

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 4th June 2018 at 7.30pm in The Village Hall, York Avenue, Cogenhoe, NN7 1NB.

27. Open forum

2 residents attended the meeting but did not wish to raise any issues.

28. To receive and accept apologies for absence.

Apologies for absence were received and accepted from Cllr Usher.

Present-

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

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

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

Cllr Darby declared an interest in item 37.5, she was permitted to remain in the room during its discussion.

30. To sign the minutes of the meeting held on 9th May 2018.

The **minutes** of the meeting held on 9th May 2018 were **signed**.

31. To update councillor's information (councillors absent last meeting)

Action required;

-to review Councillors Notification of Pecuniary & other Interests forms.

Cllr Cunnington confirmed no changes were required to his form, Cllr Scott needs to check his.

Action Cllr Scott

-to sign Code of Conduct in acceptance of standards contained therein.

Cllrs Cunnington & Scott signed their forms

-expenses form (check no changes).- No changes required

-email correspondence form (check no changes).- No changes required

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

-Street doctor updates;

15.12.17 910473	<p>Problem: Roads</p> <p>Description: Potholes</p> <p>Street/Town: Church Street,Cogenhoe And Whiston</p> <p>Location: outside 46 Church street, cogenhoe</p> <p>Details: pothole that has been there for sometime but that is getting bigger.</p>	18.12.17 Works ticket has been raised and will be completed within 4 months. Referred to Richard Malyszewicz.
14.5.18 943744	<p>Problem: Vegetation</p> <p>Description: Restricted Visibility</p> <p>Street/Town: Grendon Road,Cogenhoe And Whiston</p> <p>Location: Junction Station Rd/ Whiston</p> <p>Details: Vegetation has grown so tall it is restricting visibility onto Station RD making it hazardous to turn out. 17/5/18</p> <p>The report has been updated with the following information – Work Instructed. Referred to Jayne Hawtin.</p>	COMPLETED

- Cllr Stanton Notification of Pecuniary & other Interests form forwarded to SNC. - NOTED

-Emergency plan uploaded to website & forwarded to NCC. - NOTED

33. Police Matters.



Twitter mentions;

An Attempt Burglary, nothing taken, Station Road, Cogenhoe

This happened on Wednesday 16th May 2018 at 5:30pm

Crime Statistics April (not available yet) see www.police.co.uk for full details

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

-CCllr Michael Clarke reported that things are still very difficult at the County Council, as although last year's budget had been balanced by using all reserves, which would now need to be replaced, the auditors were questioning the validity of the use of £12m of funds from the Public Health budget which had been spent on adult social care. Work towards the 2 new unitary authorities was continuing.

-DCllr Carole Clarke & DCllr Steven Hollowell both reported the disappointment felt by everyone at SNC by the severing of the very successful joint working partnership with Cherwell DC which had now failed through no fault of either district council. The partnership could not work going forward once the new unitary authorities had been created as it crosses county borders and policing areas. DCllr Hollowell informed the council that a cross-party committee had been formed to oversee that split, on which he sits, to advise cabinet on how best to move forward, ensuring that services to residents were maintained.

35. **Chairman's Report** including

-comments from Annual Parish meeting, 21.5.18

-Cllr Bailey reported on the recent Annual Parish Forum, he thanked everyone who had attended and provided reports. Matters raised which would now be considered, these were holding a further defibrillator training, signage as you approach the zebra crossing & communication about planning applications.

Cllr Bailey also thanked Cllr Scott for helping to erect the new noticeboards.

Action Clerk

36. **Development & Planning**

36.1 Applications Received

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

-S/2018/0983/NMA 2 Glebe Rd, Cogenhoe, to allow additional coverage of render to external walls.

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

'No objections'.

-licence 'Hustle Gin' at W Wright & Sons, Old Station Yard, Station Road, Cogenhoe, Northamptonshire, NN7 1NH with 24 hr CCTV and is not open to the public (they intend to do online alcohol sales). The alcohol will be kept in a sealed container and hours of trading are Sunday to Saturday 10:00-18:00 for access to the container only. Ends 14.6.18

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

'No objections'.

36.2 Decision Received –

S/2018/1052/COND- APPROVED

Manor Works 50 Church Street Cogenhoe NN7 1LS

Condition 3 [Details of Materials] Application for approval of details submitted pursuant to Condition 3 of planning permission S/2016/0265/FUL [Demolition of rear lean-to, conversion and extension of single-storey stone barn building from workshop (B1c use) to 2 no. dwellings (C3 use) and demolition of two-storey brick former office building and the erection of 3 no. dwellings (C3 use), including landscaping, car parking, bin and cycle stores and related works].

Condition 4 [Details of Surface Water to Highway]

Condition 5 [Construction Method Statement]

Condition 6 [Details of Refuse Storage]

Condition 7 [Details of Boundary Enclosures]

Condition 8 [Archaeological WSI]

Condition 9 [Samples of Roofing Materials]

Condition 10 [Stone Sample Panel]

Condition 11 [Landscaping Scheme]

Condition 14 [Stone Sample]

Condition 15 [Architectural Detailing]

Condition 16 [Details of Windows Construction) - NOTED

16/00064/MINVOC

White Mills Marina, 344 Grendon Road, Earls Barton, Northampton, Northamptonshire
Variation of Conditions 2 (Scope of Permission), 18 (Landscape and Habitat Management), 20 (Habitat Management Plan), 23 (Materials) and 24 (Lighting) of planning consent ref. 16/00064/MINVOC to amend the approved plans to reflect the marina site layout as constructed – APPROVED - NOTED

37. Financial matters

37.1 Income Received – £25 donation to Pocket Park

37.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
4.6.18	101979	AH Contracts	Dog bins	£38.11	£6.35	Open Spaces Act 1906 ss 9 & 10
4.6.18	101980	Well Planted	Troughs	£575.00		Open Spaces Act 1906 ss 9 & 10
4.6.18	101981	SSE	Xmas lights elec	£5.63		Highways Act 1980 s301
4.6.18	101982	D Rush	Sal & exp May	£714.93		LGA 1972, s.112
4.6.18	101983	Aylesbury mains	Light repairs	£249.36	£41.56	Highways Act 1980 s301
4.6.18	101984	Greenbarnes Ltd	noticeboards	£3,345.18	£557.53	LGA 1972, s232
4.6.18	DDR	Total Gas & power	Electricity	£356.66		Highways Act 1980 s301
4.6.18	101985	C&W VH	room hire	£48.00		LGA 1972, s.111
4.6.18	101986	1st Cogenhoe Sea S	grant	£950.00		S137
4.6.18	101987	J Minney	noticeboard erection	£234.10		LGA 1972, s232

The balance in the Current Account stands at £3,907.19 (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.**

37.3 - Annual Governance & Accountability Return 2017/18 sent to auditors - NOTED

37.4 – To approve bank reconciliation (appendix 1).

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

37.5 – To consider S137 grant application, Picnic in the Park £200 for band.

- It was **proposed** and **resolved** that this be **approved**. Action Clerk

37.6 - To organise date for finance working party to review financial risk assessment and internal control procedures.

-It was agreed the Clerk would organise a date via email. Action Clerk

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

-To receive usage figures for May

-Cllr Cunnington advised that there had been 1480 visits to the website in May.

39. **General Data Protection Regulations**

39.1 Update from Clerk re appointing Northants CALC service as Data Protection Officer

The Clerk **advised** that following the debating of the Data Protection Bill by parliament, an amendment had been moved that removed the need for Parish Councils to appoint a data protection officer. However, as NCALC had been appointed on a no cost basis it was **agreed** that this be left in place as an advisory service.

39.2 Privacy Notice & policies uploaded to website - NOTED

39.3 To **receive** completed **Security Compliance Checklists** from all Councillors absent from last meeting.

Cllrs Cunnington & Scott signed & submitted their completed forms.

39.4 Update from Clerk re email options

-The Clerk advised that the website did not allow for a councillor's forum option. It was **agreed** that a form be circulated to councillors advising of possible implications of using personal email addresses for council business and the implications of a data breach / request for information request.

Action Clerk

40. **Street light upgrade**

Following discussion of the summary report circulated by the Clerk it was **proposed** and **resolved** that approval of the Secretary of State for Housing, Communities & Local Government be sought to apply for a loan from Salix finance of £13,320 over a period of 5 years for the purpose of replacement street lighting.

Cllr Bailey, Chairman duly signed the form requesting this.

Action Clerk

41. **Battles Over Commemorations**

-To receive update from Clerk on beacon costs.

No further quotes have been received, Clerk to chase.

Action Clerk

-To receive update from Cllrs Sher & Packer re memorial tree

Cllr Sher **reported** that some progress had been made with quotes, she hoped to have a proposal shortly.

42. **W8 Bus service**

-To receive update from Clerk on information received from NCC & comments made at Annual Parish Meeting

-The Clerk reported that numbers had now been received from NCC for a less frequent bus service to replace the W8, unfortunately the subsidy required was still £40,000, with Cogenhoe & Whiston's proportion of this (based on usage) being £14,500 per annum. It was agreed that this could simply not be afforded out of a £22,000 income. The idea of a community bus scheme was now being costed and advice sought from other schemes and the principal bus officer at NCC.

Action Clerk

43. **Online banking**

-To receive information from Clerk on available options.

Following discussion about the report circulated by the Clerk, it was agreed that the Clerk applies for an account for the Parish Council with Unity bank who specialise in parish council banking.

Action Clerk

44. **Updated standing orders**

-To receive information from Clerk on changes.

It was **agreed** that these would be reviewed with the financial risk assessment and internal controls and then recommendation made to full council for their adoption.

Action Clerk

45. **Insurance renewal**

-To consider Came & Company recommendation to insure on long-term agreement with Inspire at a cost of £1168.91 (increase £36.41) on previous year. (Comparison forwarded with agenda)

It was **proposed** and **resolved** that this quote be **accepted**.

Action Clerk

46. **Correspondence Issued**

Letter 21.5.18 Hanson Transport following telephone conversation & email with Warden, Stuart Shanks, Cogenhoe Mill re damaged light - NOTED

Letter 17.4.18 Resident re overhanging branch footpath Church Street to The Piece (second letter) - photographs now forwarded. – Clerk to chase

Action Clerk

47. Correspondence Received (in addition to listed above)

Email 9.5.18 SNC re Open Spaces (forwarded 22.5.18) & confirmation of where to view - NOTED, Clerk to check suitability of Pocket Park for inclusion. **Action Clerk**
FB comment 22.5.18 Resident re grass
Email 23.5.18 Resident re grass
-the Clerk confirmed that the contractor was not supposed to remove clippings, only blow them from paved & tarmacked areas. However, the contractor would be asked not to blow them into the road, but rather back onto verges where they looked less unsightly.
Email 25.5.18 NCALC update forwarded 29.5.18 - NOTED

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

-Comment was made that the gullies are full of weeds, Clerk to request weed-spray from Highways. **Action Clerk**
-Cllr Biggs **reported** that following recent heavy rains the drains past Cottons Farmhouse were overflowing. Clerk to request jetting. **Action Clerk**

49. Meeting Closed & date of Next Meeting

-There being no further business the meeting closed at 8.50pm

-Date of next meeting

Monday 2nd July 2018, 7.30pm –Council Meeting, Village Hall, Cogenhoe.

Deborah Rush

Parish Clerk 5.6.18

Appendix 1

Cogenhoe & Whiston PC		4.6.18		
Bank Reconciliation				
Total receipts			£11,025.00	
less				
Total payments			£11,078.33	-£ 53.33
Plus opening balances				
				£ 39,021.19
				£ 38,967.86
Bank accounts				
Current AC				£ 12,292.46
plus				
Business Prem AC				£ 35,060.67
Plus credits not yet showing				
				£ 25.00
				£ 47,378.13
Less unrepresented cheques				
	HMRC	PAYE	£0.40	
101971	J Bailey	Xmas star	£29.99	
101970	NCALC	Training	£24.50	
101973	AH Contracts	Dog bins	£152.45	
101975	NCALC	Subscription	£727.70	
101977	Mowerman	Grass	£318.00	
101978	D Rush	Sal & exp Apr	£639.06	
101979	AH Contracts	Dog bins	£38.11	
101980	Well Planted	Troughs	£575.00	
101981	SSE	Xmas lights e	£5.63	
101982	D Rush	Sal & exp Ma	£714.93	
	HMRC	PAYE	£1.20	
101983	Aylesbury mains	Light repairs	£249.36	
101984	Greenbarnes Ltd	noticeboards	£3,345.18	
101985	C&W VH	room hire	£48.00	
101986	1st Cogenhoe Sea	grant	£950.00	
101987	J Minney	noticeboard e	£234.10	
DDR	Total Gas & powe	Electricity	£356.66	
			£8,410.27	£ 8,410.27
				£38,967.86

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 £9,142.50

Column replacement £1,050.00

Noticeboards £3,021.75

Balance **£5,070.75**

Chairman.....

IFO.....

Clerk.....

Date