

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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www.cogenhoeandwhiston-pc.gov.uk

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020, this meeting will be held by video conference call.

Minutes of the **Council Meeting** of Cogenhoe & Whiston Parish Council held on **Monday 5th October 2020** by video conference call.

111. Open forum

No members of the press or public attended the meeting.

112. To receive and accept apologies for absence.

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

DCllr Steven Hollowell & CCllr Michael Clarke also attended the meeting.
DCllr Carole Clarke sent her apologies

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

Councillors Bailey, Grubb & Darby declared an interest in item 118, they did not take part in the debate or vote on the matter.

114. To sign the minutes of the meeting held on **7th September 2020**.

The **minutes** of the meeting held on 7th September 2020 were **signed**.

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

-Street doctor updates;

| | | |
|-------------------|---|--|
| 11.2.19 964852 | Problem: Vegetation Description: Weeds | 18.2.19 Tree report will be undertaken by an Arboriculturist, any recommendations will be added |
|-------------------|---|--|

| | | |
|--------------------|---|---|
| | <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 chocked by ivy and in a poor state of maintenance.</p> | <p>to tree works programme. Referred to Jayne Hawtin.</p> |
| 16.4.20 2089101 | Footpath in very poor state of repair | <p>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.</p> <p>22.4.20</p> <p>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.</p> <p>State changed to: Action scheduled</p> |
| 5/5/20 2106615 | Footpath from The Piece to Church Street in poor state of repair | <p>Not Highways responsibility, reported to South Northants Homes</p> <p>Photographs forwarded to SNH</p> |
| 23.6.20 2168542 | Vegetation overhanging is making it difficult to use the footpath – 68 Station Rd | <p>25.6.20</p> <p>Thank you for your enquiry. Site visit has been undertaken. A letter will be sent to the owner/occupier requesting that the vegetation is cut back within 14 days after receipt of the letter. A re-visit will then be undertaken to ensure this work has been carried out.</p> |
| 7.7.20 2189669 | Tree branch overhanging making it difficult to use footpath York Avenue | <p>13.7.20</p> <p>Thank you for your enquiry. The landowner has been contacted and requested to cut back as necessary.</p> <p>State changed to: Investigating</p> |
| 12.8.20 2241874 | Glebe Road Trees overhanging / overgrown | <p>Investigating</p> <p>28.9.20 Fixed</p> |
| 19.8.20 2253542 | Water from drain has damaged the footpath outside 7 St Peters Way | <p>24.8.20</p> <p>Thank you for your enquiry. A works order has been raised and will be completed within 28 days.</p> |
| 1.9.20 | Pothole outside 27 Church Street | 7.9.20 |

| | | |
|--------------------|---|--|
| 2284478 | | Action scheduled 21.9.20 Fixed |
| 8.9.20 2284486 | Pothole outside 56 Church Street | 11.9.20 Action scheduled 21.9.20 Fixed |
| 8.9.20 228791 | Glebe Way – general state of road surface | 11.9.20 Does not meet intervention levels State changed to: No further action |
| 8.9.20 2284500 | Gullies need weedkilling | 18.9.20 Site visit has been undertaken. There is evidence of dead weeds at this location, with minor regrowth. For your information we do undertake 2 cyclic weed spraying visits per year, the final treatment was carried out in July. From a highway safety point of view there is no further action required at this time. |
| 11.9.20 2289556 | KF26 trees overhanging onto no 39 Station Rd conservatory | 25.9.20 New updates on Trees overhanging Thank you for your enquiry. Site visit has been undertaken. Whilst we appreciate that there is overhanging vegetation into adjacent property, we are currently prioritising vegetation works which represent highway safety concerns. The resident is within their rights to cut back any vegetation that overhang the property. We are sorry we are unable to provide a more positive response |
| 15.9.20 2295713 | Ivy has taken over the telegraph pole and is encroaching into the resident's garden 14 Mill Lane | |

Other matters arising;

-C/F last meeting –

Tree planting scheme SNC

It was **agreed** that there wasn't any appropriate location for these. No further action required.

-Update from Clerk on Gigabit broadband scheme

The Clerk **reported** that this scheme was not appropriate for Cogenhoe as it is already served by multiple providers, & Whiston was already having it installed.

-Leaf blower purchased & received - NOTED

-Weed killing of gullies requested (report 2284500) – see Street Doctor report above.

-Street Doctor report 2289556 – overhanging vegetation

CClIr Michael Clarke **agreed** to refer this to Highways, Clerk to forward details.

Action Clerk

-Street lighting nos 30 & 55, complaint from resident re brightness, suggestion from Aylesbury Mains how to remedy.

The Clerk **reported** that advice from Aylesbury Mains on how to resolve this issue was to fit night photocells that would turn off the lights between 12pm-6am. Following some discussion, it was **agreed** that all residents of The Piece should be consulted before a decision was made.

Action Clerk

116. Police Matters.

Crime Stats crime – 4 crimes July 2020

| | | |
|---------------|--------------------------------|---|
| Church Street | Anti-social behaviour | No crime timeline details for anti-social behaviour |
| Whalley Grove | Other theft 1 | Investigation complete; no suspect identified |
| | Vehicle crime 1 | Investigation complete; no suspect identified |
| | Violence and sexual offences 1 | Under investigation |

The Clerk **reported** that permission was being sought from the Parish Council (as owner of the streetlight column) by the Police to install a new ANPR camera on the lamp post at the top of Church Street, this was **approved**.

116. To receive reports from County & District Councillors

CClIr Michael Clarke **reported** that the County Council focus continues to be the response to the pandemic and preparing for the Unitary changes. He was pleased to report that Northampton has now been removed from the governments ‘watch list’ and numbers in SNC are low. County Council employees are encouraged to work from home wherever possible. Lots of work was being completed on the budget for the new Unitary authority and once this has been completed it will give an indication of what the first council tax bill might look like, this will include an amalgamated charge for what was district portion and the county portion. Martin Henry (currently at SNC) has been appointed the section 151 officer to manage the budget process. He also reported that some of the surrounding villages are having problems with broadband speeds, in the first instance this should be discussed with providers, if an area has been upgraded to fibre, faster speeds are not automatic, the individual package may also need upgrading.

DClIr Steven Hollowell **reported** -

National Planning Changes – White Paper consultation, DClIr Hollowell had

circulated his response to the consultation to help inform the Parish Council in their response. He also reported that Anna Earnshaw had started as the Chief Executive on 1st October and has won the MJ Awards in the category of Corporate Director of the Year. Of the new directors appointed to West Northants Council, two are from SNC. One, Martin Henry is a very experienced finance officer and will have the task of integrating over time, all of the differing charges levied by the present councils as well as their different council tax reduction schemes. Members have become increasingly worried because already this year, planning officers have recommended for approval, 3 major housing schemes in open countryside – the nearest being on the Quinton side of Grange Park was for 300 houses and a primary school. In all cases, the Planning Committee agreed unanimously to overturn the officer recommendation and refused consent. The first of these applications, by Manor Oak Homes was appealed and a virtual planning inquiry will be held on 20th October. One of the main issues at stake is whether the Council have a 5-year housing supply or not. These public inquiries cost the council-taxpayers a lot of money but since they set precedents for development outside village confines, most of us believe that we have no option but to keep holding the line for as long as possible.

117. Chairman's Report

-Including update from Village Hall committee meeting

The Chairman **reported** that the Village Hall management Committee had held an extraordinary meeting to vote on the proposal that the Parish Council take over the day to day management of the hall and playing field. This followed amendments being made to the trust document in accordance with advice from the Charity Commission. The amendments had been approved and the proposal was then approved by unanimous vote. Parish Council representatives had not voted on the proposal and John Grubb had acted as Chairman for this item of business.

He also reported that he had attended a Q&A session about the new West Northants Unitary authority hosted by NCALC. Much of the information has already been shared with the Parish Council but the emphasis was on being safe and legal on vesting day (1st April 2021) and having a fully split budget from the North authority. Service transformation and amalgamation would be worked on after that. Consideration was being given to grouping parish councils to lessen the gap left by having no district & borough tier, between the Unitary authority and the parishes.

He also **reported** that he and the Clerk had attended the NCALC virtual AGM, interesting presentation had been given by an employee of Moulton parish Council who works with their doctor's surgery as a community connector to support residents who may attend a doctor's appointment but who have no medical need. Her role was to signpost and support health & wellbeing in the community. He felt that this may be worth exploring further in the future. Lucy Wightman, the Director of Public health Northamptonshire County Council had also given a presentation about the future of public health in Northants.

118 – Village Hall

As the Chairman had declared an interest in this item, Cllr Roger Brown was appointed as Chairman for this item. Cllrs Bailey, Darby & Grubb did not participate in the debate or vote on these items.

Proposal

That Cogenhoe & Whiston Parish Council, as custodian trustee, take over the management of the Village Hall, from the Village Hall Management Committee including transfer of all assets (cash & assets as listed on asset register) with immediate effect.

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

To **approve** terms of reference for new Village Hall Management Committee (existing councillors & representatives from other organisations to continue until May 2021). – Appendix 4 (these will be added to Parish Council standing orders).

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

To **approve** interim budget for Village Hall, 1.11.20-31.3.21 (will be included in Parish Council Budgeting process for 2021/22) – Appendix 5

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

Cllr Jon Bailey resumed his role as Chairman

119. Development & Planning

119.1 Applications Received

Application No. **S/2020/1522/FUL**

Proposal Variation of condition 2 (plans)S/2020/0796/FUL (single storey rear extension to rear of garage) to change windows and doors.

Location 49 Church Street Cogenhoe NN7 1LS

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

Application No. **S/2020/1543/TCA** - FOR INFORMATION ONLY - NOTED

Proposal T1 - Walnut - Reduce by 20% (2-3m) to provide adequate clearance to the adjacent building and to reduce shading.

Location 9 Mill Lane Cogenhoe NN7 1NA

119.2 Applications Determined

Application No. **S/2020/1159/LDP** 11 The Piece

Certificate of lawfulness – ISSUED - NOTED

Application No. **S/2020/1192/FUL** 38 Station Road Cogenhoe NN7 1LU

Development of 7 new dwellings including parking, access, amenity following the demolition of existing dwelling house. – APPLICATION WITHDRAWN - NOTED

119.3 Other Planning matters

18 Victoria Rd reported to enforcement – no planning application for works. Case number 258077 - NOTED

South Northamptonshire Landscape Character Assessment consultation – comments by 18th October 2020

<https://www.southnorthants.gov.uk/consultation>

It was **agreed** that all councillors would look at this consultation and email their comments to the Clerk by 9th October so that she could compile a response. **Action All Councillors**

It was **agreed** that the Clerk & Chairman would also formulate a response to the White Paper mentioned by DCllr Hollowell in his report above. **Action Cllr Bailey & Clerk**

120. Financial matters

120.1 Income Received – £17,375.00 Precept SNC

£ 63.53 VH (credit card exp)

120.2 Expenditure

| Date | BACS | Chq No | Payee | Details | Amount | VAT | Payable under power |
|---------|-----------|--------|-------------------|------------------|---------|--------|-------------------------|
| 1.9.20 | 60860331 | | Castle Ashby | PP rent | £60.00 | | Localism Act 2011 ss1-8 |
| 1.9.20 | | DDR | Lloyds Bank | Credit card | £163.22 | £13.70 | Localism Act 2011 ss1-8 |
| 15.9.20 | | DDR | ICO | Subscription | £35.00 | | Localism Act 2011 ss1-8 |
| 25.9.20 | 586902282 | | D Rush | Wages | £759.60 | | Localism Act 2011 ss1-8 |
| 25.9.20 | 3717270 | | HMRC | PAYE | £109.06 | | Localism Act 2011 ss1-8 |
| 29.9.20 | | DDR | Total Gas & Power | electricity | £114.28 | £5.45 | Localism Act 2011 ss1-8 |
| 5.10.20 | 195827827 | | D Rush | Expenses | £18.40 | £2.40 | Localism Act 2011 ss1-8 |
| 5.10.20 | 274006837 | | PKF Littlejohn | Audit | £480.00 | £80.00 | Localism Act 2011 ss1-8 |
| 5.10.20 | 278848030 | | Wellingboro Norse | Grass July & Aug | £533.82 | £88.98 | Localism Act 2011 ss1-8 |

The balance in the Current Account stands at £46,367.27 (assuming all cheques presented).
The balance on the Business premium account stands at £4,762.46

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

120.3 Income Received – Village Hopper

| | | |
|---------|-------------------|-----------|
| 25.8.20 | Contactless pymts | £93.40 |
| | NCC | £2,812.59 |
| 2.9.20 | Contactless pymts | £94.14 |
| 2.9.20 | Termly pass | £200.00 |
| | VAT | £486.32 |
| 8.9.20 | Contactless pymts | £59.10 |
| 4.9.20 | Cash fares | £259.75 |
| 15.9.20 | Contactless pymts | £113.95 |
| | | £4119.25 |

120.4 Expenditure – Village Hopper

| Date | Chq No | Payee | Details | Amount | VAT | Payable under power |
|---------|-----------|-----------------------|-------------------|-----------|---------|-------------------------|
| 15.9.20 | DDR | Fuel Genie | Fuel | £1,033.90 | £172.30 | Localism Act 2011 ss1-8 |
| 15.9.20 | DDR | Arval | Lease | £941.82 | 156.97 | Localism Act 2011 ss1-8 |
| 15.9.20 | DDR | Arval | Maintenance costs | £154.85 | 25.81 | Localism Act 2011 ss1-8 |
| 21.9.20 | STO | Tixiom | Ticket machine | £48.00 | £8.00 | Localism Act 2011 ss1-8 |
| 25.9.20 | 442662220 | HMRC | | £1,763.52 | | Localism Act 2011 ss1-8 |
| 25.9.20 | BACS | | Wages | £2,987.59 | | Localism Act 2011 ss1-8 |
| | DDR | Nest | Pension pymts | £224.02 | | Localism Act 2011 ss1-8 |
| 25.9.20 | | Tfr PC re credit card | PPE | £63.53 | £11.27 | Localism Act 2011 ss1-8 |
| 30.9.20 | | Unity Trust | Bank chg | £9.50 | | Localism Act 2011 ss1-8 |
| 5.10.20 | 15831278 | D Rush | Expenses | £12.58 | | Localism Act 2011 ss1-8 |

The balance in the Current Account stands at £25,068.45 (assuming all cheques presented).

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

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

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

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

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

120.7 To **approve** spending against budget end Q3.

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

120.8 To **receive** and **approve** outcome of external audit – no matters arising

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

120.9 To **approve** expenditure of £30 for poppy wreath

An amendment was proposed to this to purchase 2 wreaths so that one could be laid at the new memorial on the Playing Field.

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

121. To receive **update** from Cllr Cunningham re **website**.

-To receive usage figures for September

Cllr Cunningham **reported** that there had been 1175 visits to the website in September.

122. **Village Hopper**

-Request sent to SNC re service level agreement. – NOTED

-The Clerk also reported that the Department of Transport have launched a new Bus Operators restart grant scheme to provide support for the drop in farebox income. A claim has been submitted for August & September.

123. **Footpath The Piece – Church Street**

-to consider planting cleared border – Cllr Cunningham & Cllr Bailey

It was **agreed** that Cllr's Bailey & Cunningham would take a look at this & circulate a proposal.

Action Cllr's Bailey & Cunningham

124. **Church Street**

-Update from meeting with Graeme Kane - Executive Director Strategy, Delivery & Transformation – 2nd October 2020.

Cllr Bailey **reported** that he and Cllr packer had attended this meeting which had been postponed from March. Whilst Mr Kane acknowledged that the road was in a very poor state of repair, he said that there were worse in the county and that due to budget constraints resurfacing the whole street would not be possible. He explained that a mapping exercise of the whole county has been completed and a computer analysis was being completed to prioritise works, it was not expected that Church Street would be very high on the priority list. It was felt that repairs are not always carried out to a high standard and that clarification be sought about the expected standard.

Action Clerk

Residents are urged to continue to report potholes & street defects via

<https://fixmystreet.northamptonshire.gov.uk>

125. **KF26**

-Letter sent re removal of path from definitive map & statement to Graeme Kane - Executive Director Strategy, Delivery & Transformation 17.9.20.

Email response received 17.9.20.

Following the removal of this footpath from the definitive map (without consultation) the Parish Council had written to NCC asking why this had been done and what legal power had been used to do so. The Council had been informed that this had happened because the path had 'dual status' being registered as both part of the adopted highway (adopted as part of Orchard Way) and also as a public footpath (which allowed access for pedestrians only). The

registration as part of the highway is a 'higher' status so the public footpath definition was removed and, as a consequence, the path was removed from the definitive map. The problem with this is that as it is now considered part of the highway allowing vehicular access which is not satisfactory to the parish. NCC had acknowledged that the path is 'not suitable for public traffic other than pedestrians. We would, therefore, be happy to promote a permanent Traffic Regulation Order restricting public access pedestrian only. The order would be processed entirely at the County Council's expense and as a matter of some priority.'

Following some discussion and advice from DCllr Hollowell it was **agreed** that this be accepted without prejudice and signage for the Station Road end be requested. **Action Clerk**
DCllr Hollowell was thanked most sincerely for his help and guidance with this matter.

126. Speeding

-Report the drain cover in Station Rd to Highways as the noise from this as vehicles travel over it was causing nuisance to residents –
Highways report-5.8.20

Thank you for your enquiry. A works order has been raised and will be completed within 6 months to replace the gully. 21.9.20 Fixed - NOTED

-Investigate the costs of a mobile vehicle activated speed sign (that could be used at various locations) and that also collects data to help monitor the issue. (Approx. cost £2000).
Quote obtained.

The Clerk **reported** that she is awaiting a delivery date for this.

127. Update from Clerk on recent training events attended

21.9.20 Website Accessibility – NCALC (note forwarded with agenda)

The Clerk **reported** that all public bodies are required to adhere to these new regulations. Cllr Cunningham is working with the Clerk and the website provider to ensure the regulations are met. **Action Cllr Cunningham & Clerk**

22.9.20 Community response to the pandemic

Surgery have ended the volunteer prescription service- how to thank volunteers?

The Clerk **reported** that she had attended this virtual meeting hosted by NCALC and attended by NCC to discuss the community response to the pandemic. Parish Councils were thanked for their efforts. She also reported that the prescription delivery service that the council had set-up had been ended by the surgery, it was not known why as schemes continue elsewhere. The 2 volunteers who helped with the service were thanked most sincerely and a token of appreciation will be organised. **Action Clerk**

128. Correspondence Issued

-Resident advised via email re street lighting in Nene Rise – considered adequate.

129. Correspondence Received (in addition to listed above)

-Email 25.9.20 Resident re odours from Anglian water site – Billing

It was **agreed** that Cllr Grubb would raise this at the next liaison meeting and that residents be advised to report directly any issues. **Action Cllr Grubb**

<https://www.northampton.gov.uk/xfp/form/196>

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

Cllr Packer **reported** that the new play area had been opened and was proving very popular. Cllr Cunnington echoed this, but raised the subject of allowing older children into the gated area. This will be discussed at the Village Hall committee meeting. **Action Clerk**

Cllr Cunnington & Cllr Brown **reported** that a caravan had been moved on 30/9/20 without the required notice to residents. Whilst the driver had been more polite than some, it had caused inconvenience so would be raised with the Park Manager. **Action Clerk**

Cllr Brown commented on what a delight the pocket park is but questioned the trench that is rather dangerous & open. This is thought to be part of the works to improve the drainage but DCllr Hollowell agreed to chase this up with the landowner.

Cllr Darby requested that, as previously discussed, SNC be asked why the ‘Cogenhoe Mill holiday’ park had been permitted to remain open during the lockdown period when all other holiday accommodation had been closed. **Action Clerk**

131. Meeting Closed & date of Next Meeting

There being no further business the **meeting closed** at 9.25pm.

Date of next meeting.

Annual Parish Meeting via zoom – Wednesday 28th October 7.30pm

Monday 2nd November 7.30pm –Council Meeting, Village Hall, Cogenhoe
(if face to face meetings are permitted).



Deborah Rush
Parish Clerk 6.10.20

Appendix 1 CWPC Bank reconciliation

| | | | | |
|------------------------------|-------------------|-------------|------------|-------------------|
| Cogenhoe & Whiston PC | | 24.9.20 | | |
| Bank Reconciliation | | | | |
| Total receipts | | | £38,194.14 | |
| less | | | | |
| Total payments | | | £15,962.21 | |
| | | | | £22,231.93 |
| Plus opening balances | | | | £28,897.80 |
| | | | | £51,129.73 |
| Bank accounts | | | | |
| Current AC | | | | £47,350.21 |
| plus | | | | |
| Business Prem AC | | | | £4,762.46 |
| | | | | £52,112.67 |
| Plus credits not yet showing | | | | NIL |
| Less unrepresented cheques | | | | |
| | | | | |
| | D Rush | Wages | £759.60 | |
| DDR | Total Gas & Power | electricity | £114.28 | |
| | HMRC | PAYE | £109.06 | |
| | | | £982.94 | £982.94 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | £51,129.73 |

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 |
| Bus stop signs | £ 312.00 |
| Dog Bins | £ 359.99 |

Balance £ **NIL**

Appendix 2 Village Hopper bank reconciliation

| | | | | |
|------------------------------|-----------|----------------|------------|-------------------|
| Cogenhoe & Whiston PC | | VH | 25.9.20 | |
| Bank Reconciliation | | | | |
| Total receipts | | | £54,472.85 | |
| | | | | |
| Total payments | | | £36,240.47 | £18,232.38 |
| | | | | |
| Plus opening balances | | | | £6,836.07 |
| | | | | £25,068.45 |
| Bank accounts | | | | |
| Current AC | | | | £27,054.97 |
| | | | | |
| Plus credits not yet showing | | | | |
| | | NCC | £2,812.59 | £2,812.59 |
| | | | | |
| 25.9.20 | 442662220 | HMRC | £1,763.52 | |
| 25.9.20 | | Wages | £2,987.59 | |
| 21.9.20 | Tixiom | Ticket machine | £48.00 | |
| | | | £4,799.11 | £4,799.11 |
| | | | | |
| Less unrepresented pymts | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | £25,068.45 |
| | | | | |

Appendix 3 Spending against budget end of Q2 – 30.9.20

| | 20/21 budget | End Q1 30.6.20 | % | End Q2 30.9.20 | % | |
|--------------------|-------------------|-------------------|---------------|-------------------|---------|------------------------|
| Income | | | | | | |
| Precept | £34,750.00 | £17,375.00 | 50% | £34,750.00 | 100% | |
| Mowing Grant | £800.00 | | | | | |
| Total | £35,550.00 | £17,375.00 | 49% | £34,750.00 | 98% | |
| Expenditure | | | | | | |
| Playing Field | £10,000.00 | £4,080.40 | 40.80% | £4,080.40 | 40.80% | |
| Village Main | £1,100.00 | £832.98 | 75.73% | £832.98 | 75.73% | planters & gate repair |
| Grass & Bins | £4,000.00 | £756.84 | 18.92% | £1,291.26 | 32.28% | |
| Clerks salary | £8,420.00 | £2,074.20 | 24.63% | £4,300.95 | 51.08% | |
| Clerk Exp | £750.00 | £149.72 | 19.96% | £215.11 | 28.68% | |
| Audit | £300.00 | | | | | |
| Membership | £900.00 | £824.49 | 91.61% | £915.49 | 101.72% | annual cost |
| Insurance | £1,200.00 | £1,190.27 | 99.19% | £1,190.27 | 99.19% | annual cost |
| Council Exp | £750.00 | £29.29 | 4% | £143.29 | 19.11% | |
| Training | £150.00 | £19.00 | 12.67% | £19.00 | 12.67% | |
| Lights R&M | £750.00 | £126.16 | 16.82% | £126.16 | 16.82% | |
| Elec costs | £2,000.00 | £269.90 | 13.50% | £582.77 | 29.14% | |
| S137 max £8733 | £3,000.00 | | | £500.00 | | |
| Pocket Park | £500.00 | | | £86.90 | | |
| Website | £600.00 | | | | | |
| LG reform | £500.00 | | | | | |
| Defibrillator | £150.00 | | | £68.50 | 45.67% | |
| | £35,070.00 | £10,353.25 | 29.52% | £14,353.08 | | |
| Loan repayment | £2,475.00 | £1,235.78 | 49.93% | £1,235.78 | 49.93% | |
| Total | £37,545.00 | £11,589.03 | 30.87% | £15,588.86 | 41.52% | |

Appendix 4

Terms of Reference Village Hall management Committee

Transfer of Assets

All assets and monies relating to the Trust Premises be transferred to Cogenhoe and Whiston Parish Council, who are already the Custodian Trustee of the Title Deed of the Trust Premises.

1. Committee

The Village Hall Management Committee is constituted as a Standing Committee of Cogenhoe & Whiston Parish Council.

2. Membership

- Four Parish Councillors will be appointed annually at the Annual Council Meeting as voting members including the Chairman or Vice Chairman of Parish Council.
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- Seven further representatives can be co-opted at the Annual Council Meeting from regular users / village organisations and will have full voting rights.
- If a co-opted member resigns from the Committee during the year a new representative shall be appointed at the next appropriate Committee meeting by the regular user or village organisation.
- The quorum of the Committee shall be four Members.
- Full council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).
- All members of the Committee resign at the Annual Council Meeting.

3. Chairman

The Chairman of the Committee will be elected annually by the Committee at the first meeting of the Committee following the Annual (or First) Council Meeting.

4. Voting

Only appointed and co-opted members may vote and participate at a meeting.

Non-member councillors and members of the public may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

5. Declaration of Interests

All Councillors/members must declare interests on agenda items in line with the Code of Conduct as adopted by Cogenhoe & Whiston Parish Council.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 3 working days' notice given, and at least quarterly.

7. Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item.

Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting, these will be replaced with the approved minutes.

9. Meeting Duration

The duration of the Village Hall Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Village Hall Committee Meeting.

10. Funding / Finance

The Committee shall have a remit to commit/spend within the agreed annual budget, as approved by full council as part of their budgeting process, without further reference to the council for expenditure up to £250. Expenditure above this amount must be approved by full council before the expenditure is made (unless for a utility payment or salary cost). The Committee will decide its budget priorities and submit those to the full Council meeting where the budgets and annual precept are decided for approval (draft version November/December). The committee will then take appropriate decisions regarding the spending of the budget and report as necessary to Full Council.

Day to day spending on revenue or emergency items up to a maximum of £500 can be authorised by the Chairman & Clerk and reported to the committee at the next meeting.

Regular payments by standing order / direct debit will be approved at the first meeting of the committee each financial year (to include salary payments).

All financial transactions will be authorised in accordance with the council's financial regulations and be transacted through the designated bank account (Cogenhoe & Whiston Parish Council – Village Hall). Accounting records will be subject to the council's usual internal

control and audit processes (see Cogenhoe & Whiston Parish Council financial regulations).

11. Policies

All council policies including standing orders and financial regulations will apply to this standing committee (unless amended by these terms of reference).

12. Terms of Reference

The Committee will review the Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate full Council meeting.

13. Responsibilities

The Committee will have overall responsibility for the management of the village hall in accordance with legislative requirements, regulations and guidelines.

Appendix 5

Interim budget Village Hall 1.11.20-31.3.21

| Village Hall interim budget 1st November 2020 - 31st March 2021 | | | |
|---|---|----------|--|
| Income | | | |
| Regular Users | £ | 1,000.00 | |
| Pre-school & Tumble Tots | £ | 4,000.00 | |
| Dogs | £ | 2,000.00 | |
| Other regular users | £ | 750.00 | |
| Field use | £ | 150.00 | |
| | | | |
| | £ | 7,900.00 | |
| | | | |
| Expenditure | | | |
| | | | |
| Electricity | £ | 2,050.00 | |
| Cleaning | £ | 1,500.00 | |
| Telephone & Water | £ | 150.00 | |
| Grass | £ | 600.00 | |
| Hall general maintenance | £ | 250.00 | |
| Insurance | £ | 710.00 | |
| Manager (6 hours per week) | | | |
| x £10.50 x 22 weeks | £ | 1,386.00 | |
| pension pymts & NI etc | £ | 500.00 | |
| | | | |
| | £ | 7,146.00 | |
| | | | |