

# **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 4<sup>th</sup> February 2019 at 7.30pm in Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

## **209. Open forum**

2 members of the Cogenhoe Sports & Social bowls club attended the meeting to provide further information in support of a grant application they had submitted to fund replacement mowers (see 218.8 below).

A further member of the public attended to observe the meeting.

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

**Apologies for absence were received and accepted** from Cllr Sher.

Apologies were also received from County Councillor Michael Clarke, District Councillor Carole Clarke & District Councillor Steven Hollowell.

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

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

Cllr's Packer & Grubb declared an interest in item 227 (Email 25.1.19 St Peter's Church re pocket park fencing), they were permitted to remain in the room during its discussion.

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

The **minutes** of the meeting held on 10<sup>th</sup> January 2019 were **signed**.

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

-Street doctor updates;

9.10.18 956438	Problem: Roads  Description: Potholes	15.10.18 Works ticket has been raised and will be completed within 4
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	<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>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 &amp; 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> <p><b>RESOLVED</b></p>
21.1.19 963088	<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>	
25.1.19 963748	<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 - NOTED

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

- WA Handyman Services instructed to proceed 14.1.19 - NOTED

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

The Clerk **reported** that Aylesbury Mains had confirmed that there is no adjustment on the lamps and that although the new lamps may appear brighter, they are actually 17 watts lower than the previous ones; they appear brighter because they are now white light rather than orange.

#### 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

It was **agreed** that the Clerk would discuss this with the NHW coordinator.

Action Clerk

**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	Investigation complete; no suspect identified

	<p>Theft from the person (1)</p> <p>Includes crimes that involve theft directly from the victim (including handbag, wallet, cash, mobile phones) but without the use or threat of physical force</p>	Under investigation
Crime on or near Sharmans Close	<p>Violence and sexual offences (1)</p> <p>Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences</p>	Action to be taken by another organisation
Crime on or near Manor Farm Court	<p>Other theft (1)</p> <p>Includes theft by an employee, blackmail and making off without payment</p>	Under investigation

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

-DCllr Hollowell reported (via email) that the 'divorce' from Cherwell DC is continuing with proposals now in place for the Communications, Housing & private sector housing teams. First orders have also now been laid by the Secretary of State to cancel the parish & district elections that were due to take place in May 2019, these will now be postponed until 2020. He also reported that the district part of the council tax is expected to rise by approx. 2.9% for 2019/20.

#### 216. **Chairman's Report including**

-Update from parishes meeting re Village Hopper

The Chairman **reported** that a meeting had been held with the Village Hopper consortium of parishes to discuss the service. Positive feedback had been received and Cogenhoe & Whiston PC had been thanked for their ongoing hard work in running the service.

-Visit to Brackley TC re buses

The Chairman also **reported** that he and the Clerk had attended a meeting of the parishes at Brackley Town Council to explain the Village Hopper bus service set-up.

-Picnic in the Park

-The Chairman reported that a committee (of 4 residents) had been formed to organise a 'Party in the Park' event for July 2019.

## 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. - NOTED  
'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.**

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

Action Clerk

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

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

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

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

### 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

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).

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

Action Clerk

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

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

### 218.8 S137 Grant application received

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

Representatives invited to answer questions on application.

-Following some discussion, it was **proposed** and **resolved** that a grant of £500 be awarded.

Action Clerk

### 218.9 Unity Bank charges

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

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

-To receive usage figures for January.

-Cllr Cunnington advised that there had been 1219 visits to the website in 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. - NOTED

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

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

-28.1.19 Email re concessionary fare reimbursement rate

The Clerk **reported** that following reassessment, the concessionary fare reimbursement rate had been increased to 90% which was very welcome and would ensure financial viability of the service without further contribution from the parishes for the next financial year.

### 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

All policies had now been read and reviewed. Some minor changes were suggested. **Action Clerk**

### 222. Grass contract

-To consider quotes received for contract 2019/20

The Clerk reported on the tenders received it was **proposed** and **resolved** by unanimous vote that the contract be awarded to Wellingborough Norse for the next 3 years.

### 223. School tree planting

-Update Cllr Cunnington

Cllr Cunnington **reported** that he was struggling to get much response from the School about this, so would wait for them to contact him.

#### 224. Village information board

-To receive update from Clerk on licence to erect.

The Clerk **reported** that the underground searches had now been completed and the order placed for the replacement shelter, a start date was now awaited.

#### 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

The Clerk **reported** that the form had been returned for some changes which she would complete.

Action clerk

#### 226. Correspondence Issued - NOTED

14.1.19 Email Heritage Society rerecords storage

14.1.19 Email SNC precept demand (acknowledged)

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

Letter 9.1.19 Heritage Society - NOTED

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) - NOTED

Email 20/1/19 CPRE re Litter heroes 2019

Cllr Cunnington **agreed** to discuss this with the School.

Action Cllr Cunnington

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

Email 25.1.19 St Peter's Church re pocket park fencing

It was **agreed** that the Pocket Park working party would look into this.

Email 25.1.19 NCALC e-update (forwarded 25.1.19) - NOTED

Email 27.1.19 Northants ACRE re Good neighbour Scheme - NOTED

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

-Potholes were reported on Nene Rise / St Peter's Way, Clerk to report to Highways. Action Clerk

-The condition of the surface of the Whiston Rd lay-by needs looking at, Clerk to report to Highways.

Action Clerk

-The trees on 'The Avenue' in Whiston are choked with ivy, Clerk to look into ownership.

Action Clerk



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

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

**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 5.2.19**

DRAFT

## 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	<b>£ 108.31</b>
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
				<b>£ 108.31</b>

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>	