

# **COGENHOE & WHISTON PARISH COUNCIL**

Clerk: Deborah Rush  
(01933) 663918

Email; [clerk@cogenhoeandwhiston-pc.gov.uk](mailto:clerk@cogenhoeandwhiston-pc.gov.uk)

[www.cogenhoeandwhiston-pc.gov.uk](http://www.cogenhoeandwhiston-pc.gov.uk)

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

## **94. Open forum**

No members of the press or public attended the meeting

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

**Apologies for absence were received and accepted** from Cllr's Usher & Biggs.

**Present;** Cllr Bailey (Chairman), Cllr Brown, Cllr Cunnington, Cllr Darby, Cllr Grubb, Cllr Packer, Cllr Sher, Cllr Stanton & the Clerk.

Cllr Scott did not attend the meeting.

CCllr Michael Clarke, DCllr Steven Hollowell & DCllr Carole Clarke also attended.

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

Cllrs Brown & Bailey declared an interest in an additional planning application dealt with using delegated powers under item 102.1. They both left the room during its discussion.

## **97. To sign the minutes of the meeting held on 6<sup>th</sup> August 2018.**

The **minutes** of the meeting held on 6<sup>th</sup> August 2018 were **signed**.

## **98. Matters arising from previous minutes (for information only)**

-Street doctor updates;

|                   |   |  |
|-------------------|---|--|
| 18.6.18<br>947893 | Problem: Vegetation<br><br>Description: Overgrown/Overhanging | 25.6.18<br>Under Investigation.<br>Referred to Jayne<br>Hawtin.<br>10/7/18 |
|-------------------|---|--|

|                           |  |   |
|---------------------------|--|---|
|                           | <p>Street/Town: Cogenhoe And Whiston</p> <p>Location: tree outside 17 The Piece</p> <p>Details: tree needs cutting back, has grown into telephone wires</p>  | <p>Work Instructed. Referred to Jayne Hawtin.</p>   |
| <p>6/6/18<br/>948576</p>  | <p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Street/Town: Station Road,Cogenhoe And Whiston</p> <p>Location: outside 60 Station Rd, Cogenhoe</p> <p>Details: Hedge is overhanging the footpath making it difficult for wheelchair user to stay on path.</p>   | <p>10.7.18 Upon Inspection No overgrown hedge at given address. Overgrown hedge found further along road. Letter has been sent to resident. Referred to Jayne Hawtin.</p> |
| <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>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>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>  |   |

-NCC emailed re Grit bin Whiston - NOTED

#### 99. Police Matters.



Twitter mentions;

As below

#### 23.8.18

Neighbourhood alert mentions

Theft Of Motor Vehicle Brafield On The Green

Northamptonshire Police are appealing for information regarding a Theft of a 7.5 tonne lorry, Bridle Close, Brafield on the Green, the vehicle has been found on fire near to football club in Cogenhoe

This happened on Saturday 4th August 2018 between 2:30am-3:30am

Cogenhoe Burglary And Theft Of Vehicle Crime Ref 18000400736

burglary and a theft of a motorcycle from a property in Station Road where persons unknown have accessed a garage and stolen the vehicle.

This happened between the hours of 01:30 and 01:40 on the morning of Thursday 23rd August 2018.

Cogenhoe Theft

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 (Not yet available)** see [www.police.co.uk](http://www.police.co.uk) NOTED

#### 100. To receive reports from County & District Councillors

-CCllr Michael Clarke reported that following the vote on Local Government reform, in which 7 out of 8 of the District and Borough councils voted for 2 unitary authorities & submission to Government of this proposal, they were hoping for a slightly quieter time at NCC. The difficult job of now splitting the county council statutory duties and merging all district and borough duties would now begin, with the new councils taking over in May 2020. He hoped that this would build for a better future for Northamptonshire, with better value for money for its residents & council taxpayers and a much better run authority.

-DCllr Carole Clarke reported that SNC had voted for the 2 unitary authority plan and had also submitted their own suggestions for what the new authorities might look like.

-DCllr Steven Hollowell reported that he had nothing further to add on the subject of unitary authorities, but he was concerned about what being in one authority with Northampton Town might mean for planning decisions in the future. He hoped that the updated Local Plan Part 2, which should

go to the inspector in Dec / Jan would protect the rural villages for the next 5 years, as the new unitary would have to adopt it, but when it comes up for review in 5 -years' time things could change, and the local parish councils needed to be mindful of that. He also reported that he (Cllr Darby also attended) had attended the recent Police & Crime Commissioner's meeting which gave many statistics & talked about lots of steering groups but didn't really give any proactive plans for reducing rural crime (which has gone up in recent years), which was very disappointing.

#### 101. Chairman's Report including

-School scarecrow festival

Cllr Bailey offered the support of the Parish Council for this event and suggested that if anyone could help out on the day they contact the School via Cllr Cunnington.

#### 102. Development & Planning

##### 102.1 Applications Received

##### For Information only

**S/2018/1824/TCA** 9 Mill Lane, Cogenhoe T1 – Fell one x plum tree – NOTED

Due to timing of this application, delegated powers were used-

**S/2018/1936/FUL** 21 Church Street – front porch (retrospective)

Cllrs Brown & Bailey left the room as they had declared an interest in this item. Cllr Darby was nominated as Chairman in Cllr Bailey's absence.

It was proposed and resolved by majority vote, that Cogenhoe & Whiston make the following comments to this application-

Object on grounds of design & visual appearance.

Cogenhoe & Whiston Parish Council does not feel that this porch is in keeping with others in the conservation area both in terms of design and colour of materials used.

Cllrs Brown & Bailey returned to the room and Cllr Bailey resumed his role as Chairman.

##### 102.2 Decision Received – NOTED

**S/2018/1448/FUL** 9 Nene Rise, Cogenhoe

Single story rear extension

**APPROVED**

**S/2018/1298/FUL** 18 St Peters Way Cogenhoe

Demolition of a single garage and the erection of a side and rear extension

**APPROVED**

**S/2018/1172/FUL** The Manor House 42 Church Street Cogenhoe

Detached ancillary accommodation comprising of home office, recreation/entertainments area and overspill living accommodation. Swimming Pool and convert carport/store to pool plant building.

**APPROVED WITH CONDITIONS**

##### 102.3 Enforcement matters - NOTED

Case Development works at 22 Brafield Road, Cogenhoe (case ref E/2018/0143):

The existing detached garage's window and doors are not as per the approved plans.

Summary:

No breach of planning control has been identified and therefore the case is to be closed as no further action is required.

### 103. Financial matters

#### 103.1 Council

Income            SNC New Homes Bonus reimbursement artwork map            £225.00

#### 103.2 Expenditure

| Cogenhoe & Whiston Parish Council Payment Schedule |        |                   |                   |         | 3.9.18 |                                |
|--|--------|-------------------|-------------------|---------|--------|--------------------------------|
| Date   | Chq No | Payee             | Details           | Amount  | VAT    | Payable under power            |
| 25.8.18  | DDR    | Total Gas & power | Electricity       | £314.92 | £52.48 | Highways Act 1980 s301         |
| 3.9.18   | 101201 | Aylesbury mains   | Light repairs     | £156.00 | £26.00 | Highways Act 1980 s301         |
| 3.9.18   | 101202 | NCC               | Credit in error   | £204.00 |        | N/A                            |
| 3.9.18   | 300001 | SNAST             | NHW subs          | £20.00  |        | LGA 1972, s.111                |
| 3.9.18   | BACS   | D Rush            | Salary & exp July | £654.35 |        | LGA 1972, s.111                |
|  |        | HMRC              | PAYE              | £0.60   |        | LGA 1972, s.111                |
| 3.9.18   | BACS   | Mowerman          | Grass             | £318.00 |        | Open Spaces Act 1906 ss 9 & 10 |
| 3.9.18   | BACS   | Aylesbury mains   | Light repairs     | £304.08 |        | Highways Act 1980 s301         |
| 15.9.18  | DDR    | ICO               | subscription      | £40.00  |        | LGA 1972, s.111                |

The balance in the Barclays Current Account stands at £1234.31 (assuming all cheques presented).

Unity Trust current account            £ 500.00

**\*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

#### 103.3 Village Hopper

Income

Wollaston PC            £600

#### 103.4

Expenditure

To authorise

Clerk- 25 hours start-up work

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

Action Clerk

| Village Hopper |        |                 |                     |         |        |                         |
|----------------|--------|-----------------|---------------------|---------|--------|-------------------------|
| Date           | Chq No | Payee           | Details             | Amount  | VAT    | Payable under power     |
| 6.8.18         | 300004 | Cogenhoe School | Car parking rent    | £300.00 |        | Localism Act 2011 ss1-8 |
| 6.8.18         | 300005 | Tixiom          | Ticket machine      | £156.00 | £26.00 | Localism Act 2011 ss1-8 |
| 21.8.18        | STO    | Tixiom          | Ticket machine      | £48.00  | £8.00  | Localism Act 2011 ss1-8 |
| 3.9.19         | BACS   | D Rush          | Reimbursement float | £50.00  |        | Localism Act 2011 ss1-8 |
|                | TFR    | C&W PC          | Credit in error     | £500.00 |        | N/A                     |

The balance in the Current Account stands at £636.27

(assuming all cheques presented).

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

Action Clerk

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

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

103.6 NCC unknown credit being looked into £204.00

Now confirmed received in error, monies returned to NCC by cheque no 102002. - NOTED

103.7 To **approve** updates to Financial Risk assessment, risk assessment policy, terms of reference and scope & nature of internal controls and internal audit documents as proposed by finance working party (following review meeting on 21.8.18).

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

103.8 VAT claim submitted (£2484.43) 2017/18 - NOTED

103.9 CPRE membership renewal

To consider renewal at cost of £36 annually.

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

Action Clerk

103.10 Letter received from Unity Trust advising increase in interest rates to 0.40%. - NOTED

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

-To receive usage figures for July & August.

-Cllr Cunnington advised that there had been 2542 visits to the website in July & 2584 in August.

He also advised that some updates had been made to the website by the host company.

105. **Street light upgrade**

-Update from Clerk on recent information received re funding.

The Clerk advised that following a review of the application Salix Finance had advised that they could now only lend 93% of the projected costs (due to their technical requirements). This would mean a shortfall of £962.21 which would have to be funded by the PC. The Clerk had checked that further approval from Ministry of Housing, Communities & Local Government was not required as a lower amount would now be borrowed.

Following discussion, it was

It was **proposed** and **resolved by unanimous vote**, that this shortfall be funded from CIL monies as this is an infrastructure project identified in the CIL list.

-As previously advised the council were also reminded that there is a 5 year payback period but that the savings made to make these repayments would accrue over a period of 7 years i.e repayments will be higher than the savings made in years 1-5. – NOTED

It was **proposed** and **resolved** that Aylesbury Mains be given the go ahead for the lamp upgrades.

Action Clerk

#### 106. Village Hopper Bus service

-Meeting booked with parishes for review on 4.9.18 - NOTED

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

-This was signed and witnessed on behalf of the Parish Council.

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

Following discussion about the previous options / quotes discussed some months ago, it was **proposed** and **resolved by majority vote** that a new wooden shelter be installed to replace the existing metal one, with a bench, on the existing footprint at a cost of £7875 + VAT. A new homes bonus grant of £4000 has already been approved for part of this cost, the rest will be met from CIL monies (infrastructure project).

Action Clerk

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

#### Proposal

Cogenhoe & Whiston parish council will fund & install a memorial stone to commemorate the end of the Great War at an approx. cost of £2227 with an unveiling ceremony to take place on 11th November 2018. This will be followed by a 'Beacons of Light' event in the evening.

-It was noted that this proposal also includes the planting of an oak tree.

It was **proposed** and **resolved** by unanimous vote, that this be **approved**.

Action Clerk

#### 108. Village Map

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

-The Clerk advised that 2 quotes had been received for this, a third was awaited.

C/F

#### 109. Councillor email addresses

All gmail accounts now set-up. - NOTED

#### 110. Standing Orders

To **approve & adopt** model standing orders 2018 as recommended by finance working party review meeting 21.8.18.

It was **proposed** and **resolved** that the updated Standing orders, as circulated, be adopted.

### **111. Correspondence Issued**

Letter 6.8.18 Mrs Padbury re overhanging branch footpath Church Street to The Piece

As there had still not been a response to this request, this would now be passed to Highways.

Letter 9.8.18 Resident re Church Street accident / parking

Following some discussion about subsequent comments made to the Chairman, it was agreed that the resident's suggestion of requesting that residents do not park on the pavement would not really help with this problem – resident to be advised.

Letter 9.8.18 Andrea Leadsom MP re Village Hopper – NOTED

### **112. Correspondence Received (in addition to listed above)**

Email Copy invoice Cogenhoe Sea Scouts re grant for doors - NOTED

Letter 20.8.18 Resident re artificial grass Orchard way (also sent to Highways). - NOTED

Email 7.8.18 SNC review of council's enforcement process (responded 22.8.18)

The Clerk had responded to this questionnaire.

Email 15/8/18 NCC Consultation on the draft Northamptonshire All Age Autism Strategy (forwarded 23.8.18)

It was agreed that no response was required from the council to this consultation.

Email 16/8/18 Resident further complaint re footpaths (forwarded to footpath warden)

This had been passed to terry Coles (footpath warden) who had walked the paths. Most were passable, some cutting back is required and this will be notified to the landowner / street doctor accordingly.

Action Clerk

Email 16/8/18 SNC re Local government review (added to website) - NOTED

Email 23.8.18 DCllr Hollowell re local government review (forwarded 23.8.18) - NOTED

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

None

### **114. Meeting Closed & date of Next Meeting**

There being no further business the meeting closed at 8.45pm.

#### **Date of next meeting-**

Monday 1<sup>st</sup> October 2018, 7.30pm –Council Meeting, Village Hall, Cogenhoe.

**Deborah Rush**

**Parish Clerk 4.9.18**



|                              |                   |                |            |             |
|------------------------------|-------------------|----------------|------------|-------------|
| Cogenhoe & Whiston PC        |                   | 3.9.19         |            |             |
| Bank Reconciliation          |                   |                |            |             |
| Total receipts               |                   |                | £12,451.03 |             |
| TFR Unity ac                 |                   |                | £ 500.00   |             |
| less                         |                   |                |            |             |
| Total payments               |                   |                | £19,231.51 | -£ 6,280.48 |
|                              |                   |                |            |             |
| Plus opening balances        |                   |                |            | £ 39,021.19 |
| <b>£ 32,740.71</b>           |                   |                |            |             |
| Bank accounts                |                   |                |            |             |
| Current AC                   |                   |                |            | £ 5,329.79  |
| plus                         |                   |                |            |             |
| Business Prem AC             |                   |                |            | £ 31,006.40 |
| Unity AC                     |                   |                |            | £ 500.00    |
| Plus credits not yet showing |                   |                |            |             |
|                              |                   |                |            | £ 36,836.19 |
| Less unrepresented cheques   |                   |                |            |             |
|                              | HMRC              | PAYE           | £3.20      |             |
| 101995                       | D Rush            | Salary & exp   | £684.93    |             |
| 101996                       | Village Hopper    | set-up costs   | £600.00    |             |
| 101997                       | Wellingboro Norse | Dog bins       | £432.00    |             |
| 101998                       | NCALC             | Training       | £36.00     |             |
| 101999                       | Mowerman          | Grass          | £318.00    |             |
| 101200                       | L Howes           | printing exp   | £10.00     |             |
| DDR                          | Total Gas & power | Electricity    | £314.92    |             |
| 101201                       | Aylesbury mains   | Light repairs  | £156.00    |             |
| 101202                       | NCC               | Credit in erro | £204.00    |             |
| 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     |             |
|                              |                   |                | £4,095.48  | £4,095.48   |
| <b>£ 32,740.71</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            | <b>£ 5,276.30</b> |

**Chairman.....**

**IFO.....**

**Clerk.....**

**Date**

## Appendix 2

### Village Hopper

|                              |      |                   |                 |                 |
|------------------------------|------|-------------------|-----------------|-----------------|
| Cogenhoe & Whiston PC        |      | VH                |                 | 3.9.19          |
| Bank Reconciliation          |      |                   |                 |                 |
| Total receipts               |      |                   | £ 2,300.00      |                 |
|                              |      |                   |                 |                 |
| Total payments               |      |                   | £ 1,663.73      | £ 636.27        |
|                              |      |                   |                 |                 |
| Plus opening balances        |      |                   |                 | <b>£ 636.27</b> |
| Bank accounts                |      |                   |                 |                 |
| Current AC                   |      |                   |                 | £1,100.00       |
|                              |      |                   |                 |                 |
| Plus credits not yet showing |      |                   |                 | £ 1,200.00      |
|                              |      |                   |                 | £ 2,300.00      |
| Less unrepresented cheques   |      |                   |                 |                 |
| 6.8.18                       |      | 300001 D Rush     | Start up costs  | £320.73         |
| 6.8.18                       |      | 300002 J Bailey   | Keys            | £49.00          |
| 6.8.18                       |      | 300003 Signs & Gr | Branding        | £240.00         |
| 6.8.18                       |      | 300004 Cogenhoe   | Car parking ren | £300.00         |
| 6.8.18                       |      | 300005 Tixiom     | Ticket machine  | £156.00         |
| 21.8.18                      | STO  | Tixiom            | Ticket machine  | £48.00          |
| 3.9.19                       | BACS | D Rush            | Reimbursement   | £50.00          |
|                              | TFR  | C&W PC            | Credit in error | £500.00         |
|                              |      |                   |                 |                 |
|                              |      |                   |                 | £1,663.73       |
|                              |      |                   |                 |                 |
|                              |      |                   |                 | <b>£ 636.27</b> |