

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on **Monday 2nd December 2019** at 7.30pm in Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.

148. Open forum

-A representative from the Football Club attended the meeting to explain their plans for replacing the flood lights, to reduce light pollution and refurbishing the club house to ensure the facilities were appropriate for their current league status. DCllr Hollowell was asked if there were any grant monies available from SNC but he said that SNC would likely not exist by the time their business plan had been formulated and quotes for the work obtained. It was suggested that they submit an application to the Parish Council for a small grant, which if approved, will help towards the fund matching requirements of many of the larger grant pots. It was **agreed** that the Clerk would forward the grants policy & application form.

Action Clerk

149. To receive and accept apologies for absence.

Apologies for absence were received and accepted from

Cllr Biggs, Cllr Darby & Cllr Brown. DCllr Carole Clarke also sent her apologies.

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

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

None

151. To sign the minutes of the meeting held on **4th November 2019**.

The **minutes** of the meeting held on 4th November 2019 were **signed**.

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

-Order placed 2 x bus stop signs (now awaiting collection).

-Notices displayed re Casual Vacancy - NOTED

-Thank you letter & flowers, delivered to Iris Sher

-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>6.2.19 964438 Reopened 1816254</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Highway Condition • Street/Town: Whiston Road, Cogenhoe And Whiston • Location: access road, Whiston Rd • Details: Road surface is in very poor condition; it is used for access for transport for adults with learning / physical disabilities / wheelchairs etc 	<p>8.2.19 Works ticket has been raised and will be completed within 2 months.</p>
<p>11.2.19 964852</p>	<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>	<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.</p>
<p>15.3.19 967386</p>	<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</p>	<p>20.3.19 site visit will be undertaken, update to follow. 24.3.19 letter to be sent to householder requesting that the vegetation is cut back from footway. Re-visit 30 days after receipt of letter.</p>

	is parked with wheels on pavement which they usually are because of width of road.	
7.5.19 1641326	68 Station Rd. Hedge is overhanging footpath meaning you have to step into road to pass.	7.6.19 A letter has been sent to the householder requesting that the vegetation is cut back from the footway. Re-visit will be undertaken 30 days after receipt of letter. State changed to: Investigating" COMPLETED Report re opened for damage to streetlight - claim form submitted
13.5.19 1627983	Hedge opposite 9 & 11 Mill Lane, Cogenhoe, NN7 1NA is overgrown and obscuring the streetlight	23.5.19 "Thank you for your enquiry. Once landownership has been established, the landowner will be contacted and requested to cut back the vegetation. State changed to: Investigating"
28.8.19 1747467 Reopened poor repair	Potholes in road 32-34 Station RD Resident injured when caught foot in pothole in verge outside 32-34 Station Rd	30.8.19 Works order has been raised and will be completed within 28 days. Thank you for your enquiry. State changed to: Action scheduled 11/9/19 Fixed
30/8/19 1764285	Fingerpost sign has been knocked over again,	Works ticket issued.
9.10.19 1798428	Light on public footpath from Church Street to The Piece is obscured	24.10.19 The landowner has been contacted and requested to cut back overhanging vegetation within the next 14 days. A re-visit will then be undertaken.
9.10.19 1798437	Cannot remain on footpath with pushchair due to overhanging vegetation at 46 Church Street	24.10.19 Thank you for your enquiry. The landowner has been contacted and requested to cut back overhanging vegetation within the next 14 days. A re-visit will then be undertaken.
9.10.19 1798441	Vegetation is overhanging footpath at 38 Station Rd	28.10.19 The site has been visited and an inspection has identified that the vegetation is privately owned. The owner/occupier has been contacted and requested to cut back overhanging vegetation within 14 days. A re-visit will be undertaken after 14 days to ensure this has work been carried out.
9.10.19 1798444	Hedge opposite Claylands has been cut back by Highways but weeds still make it difficult to use the footpath	24.10.1 Thank you for your enquiry. A works ticket will be issued to treat the weeds, this work will be undertaken within the next 6 months.
7.11.19 1835667	New signage needed	Provided written response to customer advising that this request does not meet our criteria concerning road collisions.

	Ducks constantly cross the highway here and there are no warning signs to indicate this, can some be installed?	State changed to: No further action
10.11.19 1844224	Bridge in poor state of repair Footbridge across the lock is in poor state of repair and potentially dangerous	
10.11.19 1844236	Footpath is being destroyed by quarry lorries that are crossing it	

153. Police Matters.

Crime Stats September 2019 2 crimes

Crime on or near The Claylands	Criminal damage and arson (1) Includes damage to buildings and vehicles and deliberate damage by fire	Investigation complete; no suspect identified
Crime on or near Mill Lane	Criminal damage and arson (1) Includes damage to buildings and vehicles and deliberate damage by fire	Under investigation



10.11.19

Whiston Criminal Damage Vehicle Crime Ref 19000600040

criminal damage to a vehicle parked on a drive in Cogenhoe Road where the offside front window has been smashed by an unknown object thrown by an unknown person

This happened between the hours of 5pm on the 8th and 9am on the 9th November 2019.

154. To receive reports from County & District Councillors

-CCllr Michael Clarke **reported** that NCC is now in a state of 'purdah' which means that very little business is taking place. He said that scrutiny of the budget is still continuing, and work towards solving the many problems of Children's services. The interim head has now been appointed as the permanent head of the service.

-New date for stakeholders meeting chased with CCllr Clarke – update from him if able to attend

-CCllr Clarke agreed to chase this again.

-DCllr Steven Hollowell **reported** that SNC are completing their budgetary process and although there is an increase in budget costs there has also been an increase in income so the shortfall shouldn't be too significant, a 4.9% council tax increase is expected.

155. Chairman's Report

-Including report from SNC Parish Forum 22.11.19 – including warm homes grants

The Chairman **reported** that he and the Clerk had attended this on behalf of the council; information had been provided on Local Government Reorganisation, the Ability Transport Scheme, New Homes Bonus Scheme, Retrospective planning applications & Warmer Home grant. Councillors are encouraged to consider residents who may need help through this grant scheme to provide central heating.

-Meeting dates 2020 (Appendix 4)

Subject to Village Hall availability confirmation the dates were **agreed**.

156. Development & Planning

156.1 Applications Received

S/2019/2166/TCA – For Info Only - Noted

31 Church Street – fell goat willow tree

S/2019/2220/TPO

1 The Claylands – Works to TPO group of trees (TPO 08/2002)

Tree 426 reduce by 4 metres, tree 424 reduce by 4-5 metres, 2 additional trees reduce by 5 metres.

It was **proposed** and **resolved** that Cogenhoe & Whiston Parish Council make the following comments to this planning application-
'No objections'

S/2019/2255/FUL

6 Brafield Rd, Cogenhoe, NN7 1ND

Single storey extension and demolition of rear conservatory.

It was **proposed** and **resolved** that Cogenhoe & Whiston Parish Council make the following comments to this planning application-
'No objections'

S/2019/2324/TCA

10-12 Mill Lane Cogenhoe NN7 1NA - **for information only - NOTED**

Oak (1) Fell due to being too close to grade 2 listed building, blocking light and driveway entrance. Re-plant silver birch at rear of garden. Spruce (2) Fell due to not in good health-possible risk of injury. Re-plant black poplar tree to rear of garden. Spruce (3) Fell due to it dying-possible risk of injury/life. Re-plant walnut tree to rear of garden.

156.2 Applications Determined - NOTED

S/2019/0929/FUL

Decision: APPROVAL

Proposal: Retrospective Planning Application for the installation of a bulk gas tank with wooden palisade; electronic entrance barriers; and a new sub-station (installed by South Lakeland House Western Power) within existing holiday park.

Location Cogenhoe Mill Caravan Site Mill Lane Cogenhoe NN7 1NA

S/2019/1856/TPO

Decision: APPROVAL

TPO-06-1985 - 3 Lime trees - pollard by crown reduction approx 3 metres per tree at The Limes
37 Station Road Cogenhoe NN7 1LU

156.3 Other planning matters - NOTED

Appeal Ref: APP/Z2830/W/19/3233842
14A Whalley Grove, Cogenhoe, NN7 1LT

Appeal dismissed

157. Financial matters

157.1.1 Income - None

157.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
29.11.19	480105786	D Rush	Salary	£614.42		Localism Act 2011 ss1-8
29.11.19		HMRC	PAYE	£11.11		Localism Act 2011 ss1-8
2.12.19	420871168	D Rush	Expenses	£194.80	£28.80	Localism Act 2011 ss1-8
2.12.19	40805824	Wboro Norse	Grass	£266.91	£44.49	Localism Act 2011 ss1-8
2.12.19	792868003	Wboro Norse	Dog Bins	£403.20	£67.20	Localism Act 2011 ss1-8
2.12.19	844618299	Aylesbury Mains	Lamp repairs	£55.08	£9.18	Localism Act 2011 ss1-8
2.12.19	300025	NVHS	Grant	£100.00		Localism Act 2011 ss1-8
2.12.19	300026	RBL	Poppy Wreaths	£70.00		Localism Act 2011 ss1-8

The balance in the Current Account stands at £16,695.86 (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

157.3 Income Received – Village Hopper

30.10.19	part w/c 21/10/19	£340.00
30.10.19	part w/c 21/10/19	£102.44
13.11.19	w/c 4/11/19	£487.10
14.11.19	w/c 11/11/19	£527.45
14.11.19	VAT	£394.61
14.11.19	SNC Grant	£797.65
12.11.19	NCC	£2,646.36
		£5,295.61

157.4 Expenditure – Village Hopper

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
31.10.19		Unity	Credit charge	£8.50		Localism Act 2011 ss1-8
1.11.19	DDR	Premium Credit	Insurance	£86.53		Localism Act 2011 ss1-8
16.11.19	DDR	Arval	Lease	£824.13	£137.36	Localism Act 2011 ss1-8
15.11.19	DDR	Fuel Genie	Fuel card	£1,335.15	£222.52	Localism Act 2011 ss1-8
21.11.19	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
29.11.19			Wages	£2,585.13		Localism Act 2011 ss1-8
29.11.19		HMRC	PAYE	£485.28		Localism Act 2011 ss1-8
29.11.19		NEST	Pensions	£194.72		Localism Act 2011 ss1-8

The balance in the Current Account stands at £7,497.94 (assuming all cheques presented).

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

Action Clerk

157.5 To **approve** bank reconciliation Parish Council account (appendix 1)

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

157.6 To **approve** bank reconciliation Village Hopper account (appendix 2)

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

157.7 Updated model Financial Regulations uploaded to website - NOTED

157.8 Salix Finance audit completed – response received

‘I have reviewed all the evidence you provided and I’m happy to close your audit.’ – NOTED

157.9

It is **proposed** that due to the confidential nature of this item the Press & Public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960, s.1(2) & Local Government Act 1972, s.100(2).

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

-To review Clerk’s salary

Clerk’s salary reviewed.

It was **proposed** that the Press & Public be readmitted.

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

157.10 To receive draft budget from Finance working party (appendix 3)

The draft budget was received.

157.11 Confirmed quote received from Aylesbury Mains re damaged lamp & bracket Station Rd

(damaged by Highways) £405 + VAT – claim submitted to LGSS for reimbursement - NOTED

158. To receive **update** from Cllr Cunningham re **website**.

-To receive usage figures for November

Cllr Cunningham **reported** that there had been 2289 visits to the website.

159. **Amendment to Definitive Map Order**

-Appeal submitted

-Letter received from The Planning Inspectorate declining appeal – NOTED

It was **agreed** that this would be looked at again in the New Year

C/F

160. **Lectern board**

-Board now received, need to organise installation

It was **agreed** that Wayne Adams who has completed other maintenance jobs for the council be asked to install this and the bus stop signs once received. Following some discussion, it was also agreed that the Clerk would discuss with him, the possibility of appointing him as village lengthsman (handyman) for this type of job going forward.

Action Clerk

161. **Cogenhoe Mill**

-Update to residents via Cllr Darby - NOTED

-Emails received 13.11.19 complaints re caravan movements and damage caused by vehicle.

It was **agreed** that the Clerk would write to Pure Leisure again about these issues. Action Clerk

162. **Dog Bins**

-To consider condition of bins Short Lane (broken lid), village hall x 2

It was **agreed** that the Clerk would speak to SNC about these.

Action Clerk

163. **Correspondence Issued - NOTED**

-Letter resident re Good Design award

-Email Compton Estates re run-off / ditches Whiston

164. **Correspondence Received (in addition to listed above) - NOTED**

-email SNC declining grant for new bus shelter

It was **agreed** that the Clerk would investigate refurbishment options for this.

Action Clerk

-Letter 11.11.19 Denton Village Surgery

It was **agreed** that the Clerk would circulate this for further consideration by Councillors.

Action Clerk

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

-Comment was made that there appears to be an increase in parking on pavements around the village. Residents are reminded that it is an offence to obstruct the footpath and are asked always to consider if a wheelchair / mobility scooter / pushchair could pass without having to enter the road? If residents witness such parking they are urged to record the registration number, date & time and report to the police on 101 or via their website <https://www.northants.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

166. Meeting Closed & date of Next Meeting

There being no further business the **meeting closed at 9pm**

Date of next meeting

Friday 10th January 2020, 7.30pm – Cogenhoe & Whiston Village Hall



Deborah Rush

Parish Clerk 10.12.19

Appendix 1

Cogenhoe & Whiston PC		2.12.19		
Bank Reconciliation				
Total receipts			£33,909.74	
less				
Total payments			£25,384.39	
				£8,525.35
Plus opening balances				£28,185.10
				£36,710.45
Bank accounts				
Current AC				£18,422.00
plus				
Business Prem AC				£20,014.59
				£38,436.59
Plus credits not yet showing				
Less unrepresented cheques				
		HMRC	PAYE	£21.73
480105786		D Rush	Salary	£614.42
420871168		D Rush	Expenses	£194.80
40805824		Wboro Norse	Grass	£266.91
792868003		Wboro Norse	Dog Bins	£403.20
844618299		Aylesbury Mains	Lamp repairs	£55.08
	300025	NVHS	Grant	£100.00
	300026	RBL	Poppy Wreaths	£70.00
				£1,726.14
				£36,710.45

(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
Bus shelter	£ 3,861.50
Balance	£ 671.99

Appendix 2

Cogenhoe & Whiston PC		VH		2.12.19
Bank Reconciliation				
Total receipts			£41,016.08	
Total payments			£48,923.03	-£7,906.95
Plus opening balances				£15,404.89
				£7,497.94
Bank accounts				
Current AC				£6,796.20
Plus credits not yet showing		SNC	£669.05	
		VAT	£369.24	
		VAT	£394.61	
		SNC Grant	£797.65	
		NCC	£2,646.36	
		w/c 11/11/19	£527.45	
Less unrepresented pymts			£5,404.36	£5,404.36
Wages			£2,585.13	
HMRC	PAYE		£1,050.64	
Arval	Lease		£824.13	
Tixiom	Ticket machine		£48.00	
NEST	Pensions		£194.72	
			£4,702.62	£4,702.62
				£7,497.94

Appendix 3

	19/20 budget	proposed 2020	
Precept	£24,000.00	£24,750.00	
Mowing Grant	£800.00	£800.00	
Total	£24,800.00	£25,550.00	
Expenditure			
Village Main	£1,100.00	£1,100.00	
Grass & Bins	£4,000.00	£4,000.00	
Clerks salary	£7,692.00	£8,420.00	
Clerk Exp	£750.00	£750.00	
Audit	£300.00	£300.00	
Membership	£900.00	£900.00	
Insurance	£1,250.00	£1,200.00	
Council Exp	£1,250.00	£750.00	
Training	£175.00	£150.00	
Lights R&M	£500.00	£750.00	
Elec costs	£2,000.00	£2,000.00	
S137 max £8733	£3,000.00	£3,000.00	
Pocket Park	£750.00	£500.00	
Website	£575.00	£600.00	
LG reform	£500.00	£500.00	
Defibrillator		£150.00	
Total	£24,742.00	£25,070.00	
Loan repayment		£2,475.00	from reserves
		£27,545.00	

= Increase in precept of £750 (3.125%)

Appendix 4

Cogenhoe & Whiston Parish Council Meeting dates 2020

Friday 10 th January 2020	
Monday 3 rd February 2020	
Monday 2 nd March 2020	
Monday 6 th April 2020	
Wednesday 22 nd April 2020	Annual Parish Meeting
Friday 15 th May 2020	Annual Council Meeting
Monday 1 st June 2020	
Monday 6 th July 2020	Usually Whiston TBC
Wednesday 5 th August 2020	
Monday 7 th September 2020	
Monday 5 th October 2020	
Monday 2 nd November	
Monday 7 th December	