

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting was held by video conference call.

Minutes of the Annual Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 4th May 2020 via video conference call.

1. To **elect the Chairman of the Council** and to receive the Chairman's Declaration of Acceptance of Office.

One nomination for the position of Chairman had been received.

It was **proposed** and **resolved** that Cllr Jon Bailey be **elected** as Chairman for the municipal year 2020-2021. He will sign his declaration of acceptance of office electronically.

2. To **elect the Vice Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.

It was **proposed** and **resolved** that Cllr Tessa Darby be **elected** as Vice Chairman for the municipal year 2020-2021.

3. **Open forum**

No members of the press or public attended the meeting.

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

Apologies for **absence** were **received** and **accepted** from Cllr Brown who had technology problems.

Cllr Scott did not attend the meeting.

Apologies were also received from CCllr Michael Clarke.

5. 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 15.17.

6. To **sign the minutes** of the meeting held on **6th April 2020**.

The minutes of the meeting held on 6th April 2020 (these will be wet signed when possible)

7. To **update councillor's information**

Action required;

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

Councillors **confirmed** that they had reviewed their forms.

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

Councillors **agreed** to abide by the Code of Conduct, forms will be signed electronically where possible or in paper format in due course.

-expenses form (check no changes). No Changes requested

-email correspondence form (check no changes). No Changes requested

8. To **review individual councillors areas of responsibility**.

Areas of responsibility remain unchanged.

9. To **review working parties**

-Finance Cllr Stanton (internal control councillor), Cllr Bailey, Cllr Brown & Cllr Packer

-Pocket park Cllr Biggs, Cllr Cunningham & Cllr Darby

-Staffing Cllr Bailey, Cllr Stanton & Cllr Grubb

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

-Street doctor updates;

11.2.19 964852	Problem: Vegetation Description: Weeds Street/Town: Cogenhoe Road, Cogenhoe And Whiston Location: The Avenue, Whiston, road as you drive into Whiston from Whiston Road Details: Trees which are we believe are on Highways land are being choked by ivy and in a poor state of maintenance.	18.2.19 Tree report will be undertaken by an Arboriculturalist, any recommendations will be added to tree works programme.. Referred to Jayne Hawtin.
9.10.19 1798428	Light on public footpath from Church Street to The Piece is obscured	24.10.19 The landowner has been contacted and requested to cut back overhanging vegetation within the next 14 days. A re- visit will then be undertaken.
9.10.19 1798437	Cannot remain on footpath with pushchair due to overhanging vegetation at 46 Church Street	24.10.19 Thank you for your enquiry. The landowner has been contacted

		and requested to cut back overhanging vegetation within the next 14 days. A re-visit will then be undertaken. 22.4.20 This report has been assessed and a job for repair has been raised. State changed to: Action scheduled
9.10.19 1798441	Vegetation is overhanging footpath at 38 Station Rd	28.10.19 The site has been visited and an inspection has identified that the vegetation is privately owned. The owner/occupier has been contacted and requested to cut back overhanging vegetation within 14 days. A re-visit will be undertaken after 14 days to ensure this has work been carried out. 23.1.20 This report has been assessed and a job for repair has been raised. Action scheduled
16.4.20 2089101	Footpath in very poor state of repair	Footpaths from shop on Station Rd to Royal Oak on Short Lane are in very poor state of repair, cracked, uneven & lots of dangerous trip hazards. 22.4.20 Thank you for your enquiry. A works order has been raised, Due to the current crisis works will be completed when footway is accessible and cars are no longer parked on or adjacent to the defects. State changed to: Action scheduled
16.4.20 2089114	Whiston – footpath to Church	Gate has rotted and collapsed -Not Highways responsibility

-Some discussion took place about the gate in Whiston (2089114 above), it was agreed that as Highways have said they will not repair the gate, but resident's have asked that it be replaced, a quote would be obtained from the village handyman.

Action Clerk

11. Police Matters.

Crime Stats crime – not available website suspended due to Covid-19 pandemic



Twitter mentions; None

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

Cllr Michael Clarke submitted a report by email

NCC has established a Community Resilience Hub to coordinate its services to those residents in Northamptonshire who are either most at risk of COVI-19 infection, or those most vulnerable. The demands placed on the Adult Social Care and Children's services have increased considerably. Members of staff have been redeployed from areas like Libraries, which are currently on lock down, to assist colleagues providing the front line services.

At a local level, I have been active in obtaining and distributing pink hi viz jackets, which are distributed to our army of community volunteers, to help identify them. We are also working, via the District Council, to collect and deliver food boxes for our most isolated and "at risk" residents. Much good work is being done at community level by the many volunteers, who have come forward to be a "good Samaritan" to vulnerable people within their Parishes.

At a more mundane, but nevertheless important, level NCC has achieved a balanced budget in 2019-20 and small surplus for the second year running. This is all the more noteworthy, because it has been done without drawing down reserves. The Council had to find £43m in savings – a big budgetary ask – in the course of the year. Much of this was achieved through "transformation" working and improving productivity as the numbers on the payroll reduced.

The £641K surplus will be ploughed into reserves to form a part of the £40 million budgeted figure for reserves to be passed on to the two Unitary Councils.

Since the scheduled elections had to be postponed due to COV-19, the Government has appointed the leaders and deputy leaders of the three district Councils and the County Council to form the new Shadow Executive. The chairman for the West Northamptonshire Unitary Council is Cllr.Ian McCord, who is the leader of SNC.

13. **Chairman's Report**

The Chairman **reported** that he and Cllr Packer had joined the NCALC Q&A session on Local Government Reorganisation – West Northants. The new leader of the unitary authority Ian McCord & the deputy leader Jonathan Nunn had updated on the current position which has been somewhat delayed by the Covid-19 pandemic. As the elections have been postponed the existing 134 principal councillors will automatically serve on the new shadow authority which becomes a legal entity on 8/5/20. There is currently a focus on fulfilling statutory obligations & making the new authority legal & safe by vesting day on 1/4/21. Time permitting there maybe some work on service improvement before then. It is expected that parishes will need to take on additional responsibilities & that groups of parishes will be encouraged to form to implement these additional requirements. One of the major issues still to be resolved is the equalizing of council tax across the new authority area as there are vast variances at the moment.

Some details were also given about the financial effects on the County & District councils of the pandemic. Whilst government has provided some extra funding it is expected there will be a net loss.

The parish councils were thanked for their help and support in the community with dealing with the current pandemic.

Some discussion took place about the possible use of the parish council beacon on VE Day. As this would not be organised & supervised by the parish council it was agreed that there were insurance and risk issues so this could not be permitted. It was also felt that as the event was very much encouraging 'stay at home in line with lockdown instructions' we should not be encouraging residents to congregate to view it.

14. Development & Planning

14.1 Applications Received

Application S/2020/0508/TPO

42 York Avenue, Cogenhoe

Fell Sycamore tree

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

Cogenhoe & Whiston Parish Council **objects** to the felling of this tree, we believe permission has already been given to pollard the tree and the council feels that those works should be completed rather than felling the tree (which has previously been refused)."

S/2020/0547/TPO

Fell Goat willow tree

Shepstone House, 27 Church Street, Cogenhoe

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

Cogenhoe & Whiston Parish Council have no objections to this application to fell one goat willow tree.

S/2020/0669 FUL

10-12 Mill Lane

Replacement garage/outbuilding with a timber clad - retrospective

It was **proposed** and **resolved** that Cogenhoe & Whiston Parish Council make the following comments to this planning application-
'No objections'

14.2 Applications Determined

Application No. **S/2020/0089/FUL** – APPROVED WITH CONDITIONS - NOTED

Proposal Retrospective planning application for 2 storey residential property

Location The Gables 14A Whalley Grove (Rear of 78 Station Road) Cogenhoe NN7 1NY

App No. **S/2019/2477/FUL** – APPROVED WITH CONDITIONS - NOTED

Demolition of former garage and erection of 9 residential dwellings and associated works.
Location 35 Station Road Cogenhoe NN7 1LU

It was **agreed** that as none of the requests that the Parish Council had made as part of their planning comments had been addressed in the comments the Clerk would contact the planning officer to discuss.

Action Clerk

15. Financial matters

15.1 Income Received – None

15.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
24.4.20	217092392		Wages	£671.90		Localism Act 2011 ss1-8
24.4.20		HMRC	PAYE	£19.50		Localism Act 2011 ss1-8
4.5.20	35821355	D Rush	Expenses	£71.32		Localism Act 2011 ss1-8
4.5.20		NCALC	Subscription & DPO	£824.49		Localism Act 2011 ss1-8
5.5.20	358229662	DDR	Total Gas & Power	£153.25	£7.29	Localism Act 2011 ss1-8

The balance in the Current Account stands at £7,414.59 (assuming all cheques presented).

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

Action Clerk

15.3 Income Received – Village Hopper

NCC	£2,925.09
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15.4 Expenditure – Village Hopper

Date	Chq No	Payee	Details	Amount	VAT	Payable under power	
1.4.20	DDR	Premium Credit Ltd	Insurance	£86.53		Localism Act 2011 ss1-8	
15.4.20	DDR	Arval	Lease	£941.82	£156.97	Localism Act 2011 ss1-8	
15.4.20	DDR	FuelGenie	Fuel	£1,164.65	£194.10	Localism Act 2011 ss1-8	
21.4.20	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8	
20.4.20	DDR	NEST	Pension pymts	£237.25		Localism Act 2011 ss1-8	
24.4.20	BACS		Wages	£3,369.95		Localism Act 2011 ss1-8	
		HMRC	PAYE	£741.91		Localism Act 2011 ss1-8	
4.5.20	39431614	BACS	D Rush	Expenses	£69.58	£3.60	Localism Act 2011 ss1-8

The balance in the Current Account stands at £3,101.47 (assuming all cheques presented).

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

Action Clerk

15.5 To **approve** end of year, **31.3.20** bank reconciliation Parish Council account (appendix 1)

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

15.6 To **approve** bank reconciliation Parish Council account (appendix 2)

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

15.7 To **approve end of year, 31.3.20** bank reconciliation Village Hopper account (appendix 3)
It was **proposed** and **resolved** that this be **approved**.

15.8 To **approve** bank reconciliation Village Hopper account (appendix 4)
It was **proposed** and **resolved** that this be **approved**.

15.9 To **approve end of year accounts** Parish Council account (appendix 5)
It was **proposed** and **resolved** that these be **approved**.

15.10 To **approve end of year accounts** Village Hopper account (appendix 6)
It was **proposed** and **resolved** that these be **approved**.

15.11 To **approve amalgamated end of year accounts, 2019/20** (appendix 7).
It was **proposed** and **resolved** that these be **approved**.

15.12 To **approve & sign section 1 of Annual Return for ye 31.3.20 (Annual Governance Statement)**.

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

Cllr Bailey will wet sign this on behalf of the council at a later date (due to Covid-19 social distancing restrictions).

15.13 To **approve & sign section 2 of Annual Return for ye 31.3.20 (Accounting Statements)**

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

Cllr Bailey will wet sign this on behalf of the council at a later date (due to Covid-19 social distancing restrictions).

15.14 To **confirm** dates for the period of the exercise of public rights

It was **proposed** and **resolved** that this be set for the 30 working days between 8/6/20 – 17/7/20

Clerk to issue notice.

Action Clerk

15.15 To **approve** list of standing orders & direct debits (appendix 8)

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

15.16 To **organise** meeting of Finance Working party to review financial regulations, financial risk assessment, risk assessment policy, terms of reference and scope & nature of internal controls and internal audit documents.

It was **agreed** that the Clerk will circulate these documents and a virtual meeting will be organised to conduct the review. Action Clerk

15.17 To **consider** grant application Cogenhoe Party in the Park for £400 for compere / music & lights.

It was **proposed** and **resolved** that this be **approved** subject to the event going ahead (scaled down event).

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

-To receive usage figures for April

Cllr Cunnington reported that there had been 2649 visits to the website in April.

17. **General Data Protection Regulations**

17.1 To **re-appoint the Northants CALC service as Data Protection Officer**

It was **proposed** and **resolved** that Northants CALC be re-appointed as Data Protection Officer for 2020/21.

17.2 To **appoint Data Control Officer**

It was **proposed** and **resolved** that the Clerk be re-appointed as Data Control Officer.

17.3 To **review the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy** (forwarded with agenda)

It was **proposed** and **resolved** that no changes were required to these and they be **readopted**.

17.4 To **review the Privacy Notices & Privacy Policy** (forwarded with agenda)

It was **proposed** and **resolved** that no changes were required to these and they be **readopted**.

18. **Emergency Plan**

-To **organise review** of plan

It was **agreed** that the Clerk will circulate this document and it will be reviewed at the next meeting. Action Clerk

19. **Asset Register**

-To approve updated register

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

20. **Insurance**

-To review insurance requirements, long-term agreement for renewal on 1.6.20

It was **proposed** and **resolved** that the updates as circulated be forwarded to Came & Company for inclusion in the new quote.

21. Village Hopper

-Update

The Clerk **reported** that government funding via the Department of Transport to support bus operators with the huge loss of income due to the pandemic, had been provided following application. This will ensure the bus can continue to operate on the reduced passenger numbers. The first payment has been received and it is expected that this will continue until June.

The Clerk also **reported** that a further grant had been received from the Northants Community Fund which will ensure the financial impact of the pandemic can be minimised and not put the future of the bus service at risk.

Consideration of a screen to protect the drivers and a contactless payment system to reduce contact are being investigated.

22. Correspondence Issued - None

23. Correspondence Received (in addition to listed above)

3.4.20 Northants CALC eUpdate - Mar/Apr 2020 (forwarded 8/4/20) - NOTED

9.4.20 Resident re Cogenhoe Mill retrospective planning application request for PC to withdraw its comments to the application. - NOTED

16.4.20 Update on Local Government Reform (forwarded 17/4/20) - NOTED

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

Cllr Usher commented that the new broadband infrastructure that had been installed in Whiston was very welcome and that the workman had been very polite & helpful.

25. Meeting Closed & date of Next Meeting

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

Date of next meeting

Monday 1st June, 7.30pm –Council Meeting, Village Hall, Cogenhoe (depending on current Government recommendations on social distancing etc.)



Deborah Rush 5th May 2020

Appendix 1 CWPC Bank reconciliation end of year 31.3.20

Cogenhoe & Whiston PC		31.3.20		
Bank Reconciliation				
Total receipts			£36,056.81	
less				
Total payments			£35,344.11	
				£712.70
Plus opening balances				£28,185.10
				£28,897.80
Bank accounts				
Business Prem AC				£20,054.75
less transfers not yet showing			£312.00	
				£19,742.75
Current AC				£9,016.21
plus credits not yet showing		TFR BPA	£312.00	
Less unrepresented cheques				
	Aylesbury Mains	Lamp repairs	£99.00	
	D Rush	Expenses	£40.83	
	HMRC	PAYE	£33.33	
			£173.16	
				£9,155.05
				£28,897.80

Appendix 2 CWPC Bank reconciliation 4.5.20

Cogenhoe & Whiston PC		4.5.20		
Bank Reconciliation				
Total receipts			£0.00	
less				
Total payments			£1,740.46	
				-£1,740.46
Plus opening balances				£28,897.80
				£27,157.34
Bank accounts				
Current AC				£9,155.05
plus				
Business Prem AC				£19,742.75
				£28,897.80
Plus credits not yet showing				
Less unrepresented cheques				
	D Rush		£671.90	
	HMRC	PAYE	£19.50	
	D Rush	Expenses	£71.32	
	NCALC	Subscription & DPO	£824.49	
	Total Gas & Power	Electricity	£153.25	
			£1,740.46	£1,740.46
				£27,157.34

Appendix 3 Village Hopper bank reconciliation end of year 31.3.20

Cogenhoe & Whiston PC	VH		31.3.20
Bank Reconciliation			
Total receipts		£70,215.90	
Total payments		£78,784.72	-£8,568.82
Plus opening balances			£15,404.89
			£6,836.07
Bank accounts			
Current AC			£8,667.48
Plus credits not yet showing			
	w/c 16/3/20	£217.65	
	VAT	£366.18	
		£583.83	£583.83
Less unrepresented pymts			
	HMRC	PAYE	£2,367.68
	D Rush	Expenses	£47.56
			£2,415.24
			£2,415.24
			£6,836.07

Appendix 4 Village Hopper bank reconciliation 4.5.20

Cogenhoe & Whiston PC	VH		4.5.20
Bank Reconciliation			
Total receipts		£2,925.09	
Total payments		£6,659.69	-£3,734.60
Plus opening balances			£6,836.07
			£3,101.47
Bank accounts			
Current AC			£7,065.26
Plus credits not yet showing			
	w/c 16/3/20	£217.65	
		£217.65	£217.65
Less unrepresented pymts			
24.4.20	Wages		£3,369.95
	HMRC	PAYE	£741.91
4.5.20	D Rush	Expenses	£69.58
			£4,181.44
			£4,181.44
			£3,101.47

Appendix 5 CWPC End of year accounts 31.3.20

Cogenhoe & Whiston Parish Council					
End of year accounts 31.3.20					
Income			Budget		
Precept	£ 24,000.00	£ 24,000.00		Plus income (inc VAT)	£ 36,056.81
Interest	£ 82.75				
Mowing Grant	£ 765.59	£ 800.00		Less expenditure (inc VAT)	£ 35,344.11
NHB Grants	£ 5,341.32				
				Overall operating position for year	£ 712.70
	£ 30,189.66				
VAT refund 18/19	£ 5,867.15				
Total Income	£ 36,056.81				
Expenditure					
Amenities	£ 4,795.15				
Village Maintenance	£ 661.00	£ 1,100.00			
Grass Cutting	£ 2,224.20	£ 2,500.00			
Dog Bins	£ 1,272.00	£ 1,500.00			
Clerk	£ 7,505.87	£ 7,692.00			
Clerk's expenses	£ 737.38	£ 750.00			
Audit costs	£ 300.00	£ 300.00			
Memberships	£ 931.19	£ 900.00			
Insurance	£ 1,194.19	£ 1,250.00			
Council expenses	£ 1,347.46	£ 1,250.00			
Training	£ 30.00	£ 175.00			
Lighting repair & main	£ 1,083.40	£ 500.00			
Lighting electricity	£ 524.57	£ 2,000.00			
S137 grants	£ 570.00	£ 3,000.00			
Pocket Park	£ 115.00	£ 750.00			
Website	£ 635.00	£ 575.00			
Local Government reform	NIL	£ 500.00			
Other	£ 5,269.75				
Loan repayment	£ 2,471.55				
CIL	£ 260.00				
Defibrillator	£ 155.50				
	£ 32,083.21	£ 24,742.00			
VAT 19/20	£ 3,260.90				
Total Expenditure	£ 35,344.11				

Appendix 6 Village Hopper End of year accounts 31.3.20

End of year accounts	31.3.20				
Income	Village Hopper				
				Income (inc VAT)	£70,215.90
NCC reimbursement		£30,584.73			
SNC grant		£7,337.00		Less expenditure (inc VAT)	£78,784.72
Term passes					
Private Hire		£120.00		Overall operating position for year	-£8,568.82
Fares		£19,880.06			
Donations		£790.06			
Bus Operators Grant		£3,076.98			
Buzz card		£444.62			
Grants		£3,000.00			
		£65,233.45			
VAT refunds		£4,982.45			
		£70,215.90			
Expenditure					
Ticket machine		£480.00			
Admin		£1,675.41			
Gross salaries		£42,863.28			
Pension Payments-employer		£1,031.62			
Insurance		£1,082.23			
Fuel		£12,339.55			
Lease		£11,103.38			
Other		£3,195.65			
Uniform		£176.51			
		£73,947.63			
VAT		£4,837.09			
		£78,784.72			

Appendix 7 Combined end of year accounts 31.3.20

Cogenhoe & Whiston Parish Council End of year accounts ye 31.3.20			
Income			Opening balances 1.4.19
			Current account £ 3,115.83
Precept	£ 24,000.00		Bus Prem account £ 25,069.27
Interest	£ 82.75		Village Hopper £ 15,404.89
Mowing Grant	£ 765.59		£ 43,589.99
NHB Grants	£ 5,341.32		Plus income (inc VAT) £ 106,272.71
NCC reimbursement	£ 30,584.73		
SNC grant	£ 7,337.00		Less expenditure (inc VAT) £ 114,128.83
Private Hire	£ 120.00		
Fares	£ 19,880.06		£ 35,733.87
Donations	£ 790.06		
Bus Operators Grant	£ 3,076.98		Represented by bank ac closing balances
Buzz card	£ 444.62		as per bank reconciliation 31.3.19
Grants	£ 3,000.00		Current account £ 9,155.05
	£ 95,423.11		Business prem account £ 19,742.75
			Village Hopper £ 6,836.07
VAT Refunds	£ 10,849.60		£ 35,733.87
	£ 106,272.71		
Expenditure			
Amenities	£ 4,795.15		
Village Maintenance	£ 661.00		
Grass Cutting	£ 2,224.20		
Dog Bins	£ 1,272.00		
Clerk	£ 7,505.87		
Clerk's expenses	£ 737.38		
Audit costs	£ 300.00		
Memberships	£ 931.19		
Insurance	£ 1,194.19		
Council expenses	£ 1,347.46		
Training	£ 30.00		
Lighting repair & main	£ 1,083.40		
Lighting electricity	£ 524.57		
S137 grants	£ 570.00		
Pocket Park	£ 115.00		
Website	£ 635.00		
Other	£ 5,269.75		
Loan repayment	£ 2,471.55		
CIL	£ 260.00		
Defibrillator	£ 155.50		
Ticket machine	£ 480.00		
Admin	£ 1,675.41		
VH Gross salaries	£ 42,863.28		
Pension Payments -employer	£ 1,031.62		
Insurance	£ 1,082.23		
Fuel	£ 12,339.55		
Lease	£ 11,103.38		
Other	£ 3,195.65		
Uniform	£ 176.51		
	£ 106,030.84		
VAT 19/20	£ 8,097.99		
Total Expenditure	£ 114,128.83		

Appendix 8 – List of standing orders & direct debits

PC account					
Name	Frequency		Amount		Date
Salix Finance (Loan repayment)	6 monthly		£1,235.77		1/6 & 1/12
ICO (Registration)	annual		£35		13-Sep
Total Gas & Power (Electricity)	monthly		variable		23rd
Village Hopper					
Premium Credit (insurance)	monthly		£121.27		29th
Tixiom (Ticket Machine)	monthly		£48.00		14th
Arval (Lease)	monthly		£824.13		17th
Fuel genie (Fuel card)	monthly		variable		14th
Nest (Pensions)	monthly		variable		variable

HA