.21%	£48,914.65	180.03%
							less lights	£12,120.00	
							less memorial	£2,655.45	
							less noticeboard	£3,021.75	
							less speed signs	£742.10	
								£30,375.35	111.80%

Appendix 3

Village Hopper bank reconciliation

Cogenhoe & Whiston PC		VH		29.3.19
Bank Reconciliation				
Total receipts			£ 53,025.91	
Total payments			£ 37,621.02	£ 15,404.89
Plus opening balances				
Bank accounts				
Current AC				£ 16,190.20
Plus credits not yet showing				
		w/c 18/3/19	£336.40	
		VAT refund	£322.12	
			£658.52	£658.52
Less unrepresented cheques				£16,848.72
		300008 HMRC		£1,306.53
		300009 Ladywell		£120.00
		300010 C&W VH		£17.30
				£15,404.89

Chairman.....

IFO.....

Clerk.....

Date

End of year accounts 31.3.19					
Income	Village Hopper				
Parishes start-up	£3,400.00		Income (inc VAT)		£53,025.91
NCC reimbursement	£13,221.73				
SNC grant	£8,245.00		Less expenditure (inc VAT)		£37,621.02
Term passes	£396.55				
other	£3,500.00				£15,404.89
Fares	£9,559.26				
Donations	£330.09		Represented by current ac closing balance 31.3.19		
Bus Operators Grant	£2,084.82		Current Account as per bank reconciliation		£15,404.89
Other grants	£10,000.00				
	£50,737.45				
VAT refunds	£2,288.46				
	£53,025.91				
Expenditure					
Start up costs	£2,198.06				
Ticket machine	£320.00				
Admin	£1,135.32				
Wages	£15,021.42				
PAYE	£2,684.50				
Insurance	£866.80				
Fuel	£5,420.92				
Lease	£4,279.03				
Other	£3,650.00				
	£35,576.05				
VAT	£2,044.97				
	£37,621.02				