

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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www.cogenhoeandwhiston-pc.gov.uk

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020, this meeting will be held by video conference call.

Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 2nd November 2020 at 7.30pm by video conference call.

132. Open forum

No members of the press or public attended the meeting.

133. To receive and accept apologies for absence.

Apologies for absence were received and accepted from

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

Cllr Darby did not attend the meeting.

DCllr Carole Clarke & DCllr Steven Hollowell also attended the meeting.

CCllr Michael Clarke sent his apologies.

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

135. To sign the minutes of the meeting held on 5th October 2020.

The **minutes** of the meeting held on 5th October 2020 were **signed**.

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

-Street doctor updates;

11.2.19 964852	Problem: Vegetation Description: Weeds	18.2.19 Tree report will be undertaken by an Arboriculturalist, any recommendations will be added
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	<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>to tree works program. Referred to Jayne Hawtin.</p>
<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 & lots of dangerous trip hazards.</p> <p>22.4.20</p> <p>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>5/5/20 2106615</p>	<p>Footpath from The Piece to Church Street in poor state of repair</p>	<p>Not Highways responsibility, reported to South Northants Homes</p> <p>Photographs forwarded to SNH</p>
<p>19.8.20 2253542</p>	<p>Water from drain has damaged the footpath outside 7 St Peters Way</p>	<p>24.8.20</p> <p>Thank you for your enquiry. A works order has been raised and will be completed within 28 days.</p>
<p>11.9.20 2289556</p>	<p>KF26 trees overhanging onto no 39 Station Rd conservatory</p>	<p>25.9.20</p> <p>New updates on Trees overhanging</p> <p>Thank you for your enquiry. Site visit has been undertaken. Whilst we appreciate that there is overhanging vegetation into adjacent property, we are currently prioritising vegetation works which represent highway safety concerns. The resident is within their rights to cut back any vegetation that overhang the property. We are sorry we are unable to provide a more positive response</p>
<p>21.10.20 2350980</p>	<p>Trees overhanging KF26 from 8 Orchard Way</p>	<p>22.10.20</p> <p>Thank you for your enquiry. Site visit has been undertaken. A letter has been sent to the owner requesting that the vegetation is cut back within the next 14 days. A re-visit will then be undertaken to ensure this work has been carried out.</p>

21.10.20 2351122 2351129	Pothole 12 Mill Lane Pothole 2 Mill Lane	22.10.20 A works order has already been raised and will be completed within 5 months to repair the potholes that meet ncc investigatory levels.
2351131 2351133	Pothole 56 Church Street Pothole 52 Church Street	
2351135 2351137	Pothole 46 Church Street Pothole 31 Church Street	

Other matters arising;

-Street Doctor report 2289556 – overhanging vegetation, further response from CCllr Michael Clarke

Unfortunately, Highways response is that this is non-safety work and there is no budget for it. Clerk to advise resident. **Action Clerk**

-Street lighting no's 30 & 55, complaint from resident re brightness, suggestion from Aylesbury Mains how to remedy. (Councillors asked to look at this in the dark).

Cllr Bailey to check that these are lights on the main highways and therefore should not be altered. **Action Cllr Bailey**

-14.10.20 Response from Highways Assistant Area Manager (circulated by email)

Area 3 –Northampton and South Northants

Northamptonshire Highways re pothole criteria / standard (forwarded 15.10.20). - NOTED

-Anglian Water Claim - ref: 003146-071709-GD-01 for damaged noticeboard approved, replacement board ordered. - NOTED

-Replacement street sign Glebe Way now fitted NOTED

-Wine & thank you cards delivered to volunteers who helped with prescription delivery service - NOTED

137. Police Matters.

Crime Stats crime – 4 crimes August 2020

Mill Lane	Anti-social behaviour	No crime timeline details for anti-social behaviour
The Piece	Anti-social behaviour	No crime timeline details for anti-social behaviour
Station Road	Anti-social behaviour 1 Violence and sexual offences 1	No crime timeline details for anti-social behaviour Investigation complete; no suspect identified

Neighbourhood alert

14.10.20 - Criminal Damage – Cogenhoe

There has been a report of a break in to a caravan on Station Road, Cogenhoe whereby 2x male offenders forced entry before being seen to make off.

This happened at approximately 12:30am on Tuesday 13th October 2020.

138. To receive **reports from County & District Councillors**

CCllr Michael Clarke had sent his apologies and said that he had nothing to report that he hadn't said at last week's Annual Parish meeting.

DCllr Steven Hollowell also had nothing further to report.

DCllr Carole Clarke promoted the 'Small business Saturday' in December when residents are encouraged to shop local.

139. **Chairman's Report**

-Feedback / Comments from Annual Parish Meeting

Cllr Bailey **reported** that there had been 15 attendees at the APM on the 28th October, whilst this was lower than usual considering the circumstances it had gone well with no issues raised. Reports had been received from some village organisations. The draft minutes can be read at <https://www.cogenhoeandwhiston-pc.gov.uk/uploads/parish-meeting-draft-minutes-281020.pdf>

He also **advised** that in line with the latest government guidelines the Village Hall would close on 4th Nov- 2nd Dec to everyone except the Pre-School. A new caretaker had been appointed to work 2 hours each week to carry out the safety checks & general maintenance etc. The Clerk was in the process of reviewing all the policies & procedures. Re-development of the inside of the hall was continuing, as was making arrangements for the Cricket Club to use the playing field next season.

140. **Village Hall**

-Draft minutes from Village Hall Committee Meeting held on 21st October 2020.

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/21st-october-2020-draft-minutes.pdf>

NOTED

141. **Development & Planning**

141.1 Applications Received

Application No. **S/2020/1726/FUL**

Proposal Take down existing fence to side boundary and replace with 1800mm high close boarded fence.

Location 2 Pippin Close Cogenhoe NN7 1NF

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

Application No. **S/2020/1767/TCA** – FOR INFORMATION ONLY - NOTED

Proposal T1 - Laburnum - Fell to ground level as outgrowing compact rear garden space.
Location 55 Church Street Cogenhoe NN7 1LS

Application No. **S/2020/1804/FUL**

Proposal External renovation of 10-12 Mill Lane

Location 10-12 Mill Lane Cogenhoe NN7 1NA

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

141.2 Applications Determined

S/2020/1405/TCA 10-12 Mill Lane Cogenhoe NN7 1NA – NO OBJECTIONS - NOTED

Sycamore - remove lower branches up 150 cms as they are very low, reduce overall size by 40 % due to over shadowing and excessive leaning.

141.3 Other Planning matters

18 Victoria Rd reported to enforcement – no planning application for works. Case number 258077 – site visit undertaken 5.10.20, no further action - NOTED

South Northamptonshire Landscape Character Assessment consultation – comments by 18th October 2020 – Response submitted - NOTED

Planning for the Future White paper response – response formulated by Clerk & Chairman, circulated and submitted - NOTED

Response from SNC re Cogenhoe Mill Caravan Park being open during lockdown.

Seasonal sites were required to close but only for accepting new guests, people onsite at time were permitted to stay - NOTED

Cogenhoe Mill Caravan Park – drainage ditch referred, no planning permission, case no E/2020/0007

Planning permission now been granted, no further action – NOTED

142. Financial matters

142.1 Income Received –

21.9.20	VH Biffa	Grant	£25,462.11
29.9.20	VH Biffa	Grant	£19,585.57
18.10.20	VHopper	Credit card	£ 38.22
22.10.20	SNC -CIL		£ 2152.92

142.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					2.11.20		
Date	BACS	Chq No	Payee	Details	Amount	VAT	Payable under power
27.8.20			Kompan pymt 1	Playground	£25,462.11	£4,243.68	Localism Act 2011 ss1-8
28.8.20	546578682		Kompan pymt 2	Playground	£34,217.83	£5,702.97	Localism Act 2011 ss1-8
30.9.20			Overpay VAT to VH		£4,243.68		Localism Act 2011 ss1-8
2.10.20	2680201		Sign & Graphics	Playground sign	£60.00	£10.00	Localism Act 2011 ss1-8
1.10.20			Lloyds Bank	Credit card	£351.38	£32.05	Localism Act 2011 ss1-8
27.10.20		DDR	Total gas & Power	electricity	£127.33	£6.07	Localism Act 2011 ss1-8
30.10.20	928278283		D Rush	Wages	£687.38		Localism Act 2011 ss1-8
30.10.20			HMRC	PAYE	£28.18		Localism Act 2011 ss1-8
3.11.20			WellingboroughNorse	Grass	£266.91	£44.49	Localism Act 2011 ss1-8
3.11.20			D Rush	Expenses	£18.40		Localism Act 2011 ss1-8

The balance in the Current Account stands at £9939.75 (assuming all cheques presented).
The balance on the Business premium account stands at £19,762.46

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

Action Clerk

142.3 Income Received – Village Hopper

23.9.20	Contactless pymts	£44.47
30.9.20	Contactless pymts	£88.80
6.10.20	Cash Fares	£308.21
7.10.20	Contactless pymts	£62.66
8.10.20	Ford reimbursement	£270.00
10.10.20	VAT	£432.79
14.10.20	Contactless pymts	£117.66
15.10.20	BSOG	£855.89
		£2,180.48

142.4 Expenditure – Village Hopper

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
29.9.20	679157941	Longmarsh	Vehicle Hire	£380.02	£63.34	Localism Act 2011 ss1-8
30.9.20		Unity Trust	Service charge	£18.00		Localism Act 2011 ss1-8
1.10.20	DDR	Premium Credit	Insurance	£95.31		Localism Act 2011 ss1-8
15.10.20	DDR	Fuel Genie	Fuel	£1,028.45	£171.41	Localism Act 2011 ss1-8
15.10.20	DDR	Arval	Lease	£941.82	£156.97	Localism Act 2011 ss1-8
19.10.20	165684317	Longmarsh	Vehicle hire	£96.00	£16.00	Localism Act 2011 ss1-8
21.10.20	STO	Tixiom	Ticket machine	£48.00		Localism Act 2011 ss1-8
30.10.20			Wages	£2,778.63		Localism Act 2011 ss1-8
30.10.20		HMRC	PAYE	£589.60		Localism Act 2011 ss1-8
30.10.20	DDR	Nest	Pension pymts	£213.94		Localism Act 2011 ss1-8
1.11.20	DDR	Premium Credit	Insurance	£85.31		Localism Act 2011 ss1-8
1.11.20	TFR	PC	Credit Card	£38.22		Localism Act 2011 ss1-8

The balance in the Current Account stands at £20,913.55 (assuming all cheques presented).

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

142.5 Income - Village Hall

TFR from Village Hall Committee account £42,558.08 (includes £10,000 playground grant for skate park).

Balance of current account still to be transferred once regular payments are set-up etc.

142.6 Expenditure - Village Hall (approved by Village Hall Committee)

Parish Clerk 3 hours per week @ £12.89

Parish Clerk 40 hours for playground project £515.60 both to go through PC payroll

Outstanding items from playground project;

Recycling bin £248 + VAT

Sign boards £180 + VAT

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

Action Clerk

Village Hall regular payments

EON	£151.00	monthly
BT	£15.00	monthly
Water	£48.00	bi-monthly (approx)
Cleaning	£600.00	monthly (approx)
Clerk	£167.57	monthly
Park Landscapes	£190.00	monthly during mowing season
S Purkiss mowing	£60.00	monthly during mowing season
Caretaker	£91	monthly

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

Action Clerk

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

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

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

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

142.9 To **approve** expenditure of £100 for xmas tree.

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

142.10 To **organise** finance working party meeting to formulate draft budgets 2021/22

It was **agreed** that the Clerk would circulate some dates for this.

Action Clerk

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

-To receive usage figures for October

Cllr Cunnington **reported** that there had been 950 visits to the website in October

-Accessibility regulations – queries raised with 2Commune

Cllr Cunnington **reported** that he had received a reply to his questions and was considering the response.

144. **Village Hopper**

-Request sent to SNC re service level agreement – suggested applying for grant for next 2 years from Community Funding Scheme.

The Clerk **reported** that she would be submitting an application before 20th November for the next funding panel to consider.

-Bus Service Operators Grant estimated claim approved 1/8/20-31/7/21 - NOTED

145. **Footpath** The Piece – Church Street

-to consider planting cleared border – Cllr Cunnington & Cllr Bailey update & proposal

Cllr Bailey **reported** that he, Cllr Cunnington & DCllr Hollowell had met to look at this area. It needed rotavating to break up the roots of the brambles & ivy and the self-seeded saplings removed. Daffodil & snowdrop bulbs would then be planted. Clerk to cost this out.

Action Clerk

146. **KF26**

-Letter sent re removal of path from definitive map & statement to Graeme Kane - Executive Director Strategy, Delivery & Transformation 17.9.20.

Email response received 17.9.20.

Reply sent to accept offer without prejudice & requesting signage for Station Rd end. 6.10.20

NOTED

147. **Speeding**

-Investigate the costs of a mobile vehicle activated speed sign (that could be used at various locations) and that also collects data to help monitor the issue. (Approx. cost £2000).
Quote obtained, machine being built.

-To **consider** who will take responsibility for moving machine & downloading data.
Cllrs Cunnington & Biggs offered to take responsibility for this.

148. **Correspondence Issued**

-Email 6.10.20 Northants Police permission given to add ANPR camera to lamp post – Church Street. - NOTED

-Email 6.10.20 Stuart Shanks Manager Cogenhoe Mill re caravan movement (no response)

As no response had been received it was agreed this should be moved up a level. **Action Clerk**

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

22.10.20 Update from Football Club re grant awarded.

The football club had advised that they had not yet secured the rest of the £5000 required to move forward with this but that the grant money from the Parish Council was ring-fenced for this purpose.

22.10.20 Northants ACRE - Northamptonshire Covid-19 Community Champions

Certificate of achievement received NOTED

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

Cllr Grubb advised that there was a collection box for the Hope Centre in the Village hall or donations could be left at their house.

Cllr Brown commented on the saturated land at the bottom of the pocket park. DCllr Hollowell Advised that the landowner was trying to resolve the problem.

Cllr Bailey advised that the Acts of Remembrance had been cancelled due to lockdown, he would however, lay the 2 wreaths on behalf of the Parish Council.

Cllr Packer asked that street doctor report 964852 be chased.

Action Clerk

151. Meeting Closed & date of Next Meeting

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

Monday 7th December 7.30pm –Council Meeting, Village Hall, Cogenhoe
(if face to face meetings are permitted).

Deborah Rush

Deborah Rush
Parish Clerk 3.11.20

Appendix 1 CWPC Bank reconciliation

Cogenhoe & Whiston PC		20.10.20		
Bank Reconciliation				
Total receipts			£83,280.04	
less				
Total payments			£82,475.63	
				£804.41
Plus opening balances				£28,897.80
				£29,702.21
Bank accounts				
Current AC				£11,067.95
plus				
Business Prem AC				£19,762.46
				£30,830.41
Plus credits not yet showing				NIL
Less unrepresented cheques				
DDR	Total gas & Power	electricity	£127.33	
928278283	D Rush	Wages	£687.38	
	HMRC	PAYE	£28.18	
	WellingboroughNorse	Grass	£266.91	
	D Rush	Expenses	£18.40	
			£1,128.20	£1,128.20
				£29,702.21

Lasting legacy monies held on behalf of village)

£2,939.65 held in business prem ac

Community Infrastructure Monies

Allocation 4 £2152.92
 Balance **£2152.92**

Appendix 2 Village Hopper bank reconciliation

Cogenhoe & Whiston PC		VH	20.10.20	
Bank Reconciliation				
Total receipts			£56,653.33	
Total payments			£42,575.85	£14,077.48
Plus opening balances				£6,836.07
				£20,913.55
Bank accounts				
Current AC				£24,510.40
Plus credits not yet showing				NIL
Less unrepresented pymts				
1.10.20	Premium Credit	Insurance	£95.31	
21.10.20	Tixiom	Ticket machine	£48.00	
30.10.20		Wages	£2,778.63	
30.10.20	HMRC	PAYE	£589.60	
1.11.20	Premium Credit	Insurance	£85.31	
			£3,596.85	£3,596.85
				£20,913.55