

# **COGENHOE & WHISTON PARISH COUNCIL**

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**Minutes of the Council Meeting** of Cogenhoe & Whiston Parish Council held on **Monday 1<sup>st</sup> November 2021 at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, Northants, NN7 1NB.**

## **120.21 Open forum**

No members of the press or public attended the meeting

## **121.21 To receive and accept apologies for absence.**

**Apologies** for absence were **received** and **accepted** from Cllr Grubb

**Present:** Cllr Bailey (Chairman), Cllr Biggs, Cllr Brown, Cllr Cunnington, Cllr Darby, Cllr Packer, Cllr Scott, Cllr Stanton & the Clerk.

Cllr Goddard & Cllr Snedker did not attend the meeting.

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

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

Cllr Packer declared an interest in item 130.21.7, donation for Poppy Wreaths as she is the poppy campaign organiser, she was permitted to remain on the room whilst the item was discussed,

To receive requests for dispensation – requests for dispensation must be made to the Proper Officer in writing.

None

## **123.21 To sign the minutes** of the meeting held on **4<sup>th</sup> October 2021.**

The **minutes** of the meeting held on 4<sup>th</sup> October 2021 were **signed**.

124.21. **Matters arising from previous minutes** (for information only)

-Street doctor updates.

<p>16.4.20 2089101</p>	<p>Footpath in very poor state of repair</p>	<p>Footpaths from shop on Station Rd to Royal Oak on Short Lane are in very poor state of repair, cracked, uneven &amp; lots of dangerous trip hazards.</p> <p>22.4.2 Thank you for your enquiry. A works order has been raised, Due to the current crisis works will be completed when footway is accessible, and cars are no longer parked on or adjacent to the defects.</p> <p>State changed to: Action scheduled</p>
<p>18.3.21 2617389</p>	<p>Road subsidence Roe Farm to Station Rd</p>	<p>18.3.21 Investigating</p>
<p>5.7.21 2841584</p>	<p>61-63 Station Rd</p>	<p>Overhanging vegetation</p> <p>Site visit has been undertaken. A letter will be sent to the owner/occupier requesting that the vegetation is cut back within 14 days of receipt of the letter. A re-visit will be undertaken to ensure that this work has been completed.</p>
<p>3.8.21 2911068</p>	<p>Footpath Station Rd to Orchard way</p>	<p>Overhanging vegetation</p> <p>16.8.21</p> <p>This report has been assessed and a job for repair has been raised.</p> <p>Chased again</p> <p>20.9.21 This report has been assessed and a job for repair has been raised.</p> <p>State changed to: Action scheduled</p> <p>Posted by Northamptonshire Highways at 13:55, Monday</p> <p>Re-opened, complaint from resident that still obscuring his windows</p> <p>20.10.21</p> <p>Thank you for your further comments about vegetation blocking light to your property. Whilst we appreciate your comments, the vegetation that you have identified is not currently a safety concern to the highway user. Unfortunately, we are unable to undertake works to facilitate light to either land or property. Where vegetation overhangs an adjacent property, a common law right exists for the owner of that</p>

		<p>property to prune back the offending branches to the boundary of that property. Cuttings must, of course, be disposed of in a responsible manner. Apologies that we are unable to assist further.</p> <p>State changed to: No further action</p>
11.8.21 2933592	Church Street	<p>Sign overgrown with ivy</p> <p>19.8.21</p> <p>We are investigating this issue with the vegetation owner. A revisit of the area will be undertaken on 6th September</p>
11.10.21 3054225	St Peter's Way junction – no 18	<p>Poor state of repair</p> <p>11.10.21</p> <p>Thank you for your enquiry and for bringing this matter to our attention. We understand that you have concerns about the condition of the road on St Peters Way. Whilst we appreciate and sympathise with your comments, we can confirm that there are no immediate safety concerns relating to this issue that warrant further investigation or repair at this time. However, please be assured that we will continue to monitor the area as part of our routine inspections.</p> <p>State changed to: No further action</p>
12.10.21 3057908	Orchard way – uneven footpath outside no 4 & 52	<p>Thank you for your enquiry and for bringing this matter to our attention. We understand that you have concerns about the condition of the footpath surface adjacent to Orchard Way; specifically, that you feel it is uneven. However, we can confirm that there are no immediate safety concerns that warrant further investigation or repair, at this time. However, please be assured that we will continue to monitor the area as part of our routine inspections.</p> <p>State changed to: No further action</p>
18.10.21 3076213	Station Rd /	<p>footway at the western end of Station Road on the Cogenhoe side of the junction has tree branches sticking out and also vegetation in the gutter, which means that pedestrians are walking out into the road to get by.</p>

-Old fencing in village hall hedge near play area – To receive an update from Cllr Cunnington - NOTED

-Mowing of verge on Brafield Rd, where do we want to cut to? (Parish boundary). Brafield PC contacted, reply awaited - NOTED

-Form obtained for yellow lines around The Piece, evidence required.

Form circulated to residents who have asked to sign it, copy left in café.

15 signatures have now been obtained so the forms will be submitted.

-Forms obtained re TPO application – tree Mill Lane - NOTED

#### 124.21. Police Matters.

##### Crime Stats – August 2021 2 crimes

Crime On or near York Avenue	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.	Under investigation
Crime On or near Orchard Way	Vehicle crime (1) Includes theft from or of a vehicle or interference with a vehicle.	Investigation complete; no suspect identified



Twitter mentions; None

Beat Bus in village 14.10.21, PCSO Matt Taylor (our PCSO) will attend the Farmer's market on the 6.11.21 and bring the Beat Bus on 5.12.21 - NOTED

OPFCC contacted, passed to Towcester Rural, conversation with PCSO Matt Taylor re-funding / PC contribution

The Clerk **advised** that there is no funding available for this.

-20.10.21 Email received to South Northants Parish Police Liaison Representatives re murder of Sir David Amess - NOTED

-Request for feedback for first joint plan for Northamptonshire's Police Force and Fire and Rescue Service (closing date 7.11.21) - NOTED

<https://www.northantspfcc.org.uk/police-fire-crime-plan-2021/>

125.21 To receive **update** from West Northamptonshire Councillors

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/october-2021-wnc-cllr-update-for-parish-councils-and-village-magazines.pdf>

Forwarded 21.10.21

Cllr Andrew Grant expressed his concern about the high winds that were experienced on Sunday 31st October but was grateful that there were no injuries sustained. He also gave an update on Covid numbers, Cogenhoe / Hackleton & Denton ward currently had the third highest number of cases in the county with more 0-9's now contracting the virus, but fortunately hospital admissions were still low. He also gave details of a new grant scheme that each of the unitary councillors has been given to distribute that promotes community covid recovery.

### 126.21 Chairman's Report

-Updated delivery areas (circulated)

-Unveiling of the clock event

It was **agreed** that some sort of event would be organised to unveil the clock. Clerk & Chairman to organise.

Action Chairman & Clerk

### Development & Planning

#### 127.21 Applications Received

Application No. **WNS/2021/1665/FUL**

Proposal Proposed new dwelling and new parking spaces for existing dwelling

Location Land East Of 46 York Avenue Cogenhoe

<https://snc.planning-register.co.uk/plandisp.aspx?recno=111965>

It was **proposed** and **resolved** that Cogenhoe & Whiston Parish Council make the following comments to this application-

Cogenhoe & Whiston Parish Council objects to this application as it feels it is over-development of the plot with poor design/layout to make it fit the plot.

#### 128.21 Applications Determined - NOTED

WNS/2021/1281/FUL	27 St Peters Way Cogenhoe NN7 1NU	First storey side extension and part first, part two storey rear extension.
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<http://snc.planning-register.co.uk/plandisp.aspx?recno=111460>

APPROVED

WNS/2021/1377/TCA	Cotswold Cottage 5 Mill Lane Cogenhoe NN7 1NA	Prune back line of Beech trees to the right-side border
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		<p>of garden. The trees overhang the public right of way and the garden (excessive shade). To reduce height and width by removing branches below a height of 6.5ft that overhang the right of way to allow for replacement of existing (poor condition) fencing to a height of 6ft. Trees that need branches removing are marked on plan 2,4,5,7,8,10,12,13,16 and 20.</p>
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APPROVED

<http://snc.planning-register.co.uk/plandisp.aspx?recno=111598>

<http://snc.planning-register.co.uk/plandisp.aspx?recno=111198>

APPROVED

S/2021/0336/FUL	79 Station Road, Cogenhoe, Northamptonshire, NN7 1NG	Hip to gable roof extension and extension to chimney stack, first floor extension above existing single storey extension to provide a master bedroom and ensuite
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<http://snc.planning-register.co.uk/plandisp.aspx?recno=109501>

APPROVED

S/2021/1281/FUL	27 St Peters Way Cogenhoe NN7 1NU	First storey side extension and part first, part two storey rear extension.
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<https://snc.planning-register.co.uk/plandisp.aspx?recno=111460>

APPROVED

## 129.21 Other planning matters

-Complaint re removal of hedge 24 Station Rd, reported to planning enforcement for investigation ref 55840 - NOTED

**-WNSP Spatial Options Consultation** - Town and Parish Council Briefing- 13 October 2021

Update Clerk & Cllr Packer (presentation forwarded).

<https://westnorthantsplan.inconsult.uk/WNSPOptions/consultationHome>

Response required by 6.12.21

It was **agreed** that the planning working party would meet to formulate a response to this questionnaire. Clerk to organise a date. Action Clerk

### -Neighbourhood Plan

Should the council be considering a Neighbourhood Plan?

Following some discussion, it was **agreed** that the Clerk would do some further research on this for consideration. Action Clerk

## 130.21 Financial matters

### 130.21.1 Income Received

24.9.21	J Cunnington	Bulb donation	£ 50.00
29.9.21	WNC	Precept	£ 15,000.00
18.10.21	V Hall	re credit card	£ 1,003.13
18.10.21	V Hopper	re credit card	£ 14.20
			£ 16,067.33

## 130.21.2 Expenditure

Parish Council							
Date	BACS	Chq No	Payee	Details	Amount	VAT	Payable under power
30.9.21	DDR		Total Energies	Electricity	£122.59	£5.82	Localism Act 2011 ss1-8
30.9.21			Unity Bank	Service charge	£21.60		Localism Act 2011 ss1-8
1.10.21	DDR		Lloyds bank	credit card	£497.35		Localism Act 2011 ss1-8
5.10.21		490998670	Wellingborough Norse	Dog bins	£374.40	£62.40	Localism Act 2011 ss1-8
12.10.21		817100545	PKF Littlejohn	Audit	£720.00	£120.00	Localism Act 2011 ss1-8
26.10.21	DDR		Total Energies	electricity	£118.96	£5.67	Localism Act 2011 ss1-8
29.10.21		76076845		Wages	£634.93		Localism Act 2011 ss1-8
29.10.21			HMRC	PAYE	£103.69		Localism Act 2011 ss1-8
29.10.21		133874546		Wages PP event	£39.00		Localism Act 2011 ss1-8
Credit card							
Sep-21							
		PC	VAT	Hopper	VAT	Vhall	VAT
Phone		£14.99					
Cleaning Supplies						£14.25	£2.38
Dog bin stickers		£1.99					
Extnsion lead						£26.99	£4.50
Trays						£22.92	£3.84
Leaflet stand						£9.37	£1.56
Bin						£28.49	
Stationary supplies						£14.83	£2.48
Dish drainer						£11.48	£1.91
Disabled parking sign						£20.78	£3.47
Grit bin		£167.52	£27.92				
Paper		£19.99	£3.33				
Toilet rolls						£22.79	£3.80
Trolley cover						£10.19	£2.45
Bulbs		£88.74					
Phone		£19.03					
fee		£3.00	£31.25				£26.39
		<b>£315.26</b>				<b>£182.09</b>	<b>£497.35</b>

The balance in the Current Account stands at £21,638.12 (assuming all cheques presented).  
The balance in the Business premium account stands at £19,762.46

Of which

CIL monies £6,361.62 (£2500 to Pocket Park) =£3861.62

Clock fund £2,939.65 (£1470 clock) =£1469.65 fitting still to be paid for

PIP £413 is earmarked.

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

**Action Clerk**

## 130.21.3 Income Received – Village Hopper

28.9.21	Contactless payments	£112.88
30.9.21	BSOG	£3,884.00
5.10.21	Contactless payments	£58.13
13.10.21	Contactless payments	£46.07
15.10.21	Cash fares September	£354.44
19.10.21	Contactless payments	£73.37
		<b>£4,528.89</b>



#### 130.21.4 Expenditure – Village Hopper

30.9.21			Unity Trust	Bank charges	£7.50	Localism Act 2011 ss1-8
30.9.21			Unity Trust	Bank charges	£20.70	Localism Act 2011 ss1-8
5.10.21			Longmarsh	Lease	£900.00	Localism Act 2011 ss1-8
6.10.21	900857345		G P Knight	Fuel card	£87.29	Localism Act 2011 ss1-8
11.10.21	132790294		Longmarsh	Hire vehicle	£96.00	Localism Act 2011 ss1-8
13.10.21	DDR		Fuel genie	Fuel card	£924.54	Localism Act 2011 ss1-8
19.10.21	DDR		Premium Credit	Insurance	£102.54	Localism Act 2011 ss1-8
22.10.21	DDR		Arval	Final settlement	£941.82	Localism Act 2011 ss1-8
29.10.21				Wages	£2,665.48	Localism Act 2011 ss1-8
29.10.21				HMRC	£637.12	Localism Act 2011 ss1-8
29.10.21	DDR		Nest	Pension Payments	£221.94	Localism Act 2011 ss1-8
					£6,604.93	

The balance in the Current Account stands at £50,910.05 (assuming all cheques presented).

It was **proposed** and **resolved** that all invoices as listed be paid. Action Clerk

130.21.5 To **approve** bank reconciliations for Parish Council account & Village Hopper account (all checked by ICO). Appendix 1 & 2

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

130.21.6. To **approve** spending against budget end Q2 30.9.21 (Appendix 3)

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

130.21.7 To **approve** expenditure of £70 for 2 x poppy wreaths.

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

130.21.8 To **approve** expenditure of max £100 for xmas tree.

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

130.21.9 To **organise** Finance working party meeting to begin budget process for 2022/23

Clerk to circulate dates.

Action Clerk

#### 131.21 CIL

To **consider** infrastructure expenditure from CIL monies of max £1650 for bench shelters for play area.

<http://www.recycledfurniture.co.uk/Picnic-Tables/Four-Seater-Canopy>

Following some discussion, it was **agreed** that this budget be increased to £2000 and alternative designs looked for. Action Cllr  
Darby & Clerk

### 132.21 Village Hall & playing Fields Update - NOTED

Minutes from the meeting held on the 20<sup>th</sup> of October 2021

[20th-october-2021-draft-minutes-village-hall-committee.pdf](#) ([cogenhoeandwhiston-pc.gov.uk](#))

### 133.21. Pocket Park Committee (next meeting 17<sup>th</sup> November)

Update from Cllr's Cunnington & Biggs from working party morning 17.10.21

Cllr Cunnington reported that the Pocket Park experienced a lot of damage in the winds on the 31st, losing some 20 trees, he expressed sincere thanks to everyone who helped with chain saws to remove the fallen trees. He felt that it might be a good idea for the Pocket Park Committee to purchase its own chainsaw for future use. It was also **agreed** that the Clerk would contact the estate re tree that had fallen that was too large for the domestic chainsaws to deal with and Chalfont Coaches as 4 of the trees that fell belonged to them. Action Clerk

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

-To receive usage figures for October.

Cllr Cunnington **reported** that there had been 1624 visits to the website in October.

### 135.21 Community Orchard

-Matter referred to VHMC, confirmation of footpath ownership being investigated.

Update Cllr Bailey re VHC feedback and conversations with Phillip Hollowell

-The Chairman reported that the Village Hall Committee had agreed in principle to the idea of a community orchard in the bottom corner of the playing field. Phillip Hollowell had kindly offered help and advice with this project and with his help this idea would be moved forward. Cllr Bailey to organise a meeting with Community Orchard working party & Phillip Hollowell. Action Cllr Bailey

### 136.21 Village Hopper

- Pay rise of 50p per hour awarded to drivers wef 1.12.21

The Clerk advised that to remain competitive in a difficult jobs market a pay rise of 50p per hour has been awarded to the Village Hopper drivers (using delegated powers). - **NOTED**

-5.10.21 email received resident thanking for service - NOTED

### 137.21 Community events

-Feedback from Clerk (including parish help desk comments).

The Clerk **reported** that the first three events had gone well with 17 people attending the lunch, 12 attending the community coffee morning (where several issues had been raised by residents) & 2 families and the pre-school attending the Storytime event.

#### 138.21 **Volunteer Car Service**

To consider PC response to ending of service

Concern was expressed about the stopping of the Volunteer Car Service, it was agreed that the Clerk would discuss this further with the patient liaison group from Denton Village Surgery, to see if there were any options for some sort of service going forwards. The Clerk would also see if any taxi companies would do a fixed price drop & wait.

Action Clerk

#### 139.21 **Committee communication with the Parish Council (Cllr Brown)**

It was **agreed** that a short verbal report would be given by the Chairman of the Village Hall Committee in addition to the publishing of the minutes at each meeting.

#### 140.21 **Streetlighting**

-Letter received re closure of Aylesbury Main, recommendation made to Forde & McHugh Ltd - NOTED

#### 141.21 **Grass cutting contract**

-This comes to an end at the end of this season, new contract required for Spring 2022.

It was **agreed** that the council would wait until they knew what the future was for Wellingborough Norse before any decision was made about this contract. Norse had done a good job so the council would prefer to extend the contract if possible.

#### 142.21 **Correspondence Received (in addition to listed above)**

Northants CALC eUpdate - Sept/Oct 2021 (forwarded) - NOTED

#### 143.21 **Correspondence issued - NOTED**

Email [customercare@royalresorts.co.uk](mailto:customercare@royalresorts.co.uk)

Requesting introductory meeting with new management - reply awaited

Emails re Green Plaques for Heritage Society (tree Mill Lane & packhorse bridge)

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

-The Clerk asked if anyone had any ideas how an elderly resident with some overgrown trees could be helped, Cllr Darby **agreed** to discuss this with her husband. Action Cllr Darby

-The Clerk **advised** that the WI had donated £100 to be used to purchase Jubilee trees as part of the Queen's Green Canopy initiative.

**145.21. Meeting Closed & date of Next Meeting**

**To agree dates for**

January & May meetings (**bank holidays**) **Main Hall**

Suggest Wednesday 5<sup>th</sup> January 2022

Wednesday 4<sup>th</sup> May 2022 - **Agreed**

There being no further business the **meeting closed** at 9.15pm

Date of next meeting-

Wednesday 17<sup>th</sup> November 2021 – Pocket Park Committee 7.30pm

Monday 6<sup>th</sup> December – Full Council, 7.30pm

Wednesday 15<sup>th</sup> December – Village Hall Committee, 7.30pm



Deborah Rush

Parish Clerk 2.11.21

Approved signed copy held on file

## Appendix 1

Cogenhoe & Whiston PC		21.10.21		
Bank Reconciliation				
Total receipts			£38,168.24	
less				
Total payments			£27,932.10	
				£10,236.14
Plus opening balances				£32,179.62
				<b>£42,415.76</b>
Bank accounts				
Current AC				£22,653.30
plus				
Business Prem AC				£19,762.46
				£42,415.76
Plus credits not yet showing				
Less unrepresented cheques				
				<b>£42,415.76</b>

## Appendix 2

Cogenhoe & Whiston PC	Village Hopper	21.10.21		
Bank Reconciliation				
Total receipts			£47,701.03	
Total payments			£40,158.02	£7,543.01
Plus opening balances				£47,833.87
				<b>£55,376.88</b>
Bank accounts				
Current AC				£55,295.50
Plus credits not yet showing				£81.38
Less unrepresented pymts				
				<b>£55,376.88</b>

### Appendix 3

Budget 2021-22								
	21/22 budget	End Q1 30.6.20	%	End Q2 30.9.21	%	End Q3 31.12.20	%	End Q4 31.3.21
<b>Income</b>								
Precept	£30,000.00	£15,000.00	50.00%	£30,000.00	100.00%			
Mowing Grant	£765.59							
<b>Total</b>	<b>£30,765.59</b>	<b>£15,000.00</b>		<b>£30,000.00</b>				
<b>Expenditure</b>								
Playing Field	NIL			NIL				
Village Main	£1,000.00			£600.00	60.00%			annual cost troughs
Grass & Bins	£3,000.00	£859.26	28.64%	£1,838.52	61.28%			grass season now finished
Clerks salary	£8,900.00	£2,150.08	24.16%	£4,269.27	47.97%			
Clerk Exp	£750.00	£20.00	2.67%	£50.00	6.67%			
Audit	£475.00							
Membership	£975.00	£895.64	91.86%	£991.64	101.71%			annual costs
Insurance	£1,200.00	£1,224.48	102.04%	£1,224.48	102.04%			annual cost
Council Exp	£1,000.00	£151.61	15.16%	£664.60	66.46%			increase bank charges
Training	£150.00							
Lights R&M	£500.00	£69.80	13.96%	£314.40	62.88%			timings of faults
Elec costs	£1,500.00	£384.57	25.64%	£738.21	49.21%			
S137 max £8733	£3,000.00			£1,000.00	33.33%			
Pocket Park	£300.00	£189.85	63.28%	£189.85	63.28%			gate
Website	£600.00							
LG reform	£500.00							
Defibrillator	£150.00			£103.58	69.05%			timing of parts
Village hall development	£6,000.00	£5,000.00	83.33%	£6,000.00	100.00%			one-off pymt
Other		£58.96						
	<b>£30,000.00</b>	<b>£11,004.25</b>	36.68%	<b>£17,984.55</b>	59.95%			
Loan repayment	£2,471.56	£1,235.78	50.00%	£1,235.78	50.00%			
Amenities (Capital)				£1,470.00				
Election costs (reserves)				£1,999.31				
<b>Total</b>	<b>£32,471.56</b>	<b>£12,240.03</b>	37.69%	<b>£22,689.64</b>	69.88%			