

COGENHOE & WHISTON PARISH COUNCIL

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Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 5th November 2018 at 7.30pm in The Village Hall, York Avenue, Cogenhoe, NN7 1NB.

138. Open forum

No members of the press or public attended the meeting.

139. To receive and accept apologies for absence.

Apologies for absence were received and accepted from Cllr Grubb & Cllr Biggs

Present; Cllr Bailey (Chairman), Cllr Cunnington, Cllr Darby, Cllr Packer, Cllr Scott, Cllr Sher, Cllr Stanton, & the Clerk.

Cllr's Brown & Usher did not attend the meeting.

CCllr Michael Clarke also attended the meeting.

Apologies were received from DCllr Carole Clarke & DCllr Steven Hollowell.

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

None

141. To sign the minutes of the meeting held on 1st October 2018.

The **minutes** of the meeting held on 1st October 2018 were **signed**.

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

-Street doctor updates;

10/9/18 954276	Problem: Vegetation Description: Overgrown/Overhanging Street/Town: Mill Lane,Cogenhoe And Whiston	12-SEP-2018 08:50 Under Investigation. Referred to Katie Angel Site Inspected 14.09.18. Letter sent to landowner to cut back vegetation to make the Public Footpath clear to use. Referred to Katie Angel. Action/Remarks changed
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	<p>Location: Footpath KF5 from Mill Lane joining KF11 & KF12</p> <p>Details: Vegetation is overhanging from gardens & adjoining hedge making it very difficult to use the path</p>	<p>to 'Site Inspected 14.09.18. Letter sent to landowner to cut back vegetation to make the Public Footpath clear to use.</p>
<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.</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>18.6.18 947893</p>	<p>Problem: Vegetation</p> <p>Description: Overgrown/Overhanging</p> <p>Street/Town: Cogenhoe And Whiston</p> <p>Location: tree outside 17 The Piece</p> <p>Details: tree needs cutting back, has grown into telephone wires</p>	<p>25.6.18 Under Investigation. Referred to Jayne Hawtin.</p> <p>10/7/18 Work Instructed. Referred to Jayne Hawtin.</p> <p>5/10/18 Due to budget constraints these works are on hold as tree not affecting highway user. Referred to Jayne Hawtin.</p>

-Invoice for replacement lamp sent to Village hall Committee

The Clerk advised that the Village Hall Committee had now agreed to pay this.

-Bins Short Lane & Whiston Rd chased – no reply to date - NOTED

-Conversation with Mr Pitts re footpaths

The Clerk advised that she had discussed the footpaths with Mr Pitts and that all the paths (as per the definitive map) were accessible and clear.

-Environmental protection contacted re dust / resident advised that dates & times needed. - NOTED

-NCC emailed re right of Way Station Rd – York Avenue – no reply to date

CClIr Clarke suggested contacting the head of the department Steve Fowler for a reply. **Action Clerk**

-SNC contacted re children playing on old garage site.

It was **reported** that the site is still not secure, Clerk to contact SNC enforcement again.

Action Clerk

143. Police Matters.



Twitter mentions;

Cogenhoe Theft Crime Ref 18000500222

Northamptonshire Police are appealing for information regarding a theft of garden lights from the rear garden of a property at Stonelea Cottages by persons unknown.

This happened between the hours of 10pm and 11pm on the 10th October 2018.

Crime Statistics August see www.police.co.uk 7 crimes

Location	Crime	Current status
Crime on or near Burmans Way	Burglary (1) Includes offences where a person enters a house or other building with the intention of stealing	Under investigation
Crime on or near Bramley Close	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Under investigation
Crime on or near Victoria Road	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Unable to prosecute suspect
Crime on or near Watts Close	Anti-social behaviour (1) Includes personal, environmental and nuisance anti-social behaviour	Details, case timelines and current statuses are not provided for anti-social behaviour

Crime on or near Short Lane	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Under investigation
Crime on or near Mill Lane	Bicycle theft (1) Includes the taking without consent or theft of a pedal cycle Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences	Investigation complete; no suspect identified Unable to prosecute suspect

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

-CClIr Michael Clarke reported that things had quietened down a little at the County Council and work had begun on the transition to the 2 new unitary authorities although formal approval has yet to be received from parliament. He replied to a comment about the NCC debt and explained that county councils were encouraged to borrow for infrastructure projects by central government and that repayment of this borrowing is already included in council tax which will transfer to the new unitary authorities. However, there is a projected budget deficit of £53m for this financial year which the new chief executive and the commissioners are working on a plan for.

-DClIr Hollowell had sent a report in his absence to the Chairman which included advice on travellers and the enforcement powers of the police, the county travellers unit and bailiffs. He had also advised that the ‘divorce’ from Cherwell DC was continuing which was rather demoralising for the staff.

145. **Chairman’s Report** including

-NALC star council event

-Cllr Bailey, Chairman was delighted to inform the council that Cogenhoe & Whiston Parish Council had been a runner-up in the recent star council awards for the Village Hopper project, he and the Clerk had attended a presentation dinner where a certificate and trophy had been received. This was considered a great achievement for the council as there are 10,000 parish & town councils in the country.

-Parishes Forum 2/10/18

Cllr Bailey reported that he and the Clerk had attended this. The main topic for discussion had been the local government reform and the ‘divorce’ from Cherwell DC. SNC had promised to keep the town and parish councils informed about the work towards the move towards unitary authorities.

- South Northamptonshire Settlements and Countryside Local Plan (Part 2) Proposed Submission Local Plan (Regulation 19) – briefing session 11.10.18

Cllr Bailey reported that the plan was now being consulted on for 'legality', not content. He also advised that Natural England had given some planning protection to the valley area to the north of Cogenhoe (gravel works area) having designated it as the 'Nene Valley Protection Area'.

-Meeting dates 2019

Dates to be confirmed once venue has been checked for availability.

146. Development & Planning

146.1 Applications Received

S/2018/2355/FUL 127 Station Rd, Cogenhoe

Demolish existing conservatory and proposed single storey rear extension.

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

146.2 Decision Received –

S/2018/2180/LDP

Cogenhoe And Whiston Village Hall York Avenue Cogenhoe NN7 1NB

Certificate of Lawfulness for Proposed Development comprising of single storey extension to village hall - WITHDRAWN 15.10.18

Cllr Scott **reported** that this had been withdrawn on the advice of the planning authority. Some amendments had been made to the size of the extension and the roof.

S/2018/1824/TCA

9 Mill Lane Cogenhoe NN7 1NA

Works to trees in a Conservation Area T1 - Plum - Fell – APPROVED 1.10.18 - NOTED

S/2018/1936/FUL

21 Church Street Cogenhoe NN7 1LS

Front porch (retrospective) – APPROVED – 19.10.18 - NOTED

147. Financial matters

147.1 Income

None

147.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
30.9.18		Bank charge		£18.00		LGA 1972, s.111
5.11.18	DDR	Total Gas & power	Electricity	£337.47		Highways Act 1980 s301
5.11.18	BACS	NCC	Speed signs	£891.37		Highways Act 1980 s274A
5.11.18	300005	E Griffiths	Pocket park	£115.00		Open Spaces Act 1906 ss 9 & 10
5.11.18	BACS	Mowerman	Grass	£318.00		Open Spaces Act 1906 ss 9 & 10
5.11.18	BACS	Aylesbury Mains	Replacement light	£1,050.00		Highways Act 1980 s301
5.11.18	BACS	A J Mills Master Mas	Plaque	£2,386.74		War Memorials Act 1923, s.1
5.11.18	BACS	D Rush	Salary & exp Oct	£541.40		LGA 1972, s.112
		HMRC	PAYE	£114.45		LGA 1972, s.112
5.11.18	BACS	Bullfinch	Beacon	£594.00		LGA 1972, s.145
5.11.18	300006	Royal British Legion	Poppies	£190.00		*S137
5.11.18	300007	VHMC	room hire	£56.00		LGA 1972, s.111
5.11.18	BACS	Signs & Graphics	Bus sign Whiston	£35.00		Transport Act 1985, s106A

The balance in the Unity Current Account stands at £5498.16 (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

147.3 Village Hopper

Income

Little Houghton PC	£400.00
Term pass	£200.00
w/c 1.10.18	£334.25
w/c 8.10.18	£498.06
w/c 15.10.18	£425.05

147.4

Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
22.10.18	STO	Tixiom	Ticket machine	£48.00		Localism Act 2011 ss1-8
30.9.18		Bank charge		£18.00		Localism Act 2011 ss1-8
31.10.18	BACS	D Rush	Start up & admin	£384.22		Localism Act 2011 ss1-8
31.10.18	BACS	D J Richardson	Wages OCT	£870.74		Localism Act 2011 ss1-8
31.10.18	BACS	A Richardson	Wages OCT	£1,351.68		Localism Act 2011 ss1-8
31.10.18	BACS	P Hoy	Wages OCT	£221.32		Localism Act 2011 ss1-8
	HMRC		PAYE	£274.19		Localism Act 2011 ss1-8
5.11.18	BACS	Harvest print	Printing	£206.80		Localism Act 2011 ss1-8
5.11.18	BACS	D Rush	Permit costs	£68.00		Localism Act 2011 ss1-8
5.11.18	BACS	J Bailey	RADAR key	£3.25		Localism Act 2011 ss1-8
5.11.18	BACS	Signs & Graphics	Branding / signs	£70.00		Localism Act 2011 ss1-8
5.11.18	BACS	Knight Services	Uniform	£118.00		Localism Act 2011 ss1-8

The balance in the Current Account stands at £310.28

(assuming all cheques presented).

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

Action Clerk

147.5 – To approve bank reconciliations (appendix 1 & 2).

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

147.6 – To **receive & approve** spending against budget end Q2 (appendix 3)

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

147.7 – To authorise spending of up to £180 for Xmas tree

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

Action Clerk

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

-To receive usage figures for October.

Cllr Cunnington **reported** that there had been 2670 visits to the website in October, mostly driven by the bus timetable.

149. **Street light upgrade**

-Update from Clerk on upgrade project.

The Clerk **reported** that the first 10 lights had been replaced.

There had been a complaint from a resident about the brightness of one of these, this had been referred to the contractor to see if there is any adjustment on the lamps.

-Salix forms signed and returned. - NOTED

-Renumbering authorised. - NOTED

150. **Village Hopper Bus service**

- Bus shelter, to revisit upgrade of bus shelter, Station Rd.

Letter sent to residents, email asking for further details, replied 10.9.18, chased 22.10.18, reply received 25.10.18

The Clerk advised that the adjoining residents had now given permission for the replacement to be carried out, subject to the existing footprint being re-used.

It was **proposed** and **resolved** that this work now be authorised.

Action Clerk

-Timetable board for Whiston now received

This will be erected once the stop position has been checked with drivers.

-Email 3.10.18 resident re Hopper

The Clerk reported that an email had been received saying how much the bus service was appreciated.

-Meeting held with drivers re new timetable etc. 15/10/18 - NOTED

-Temp vehicle 24-29/10 whilst other one serviced. - NOTED

-Vehicle hit by Post Van 5/10/18

Now in hands of insurance company.

-Confirmation NBC re waiver of stop charges 19.10.18 - NOTED

-Buzz card scheme set-up & joined - NOTED

-To discuss VH cashflow

The Clerk **reported** that cashflow for the Village Hopper was proving very tight as everything had to be paid for in advance of concessionary fare & VAT reimbursement.

It was **proposed** and **resolved** that a transfer of £3000 (temporary cashflow easing to be reviewed in 8 months) be authorised from the business reserve account. Action Clerk

151. **Battles Over Commemorations**

- base of plaque now built - NOTED
- Beacon received - NOTED
- Flyers circulated to village - NOTED
- Sound system booked - NOTED
- Tree ordered & collected - NOTED
- Tribute (who to read)

A suggestion was made as to who might read this and the Chairman agreed to follow up on this.

Action Cllr Bailey

- To authorise spending for refreshments up to £30, poppy wreath £30, poppies £160

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

152. **Village Map**

- To receive update from Clerk on costs of interpretation panel. (3rd quote now obtained)

The Clerk advised that a third quote had now been obtained and there was little difference between them. It was therefore **proposed** and **resolved** that Greenbarnes be used as they had made the new noticeboards and the styling would therefore be consistent. A grant application for a New Homes Bonus award would now be submitted for £1500 to finance this. Action Clerk

153. **Speed signs Whiston Rd**

- Order placed with Highways - NOTED

154. **Grit bins**

- To consider agreement form forwarded by NCC (revised agreement now received)

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

- Letter re filling received Mowerman 18.10.18 - NOTED

155. **Clock**

- To consider design for clock

Some discussion took place about the proposed village clock (partly paid for by the lasting legacy monies held on behalf of the village, by the Parish Council). It was agreed that a working party would look at designs in the new year and then residents would be asked to vote on a design at the Annual Parish Forum in April 2019.

156. **Village Hall Management Committee**

- To nominate Parish Council representatives x 4

It was **proposed** and **resolved** that Cllr's Bailey, Darby, Grubb & Scott continue as the parish council representatives.

157. Whiston Phone Box

-To consider repainting / usage

As Cllr Usher was absent it was agreed that this be carried forward.

C/F

158. Correspondence Issued (as listed matters arising)

159. Correspondence Received (in addition to listed above)

Letter 15.10.18 NVHS - NOTED

Email 25.9.18 South Northamptonshire Settlements and Countryside Local Plan (Part 2) Proposed Submission Local Plan (Regulation 19 response by 16/11/18)

It was **proposed** and **resolved** that no comments were required to this (see also Chairman's comments in item 145).

Email 28.9.18 NCALC update (forwarded 1.10.18) - NOTED

Email 1.10.18 Out of hours contact Compton Estates – email don't phone - NOTED

Email 4.10.18 Cllr Grubb re Odour Liaison meeting 3.10.18 - NOTED

Email 5.10.18 Resident re dangerous dog (advice given to contact Police) - NOTED

Email 18.10.18 SNAST re neighbourhood watch signs (forwarded to NHW coordinator), response received 25.10.18 - NOTED

Email 26.10.18 Consultation on draft Local Offer for Care Leavers, response required by 28.11.18 (forwarded 29.10.18)

It was **agreed** that no comments were required to this.

Email 26.10.18 DCllr Hollowell re travellers (forwarded 29.10.18)

DCllr Hollowell was thanked in his absence, for circulating this (see also item 144).

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

None

161. Meeting Closed & date of Next Meeting

There being no further business the meeting closed at 8.50pm

Date of next meeting

Monday 3rd December 2018, 7.30pm –Council Meeting, Village Hall, Cogenhoe.

Deborah Rush

Parish Clerk 7.11.18

Appendix 1

DRAFT

Cogenhoe & Whiston PC		5.11.18		
Bank Reconciliation				
Total receipts			£ 26,444.63	
less				
Total payments			£ 28,952.09	-£ 2,507.46
Plus opening balances				£ 39,021.19
				£ 36,513.73
Bank accounts				
Current AC				£ 14,411.01
plus				
Business Prem AC				£ 31,015.57
Plus credits not yet showing				
				£ 45,426.58
Less unrepresented cheques				
DDR	ICO	subscription	£40.00	
BACS	Aylesbury mains	Light repairs	£115.80	
300003	CPRE	Membership	£36.00	
300004	PKF Littlejohn	Audit	£240.00	
BACS	NCC	Zebra crossin	£1,200.00	
BACS	D Rush	Salary & Exp	£647.82	
DDR	Total Gas & powe	Electricity	£337.47	
BACS	NCC	Speed signs	£891.37	
300005	E Griffiths	Pocket park	£115.00	
BACS	Mowerman	Grass	£318.00	
BACS	Aylesbury Mains	Replacement	£1,050.00	
BACS	A J Mills Master N	Plaque	£2,386.74	
BACS	D Rush	Salary & exp	£541.40	
	HMRC	PAYE	£118.25	
BACS	Bullfinch	Beacon	£594.00	
300006	Royal British Legic	Poppies	£190.00	
300007	VHMC	room hire	£56.00	
BACS	Signs & Graphics	Bus sign Whi	£35.00	
			£8,912.85	£8,912.85
				£36,513.73

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 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

Balance **£ 5,276.30**

Chairman.....

IFO.....

Clerk.....

Date

Cogenhoe & Whiston PC		VH		5.11.18
Bank Reconciliation				
Total receipts			£ 5,706.21	
Total payments			£ 5,395.93	£ 310.28
Plus opening balances				
Bank accounts				
Current AC				£ 2,226.27
Plus credits not yet showing				£ 2,206.21
				£ 4,432.48
Less unrepresented cheques				
6.8.18		300004 Cogenhoe School	Car parking rent	£300.00
6.8.18		300005 Tixiom	Ticket machine	£156.00
1.10.18	BACS	J Bailey	Exgratia pymt	£50.00
	STO	Tixiom	Ticket machine	£48.00
	BACS	D Rush	Start up & admin	£384.22
	BACS	D J Richardson	Wages OCT	£870.74
	BACS	A Richardson	Wages OCT	£1,351.68
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	BACS	D Rush	Permit costs	£68.00
	BACS	J Bailey	RADAR key	£3.25
	BACS	Signs & Graphics	Branding / signs	£70.00
	BACS	Knight Services	Uniform	£118.00
				£4,122.20
				£ 310.28

	18/19 budget	End Q1 30.6.18	%	End Q2 30.9.18	%	E 3
Precept	£22,000.00	£11,000.00	50%	£22,000.00	100%	
Mowing Grant	£800.00					
Total	£22,800.00	£11,000.00		£22,000.00		
Expenditure						
Amenities		£3,021.75		£3,021.75		
Village Main	£1,000.00	£825.00	82.50%	£825.00	82.50%	
Grass & Bins	£4,000.00	£423.80	10.60%	£1,843.80	46.10%	
Clerks salary	£7,340.00	£1,804.46	24.58%	£3,620.58	49.33%	
Clerk Exp	£730.00	£143.16	19.61%	£248.48	34.04%	
Audit	£200.00	NIL		NIL		
Membership	£900.00	£727.70	80.86%	£787.70	87.52%	
Insurance	£1,150.00	NIL		£1,168.91	102%	
Council Exp	£1,500.00	£114.64	8%	£224.53	14.97%	
Training	£200.00	£24.50	12.25%	£60.50	30.25%	
Lights R&M	£2,000.00	£1,246.30	62.32%	£1,629.70	81.49%	
Elec costs	£3,600.00	£663.83	18.44%	£1,461.22	40.59%	
S137 max £8733	£3,000.00	£950.00	31.67%	£1,150.00	38.33%	
Pocket Park	£1,000.00	£50.00	5%	£50.00	5.00%	
Website	£550.00					
Other				£1,529.00		
Total	£27,170.00	£9,995.14	36.79%	£17,621.17	64.86%	

Village maintenance includes one off cost for village planters

Membership includes annual costs

Lights R&M includes replacement costs