

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 3rd December 2018 at 7.30pm in The Village Hall, York Avenue, Cogenhoe, NN7 1NB.

162. Open forum

-Several residents attended the meeting to raise concerns about the proposal to extend the occupancy period of Cogenhoe Mill holiday park to 1st March – 31st January each year. Concerns were expressed about increased traffic down Church Street, flooding of the site in the winter months, moving from a holiday site to a residential site and damaged caused by the large rubbish and transport vehicles that access the site. It was agreed that adherence to the current licence would be looked into, and this would be discussed with both planning authorities. Action Clerk

163. To receive and accept apologies for absence.

-None

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

CCllr Michael Clarke & DCllr Steven Hollowell also attended.

DCllr Carole Clarke sent her apologies.

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

Cllr Bailey declared an interest in item 171.7, he was permitted to remain in the room whilst it was discussed.

165. To sign the minutes of the meeting held on 5th November 2018.

The minutes of the meeting held on 5th November 2018 were signed.

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

-Street doctor updates;

9.10.18 956438	Problem: Roads	15.10.18 Works ticket has been raised and will be
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	<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>completed within 4 months.. Referred to Richard Malyszewicz. 22.11.18</p> <p>Referred to Richard Malyszewicz.</p>
17.10.18 957039	<p>Problem: Sign</p> <p>Description: Damaged/Missing</p> <p>Street/Town: Brafield Road, Cogenhoe And Whiston</p> <p>Location: Brafield Road, Cogenhoe</p>	<p>19.10.18</p> <p>Works ticket has been raised and will be completed within 6 months</p>
2.11.18 958525	<p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Street/Town: Watts Close, Cogenhoe And Whiston</p> <p>Location: corner St Peter's Way & Watts Close</p> <p>Details: brambles overhanging the footpath making it difficult for pushchairs / wheelchairs.</p>	<p>13.11.18</p> <p>Under Investigation. Referred to Jayne Hawtin.</p> <p>13.11.18</p> <p>Site visit complete. Letter to be sent to Landowner requesting that the vegetation is cut back. Re-visit 30 days after receipt of letter. Referred to Jayne Hawtin.</p>

-Hole in pavement 35 Orchard Way, reported as emergency 20.11.18 ref 959270 - NOTED

-Bins Short Lane & Whiston Rd chased – no reply to date – DCIlr Hollowell agreed to chase this at SNC.

-NCC emailed re right of Way Station Rd – York Avenue – Steve Fowler emailed, chasing. - NOTED

167. Police Matters.



Twitter mentions;

5.11.18

Northamptonshire Police are appealing for information regarding burglary in a shed on Brafield Road, Cogenhoe.

During times below unknown persons have gained entry into an insecure shed and removed various items.

This happened between 8pm on Saturday 3rd and 1.30pm on Sunday 4th November 2018.

Crime Statistics September see www.police.co.uk 3 crimes

Location	Crime	Current status
Crime on or near Bramley Close	Anti-social behaviour (1) Includes personal, environmental and nuisance anti-social behaviour	Details, case timelines and current statuses are not provided for anti-social behaviour.
Crime on or near Orchard Way	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 Manor Farm Court	Burglary (1) Includes offences where a person enters a house or other building with the intention of stealing	Investigation complete; no suspect identified

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

-CCllr Clarke **reported** that following a poor OFSTED report a further government commissioner had been appointed to review Children's Services at NCC. He also reported that NCC had been given permission to use £70m of capital monies (most of which came from the sale of One Angel Square) to clear the negative balance from last year, to transfer £20m into revenue reserves and to put some monies into other services. It was expected that there would be a 2.99% increase to the County Council portion of the council tax demands for 2019/20.

-DCllr Steven Hollowell **reported** that regular meetings were taking place as the move towards Unitary authority continued. The 'divorce' from Cherwell District Council was proving very difficult for staff with many choosing to move to Cherwell rather than stay at SNC. He also reported that the Local Plan Part II consultation had come to an end, and it was expected that this would be submitted to the planning inspectorate in the Spring.

169. **Chairman's Report** including

-Review of battle's Over events

-Cllr Bailey **reported** that the Remembrance events had all gone very well and some positive feedback had been received from residents. Thanks were expressed to everyone who had been involved.

-School tree planting scheme

-Cllr Bailey **reported** that the school had been selected to receive 50 tree saplings from The Tree Nursery program; they were keen to work with the council / pocket park committee to plant these. Cllr Cunnington agreed to discuss this with them. **Action Cllr Cunnington**

170. Development & Planning

170.1 Applications Received

S/2018/2486/TCA – for information only

Cottons farmhouse, 28 Whiston Rd, Cogenhoe

Pollard one ash tree - NOTED

S/2018/2605/MAF Cogenhoe Mill Holiday Park Caravan Site Mill Lane Cogenhoe NN7 1NA

Variation of condition 1 (Restricted Occupancy Period) of planning permission S981164P (Relaxation Of Condition 1 On Planning Permission S931059P (Restricted Occupancy Period) To Permit Occupation From 1 March To 6 January The Following Year.) To allow the 70 caravans to be occupied from the 1st March to the 31 January the following year.

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

‘Cogenhoe and Whiston Parish Council **objects** to this application based on the following material considerations;

Planning Policy – by allowing this site to operate for the extended period during the winter months, there is an increased risk of flooding which is contrary to JCS policy BN7. The area is subject to frequent flood alerts and evacuations during the existing opening period; allowing it to operate in January (high flood risk period) will add to this problem. We do not believe that the suggested changes to the operation period of the development provides wider sustainable benefits to the community that outweigh the flood risk.

Highway Issues – the access road is already badly damaged by the large vehicles and daily rubbish trucks that access the site. Allowing the site to open for the extended period will add to the vehicle movements, especially of the HGV rubbish vehicles that already access the site daily. Also, the application says that new caravans should be of a ‘residential’ standard which will mean larger caravans, damage is already frequently caused to vegetation, verges, lampposts and vehicles by the transport lorries being unable to access down the narrow road in the conservation area.

Noise & disturbance – residents of Church Street/ Mill Lane are already inconvenienced by the volumes of traffic to the site, this will become worse if the increased operation period is permitted. Transport lorries already frequently ‘get stuck’ and there is little consideration for the residents accessing their properties.

Physical Infrastructure – the site already has problems with drainage / sewage, increased usage period will exacerbate these problems.’

-Update **S/2018/1466/MAF** 35 Station Rd development.

- SNC contacted re security of site.

It was **reported** that the site is still not secure, Clerk to report to SNC again.

Action Clerk

-Planning Committee meeting 6.12.18 (to agree Council response).

It was **agreed** that as none of the issues raised had been addressed in the revised plans, existing comments would stand. It was not thought there was any benefit in anyone to attending the planning committee meeting.

170.2 Decision Received – NOTED

S/2018/2032/LDE

Manchester House Whiston Road Cogenhoe NN7 1LN

APPROVED

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

S/2018/2048/TPO

4 Sharmans Close Cogenhoe NN7 1LN

APPROVED

Crown reduce 1no. beech tree by a maximum of 20%, crown thin by 15% and crown lift to 3m.

171. Financial matters

171.1 Income

Village Hall – light replacement £342.00

171.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					3.12.18		
Date	Chq No	Payee	Details	Amount	VAT	Payable under power	
30.11.18		DDR	Total Gas & power	Electricity	£430.37	£71.73	Highways Act 1980 s301
3.12.18	300008	M Scott	memorial ground wrk	£18.00			War Memorials Act 1923, s.1
3.12.18	279130638	BACS	J K Minney	memorial ground wrk	£75.00		War Memorials Act 1923, s.1
3.12.18	470925616	BACS	D Rush	sound system	£60.00	£10.00	LGA 1972, s.111
3.12.18		BACS	P Boss	gas beacon	£35.00		LGA 1972, s.111
3.12.18	977261939	BACS	Aylesbury mains	light repairs	£596.88	£99.48	Highways Act 1980 s301
3.12.18	674031552	BACS	D Rush	Tree	£30.00	£5.00	War Memorials Act 1923, s.1
3.12.18	324731871	BACS	D Rush	Salary & exp Nov	£786.36		LGA 1972, s.112
		HMRC	PAYE		£21.32		LGA 1972, s.112

The balance in the Unity Current Account stands at £3,570.34 (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

It was also **proposed** and **resolved** that the bank reconciliation (appendix 1) be **approved**.

171.3 Village Hopper

Income £8,815.01

w/c 22.10.18	£348.85
SNC grant	£619.73
w/c 29.10.18	£279.75
w/c 1.11.18	£225.40
TFR C&W PC	£3,000.00
w/c 5.11.18	£406.80
NCC	£2,246.35
w/c 12.11.18	£443.80
SNC grant	£1,244.33

171.4

Expenditure

Village Hopper		3.12.18				
Date	Chq No	Payee	Details	Amount	VAT	Payable under power
30.11.18	113375958	BACS	D J Richardson	Wages OCT	£741.68	Localism Act 2011 ss1-8
30.11.18	924262940	BACS	A Richardson	Wages OCT	£1,282.10	Localism Act 2011 ss1-8
30.11.18	482934428	BACS	P Hoy	Wages OCT	£287.03	Localism Act 2011 ss1-8
			HMRC	PAYE	£499.70	Localism Act 2011 ss1-8
30.11.18	182584430	BACS	D Rush	Admin OCT	£97.50	Localism Act 2011 ss1-8
3.12.18	421776990	BACS	J Bailey	Ex gratia pymt	£100.00	Localism Act 2011 ss1-8
3.12.18	56552554	BACS	J Bailey	Fuel card	£80.95	Localism Act 2011 ss1-8

The balance in the Current Account stands at £3,745.89

(assuming all cheques presented).

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

Action Clerk

It was also **proposed** and **resolved** that the bank reconciliation (appendix 2) be **approved**.

171.5 Xmas Tree

-Tree ordered but increase in cost to £195 + delivery, to **approve** increase in cost.

It was **proposed** and **resolved** that this increase in cost be **approved**.

171.6 Gas for Beacon

-Purchased by resident, to **approve** cost of £35

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

171.7 Ex-gratia payment

-To approve payment of £100 to J Bailey, bus driving 7.11.18

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

171.8 Draft Budget 2019/20

-To receive information from Clerk following Finance working party meeting.

The Clerk **advised** that the finance working party had met before the full council meeting to formulate a draft budget for 2019/20. This would be circulated for comment / questions and approved at the next meeting. Action Clerk

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

-To receive usage figures for November.

Cllr Cunnington **reported** that there had been 961 visits to the website in November.

173. **Street light upgrade**

-All lamps now upgraded. - NOTED

-2 do not operate faults reported to Western Power, Watts Close & footpath Station Rd / Orchard Way. - NOTED

-Inventory updated with Western Power re new lamps – NOTED

-Salix forms signed and returned.

The Clerk **reported** that the funds (£12,357.79) were due to be received within in the next 3-5 days, it was **agreed** that the invoice to Aylesbury Mains for £11,245 + VAT would then be paid (project costs already authorised). First invoice for £875 + VAT had already been paid.

-Light no 45, partial black-out authorised

The Clerk reported that this work had now been completed.

174. **Village Hopper Bus service**

- Bus shelter – initial drawings received from Littlethorpe, awaiting searches etc. - NOTED

-New vehicle ordered.

The Clerk **reported** that this was due for delivery on 4.12.18.

Proposal

-To delegate recruitment powers to Cllr Bailey & the Clerk for Village Hopper drivers

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

-To consider need for Village Hopper working party

Following some discussion, it was **agreed** that this was not required.

175. **Village Map**

-Grant application submitted for lecturn 15.11.18 - NOTED

176. **Whiston Phone Box**

-To consider repainting / usage

It was **agreed** that the Clerk obtain some quotes for re-painting & for adding some shelving so that the box could be used as a community book exchange point. Action Clerk

177. Clerk's Forum

-Update from forum 16.11.18

Including consultation on SNC's grant program (see correspondence received, forwarded 21.11.18).

The Clerk **reported** that there had been much discussion about Local Government Reform, the community Grant's program consultation and the new 'Wellbeing Map'. It was agreed that the Clerk would send an email to all councillors with details of this so that a list could be compiled to send to SNC for inclusion. Action Clerk

Following some discussion, it was **agreed** that the following comments be made to the consultation on the availability to broaden the Community Grant Fund for 2019-20.

'Whilst we sympathise with parishes who do not receive funding under the New Homes Bonus Scheme, we do feel that the villages that have taken the development should receive the monetary benefit of this. However, we would consider sacrificing perhaps 10% into a 'pot' for other parishes / organisations to apply to. We also think that if funds have not been applied for/committed by month 9 of the financial year they should also be put into this 'pot' for access by others.'

178. Basics of Employment training

-Update from Clerk, training attended 22.11.18

The Clerk **reported** that this had been a worthwhile training especially with regards to employment issues around the bus drivers.

179. Policy Review

-To review policies as circulated by email on 7.11.18

Policy review	Read	Review
Complaints / comments	Jon	Elizabeth
Data protection / info security	Roger	Jez
Disciplinary	Jim	Iris
Equal Opps	Tessa	Jean
Grants	Albert	Gee
Grievance	Elizabeth	Roger
Internet use & email	Jez	Jon
Health & safety	Iris	Malcolm
Members allowance	Jean	Jim
Press & media	Gee	Albert

Some comments had been received, councillors are asked to review the policies and submit comments to the Clerk before the next meeting. Action All Councillors

180. Grass contract

-Email received re increase in cost, Mowerman 7.11.18

Increase from £265 per cut to £375

It was **agreed** that this increase in cost was too high, notice would therefore be given to the existing contractor to end this contract. Action Clerk

Quotes for a new contractor would be obtained. Action Clerk

181. DPO service NCALC

-To consider if want to continue using service £10 admin fee per annum.

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

Action Clerk

182. Correspondence Issued (as listed matters arising)

183. Correspondence Received (in addition to listed above)

Email 2.11.18 SNC Community Grants Consultation and New Authority Name Consultation
Response by 10.12.18

See minute 177 above.

Email 5.11.18 Mowerman re increase cost per-cut.

See minute 180 above.

Email 13.11.18 Maggie Clubley

Constituency Support Manager to the Rt Hon. Andrea Leadsom MP request for info re Village Hopper

It was **agreed** that the Clerk & Chairman would meet with Maggie Clubley to discuss this.

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

The Clerk **advised** that a ministerial statement had been received stating that parish and district elections would be postponed until May 2020 -

“I intend as soon as practicable to make and lay before Parliament an Order under the Local Government Act 2000 to postpone district and parish council elections in Northamptonshire due to be held in May 2019 until May 2020.”

185. Meeting Closed & date of Next Meeting

There being no further business the **meeting closed** at 9.20pm

Date of next meeting

Thursday 10th January 2019, St Peter’s Centre, Cogenhoe - 7.30pm

Deborah Rush

Parish Clerk 4.12.18

Appendix 1

Cogenhoe & Whiston PC		3.12.18		
Bank Reconciliation				
Total receipts			£ 26,786.63	
less				
Total payments			£ 31,221.91	-£ 4,435.28
Plus opening balances				£ 39,021.19
				£ 34,585.91
Bank accounts				
Current AC				£ 5,781.52
plus				
Business Prem AC				£ 31,015.57
Plus credits not yet showing				
				£ 36,797.09
Less unrepresented cheques				
	DDR	ICO	subscription	£40.00
	DDR	Total Gas & power	Electricity	£430.37
	300008	M Scott	memorial gro	£18.00
	BACS	J K Minney	memorial gro	£75.00
	BACS	D Rush	sound system	£60.00
	BACS	P Boss	gas beacon	£35.00
	BACS	Aylesbury mains	light repairs	£596.88
	BACS	D Rush	Tree	£30.00
	BACS	D Rush	Salary & exp	£786.36
		HMRC	PAYE	£139.57
				£2,211.18
				£2,211.18
				£34,585.91

New Homes Bonus monies

Approved grants

£1,000 zebra crossing (claimed)

£1,514 Sign refurb (claimed)

£1,500 Defib (claimed)

 £490 Bench refurb (claimed)

 £450 Artwork (claimed)

£4,000 Bus shelter

+ year 7 allocation £3361

£2,535 Heritage Society 9 Claimed)

£1500 Lecturn app submitted

£ 541 Balance

(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		3.12.18
Bank Reconciliation			
Total receipts		£ 14,172.37	
Total payments		£ 10,426.48	£ 3,745.89
Plus opening balances			
Bank accounts			
Current AC			£ 6,020.71
Plus credits not yet showing			£ 1,244.33
			£ 7,265.04
Less unrepresented cheques			
6.8.18	300005	Tixiom	Ticket machine £156.00
30.11.18	BACS	D J Richardson	Wages OCT £741.68
30.11.18	BACS	A Richardson	Wages OCT £1,282.10
30.11.18	BACS	P Hoy	Wages OCT £287.03
		HMRC	PAYE £773.89
30.11.18	BACS	D Rush	Admin OCT £97.50
3.12.18	BACS	J Bailey	Ex gratia pymt £100.00
3.12.18	BACS	J Bailey	Fuel card £80.95
			£3,519.15
			£ 3,745.89