

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on **Monday 4th November 2019** at **7.30pm** in **Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

129. Open forum

No members of the press or public attended the meeting.

130. To receive and accept apologies for absence.

Apologies for absence were **received** and **accepted** from Cllr's Sher & Cunnington
DCllr Carole Clarke also sent her apologies

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

It was **noted** that the minutes of 7th October stated that Cllr brown did not attend the meeting, he had given his apologies at the previous meeting.

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

None

132. To sign the minutes of the meeting held on **7th October 2019.**

The **minutes** of the meeting held on 7th October 2019 were **signed.**

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

-Further email sent to Highways re yellow sign boards.

The Clerk **reported** that enforcement had begun.

-Street doctor updates;

<p>9.10.18 956438</p>	<p>Problem: Roads</p> <p>Description: Potholes</p> <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>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.</p>
<p>6.2.19 964438 Reopened 1816254</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Highway Condition • Street/Town: Whiston Road, Cogenhoe And Whiston • Location: access road, Whiston Rd • Details: Road surface is in very poor condition; it is used for access for transport for adults with learning / physical disabilities / wheelchairs etc 	<p>8.2.19 Works ticket has been raised and will be completed within 2 months.</p>
<p>11.2.19 964852</p>	<p>Problem: Vegetation</p> <p>Description: Weeds</p> <p>Street/Town: Cogenhoe Road, Cogenhoe And Whiston</p> <p>Location: The Avenue, Whiston, road as you drive into Whiston from Whiston Road</p> <p>Details: Trees which are we believe are on Highways land are being choked by ivy and in a poor state of maintenance.</p>	<p>18.2.19 Tree report will be undertaken by an Arboriculturalist, any recommendations will be added to tree works programme. Referred to Jayne Hawtin.</p>
<p>15.3.19 967386</p>	<p>Problem Details</p> <p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Town/Village: Cogenhoe</p> <p>Location: 42 Church Street, Cogenhoe</p> <p>Details: Vegetation is overhanging footpath making it very difficult for pedestrians to use, especially if a vehicle</p>	<p>20.3.19 site visit will be undertaken, update to follow. 24.3.19 letter to be sent to householder requesting that the vegetation is cut back from footway. Re-visit 30 days after receipt of letter.</p>

	is parked with wheels on pavement which they usually are because of width of road.	
7.5.19 1641326	68 Station Rd. Hedge is overhanging footpath meaning you have to step into road to pass.	7.6.19 A letter has been sent to the householder requesting that the vegetation is cut back from the footway. Re-visit will be undertaken 30 days after receipt of letter. State changed to: Investigating"
13.5.19 1627983	Hedge opposite 9 & 11 Mill Lane, Cogenhoe, NN7 1NA is overgrown and obscuring the streetlight	23.5.19 "Thank you for your enquiry. Once landownership has been established, the landowner will be contacted and requested to cut back the vegetation. State changed to: Investigating" COMPLETED
10.6.19 1654144	Vegetation is overhanging / overgrown on public footpath that runs behind 12 Mill Lane is overgrown / overhanging vegetation	11.6.19 Thank you for your enquiry. This site was inspected on 10-6-19. A letter has been sent to the landowner requesting the vegetation along this footpath is cut back within 28 days. State changed to: Investigating COMPLETED
14.6.19	Street sign Burmans Way	new one will be ordered. It will take approximately 6 - 8 weeks for the new one to be installed.
27.7.19 1713281	Station Rd Hedge is overgrown reducing width of path making it unusable for wheelchairs, pushchairs. It is a fast stretch of road that is dangerous to step into. 15.9.19 Further complaint submitted.	15.8.19 Thank you for your enquiry. A works ticket has been issued to cut back overhanging vegetation from footway. This will be undertaken within the next 6 months. On most occasions, we are completing works sooner (Average time currently 6 - 8 weeks) COMPLETED
28.8.19 1747473	Kerb wall has collapsed Opposite 32-34 Station RD	30.8.19 This report has been assessed and a job for repair has been raised. State changed to: Action scheduled COMPLETED
28.8.19 1747467 Reopened poor repair	Potholes in road 32-34 Station RD Resident injured when caught foot in pothole in verge outside 32-34 Station Rd	30.8.19 Works order has been raised and will be completed within 28 days. Thank you for your enquiry. State changed to: Action scheduled 11/9/19 Fixed
30/8/19 1764285	Fingerpost sign has been knocked over again,	Works ticket issued.
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.
9.10.19 1798441	Vegetation is overhanging footpath at 38 Station Rd	
9.10.19 1798444	Hedge opposite Claylands has been cut back by Highways but weeds still make it difficult to use the footpath	24.10.19 Thank you for your enquiry. A works ticket will be issued to treat the weeds, this work will be undertaken within the next 6 months.
14.10.19 1804436	Beacon is out on zebra crossing outside school	FIXED

134. Police Matters.

Crime Stats August 2019 7 crimes

Crime on or near Station Road	<p>Burglary (1)</p> <p>Includes offences where a person enters a house or other building with the intention of stealing</p> <p>Other theft (2)</p> <p>Includes theft by an employee, blackmail and making off without payment</p>	<p>Under investigation</p> <p>Unable to prosecute suspect</p> <p>Under investigation</p>
Crime on or near Corn Kiln Close	<p>Bicycle theft (1)</p> <p>Includes the taking without consent or theft of a pedal cycle</p>	Under investigation
Crime on or near Watts Close	<p>Violence and sexual offences (2)</p> <p>Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences</p>	<p>Under investigation</p> <p>Under investigation</p>
Crime on or near Mill Lane	<p>Vehicle crime (1)</p> <p>Includes theft from or of a vehicle or interference with a vehicle</p>	Investigation complete; no suspect identified



9.10.19 Cogenhoe Theft from Vehicle Crime Ref 19000536105

Theft from a van parked in the vicinity of the Royal Oak Public house where unknown persons have drilled through the side door to gain entry and have taken items from within.

This happened between the hours of 4pm on the 5th and 3pm on the 7th October 2019.

18.10.19 Cogenhoe Theft of Vehicle Crime Ref 19000556935

Theft of a van from the outside a property in Glebe Way by unknown persons by means unknown.

This happened between the hours of 9pm on the 17th and 7am on the 18th October 2019.

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

-Including update comments made re Cogenhoe Mill Holiday park at last open forum, update DCllr Steven Hollowell & Clerk

DCllr Hollowell had circulated some notes prior to the meeting with comments from SNC about the issues that had been raised by residents at the previous meeting. The Clerk also confirmed that she had spoken to the Borough Council of Wellingborough about the issues; they had stated that planning & licensing had been delegated to SNC many years ago. It is clear from the SNC response that firm evidence is required for SNC to investigate any of the claims any further. It was therefore **agreed** that the Clerk & Cllr Darby would formulate an action plan to discuss with residents. **Action Clerk & Cllr Darby**

DCllr Hollowell was thanked for this help with this matter.

-DCllr Hollowell also **reported** that orders had now been laid in parliament for the local government reform, however with a general election having now been called it is not clear if this will progress until after the election. He also reported that there had been some problems at SNC with a shortage of planning officers, he hoped that 2 new locum officers would relieve the pressure.

-CCllr Clarke **reported** that NCC had today published its draft budget; this had 2 main objectives of making NCC financially healthier, and of increasing reserves to £40m to be split between the 2 new unitary authorities. A 4% pay rise for staff had been proposed from April 2020 following the pay freeze of the last 2 years. An expected 3.99% increase in the county council portion of the council tax was proposed. He also reported that due to much better management Adult Social Care was expected to be underbudget for 19/20 due to achieving much better value for money and better leadership. Children's services have some way to go to change the ethos, leadership and culture of the department before it is transferred into the new Children's Trust next year.

-New date for stakeholders meeting chased with CCllr Clarke – update from him if able to attend
CCllr Clarke agreed to chase this.

136. **Chairman's Report**

Including report from CPRE Planning Roadshow 10.10.19 – Looking to the Future

Cllr Bailey reported that this had been worthwhile attending and that discussion had taken place about the future of planning under the 2 new unitary authorities with concern being expressed about lack of local knowledge. A slide had been displayed showing the process of moving to the new unitary authorities; it was incredibly complicated and had already cost a considerable amount of money. The 'discovery' phase was nearing completion and then the design of the new services would begin; there would be more consultation during this phase.

137. Development & Planning

137.1 Applications Received

S/2019/1924/LDE 4 Manor Court, Cogenhoe, NN7 1LP

Certificate of lawfulness for existing development comprising of a conservatory.

Extension for comments granted until 5.11.19

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

137.2 Applications Determined

S/2019/1515/TCA 3 Sharmans Close Cogenhoe NN7 1LN - NOTED

Conservation Area Tree Notification

T1 -Conifer, T2 & T4 Maple, T3 Unknown

No Objections

S/2019/1407/COND The Manor House, 42 Church Street, Cogenhoe, NN7 1LS - NOTED

Approval of details reserved by

Condition 9 [Slate samples]

Condition 10 [Brick samples]

S/2019/1641/TCA The Rectory Church Street Cogenhoe NN7 1LS - NOTED

Conservation Area Tree Notification

Horse chestnut - To fell tree

No Objections

S/2019/1754/TPO 4 Bramley Close Cogenhoe NN7 1LY - NOTED

1no. Scots Pine, (middle tree of 3no.): shorten a lower branch

Approved

137.3 Other planning matters

C/F last meeting suggestion from resident 'good design' award – to discuss

It was **agreed** that this was very subjective and as the parish council are not the planning authority it was not their place to issue any sort of award to building projects.

To **agree** comments to South Northamptonshire Part 2 Local Plan – Modifications Consultation

(forwarded 23.10.19)

It was **agreed** that no further comments were required.

138. Financial matters

138.1 Income

SNC Precept £12000.00

Interest £ 20.16

138.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
8.10.19	528134592	Aylesbury Mains	Lamp repairs	£141.12	£23.52	Localism Act 2011 ss1-8
8.10.19	227183504	Nene Valley Respon	Defib training	£50.00		Localism Act 2011 ss1-8
10.10.19	406049959	Wboro Norse	Grass	£266.91	£44.49	Localism Act 2011 ss1-8
	329443232	Littlethorp	Noticeboard	£402.00	£67.00	Localism Act 2011 ss1-8
25.10.19	661967934	D Rush	Salary	£614.42		Localism Act 2011 ss1-8
25.10.19		HMRC	PAYE	£10.62		Localism Act 2011 ss1-8
4.11.19	341673608	D Rush	Expenses	£47.38		Localism Act 2011 ss1-8
4.11.19		300024	C&W VH MC	Room hire	£64.00	Localism Act 2011 ss1-8
			Unity	Bank charges	£9.00	Localism Act 2011 ss1-8

The balance in the Current Account stands at £18,411.38 (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

138.3 Income Received – Village Hopper

3.10.19	w/c 23/9/19	£369.85
4.10.19	w/c 16/9/19	£492.60
4.10.19	Donations	£156.73
10.10.19	w/c 30.9.19	£364.15
	SNC Grant	£669.05
	VAT	£369.24
18.10.19	w/c 7/10/19	£416.37
21.10.19	NCC	£2,434.46
23.10.19	w/c 14/10/19	£415.33
		£5,687.78

138.4 Expenditure – Village Hopper

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
30.9.19		J Bailey	Temp vehicle hire	£234.00	£39.00	Localism Act 2011 ss1-8
7.10.19		Harvest print media	Printing	£155.60	£8.60	Localism Act 2011 ss1-8
16.10.19	DDR	NEST	Pension pymts	£207.00		Localism Act 2011 ss1-8
16.10.19	DDR	Arval	Lease	£824.13	£137.36	Localism Act 2011 ss1-8
15.10.19	DDR	Fuel Genie	Fuel card	£1,209.85	£201.65	Localism Act 2011 ss1-8
21.10.19	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
25.10.19			Wages	£2,697.75		Localism Act 2011 ss1-8
		HMRC	PAYE	£565.36		Localism Act 2011 ss1-8
22.10.19	367558340	Gauntlet Ins	Temp vehicle ins	£28.00		Localism Act 2011 ss1-8
22.10.19		Unity	Credit charge	£12.50		Localism Act 2011 ss1-8
24.10.19	DDR	Premium Credit	Insurance	£96.53		Localism Act 2011 ss1-8
4.11.19	475196768	D Rush	Expenses - mobile	£30.00		Localism Act 2011 ss1-8
				£6,108.72	£394.61	
13.9.19	60464768	Gauntlet	Insurance temp vecl	£28.00		Localism Act 2011 ss1-8
13.9.19	DDR	Fuel Genie	Fuel Card	£1,295.16	215.88	Localism Act 2011 ss1-8
16.9.19	DDR	Arval	Lease	£824.13	137.36	Localism Act 2011 ss1-8
7.10.19	588208532	D Rush	Expenses	£47.00		Localism Act 2011 ss1-8
Included in last months balance but not on payment schedule						

The balance in the Current Account stands at £7,769.77 (assuming all cheques presented).

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

138.5 To **approve** bank reconciliation Parish Council account (appendix 1)

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

138.6 To **approve** bank reconciliation Village Hopper account (appendix 2)

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

138.7 To **consider** request for £100 donation to Nene Valley help Scheme

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

138.8 To **approve** purchase of MS Office license & HP care package for new laptop to be supplied by SNC at cost of £328 approx.

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

138.9 To **approve** purchase of replacement printer for Clerk at cost of £144 + VAT

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

138.10 To **approve** replacement cost of new lamp & bracket (lamp opposite Claylands damaged by hedge contractor).

It was **proposed** and **resolved** that this be **approved (max £600)**.

138.11 To **approve** CIL report 2017/18 and 2018/19 (appendix 3)

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

138.12 To **organise** Finance working party meeting to begin budgeting process for 2020/21.

It was **agreed** the Clerk would circulate some dates.

Action Clerk

138.13 To **approve & adopt** updated model Financial Regulations (personalised to council), circulated 30.10.19.

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

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

-To receive usage figures for October

Cllr Cunnington **reported** by email that there had been 1466 visits to the website.

140. **Village Hopper**

-to consider adding bus stop sign to unmarked stop on Station Rd (outside 107 Station RD) at cost of £130

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

It was further **proposed** and **resolved** that a sign be put up in Whiston as the bus stop does not have a marker.

Action Clerk

Both signs will be paid for from the CIL monies.

141. **Playground renovation project**

-Tenders presented to VHMC & preferred supplier agreed, subject to funding. - NOTED

142. **Village Hall Management Committee**

-To **nominate** parish council representatives for management committee.

It was **proposed** and **resolved** that representatives for the forthcoming year be Cllr Bailey, Cllr Grubb, Cllr Darby & Cllr Scott.

143. **Councillors & Elections 2020**

-To **accept** resignation from Cllr Iris Sher.

The Chairman **reported** that he had received a letter of resignation from Cllr Iris Sher.

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

Cllr Sher was thanked most sincerely for her efforts during her current and previous terms of office.

The Clerk will advise SNC so that advertising of the vacancy can begin.

Action Clerk

-To **consider** need to promote candidacy May 2020.

Councillors were asked to give some consideration as to whether they will be standing for re-election at next year's elections so that advertising of vacancies & the 2020 elections can be considered.

143. Amendment to Definitive Map Order

-Report received declining this – update DCllr Hollowell

It was **proposed** and **resolved** that an appeal be issued to this decision.

Action Clerk

DCllr Hollowell was thanked for his help with this.

144. Correspondence Issued - NOTED

-enforcement complaint issued to BCW re Cogenhoe Mill

-letter to Denton Village Surgery re prescription delivery service (no reply to date)

To receive comment from Cllr Darby re conversation with pub re this service.

Cllr Darby reported that the pub would consider helping out with this. It was agreed the response from the Surgery would be waited for and then further discussion would take place.

145. Correspondence Received (in addition to listed above)

-email with resident re request from SNC to cut-back hedge overhanging footpath - NOTED

-email outcome polling place review 2019 – no changes to current arrangements. - NOTED

-C/F complaint re caravan movements forwarded to Cllr Brown 4.9.19 – update Cllr Brown

This email was re-sent to Cllr Brown for consideration.

-SNC email re ACRE Village of the Year competition 2020 - NOTED

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

Cllr Usher **reported** a couple of issues with the bridleway & bridge at Whiston lock. Clerk to report to Highways / Footpath warden.

Action Clerk

Cllr Darby requested a 'ducks crossing' warning sign be installed outside Billing Mill. Clerk to request this.

Action Clerk

147. Meeting Closed & date of Next Meeting

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

Date of next meeting;

Monday 2nd December 2019, 7.30pm – Cogenhoe & Whiston Village Hall

Deborah Rush

Deborah Rush

Parish Clerk 5.11.19

Appendix 1

Cogenhoe & Whiston PC		4.11.19		
Bank Reconciliation				
Total receipts			£33,909.74	
less				
Total payments			£23,668.87	
				£10,240.87
Plus opening balances				£28,185.10
				£38,425.97
Bank accounts				
Current AC				£19,147.80
plus				
Business Prem AC				£20,014.59
				£39,162.39
Plus credits not yet showing				
Less unpresented cheques				
661967934		D Rush	Salary	£614.42
		HMRC	PAYE	£10.62
341673608		D Rush	Expenses	£47.38
	300024	C&W VH MC	Room hire	£64.00
				£736.42
				£39,162.39

(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
Bus shelter	£ 3,861.50
Balance	£ 671.99

Appendix 2

Cogenhoe & Whiston PC	VH		4.11.19
Bank Reconciliation			
Total receipts		£35,720.47	
Total payments		£43,355.59	-£7,635.12
Plus opening balances			£15,404.89
			£7,769.77
Bank accounts			
Current AC			£9,609.26
Plus credits not yet showing	SNC		£669.05
	VAT		£369.24
	w/c 14/10/19		£415.33
			£11,062.88
Less unrepresented pymts			
Wages		£2,697.75	
HMRC	PAYE	£565.36	
D Rush	Expenses	£30.00	
		£3,293.11	£3,293.11
			£7,769.77

Appendix 3

Regulation 62A Monitoring Report for Parish and Town Councils

Cogenhoe & Whiston Parish Council 2017/18

Regulation 62A Reference	Description	Response
2(a)	Total CIL receipts for the reported year	£9142.50
2(b)	Total CIL expenditure for the reported year	£4071.75
2(c)	Summary of CIL expenditure during the reported year including- i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	Light Column replacement £1,050.00 Noticeboard £3,021.75
2(d)	Details of any notices received in accordance with Regulation 59E, including- i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the District Council by the end of the reported year	
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£5070.75
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	NIL

Regulation 62A Monitoring Report for Parish and Town Councils

Cogenhoe & Whiston Parish Council 2018/19

Regulation 62A Reference	Description	Response
2(a)	Total CIL receipts for the reported year	£805.55
2(b)	Total CIL expenditure for the reported year	£1341.81
2(c)	Summary of CIL expenditure during the reported year including- i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	Start-up costs community bus service £600.00 Repeater signs £742.81
2(d)	Details of any notices received in accordance with Regulation 59E, including- i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the District Council by the end of the reported year	
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	NIL
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£4533.49