

# **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> October 2018 at 7.30pm in The Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

## **115. Open forum**

No members of the press or public attended the meeting.

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

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

Cllr Brown did not attend the meeting.

Apologies were received from CCllr Michael Clarke & DCllr Carole Clarke.

DCllr Steven Hollowell attended the meeting.

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

Declarations of disclosable pecuniary or non-statutory disclosable interests were received as follows;

Item 122 Streetlight damage caused by Village Hall tree - Cllrs Bailey, Darby, Grubb, Packer, Scott & Sher.

Item 123 planning application no S/2018/2180/LDP – Cllrs Bailey, Darby, Grubb, Packer, Scott & Sher.

Item 123 planning application no S/2018/2048/TPO – Cllr Bailey

Item 124.4 Village Hopper – expenditure – Cllr Bailey

## **118. To sign the minutes of the meeting held on 3<sup>rd</sup> September 2018.**

The minutes of the meeting held on 3<sup>rd</sup> September 2018 were signed.

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

-Street doctor updates;

|                           |  |  |
|---------------------------|--|--|
| <p>21.6.18<br/>948578</p> | <p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Street/Town: Whiston Road,Cogenhoe And Whiston</p> <p>Location: Hedge opposite Cottons Farmhouse, Station Rd, Whiston</p> <p>Details: Hedge is overhanging footpath which means that pedestrians have to step into the road, on the bend this is very hazardous.</p> | <p>05-JUL-2018 13:11<br/>Work Instructed.<br/>Referred to Jayne Hawtin</p>   |
| <p>6.8.18<br/>951963</p>  | <p>Problem Details</p> <p>Problem: Sign</p> <p>Description: Sign - Obscured by vegetation</p> <p>Town/Village: Cogenhoe</p> <p>Details: VAS sign is obscured by vegetation and is now not working because of it</p>  | <p>07-AUG-2018 12:30<br/>Now Referred to Richard Malyszewicz.<br/>08-AUG-2018 14:41<br/>Stage 1. Referred to Richard Malyszewicz</p>   |
| <p>23.8.18<br/>953213</p> | <p>Problem: Roads</p> <p>Description: Potholes</p> <p>Street/Town: Church Street,Cogenhoe And Whiston</p> <p>Location: Outside 31 Church Street</p> <p>Details: pothole</p>  | <p>24-AUG-2018 14:25<br/>Site has been visited and currently the defect doesn't meet ncc intervention level, location will be monitored through highway safety inspections.. Referred to Richard Malyszewicz.</p>  |
| <p>10/9/18<br/>954276</p> | <p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Street/Town: Mill Lane,Cogenhoe And Whiston</p> <p>Location: Footpath KF5 from Mill Lane joining KF11 &amp; KF12</p> <p>Details: Vegetation is overhanging from gardens &amp; adjoining hedge making it very difficult to use the path</p>                           | <p>12-SEP-2018 08:50<br/>Under Investigation.<br/>Referred to Katie Angel<br/>Site Inspected 14.09.18. Letter sent to landowner to cut back vegetation to make the Public Footpath clear to use.. Referred to Katie Angel.<br/>Action/Remarks changed to 'Site Inspected 14.09.18. Letter sent to landowner to cut back vegetation to make the Public Footpath clear to use.</p> |

|                   |   |  |
|-------------------|---|--|
| 10/9/18<br>954278 | Problem: Vegetation<br><br>Description: Overgrown/Overhanging<br><br>Street/Town: Whiston Road,Cogenhoe And Whiston<br><br>Location: bridge from Whiston Rd leading to footpath<br>KF12<br><br>Details: bridge is impassable due to brambles etc. | 14.9.18<br>Referred to Katie<br>Angel. Action/Remarks<br>changed to 'Work<br>Complete. Site<br>inspected 12-9-18.<br>Vegetation on bridge<br>cleared. Bridleway open<br>and accessible'. |
|-------------------|---|--|

-NOTED

120. **Police Matters.**



Twitter mentions;

Cogenhoe Theft

Northamptonshire Police are appealing for information regarding **theft of two bicycles on Mill Lane, Cogenhoe.**

**During the times below unknown persons have removed the locks to two Voodoo Mountain bikes near a motorhome and stolen the bikes.**

This happened overnight **between 11.50pm on Friday 24th and 10 past Midnight on Saturday 25th August 2018.**

**Crime Statistics July** see [www.police.co.uk](http://www.police.co.uk) 4 crimes

| Location                          | Crime  | Current status                                |
|-----------------------------------|--|---|
| Crime on or near Mill Lane        | Criminal damage and arson (1)<br><br>Includes damage to buildings and vehicles and deliberate damage by fire         | Under investigation                           |
| Crime on or near Church Street    | Burglary (1)<br><br>Includes offences where a person enters a house or other building with the intention of stealing | Investigation complete; no suspect identified |
| Crime on or near Manor Farm Court | Vehicle crime (1)  | Investigation complete; no suspect identified |

|                               |  |                     |
|-------------------------------|--|---------------------|
|                               | Includes theft from or of a vehicle or interference with a vehicle   |                     |
| Crime on or near Station Road | Burglary (1)<br>Includes offences where a person enters a house or other building with the intention of stealing | Under investigation |

- NOTED

#### 121. To receive **reports from County & District Councillors**

-DCllr Steven Hollowell reported that work continued on both the divorce from Cherwell District Council and the local government review. He expressed concerns about the five- year housing supply; South Northants has a stock of more than 11 years, Daventry DC is also well provided for, but Northampton Borough (all of whom will form the new West Northants Unitary Council in 2020) only has a supply of 2.95 years. He is concerned that if these numbers are averaged out, the supply will be less than 5 years which means that speculative developers can override the Local Plan provisions; he will continue to make this point as the work toward Unitary authority continues.

#### 122. **Chairman's Report** including

-Update on Mud Kitchen proposal

Cllr Bailey reported, for information purposes only, that the Village Hall has been approached by a resident who wishes to open a café / farm shop within the Village Hall grounds; this is at very early stages of development and in principal was supported by councillors, although concern re the impact on the village shop and whether this sort of development complies with the Village Hall trust deed were raised.

-Streetlight damage lamp 73 York Avenue

Cllr Bailey **reported** that the recent high winds had brought down a tree bough that had damaged the streetlight on York Avenue. Replacement cost would be £250 + VAT. Cllr Packer **reported** that the Village Hall insurance company had said they would not pay as a verbal tree inspection had not highlighted a problem with the tree.

See declaration of non-statutory disclosable interests listed item 117.

The 4 remaining councillors and the Clerk left the room to discuss this matter.

It was **agreed** that the Village Hall should be invoiced for the repair costs as it was their property that had caused the damage to the light. **Action Clerk**

-NALC star council nomination

Cllr Bailey **reported** that the parish council were one of three finalists for this award, which was decided by public vote, he encouraged everyone to vote. He and the Clerk would be attending the awards ceremony on 30<sup>th</sup> October 2018.

## 123. Development & Planning

### 123.1 Applications Received

See declaration of non-statutory disclosable interest disclosed item 117 above. (Cllr Bailey was permitted to remain in the room during the discussion of this item).

#### **S/2018/2048/TPO**

4 Sharmans Close, Cogenhoe

Beech crown reduce by 15-20% combined with thin & removal of all deadwood. Crown raise.

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

‘No objections’

#### **S/2018/2032/LDE**

Manchester House Whiston Road Cogenhoe NN7 1NL

Certificate of Lawfulness for Existing Development comprising of Patio doors to be added to side elevation of house.

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

‘No objections’

See declaration of non-statutory disclosable interests listed item 117.

The 4 remaining councillors and the Clerk left the room to discuss this matter.

#### **S/2018/2180/LDP**

Cogenhoe And Whiston Village Hall York Avenue Cogenhoe NN7 1NB

Certificate of Lawfulness for Proposed Development comprising of single storey extension to village hall

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

‘No objections’

-Report from Clerk on telephone conversation with SNC re 35 Station RD, Cogenhoe

The Clerk **reported** that the planning officer at South Northants Council had contacted her to gain some approximate costings for the replacement bus shelter and clock that had been mentioned in the planning comments submitted for this application, these had been provided in consultation with the Chairman.

### 123.2 Decision Received –

None

## 124. Financial matters

-Bank accounts now switched to Unity Trust - NOTED

### 124.1 Income

VAT refund £ 2484.43

Precept £11000.00

### 124.2 Expenditure

| Date    |           | Chq No | Payee                | Details           | Amount    | VAT     | Payable under power            |
|---------|-----------|--------|----------------------|-------------------|-----------|---------|--------------------------------|
| 1.10.18 | 596034260 | BACS   | Harvest print media  | printing exp      | £62.00    |         | LGA 1972, s.111                |
| 1.10.18 |           | 300002 | Ladywell Accountancy | payroll costs     | £54.00    |         | LGA 1972, s.111                |
| 1.10.18 | 605437425 | BACS   | D Rush               | brushcutter       | £79.98    | £13.33  | Open Spaces Act 1906 ss 9 & 10 |
| 1.10.18 | 685301459 | BACS   | Mowerman             | grass             | £318.00   | £53.00  | Open Spaces Act 1906 ss 9 & 10 |
| 1.10.18 | 784034432 | BACS   | Aylesbury mains      | Light repairs     | £115.80   | £19.30  | Highways Act 1980 s301         |
| 1.10.18 |           | 300003 | CPRE                 | Membership        | £36.00    |         | LGA 1972, s.111                |
| 1.10.18 |           | 300004 | PKF Littlejohn       | Audit             | £240.00   | £40.00  | Accounts & Audit Regs 2011     |
| 1.10.18 | 690371107 | BACS   | NCC                  | Zebra crossing    | £1,200.00 | £200.00 | Highways Act 1980 s274A        |
| 1.10.18 |           | DDR    | Total Gas & power    | Electricity       | £318.95   | £53.16  | Highways Act 1980 s301         |
| 1.10.18 | 815016139 | BACS   | D Rush               | Salary & Exp Sept | £647.82   |         | LGA 1972, s.112                |
|         |           |        | HMRC                 | PAYE              | £0.60     |         | LGA 1972, s.112                |

The balance in the Unity Current Account stands at £12145.59 (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**

### 124.3 Village Hopper

#### Income

|                    |         |         |
|--------------------|---------|---------|
| Great Houghton PC  | £400.00 | £400.00 |
| Grendon PC         | £400.00 | £400.00 |
| Brafield PC        | £400.00 | £400.00 |
| Little Houghton PC | £400.00 | £400.00 |

### 124.4

#### Expenditure

| Village Hopper |  |        |          |                |        |       |                         |
|----------------|--|--------|----------|----------------|--------|-------|-------------------------|
| Date           |  | Chq No | Payee    | Details        | Amount | VAT   | Payable under power     |
| 21.9.18        |  | STO    | Tixiom   | Ticket machine | £48.00 | £8.00 | Localism Act 2011 ss1-8 |
| 1.10.18        |  | BACS   | J Bailey | Exgratia pymt  | £50.00 |       | Localism Act 2011 ss1-8 |

The balance in the Current Account stands at £2138.27

(assuming all cheques presented).

See declaration of pecuniary interest disclosed item 117 above.

(Cllr Bailey was permitted to remain in the room during the discussion of this item).

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

Action Clerk

125.5 – To approve bank reconciliations (appendix 1 & 2).

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

125.6 – To **receive & approve** notice of conclusion of Audit from Clerk

The Clerk **advised** that a ‘no matters arising’ response to the audit for the financial year 2017/18 had been received. All statutory requirements of the transparency act had now been met.

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

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

-To receive usage figures for September.

-Cllr Cunnington advised that there had been 2457 visits to the website in September.

#### 127. **Street light upgrade**

-Update from Clerk on upgrade project.

The Clerk **advised** that the commitment letter had now been received from Salix Finance and signed by the Chairman on behalf of the council. The order for the replacement lamps had been placed and the project was expected to be completed by the end of November.

-Some discussion took place about the need to update the numbers on the streetlights (Aylesbury Mains had advised that this would cost £5 per lamp). It was **agreed** that these were very useful when reporting faults and that replacement be authorised.

Action clerk

#### 128. **Village Hopper Bus service**

-New timetable effective 1.10.18 - NOTED

-Service now re-registered as Cogenhoe & Whiston PC, Office of Traffic Commissioner confirmation received 19.9.18 - NOTED

-Application to DTO Bus Operators Grant submitted - NOTED

-Fuel Card application approved - NOTED

-To sign parish agreements on behalf of Cogenhoe & Whiston Parish Council

These were signed and witnessed on behalf of the council.

- Bus shelter, to revisit upgrade of bus shelter, Station Rd.

Letter sent to residents, email asking for further details, replied 10.9.18 - NOTED

129. **Battles Over Commemorations** (minutes circulated from working party meeting held on 21.8.18 on 22.8.18)

-To receive update from Clerk on project

Following some discussion the wording was amended to - ‘This oak tree was planted to commemorate the centenary of the ending of the Great War and in memory of the men of the parish who lost their lives serving their country’ Cogenhoe & Whiston Parish Council, 11<sup>th</sup> November 2018.

It was **agreed** that an increase in the original quote of up to £150 for these changes be authorised.  
Clerk to place order. Action Clerk

### 130. Village Map

-To receive update from Clerk on costs of interpretation panel.

The Clerk **advised** that a third quote was still being sought. C/F C/F

### 131. Speed signs Whiston Rd

-To receive update from Clerk on revised costs.

The cost of 2 repeater signs has now been received from Highways as being £742.81 + VAT.

It was **proposed** and **resolved** that this be **approved**. (From CIL monies) Action Clerk

### 132. Grit bins

-To consider agreement form forwarded by NCC

The Clerk **advised** that NCALC had become involved in these transfer of ownership agreements; they had requested some amendments to the agreements which NCC had agreed to. Updated letters were awaited.

### 133. Caravan Movements Church Street

-to receive comments from Cllr Cunnington

Cllr Cunnington **advised** that a caravan had been moved at 6pm, Cllr Darby said this was because they hadn't been able to get down the road earlier in the day in line with the agreement -NOTED

### 134. Correspondence Issued

Letter 4.9.18 Resident re Church Street accident / parking - NOTED

### 135. Correspondence Received (in addition to listed above)

Email 17.9.18 resident re dust pollution

It was **agreed** that the Clerk contact environmental protection about this. Action Clerk

Email 12.9.18 R Jakeman re footpaths on estate land.

It was **agreed** that the Clerk contact Mr Pitts re the outstanding problems as they are on land farmed by him. Action Clerk

Email 11.9.18 Mowerman – copy of new PL certificate for file - NOTED

Email 11.9.18 Resident re litter bins

It would appear that the bin in question had now been replaced by SNC following reporting of this issue. Comment was made that 2 further new bins, one for Short lane and one for Whiston Rd had still not been fitted. Clerk to chase. Action Clerk



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

It was **reported** that the entrance sign on Brafield Rd is leaning. Clerk to report. **Action Clerk**

It was **reported** that the potholes (that have been previously reported and didn't meet intervention levels) have got bigger. Clerk to report. **Action Clerk**

Cllr Stanton asked if any progress had been made with the request for the historic right of way through from Station Rd to York Avenue to be included on the definitive map?

The Clerk advised that no update had been received but she would chase. **Action Clerk**

Comment was also made that children had been seen playing in the development site which was considered very dangerous. Clerk to report to SNC planning. **Action Clerk**

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

There being no further business the meeting closed at 8.50pm

Date of next meeting.

**Monday 5<sup>th</sup> November 2018, 7.30pm** –Council Meeting, Village Hall, Cogenhoe.

**Deborah Rush**

**Parish Clerk 3.10.18**

## Appendix 1

|                              |                   |               |             |                    |
|------------------------------|-------------------|---------------|-------------|--------------------|
| Cogenhoe & Whiston PC        |                   | 1.10.18       |             |                    |
| Bank Reconciliation          |                   |               |             |                    |
| Total receipts               |                   |               | £ 26,435.46 |                    |
| less                         |                   |               |             |                    |
| Total payments               |                   |               | £ 22,304.66 | £ 4,130.80         |
| Plus opening balances        |                   |               |             | £ 39,021.19        |
|                              |                   |               |             | <b>£ 43,151.99</b> |
| Bank accounts                |                   |               |             |                    |
| Current AC                   |                   |               |             | £ 3,073.94         |
| plus                         |                   |               |             |                    |
| Business Prem AC             |                   |               |             | £ 31,006.40        |
| Plus credits not yet showing |                   |               |             | £ 13,484.43        |
|                              |                   |               |             | £ 47,564.77        |
| Less unrepresented cheques   |                   |               |             |                    |
| 300001                       | SNAST             | NHW subs      | £20.00      |                    |
| BACS                         | D Rush            | Salary & exp  | £654.35     |                    |
| BACS                         | Mowerman          | Grass         | £318.00     |                    |
| BACS                         | Aylesbury mains   | Light repairs | £304.08     |                    |
| DDR                          | ICO               | subscription  | £40.00      |                    |
| BACS                         | Harvest print     | printing      | £62.00      |                    |
| 300002                       | Ladywell Accounta | payroll costs | £54.00      |                    |
| BACS                         | D Rush            | brushcutter   | £79.98      |                    |
| BACS                         | Mowerman          | grass         | £318.00     |                    |
| BACS                         | Aylesbury mains   | Light repairs | £115.80     |                    |
| 300003                       | CPRE              | Membership    | £36.00      |                    |
| 300004                       | PKF Littlejohn    | Audit         | £240.00     |                    |
| BACS                         | NCC               | Zebra crossin | £1,200.00   |                    |
| DDR                          | Total Gas & powe  | Electricity   | £318.95     |                    |
| BACS                         | D Rush            | Salary & Exp  | £647.82     |                    |
|                              | HMRC              | PAYE          | £3.80       |                    |
|                              |                   |               | £4,412.78   | £4,350.78          |
|                              |                   |               |             | <b>£43,151.99</b>  |

**New Homes Bonus monies**

Approved grants

£1,000 zebra crossing

£1,514 Sign refurb

£1,500 Defib (claimed)

    £490 Bench refurb (claimed)

    £450 Artwork

£4,000 Bus shelter

+ year 7 allocation £3361

£2,535 Heritage Society

**£2,041** Balance (information board to submit)

(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

Balance                   **£ 5,276.30**

**Chairman.....**

**IFO.....**

**Clerk.....**

**Date**

## Appendix 2

|                              |      |                 |                 |            |                   |
|------------------------------|------|-----------------|-----------------|------------|-------------------|
| Cogenhoe & Whiston PC        |      | VH              |                 | 1.10.18    |                   |
| Bank Reconciliation          |      |                 |                 |            |                   |
| Total receipts               |      |                 | £ 3,900.00      |            |                   |
|                              |      |                 |                 |            |                   |
| Total payments               |      |                 | £ 1,761.73      | £ 2,138.27 |                   |
|                              |      |                 |                 |            |                   |
| Plus opening balances        |      |                 |                 |            | <b>£2,138.27</b>  |
| Bank accounts                |      |                 |                 |            |                   |
| Current AC                   |      |                 |                 | £ 1,591.27 |                   |
|                              |      |                 |                 |            |                   |
| Plus credits not yet showing |      |                 |                 | £ 1,200.00 |                   |
|                              |      |                 |                 | £ 2,791.27 |                   |
| Less unrepresented cheques   |      |                 |                 |            |                   |
| 6.8.18                       |      | 300002 J Bailey | Keys            | £49.00     |                   |
| 6.8.18                       |      | 300004 Cogenhoe | Car parking ren | £300.00    |                   |
| 6.8.18                       |      | 300005 Tixiom   | Ticket machine  | £156.00    |                   |
| 3.9.19                       | BACS | D Rush          | Reimbursemen    | £50.00     |                   |
| 21.9.18                      | STO  | Tixiom          | Ticket machine  | £48.00     |                   |
| 1.10.18                      | BACS | J Bailey        | Exgratia pymt   | £50.00     |                   |
|                              |      |                 |                 | £653.00    |                   |
|                              |      |                 |                 | £653.00    | <b>£ 2,138.27</b> |