

# **COGENHOE & WHISTON PARISH COUNCIL**

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## **To members of the Council:**

You are hereby summoned to attend the **Council Meeting** of Cogenhoe & Whiston Parish Council to be held on **Monday 4<sup>th</sup> February 2019** at **7.30pm** in **Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB**, for the purpose of transacting the following business;

**Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.**

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

## **A G E N D A**

209. **Open forum**

210. **To receive and accept apologies for absence.**

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

212. **To sign the minutes** of the meeting held on **10<sup>th</sup> January 2019**.

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

-Street doctor updates;

9.10.18 956438	Problem: Roads  Description: Potholes  Street/Town: Glebe Road, Cogenhoe And Whiston  Location: Glebe Road / Glebe Way	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.
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	<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>17.10.18 957039</p>	<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 Works ticket has been raised and will be completed within 6 months</p>
<p>2.11.18 958525</p>	<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 &amp; Watts Close</p> <p>Details: brambles overhanging the footpath making it difficult for pushchairs / wheelchairs.</p>	<p>13.11.18 Under Investigation. Referred to Jayne Hawtin. 13.11.18 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. <b>RESOLVED</b></p>
<p>21.1.19 963088</p>	<ul style="list-style-type: none"> <li>• <b>Problem:</b> Vegetation</li> <li>• <b>Description:</b> Restricted Visibility</li> <li>• <b>Street/Town:</b> Station Road,Cogenhoe And Whiston</li> <li>• <b>Location:</b> Footpath from Station Road to Orchard Way</li> <li>• <b>Details:</b> Overgrown vegetation is obscuring light from street lamp, making path difficult to use when it is dark.</li> </ul>	
<p>25.1.19 963748</p>	<ul style="list-style-type: none"> <li>• Problem: Roads</li> <li>• Description: Potholes</li> <li>• Street/Town: Church Street,Cogenhoe And Whiston</li> <li>• Location: middle of road outside 32 Church Street</li> <li>• Details: pothole</li> <li>•</li> </ul>	

-Bins Short Lane chased – 14.1.19 & disappointment expressed re Whiston Rd bin. Cllr usher to collect photographic evidence of problem

-NCC emailed re right of Way Station Rd – York Avenue – Steve Fowler emailed, response received M Brawn requesting further clarification

- WA Handyman Services instructed to proceed 14.1.19

-Whiston streetlights – matter raised last meeting re brightness of lamps.

## 214. Police Matters.



Twitter / Neighbourhood Alerts;

13.1.19

Northamptonshire Police are appealing for information.

There has been a Burglary – Cash and Vehicle stolen -Vauxhall Corsa, entry gained by removing keys from the door, Station road, Cogenhoe between 22:00 Saturday 12th January-06:50 on Sunday 13<sup>th</sup> January 2019

Ref 19000019533

Email received 17.1.19 re Streetwatch – to consider scheme

### Crime Statistics November see [www.police.co.uk](http://www.police.co.uk) 6 crimes

Location	Crime	Current status
Crime on or near Station Road	Vehicle crime (1) Includes theft from or of a vehicle or interference with a vehicle	Investigation complete; no suspect identified
Crime on or near Pippin Close	Vehicle crime (1) Includes theft from or of a vehicle or interference with a vehicle	Under investigation
Crime on or near Brafield Road	Burglary (1) Includes offences where a person enters a house or other building with the intention of stealing Theft from the person (1) Includes crimes that involve theft directly from the victim (including handbag, wallet, cash, mobile phones) but without the	Investigation complete; no suspect identified  Under investigation

	use or threat of physical force	
Crime on or near Sharmans Close	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Action to be taken by another organisation
Crime on or near Manor Farm Court	Other theft (1) Includes theft by an employee, blackmail and making off without payment	Under investigation

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

216. **Chairman's Report including**

- Update from parishes meeting re Village Hopper
- Visit to Brackley TC re buses
- Picnic in the Park

217. **Development & Planning**

217.1 Applications Received

Application No.      **S/2018/2895/TPO**  
Proposal                Works to TPO tree - T1 (Walnut) – reduce crown by 2m from branch tips  
Location                1 Watts Close, Cogenhoe NN7 1PD

Due to the timing of this application delegated powers were used.

'No objections'

217.2 Decision Received – None

218. **Financial matters**

218.1 Income

Interest £29.00

SNC NHB Zebra Crossing £1000

## 218.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					4.2.19		
Date		Chq No	Payee	Details	Amount	VAT	Payable under power
			Unity bank	Service charge	£18.00		LGA 1972, s.111
14.1.19		300012	E Griffiths	Pocket park fence	£190.00		Open Spaces Act 1906 ss 9 & 10
4.2.19	799846014		D Rush	Salary & Exp	£687.49	£12.82	LGA 1972, s.112
			HMRC	PAYE	£21.92		LGA 1972, s.112
4.2.19		DDR	Total Gas & power	Electricity	£313.82	£52.29	Highways Act 1980 s301
4.2.19		300013	SLCC	Clerks membership	£98.00		LGA 1972, s.111
4.2.19	464479078		Aylesbury mains	Light repairs	£290.52	£48.42	Highways Act 1980 s301

The balance in the Unity Current Account stands at £2743.67 (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.**

218.3 To **approve** bank reconciliation (appendix 1)

218.4 To **approve** spending against budget end Q3. (appendix 3)

## 218.5 Village Hopper

### Income

w/c 17/12/18	£433.60
Donations	£83.86
w/c 24/12/18	£80.95
w/c 24/12/18	£100.70
w/c 31/12/18	£218.75
Pitts term Pass	£196.55
NCC	£2,145.40
Donations	£111.30
w/c 7.1.19	£403.10
VAT	£634.52
Donations	£42.80
w/c 14.1.19	£495.80
w/c 21.1.19	£364.95

## 218.6

### Expenditure

4.2.19 Village Hopper							
Date		Chq No	Payee	Details	Amount	VAT	Payable under power
4.1.19	493802880	BACS	V Marriott	Wages Dec	£618.75		Localism Act 2011 ss1-8
31.12.18			Unity Trust	Service Charge	£18.00		Localism Act 2011 ss1-8
14.1.19		DDR	Fuel Genie	Fuel Card	£1,286.95	£214.47	Localism Act 2011 ss1-8
16.1.19		DDR	Arval	Lease	£824.13	£137.36	Localism Act 2011 ss1-8
17.1.19	113517773	BACS	Nene Valley CA	DBS check	£57.00		Localism Act 2011 ss1-8
21.1.19		STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
26.1.19	123804258	BACS	D J Rush	Admin Dec	£97.50		Localism Act 2011 ss1-8
26.1.19	823059709	BACS	A P Richardson	Wages Dec	£1,311.66		Localism Act 2011 ss1-8
26.1.19	631638144	BACS	V J Marriott	Wages Dec	£888.90		Localism Act 2011 ss1-8
26.1.19	90263374	BACS	P Hoy	Wages Dec	£549.72		Localism Act 2011 ss1-8
26.1.19			HMRC	PAYE Dec	£490.43		Localism Act 2011 ss1-8
4.2.19	526268882	BACS	D Rush	Expenses	£89.69		Localism Act 2011 ss1-8
24.1.19	397495973	BACS	Burnt Tree Group	Lease - Enterprise	£198.01	£39.60	Localism Act 2011 ss1-8

The balance in the Current Account stands at £108.31

(assuming all cheques presented).

218.7 To **approve** bank reconciliation (appendix 2)

#### 218.8 **S137 Grant application received**

Cogenhoe Sports & Social Bowls Club - £12,300 2 x lawn mowers

Representatives invited to answer questions on application.

#### 218.9 **Unity Bank charges**

**-Letter received re bank charges for paying in cash**

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

-To receive usage figures for January.

#### 220. **Village Hopper Bus service**

- Bus shelter – request for licence submitted to NCC – now received, underground searches completed and forwarded to contractor, start date awaited.

-Revenue grant from SNC approved, 17% of running costs.

-Mentioned in NALC publication Points of Light 2019 for setting up service

-28.1.19 Email re concessionary fare reimbursement rate

#### 221. **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

**222. Grass contract**

-To consider quotes received for contract 2019/20

**223. School tree planting**

-Update Cllr Cunnington

**224. Village information board**

-To receive update from Clerk on licence to erect.

**225. Notice of impending removal from Register of Asset of Community Value (6.1.19)**

**The Royal Oak, Whiston Rd, Cogenhoe**

-Application to re-register property submitted 14.1.19

**226. Correspondence Issued**

14.1.19        Email   Heritage Society re records storage

14.1.19        Email   SNC precept demand (acknowledged)

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

Letter 9.1.19        Heritage Society

Email 18/1/19        SNC survey re litter picking & refuse collection (added to website)

[https://www.surveymonkey.co.uk/r/Street\\_Cleansing\\_Services\\_SNC](https://www.surveymonkey.co.uk/r/Street_Cleansing_Services_SNC)

Email 20/1/19        CPRE re Litter heroes 2019

Email 21/1/19        Selectra re smart meter updates (request to add to website)

Email 25.1.19        St Peter's Church re pocket park fencing

Email 25.1.19        NCALC e-update (forwarded 25.1.19)

Email 27.1.19        Northants ACRE re Good neighbour Scheme

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

**229. Meeting Closed & date of Next Meeting**

Thursday 14<sup>th</sup> March 2019, St Peter's Centre, Church Street, Cogenhoe, NN7 1LS - 7.30pm

**Deborah Rush**

**Parish Clerk 29.1.19**

## Appendix 1

Cogenhoe & Whiston PC		4.2.19		
Bank Reconciliation				
Total receipts			£40,173.42	
less				
Total payments			£51,406.37	-£ 11,232.95
Plus opening balances				£ 39,021.19
				<b>£ 27,788.24</b>
Bank accounts				
Current AC				£ 3,881.60
plus				
Business Prem AC				£ 25,044.57
Plus credits not yet showing				
				£ 28,926.17
Less unrepresented cheques				
DDR	ICO	subscription	£40.00	
	D Rush	Salary & Exp	£687.49	
	HMRC	PAYE	£21.92	
300013	SLCC	Clerks membership	£98.00	
	Aylesbury mains	Light repairs	£290.52	
			£1,137.93	
				£1,137.93
				<b>£ 27,788.24</b>



### **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 (Claimed)

£1500 Lecturn app submitted (approved)

**£ 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
Repeater speed signs	£ 742.81
Balance	<b>£ 4,533.49</b>

**Chairman.....**

**IFO.....**

**Clerk.....**

**Date**

## Appendix 2

Cogenhoe & Whiston PC		VH		4.2.19
Bank Reconciliation				
Total receipts			£ 23,927.94	
Total payments			£ 23,819.63	£ 108.31
Plus opening balances				
Bank accounts				
Current AC				£ 323.48
Plus credits not yet showing				£ 364.95
				£ 688.43
Less unrepresented cheques				
	BACS	D Rush	Expenses	£89.69
	HMRC			£490.43
				£580.12
				£ 108.31

Chairman.....

IFO.....

Clerk.....

Date

## Appendix 3

### Cogenhoe & Whiston Parish Council – spending against budget end Quarter 3

Appendix 2	18/19 budget	End Q1 30.6.18	%	End Q2 30.9.18	%	End Q3 31.12.18	%	
Precept	£22,000.00	£11,000.00	50%	£22,000.00	100%	£22,000.00		
Mowing Grant	£800.00							
<b>Total</b>	<b>£22,800.00</b>	<b>£11,000.00</b>		<b>£22,000.00</b>		<b>£22,000.00</b>		
<b>Expenditure</b>								
Amenities		£3,021.75		£3,021.75		£6,366.51		includes signs & mem plaque
Village Main	£1,000.00	£825.00	82.50%	£825.00	82.50%	£860.00	86.00%	one-off annual costs
Grass & Bins	£4,000.00	£423.80	10.60%	£1,843.80	46.10%	£2,373.80	59.35%	
Clerks salary	£7,340.00	£1,804.46	24.58%	£3,620.58	49.33%	£5,448.08	74.22%	
Clerk Exp	£730.00	£143.16	19.61%	£248.48	34.04	£532.93	73.00%	
Audit	£200.00	NIL		NIL		£200.00	100.00%	one-off annual cost
Membership	£900.00	£727.70	80.86%	£787.70	87.52%	£823.70	91.52%	one-off annual costs
Insurance	£1,150.00	NIL		£1,168.91	102%	£1,168.91	101.64%	one-off annual cost
Council Exp	£1,500.00	£114.64	8%	£224.53	14.97%	£631.42	42.09%	
Training	£200.00	£24.50	12.25%	£60.50	30.25%	£109.50	54.75%	
Lights R&M	£2,000.00	£1,246.30	62.32%	£1,629.70	81.49%	£14,343.60	717.18%	streetlight replacement
Elec costs	£3,600.00	£663.83	18.44%	£1,461.22	40.59%	£2,366.86	65.75%	
S137 max £8733	£3,000.00	£950.00	31.67%	£1,150.00	38.33%	£1,425.00	47.50%	
Pocket Park	£1,000.00	£50.00	5%	£50.00	5.00%	£264.15	26.42%	
Website	£550.00							
Other				£1,529.00		£5,529.00		
<b>Total</b>	<b>£27,170.00</b>	<b>£9,995.14</b>	<b>36.79%</b>	<b>£17,621.17</b>	<b>64.86%</b>	<b>£42,443.46</b>	<b>156.21%</b>	