

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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Minutes of the **Council Meeting** of Cogenhoe & Whiston Parish Council held on **Monday 3rd April 2017** at **7.30pm** in **The Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

219. Open forum

-No members of the press or public attended the meeting.

220. To receive and accept apologies for absence.

Apologies were received and accepted from

Cllr Grubb & Cllr Cunnington

Apologies were also received from DCllr Stephen Hollowell & DCllr Carole Clarke.

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

CCllr Michael Clarke also attended the meeting.

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

None

222. To sign the minutes of the meeting held on Monday 6th March 2017.

It was **proposed** and **resolved** that the **minutes** of the meeting held on 6th March 2017 **be signed.**

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

-Street doctor updates;

13/3/16 769415	Station Rd/Short Lane	Problem: Kerbs Description: Dropped Kerb Request - Public Street/Town: Station Road,Cogenhoe And Whiston Location: Junction with Station Rd / Short Lane Details: A resident in a wheelchair has asked if a dropped kerb could be
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		installed at the end of this footpath so that he can access the pub. At present he has to complete his journey from the current dropped kerb further back on Station RD, on the road which is very busy.
19/5/16 802741 re-opened 13/1/17 851456	Whiston – Denton Rd Puddles forming after rainfall, drains not capturing water.	inspected 23/05/16, to be inspected during rainfall.. Referred to Trevor Gray. Call closed 23/5/16 Re-opened 21/7/16 The report has been updated with the following information – inspected 23/05/16, to be inspected during rainfall.. Referred to Trevor Gray. The report has been updated with the following information – Under Investigation. Referred to Trevor Gray. 17/1/17 location will be monitored for any flooding issues.. Referred to Richard Malyszewicz 19/1/17 works to be completed within 3 months.. Referred to Richard Malyszewicz. 17.3.17 Work Complete. Referred to Richard Malyszewicz.
21/6/16 817062	Problem: Drains Description: Blocked/Damaged Street/Town: York Avenue, Cogenhoe And Whiston Location: Between Village hall & Cogenhoe Primary School, York Avenue, Cogenhoe Details: Storm drain appears to be blocked which causes footpath to be flooded when there is heavy rain	24/6/16 Work Instructed: system will be jetted at next cyclic visit 08-NOV-2016 11:23 Work Complete. Referred to Trevor Gray. Re-opened 12.12.16 15-DEC-2016 12:22 Reissued from web. Referred to Trevor Gray.
6/10/16 837350	Problem: Drains Description: Blocked/Damaged Town/Village: Cogenhoe Location: drain outside 22 Whiston RD, Cogenhoe Details: Some jetting work was recently completed, observed by a councillor, but this drain was missed completely as it has been before	07-OCT-2016 10:42 gullies to be cleansed on routine gully emptying programme. Referred to Trevor Gray.

	and this area floods in heavy rainfall.	
30.1.17 853430	<p>Problem: Roads</p> <p>Description: Potholes</p> <p>Street/Town: Station Road,Cogenhoe And Whiston</p> <p>Location: Junction The Piece / Station Rd</p> <p>Details: Pothole developed where road was previously dug up by contractors, Western Power I think.</p>	<p>utility have been defected and made aware to repair. Referred to Elisha Warren.</p> <p>5/2/17</p> <p>Work Instructed utility have been made aware to repair. Referred to Elisha Warren.</p>
9.2.17 854768	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes • Street/Town: Church Street,Cogenhoe And Whiston • Location: outside 31 Church Street • Details: pothole that when full with water means that vehicles splash water onto front door that is causing damage to residents door. 	<p>10/2/17</p> <p>works to be completed within 4 months.. Referred to Richard Malyszewicz.</p>
20.2.17 856295	<ul style="list-style-type: none"> • Problem: Sign • Description: Damaged/Missing • Street/Town: Station Road,Brafield On The GreenStation Road,Brafield On The GreenStation Road,Brafield On The Green • Location: Junction of Station RD & Billing Wharf • Details: Fingerpost sign has been knocked down by car, bumper left on verge with number plate NV52 YUA (photographic evidence held). 	<p>21/2/17</p> <p>works to be completed within 3 months.. Referred to Richard Malyszewicz.</p>

8.3.17 862875	<ul style="list-style-type: none"> • Problem: Footway/Footpath • Description: Pothole • Street/Town: Glebe Way, Cogenhoe And Whiston • Location: outside 9 Glebe way • Details: deep pothole 	13.3.17 works ticket has already been raised and will be completed within 4 months.. Referred to Richard Malyszewicz.
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-update re Mill Lane sewerage damage.

The Clerk advised that she had spoken to Highways who would be writing to the residents.

-update from Clerk re felled tree, Whalley Grove. (see 236 below)

224. Police Matters.



Twitter mentions;

-Crime statistics update January 2017 – Clerk (details from www.police.uk) 4 crimes

January 2017		
Crime on or near York Avenue	1 crime was reported here in January 2017.	Anti-social behaviour (1) Includes personal, environmental and nuisance anti-social behaviour
Crime on or near Mill Lane	1 crime was reported here in January 2017.	Anti-social behaviour
Crime on or near Manor Farm Court	1 crime was reported here in January 2017.	Anti-social behaviour
Crime on or near Short Lane	1 crime was reported here in January 2017.	Vehicle crime - investigation complete; no suspect identified

- Update from Safer Roads Team re speeding issues

-The Clerk **reported** that a response to the council's request for speed checks had been received from the Safer Roads Team, who had informed the council that there was no suitable location along the Billing end of Station Rd to locate the mobile camera van; they would carry

out speed checks with the hand held camera when resourcing allowed. It was agreed that some data gathering would be sensible, so a request will be submitted to Highways for this to be completed.

Action Clerk

225. To receive reports from County & District Councillors

- CClr Michael Clarke **reported** that the council was in a state of “purdah” with the forthcoming elections meaning that councillors were all out campaigning. He said that there was some good news with regard to tourism in the county with figures increasing year on year, partly due to the success of the Women’s Tour Cycle Race. This will be taking place again on 7th June 2017 with the leg from Daventry to Kettering. He reported that most council employees will have relocated to the new County Hall by the end of May, although there has been some issues with parking for staff, park & ride schemes were being set-up to help with this.

- Some concern was expressed to CClr Clarke about the recent road works on Whiston Road; whilst the work that had been completed had solved the problem there were still areas that needed attention and it was questioned why these works had taken 4 days and required full road closure. It was agreed that the Clerk would write to Highways asking for an explanation.

Action Clerk

226. Chairman’s Report including

-feedback from Code of Conduct on Practice Training 14.3.17

-Clr Bailey **reported** that this had been worthwhile attending, he would provide an update at next month’s Annual Council Meeting when councillor’s would be signing in compliance with the code.

Action Clr Bailey

-update from meeting re Vehicle Activated signs held at Little Houghton VH, 29/3/17

-Clr Bailey reported that in light of the recent comments received from residents about speeding he had attended a meeting about vehicle activated speed signs, which had been very informative. The general feeling was that there are sufficient devices in the village at present.

227. Development & Planning

227.1 Planning Applications;

S/2017/0791/FUL 22 Brafield Rd, Cogenhoe, single storey dwelling with new vehicular access & parking

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

“ Cogenhoe & Whiston Parish Council object to this application as they feel it will have an adverse affect on neighbouring properties as it will overshadow /cause loss of outlook to them, thereby causing a lack of privacy. Furthermore, in line with SNC’s parking standards document that requires a driveway & hardstanding to have a minimum of 11m clear of highway, looking at the site plan, the new hardstanding / driveway to No 22 may not meet these minimum requirements.”

227.2 Decisions received;

S/2016/3113/FUL 116 Station Rd, Cogenhoe – single storey extension with pathway over raised decking to garden – APPROVED - NOTED

227.3 Other planning matters

-Licensing Lenny's Fish Bar – license application withdrawn - NOTED

-Planning enforcement case raised 11 Victoria Rd – NOTED

228. Financial matters

228.1 Income Received – NHB Defib grant £1115.00

228.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under Legislation
29.3.17	101873	HMRC	PAYE	£2.60		LGA 1972, s.112
29.3.17	101874	AH Contracts	Dog Bins	£152.45	£25.41	Litter Act 1983, ss5-6
29.3.17	101875	Aylesbury mains	Light repair	£70.20	£11.70	Highways Act 1980 s301
29.3.17	101876	Total Gas & Power	Elec	£364.14	£60.69	Highways Act 1980 s301
29.3.17	101877	NCALC	Training	£34.00		LGA 1972, s111
29.3.17	101878	Aylesbury mains	Light repair	£209.16	£34.86	Highways Act 1980 s301
29.3.17	101879	D Rush	Sal March	£608.12		LGA 1972, s.112

The balance in the Current Account stands at £3,603.99 (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.**

228.3 To **approve** bank reconciliation (see appendix 1)

It was **proposed** and **resolved** that the bank reconciliation be **approved**.

228.4 To **approve** spending against budget figures end Q4, 31.3.17 (see appendix 3)

It was **proposed** and **resolved** that the spending against budget figures for the end Q4 be **approved**.

228.5 To **approve** updates to Asset Register

It was **proposed** and **resolved** that the updates to the Asset Register be **approved**.

228.6 To **approve & sign section 1 of Annual Return for ye 31.3.17 (Annual Governance Statement)**.

It was **proposed** and **resolved** that Section 1 of the Annual Return (Annual Governance Statement) be **approved & Signed**.

228.7 To **approve end of year accounts, 2016/17** (see appendix 2).

It was **proposed** and **resolved** that the accounts for the year ended 31.3.17 be **approved**.

228.8 To **approve & sign section 2 of Annual Return for ye 31.3.17 (Accounting Statements)**.

It was **proposed** and **resolved** that Section 2 of the Annual Return (Accounting statements) be **approved & Signed**.

228.9 To consider S137 Grant application from Youth Club for £200 for new equipment.

C/F next meeting.

C/F

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

-To receive usage figures for March

-Cllr Cunnington had advised by email that there had been 1134 visits to the website in March.

230. **Bus shelter**

To consider options / costing's for replacement bus shelter

-It was **proposed** and **resolved** by majority decision that the bus shelter outside 71 Station Rd be replaced by a new wooden shelter with a seat. **Action Clerk**

-It was further **proposed** and **resolved** (by unanimous decision), that a new Homes Bonus Grant for 50% of the cost be applied for, with the remaining monies coming from council reserves. **Action Clerk**

-It was **proposed** and **resolved** that the **quote** from Littlethorp of Leicester Ltd be **accepted**.

Action Clerk

231. **Defibrillator**

- Installation now completed. Update re next steps / training / publicity

-The Clerk **reported** that a training date was awaited.

232. **South Northants Local Plan Appendices part 2A**

-Response received re questions raised with Andy D'Arcy SNC – update from Clerk

-The Clerk **reported** that some clarification re the use of the term “hamlet” had been obtained and that the council would have the opportunity to make comments in June when the consultation opens.

- The Clerk also reported that she and Cllr Bailey were attending a briefing session on the Local Plan Part 2A on 4th April 2017.

233. **Dog waste bin – Station Rd**

- to receive update from Clerk on need for bins.

Following clarification from South Northants Council re the need to provide dog waste bins it was **proposed** and **resolved** that the bin outside the old garage be replaced. **Action Clerk**

234. **Litter pick**

-to receive update from Cllr Cunnington re school involvement.

Cllr Cunnington **reported** by email, that the year 6 children from the school had recently collected 6 bags of rubbish through a litter pick organised by the council & the school. Thanks were expressed to the children, staff and councillors involved. It is hoped that this will be repeated in the future. A letter of thanks will be sent to the school. **Action Clerk**

235. Chalfont Coaches

-email sent re pot holes (no reply to date) 15.3.17

-The Clerk **reported** that no response had been received to her email, Clerk to chase. **Action Clerk**

-licensing raised by resident at last meeting.

-Following the comments received from a resident at last month's meeting the Clerk had enquired about the Chalfont Coaches licence and had ascertained that the licence was increased from 8 to 16 coaches in August 2015. She had been informed that there is no consultation process for this with the council, highways or the police. It was **agreed** that a letter would be sent to the traffic commissioner asking that if any further increase was requested the council be advised. The resident who raised the question will be informed of this. **Action Clerk**

236. Whalley Grove

-tree removal (Raised by Cllr Sher). Update from Clerk

-The Clerk **reported** that the tree had been removed by South Northants Homes who owned the tree, as it was causing interference with a neighbouring property.

It was **agreed** that the remaining trees should be protected if possible through tree protection orders. **Action Clerk**

237. Correspondence Issued

7.3.17 Safer Roads Team re speed checks - NOTED

9.3.17 Letter Resident re parking on verge – 29 The Piece - NOTED

Off to a Flying Start course booked - Cllr Usher - NOTED

13.3.17 Email re beacon for "Battle's over – A nation's Tribute" confirming village involvement. - NOTED

238. Correspondence Received (in addition to listed above)

13.3.17 CPRE Roadshow 27/4/17 – attendees required

Cllr Bailey agreed to attend this on behalf of the council. **Action Clerk**

13.3.17 Rev E Smith re War Memorial - NOTED

14.3.17 Rt Hon Andrea Leadsom re coffee mornings – reply sent - NOTED

17.3.17 Resident Station Rd re speeding – reply sent

Update to be sent (see 224 above). **Action Clerk**

18.3.17 ACRE – How can assist Parish Council (Forwarded 20.3.17) - NOTED

19.3.17 L Howes re vandalised sign (reported to SNC). - NOTED

20.3.17 SNC re Services survey (forwarded 21.3.17) - NOTED

20.3.17 SNC re new Homes Bonus money allocation - NOTED

13.3.17 NCC Libraries survey response by 9.4.17

It was **agreed** that this would be publicised on the website / village database for individual response.

Action Clerk

13.3.17 NCC Consultation on the Northampton Northern Orbital Route and Northampton North-West Relief Road response by 30.6.17

It was **agreed** that no comments were required.

21.3.17 Northamptonshire Highways new definitive map & questionnaire.

To be discussed with footpath warden.



Action Clerk

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

Clr Brown **reported** that despite a letter advising Billing Aquadrome of tree works being conducted on Mill Lane on a Thursday, a caravan had still attempted to move to Cogenhoe Mill, this was an unscheduled change of day from the usual agreement (Wednesday movements only with a week's notice).

It was **agreed** that a letter be sent to the Aquadrome expressing the council's disappointment that this Agreement is not being adhered to.

Action Clerk

240. Meeting Closed & date of Next Meeting

There being no further business the meeting closed at 8.50pm

Date of next meetings-

Wednesday 26th April 2017 – Annual Parish Meeting

Tuesday 2nd May 2017 – Annual Council Meeting, Village Hall, Cogenhoe.

Deborah Rush

Parish Clerk 10.4.17

Appendix 1
 Cogenhoe & Whiston
 PC

31.3.17

Bank Reconciliation

Total receipts		£26,528.31
less		
Total payments		£27,300.71
		-£782.40
Plus opening balances		£30,280.95
		£29,498.55

Bank accounts

Current AC	£6,394.75	
plus		
Business Prem AC	£25,894.56	£32,289.31
Plus credits not yet showing		£1,115.00
Less unrepresented cheques		£33,404.31

4.4.16	101779	AH Contracts	Dog Bins	£133.39	
6.2.17	101856	St Peters Church	outlook	£5.00	
6.3.17	101869	2Commune	Website	£510.00	
6.3.17	101868	Physio-control UK	Defib	£780.00	
6.3.17	101871	D Rush	sal Feb	£608.18	
6.3.17	101872	Total Gas & Power	Elec	£428.52	
29.3.17	101873	HMRC	PAYE	£2.60	
29.3.17	101874	AH Contracts	Dog Bins	£152.45	
29.3.17	101875	Aylesbury mains	Light repair	£70.20	
29.3.17	101876	Total Gas & Power	Elec	£364.14	
29.3.17	101877	NCALC	Training	£34.00	
29.3.17	101878	Aylesbury mains	Light repair	£209.16	
29.3.17	101879	D Rush	Sal March	£608.12	
				£3,905.76	£3,905.76
					£29,498.55

Chairman.....

IFO.....

Clerk.....

New Homes Bonus monies	£10,169.00
Approved grants	
Zebra crossing £1,000	
Sign refurb £1,514,	
Defib £1,500. (£1115 claimed)	
Bench refurb £490, (claimed)	
Artwork £450 Balance £5215	
(information board to submit)	

Approved

Appendix 2

Cogenhoe & Whiston Parish Council end of year accounts 31.3.17

Income

Precept	£21,500.00	
Interest	£ 9.69	
Mowing Grant	£765.59	
New Homes Bonus Grant	£1,605.00	
	£23,880.28	£23,880.28
Vat Refund		£2,638.03
		£26,518.31

Expenditure

Amenities	£1,155.00	
Village Maintenance	£1,133.00	
Grass Cutting	£1,590.00	
Dog Bins	£1,599.91	
Clerk	£7,052.20	
Clerk's expenses	£417.08	
Audit costs	£200.00	
Memberships	£868.70	
Insurance	£1,056.90	
Council expenses	£879.82	
Training	£100.50	
Lighting repair & main	£2,091.10	
Lighting electricity	£3,513.89	
S137 grants	£2,993.60	
Pocket Park	£460.15	
	£25,111.85	£25,111.85
VAT costs		£2,188.86

		£27,300.71
Income (ex VAT)		£23,880.28
Less exp (ex VAT)		£25,111.85
Deficit		(£1,231.57)

Bank reconciliation 31.3.17

Opening balances 1.4.16			
Current account	£4,396.08		
Bus Prem account	£25,884.87		
		£30,280.95	£30,289.95
Plus income (inc VAT)			£26,518.31
Less expenditure (inc VAT)			£27,300.71
			£29,498.55
Represented by current ac closing balance			
Current ac (as bank rec)	£3,603.99		
Plus			
Business prem account	£25,894.56		
			£29,498.55

Appendix 3

Spending against budget end Q4

	16/17	End Q1 30.6.16	%	End Q2 30.9.16	%	End Q3 31.12.16	%	EndQ4 31.3.17	%
Precept	£21,500.00	£10,750.00		£10,750.00		£21,500.00		£21,500.00	
Mowing Grant	£800.00							£765.59	
Total	£22,700.00	£10,750.00	50%	£10,750.00	50%	£21,500.00	100.00%	£22,265.59	98.08%
Expenditure									
Amenities	£500.00	0		0		£0.00		£1,155.00	231% Defib
Village Main	£1,000.00	0		£1,133.00	113.30%	£1,133.00	113.30%	£1,133.00	113%
Grass & Bins	£4,000.00	£861.27	21.53%	£1,722.54	43.06%	£2,583.81	64.60%	£3,189.91	80%
Clerks salary	£7,150.00	£1,163.76	16.28%	£2,937.50	41.08%	£4,699.80	65.74%	£7,052.20	99%
Clerk Exp	£350.00	£67.97	19.42%	£206.20	58.91	£286.43	81.84%	£417.08	119%
Audit	£150.00	0		0		£200.00	133.33%	£200.00	133%
Membership	£800.00	£696.20	87.03%	£794.20	99.28%	£794.20	99.28%	£868.70	108%
Insurance	£1,000.00	£980.04	98.00%	£980.04	98%	£1,056.90	105.69%	£1,056.90	106%
Council Exp	£1,200.00	£60.00	5%	£171.62	14.30%	£221.62	18.47%	£879.82	73%
Training	£300.00	0		£66.50	22.17%	£66.50	22.17%	£100.50	33.50%
Lights R&M	£2,000.00	£96.80	4.84%	£705.40	35.27%	£1,437.30	71.87%	£2,091.10	105%
Elec costs	£4,000.00	£559.45	13.99%	£1,362.01	34.05%	£1,897.73	47.44%	£3,515.89	88%
S137 max £8733	£3,000.00	£1,333.60	44.45%	£1,333.60	44.45%	£1,363.60	45.45%	£2,993.60	99.80%
Pocket Park	£1,000.00	£50.00	5%	£74.00	7.40%	£460.15	46.02%	£460.15	46%
Total	£26,450.00	£5,869.09		£11,486.61		£16,201.04		£25,111.85	