

# **COGENHOE & WHISTON PARISH COUNCIL**

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**Agenda** for the **Full Council Meeting** of Cogenhoe & Whiston Parish Council to be held on **Monday 5<sup>th</sup> September 2022 at Cogenhoe & Whiston Village Hall, York Avenue, Cogenhoe, Northants, NN7 1NB** for the purpose of transacting the following business;

**Members of the public and press are invited to address the Council at its Open Forum from 7.30 – 7.45pm.**

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

**181.22 Open forum**

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

Cllr Goddard, Cllr Holland & Cllr Packer.

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

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

To receive requests for dispensation – requests for dispensation must be made to the Proper Officer in writing.

**184.22 To sign the minutes** of the meeting held on **17<sup>th</sup> August 2022**.

**185.22 Matters arising from previous minutes** (for information only)

-Street doctor updates;

18.3.21 2617389	Road subsidence Roe Farm to Station Rd	18.3.21 Re-opened Some repairs have been carried out but they are very uneven, if you are a passenger in the car you are bounced around as you travel over the patched areas. there are also further areas heading towards Grendon that have the same problem that haven't been repaired - CHASED
3506255	Earls Barton roundabout – potholes / poor road surface	10.5.22 We have raised a works order to repair the defects that you have reported. These works will be undertaken within the next 6 months. On most occasions we are repairing defects of this nature sooner than this target date.
3585895	Bramley Close / Orchard Way	8.6.22 Grit bin damaged
3585915	2 Church Street	10.6.22 Footpath being obscured by vegetation 9.8.22 Unfortunately, action has not been taken by the landowner to rectify this matter. This will now be passed on to the Regulations department for further enforcement.  State changed to: Investigating
11.7.22 3667435	Overgrown hedge Station Rd	11.7.22 Thank you for your enquiry and for bringing this matter to our attention. We understand that you have concerns about the condition of the vegetation. We appreciate your concerns and can confirm the growth is programmed to be cut back, in the next six months, under our maintenance programme. We hope to be able to attend sooner. Please be assured that you will receive an update once repairs are concluded.  Chased 18.8.22
15.6.22 3757540	Overgrown tree Brafield Road (outside bowls club) Tree is overhanging & affecting visibility & catching high sided vehicles.	

-7.7.22 Archways estate agent contacted re hoardings old garage site – no response.

186.22 Police Matters.

**Crime Stats – May 2022 5 crimes**

Crime On or near Mill Lane	Criminal damage and arson (1) Includes damage to buildings and vehicles and deliberate damage by fire.	Under investigation
Crime On or near Manor Farm Court	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 The Piece	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	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 Parking Area (Whiston Rd)	Criminal damage and arson (1) Includes damage to buildings and vehicles and deliberate damage by fire.	Investigation complete; no suspect identified
<b>June 2022 5 Crimes</b>		
Crime On or near Short Lane	Criminal damage and arson (3) Includes damage to buildings and vehicles and deliberate damage by fire.	Under investigation Investigation complete; no suspect identified Investigation complete; no suspect identified
Crime On or near Manor Farm Court	Anti-social behaviour (1) Includes personal, environmental and nuisance anti-social behaviour.	No crime timeline details for anti social behaviour
Crime On or near York Avenue	Public order (1) Includes offences which cause fear, alarm or distress.	Investigation complete; no suspect identified



/ Neighbourhood alert mentions

-Update Cllr Holland, police liaison representative (report attached appendix 4) Virtual Meeting 18.7.22

187.22

To receive **update** from Unitary Councillor

188.22 **Chairman's Report**

189.22 **Development & Planning**

189.22.1 **Applications Received**

**WNC/22/00034/WASFUL –**

Construction of a Motor Control Centre (MCC) Kiosk at Great Billing Water Recycling Station, Lower Ecton Lane, Northampton, NN3 5HQ

**WNS/2022/0524/FUL**

38 Station Road Cogenhoe NN7 1LU

Variation of condition 2 (Plans) to planning permission S/2021/0290/FUL (Demolition of existing dwelling and development of 5 new dwellings, including parking, access and amenities); to add open-fronted car ports to all plots, to allow changes to plot 1, including two dormer windows on rear roof elevation to facilitate accommodation in the roofspace of this dwelling, and a single storey extension to side along with alterations to fenestration.

<https://snc.planning-register.co.uk/Planning/Display/WNS/2022/0524/FUL>

**WNS/2022/1703/NMA**

Land South East Of Garden House Church Street Cogenhoe

Non material amendment to S/2020/2033/FUL (Erection of detached single dwelling and garage) Addition of solar panels to the property

<https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1703/NMA>

## 189.22.2 Applications Determined

### WNS/2021/2198/FUL – Approved with conditions

Land at Short Lane, Cogenhoe

Excavation to form wildlife pond

- A scheme for landscaping the site shall be provided to and approved in writing by the Local Planning Authority.

-All species used in the planting proposals associated with the development shall be native species of UK provenance.

- The wildlife pond hereby permitted shall be for personal use only and shall not be used for any trade, industry or other use whatsoever.

<https://snc.planning-register.co.uk/Planning/Display/WNS/2021/2198/FUL#undefined>

### WNS/2022/0532/FUL – Application withdrawn

38 Station Road Cogenhoe NN7 1LU

Variation of condition 2 (Plans) to planning permission S/2021/0290/FUL (Demolition of existing dwelling and development of 5 new dwellings, including parking, access and amenities) Addition of garages plots 1-5

## 190.22 Financial matters

### 190.22.1 Income Received

28.6.22		From VHop		Credit card	£	88.68
30.6.22				interest	£	20.52
1.7.22		Jubilee	30	sale of mugs	£	19.00
1.7.22		Jubilee	30	tombola less prosecco	£	145.05
1.7.22		Jubilee	30	stall donations	£	364.00
1.7.22		Cinema	31	tickets	£	15.00
8.7.22		WNC		mowing grant	£	765.59
10.8.22		From Vhall		credit card	£	225.99
10.8.22		From Vhall		credit card	£	150.27
22.8.22		St Peters Church		Jubilee donation	£	30.00
25.8.22		St Marys		Ukrainian language	£	150.00
					£	1,974.10

## 190.22.2 Expenditure

Payment schedule 5.9.22						
Parish Council					VAT	Payable under power
1.7.22	DDR		Lloyds bank	credit card	£605.56	£46.00
28.6.22	DDR		Total Energies	electricity	£153.49	£7.31
29.6.22		189158536	M Startin	rosettes jubilee	£30.00	
29.6.22		906278521	NCALC	membership	£995.68	£74.00
4.7.22		940781518	A E Carr	Jubilee DJ	£100.00	
4.7.22		693256433	Npton Transport heritage	Jubilee donation	£30.00	
14.7.22		164550027	NNC	Grass cutting	£266.90	£44.48
16.7.22		729586751	S Hopkins	cinema	£100.00	
16.7.22		855759048	Northants Village Cinema	subscription	£15.00	
26.7.22	DDR		Total Energies	electricity	£138.46	£6.60
29.7.22				wages	£658.30	
29.7.22				wages	£169.00	
29.7.22		486797205	HMRC	PAYE	£139.79	
29.7.22		40685661	FPA	payroll services July	£25.00	
1.8.22		74966678	FPA	payroll services June	£25.00	
1.8.22		62420548	Simon Hopkins	cinema	£200.00	
1.8.22			Lloyds bank	credit card	£362.16	£8.32
15.8.22		639457516	M Adams	language classes	£150.00	
22.8.22		686902954	Signs & Graphics	PP QR code signs	£192.00	£32.00
26.8.22				wages	£658.48	
26.8.22				wages	£169.00	
26.8.22		183735000	HMRC	PAYE	£139.59	
26.8.22		17441666	FPA	payroll services August	£25.00	
31.8.22	DDR		Total Energies	electricity	£140.53	£6.69
5.9.22			D Rush	expenses Youth event	£16.00	
					£5,504.94	

The balance in the Current Account stands at £18,372.21 (assuming all cheques presented).

The balance in the Business premium account stands at £19,797.33

Of which

CIL monies £713.88

Clock fund £429.91

Jubilee Tree £100 is earmarked.

See appendix 3 for credit card expenditure

### 190.22.3 Income Received – Village Hopper

29.6.22	Sum up contactless payments	£231.26
29.6.22	BRG balancing recon 2	£1,300.00
7.7.22	refund deposit LCCH Ltd	£272.68
8.7.22	Cash fares June	£561.29
8.7.22	Sum up contactless payments	£181.71
11.7.22	WNC Finance concessionary	£5,512.99
13.7.22	Sum up contactless payments	£234.57
19.7.22	Sum up contactless payments	£142.17
26.7.22	Grant Ukrainian Transport 100	£500.00
26.7.22	Sum up contactless payments	£173.98
26.7.22	St Marys Ukrainian Travel	£200.00
3.8.22	Sum up contactless payments	£256.67
8.8.22	Cash fares July	£467.01
9.8.22	Sum up contactless payments	£200.97
12.8.22	Reimbursement Ukrainian travel WNC	£162.50
17.8.22	Sum Up contactless payments	£232.41
23.8.22	Sum Up contactless payments	£7.27
		£10,637.48

### 190.22.4 Expenditure – Village Hopper

Vhopper	5.9.22	Chq No	Payee	Details	Amount	VAT	
1.7.22		DDR	Premium credit	Insurance	£92.54		Localism Act 2011 ss1-8
3.7.22			Knight Services	uniform embroidery	£12.00		Localism Act 2011 ss1-8
13.7.22		DDR	Fuel genie	Fuel Card	£1,460.93	£243.48	Localism Act 2011 ss1-8
20.7.22		100969930	Dawson Group	lease	£1,042.86	£173.81	Localism Act 2011 ss1-8
23.7.22		STO	Tixiom	ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
29.7.22				wages	£3,156.85		Localism Act 2011 ss1-8
29.7.22		510921761	HMRC	PAYE	£521.22		Localism Act 2011 ss1-8
29.7.22		DDR	NEST	pension pymts	£256.73		Localism Act 2011 ss1-8
4.8.22		782802218	Signs & Graphics	bus livery	£96.00	£16.00	Localism Act 2011 ss1-8
15.8.22		DDR	Fuel genie	Fuel Card	£1,626.34	£271.04	Localism Act 2011 ss1-8
15.8.22		614571128	Dawson group	lease	£1,042.86	£173.81	Localism Act 2011 ss1-8
23.8.22		STO	Tixiom	ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
26.8.22				wages	£2,936.35		Localism Act 2011 ss1-8
26.8.22		193277676	HMRC	PAYE	£441.82		Localism Act 2011 ss1-8
26.8.22		DDR	NEST	pension pymts	£239.93		Localism Act 2011 ss1-8
31.8.22		TFR	PC re credit card	sum up machine	£22.80	£3.80	Localism Act 2011 ss1-8
					£13,045.23		

The balance in the Current Account stands at £26,763.47 (assuming all cheques presented).

### 190.22.5 Village Hall (for info)

For income, expenditure, payments and bank reconciliation see draft minutes 17.8.22  
<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/village-hall-committee-meeting-17th-august-2022-draft-minutes.pdf?v=1661272342>

190.22.6 To **approve bank reconciliation** Parish Council (appendix 1)

190.22.7 To **approve bank reconciliation** - Village Hopper (appendix 2)

190.22.8 **Community Infrastructure Levy (CIL) report**

To **approve** Regulation 62A Monitoring report for ye 31/3/22 (Appendix 5)

190.22.9 **Other finance matters**

-To **receive** Jubilee Income & expenditure account (Appendix 6)

-To **approve** expenditure for spring bulbs for area around the village sign max. £200

191.22 **Village Hall & playing Fields Update**

Draft Minutes from meeting held on 17<sup>th</sup> August 2022

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/village-hall-committee-meeting-17th-august-2022-draft-minutes.pdf?v=1661272342>

Next meeting 26.10.22

192.22 **Pocket Park Committee**

Draft Minutes from the meeting held on the 18<sup>th</sup> July 2022

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/18th-july-2022-minutes-draft.pdf?v=1658828139>

Next meeting

Monday 26<sup>th</sup> September 2022

-Update Cllr Cunnington

BASC day 15.10.22

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

-To receive usage figures for July & August.

194.22 **Community Orchard**

-Free Queen's Green Canopy plaque received from WNC.

-Data form submitted to WNC re trees planted.



### 195.22 Community Outreach

-Suggestion of ‘Welcome to Village’ pack for new residents.

Quote received and example mocked up.

£115 for 150 presentation folders (oversized A5).

### 196.22 Village Hopper

-6 monthly report circulated to other parishes.

-£200 grant being sent by Wollaston PC.

-New combined ticket & card machine received and in use

-Reconciliation Recon 1 received from Department of Transport, overpaid by £11,500, monies must be repaid.

-To consider one-off payment to drivers to support cost of living increase.

-Letter received from Dept of Transport, BRG being extended until end of financial year.

### 197.22 Policy review

Policy review 2022	Read	Review
Press & media	Jeff	Roger
Complaints / comments	Jon	Elizabeth
Disciplinary	Roger	Jez
Equal Opps	Tessa	Jean
Grants	Chris	Gina
Grievance	Elizabeth	Jeff
Internet use & email	Jez	Malcolm
Health & safety	Malcolm	Jon
Members allowance	Jean	Jim
Recruitment of ex-offenders	Gina	Chris
Community Infrastructure levy	Jim	Tessa
Safeguarding Policy	Jon	Elizabeth
Volunteers Policy	Jez	Jim

-To receive comments from councillor’s on policies reviewed.

### 198.22 Correspondence Received (in addition to listed above)

3.8.22 Confirmation of Public Footpath KF4 (Part) in the Parish of Cogenhoe & Whiston - Minerals Diversion Order 2022

9.8.22 Confirmation from Gigaclear of invites to online event (8.9.22) being issued

12.8.22 Copy letter L Howes re odour

### **23.8.22 WNC DRAFT PUBLIC SPACES PROTECTION ORDER (PSPO) - RESPONSIBLE OWNERSHIP OF DOGS AND PROHIBITION OF SMOKING IN CERTAIN PLACES**

<https://www.westnorthants.gov.uk/community-safety-and-emergencies/public-spaces-protection-orders-pspos>

The Draft Order will be taken to the next Cabinet meeting, 13th September 2022 where it's recommended that Members approve the Draft Order and that it is implemented across the former administrative areas of Daventry District and South Northants.

### **NCALC 75th Annual Conference Invitation**

Saturday 1 October 2022 at Kettering Conference Centre in Kettering with business starting at 10:00 a.m. and ending at 3:30 p.m. Can send 2 delegates

### **24.8.22 Option to opt out of the SAAA central external auditor appointment arrangements**

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

Letter CPRE renewal £36.00, do we want to renew?

### **30.8.22 email WNC**

The number of West Northamptonshire unitary councillors is set to change from 93 to 77 at the next local elections in 2025 under proposals announced today by The Local Government Boundary Commission for England (LGBCE). The recommendation by the Commission signals the end of the first stage of a planned review of electoral arrangements for West Northamptonshire Council, with residents now encouraged to get involved in the next phase by having their say on how the authority's voter wards should be shaped around the proposed new number of councillors.

The LGBCE launches its public consultation today and will start with a 'blank map' of the West Northamptonshire Council area, asking people to give their views on how the electoral wards should be drawn up.

<https://consultation.lgbce.org.uk/node/36573>

**199.22 Correspondence issued**

None


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

**201.22 Meeting Closed & date of Next Meeting**

Pocket Park Committee Monday 26<sup>th</sup> September

Full Council Monday 3<sup>rd</sup> October

Village Hall Committee Wednesday 26<sup>th</sup> October



Deborah Rush

Parish Clerk 30.8.22

## Appendix 1

Cogenhoe & Whiston PC		26.8.22		
Bank Reconciliation				
Total receipts				£19,443.92
less				
Total payments				£16,024.86
				<b>£3,419.06</b>
Plus opening balances				£28,175.15
				<b>£31,594.21</b>
Bank accounts				
Current AC				£11,796.88
plus				
Business Prem AC				£19,797.33
				£31,594.21
Plus credits not yet showing				
Less unrepresented cheques				
				<b>£31,594.21</b>

## Appendix 2

Cogenhoe & Whiston PC	Village Hopper	26.8.22		
Bank Reconciliation				
Total receipts				£32,931.25
Total payments				£40,418.34
Plus opening balances				£34,273.36
				<b>£26,786.27</b>
Bank accounts				
Current AC				£26,786.27
Plus credits not yet showing				
Less unrepresented pymts				
				<b>£26,786.27</b>

### Appendix 3

May-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
16.5.22	Mobile Phone	£15.59							
18.5.22	Robot pads						£18.14	£3.62	346685659
18.5.22	Jubilee sports bottles	£230.00	£46.00						580248244
23.5.22	Jubilee printing	£68.29							171012458
10.6.22	Bin bags & toilet rolls						£30.83	£6.17	887320890
10.6.22	Mop heads						£8.32	£1.67	167079733
11.6.22	Mop bucket						£7.49	£1.50	117893290
11.6.22	Dustpan & Mop heads						£29.26	£5.87	167079733
13.6.22	Chair feet						£50.11	£10.02	19330078
15.6.22	Roller blind						£44.16	£8.83	311015965
15.6.22	Monthly fee	£3.00							
17.6.22	Mobile phone	£16.69							
		£333.57	£46.00				£188.31	£37.68	£605.56

Jun-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
28.6.22	Storage boxes						£18.49		
28.6.22	Printer paper	£29.16	£5.83						727255821
4.7.22	scissors for Storytime	£9.14	£1.84						128535409
4.7.22	Blue rolls						£13.96	£2.79	136115442
4.7.22	paper for storytime	£3.24	£0.65						270281519
4.7.22	Replacment sum up machine			£19.00	£3.80				157993061
4.7.22	Bin keys						£13.99	£2.80	155847044
7.7.22	Lawn mower						£183.32	£36.66	408556737
15.7.22	Mobile phone	£14.49							
18.7.22	Monthly fee	£3.00							
		£59.03	£8.32	£19.00	£3.80		£229.76	£42.25	£362.16

## Appendix 4

Virtual Liaison Representatives' Meeting

Monday, 18 July 2022

Police/Fire Commissioner chaired the meeting

Rav Jones of "Off the Streets NN" gave a presentation, regarding the awareness of installation of Bleed Cabinets/kits in community spaces throughout the county.

"Off the Streets" is a voluntary group formed following the death of Dylan Holliday in Wellingborough last year. The Bleed Cabinets contain equipment designed to stop heavy loss of blood. The boxes are similar to the defibrillator equipment and currently cost £600. Fitting is done by Rav and colleagues at no extra cost. The Off the Street group has raised in excess of £25000 to support the project. It was stressed the kit could be used for any blood injury, not specifically just for knife crime.

The Commissioner and Chief Constable, Nick Adderley both praised the work being undertaken by the volunteers and recommended purchasing the equipment.

Chief Constable Nick Adderley again outlined his objectives for the forthcoming year:

Drugs harm

Violence against women and girls

Serious and organized crime

Serious violence

There was then a presentation by Chief Inspector, Nathan Murray on police action to impact on drugs harm. He outlined specific targeting during the past week in furtherance of the objective and how drugs can impact and influence other crime, referring to recent local cases.

The next presentation was by Chief Inspector, Nicki Deakes, , highlighting actions which had been taken in support of prevention of violence against women and girls. This included reference to volunteers in towns during evenings and volunteer support people seeking to help women in difficulties whilst on an evening out.

There will be further presentations on the other objectives at a later date.

The Commissioner referred to the appointment of a new Fire Officer for the County, Mark Jones, whose previous post was in south Australia.

**Observation on the bleed cabinets: whilst these are probably more appropriate in an urban area or location where serious violent crime may occur, I am sure there might be occasions when injury could occur at playing fields. For that reason I think it may be of value to have a box installed next to the defibrillator box at the village hall. Perhaps this could be discussed at the next meeting.**

## Appendix 5

### Regulation 62A Monitoring Report for Parish and Town Councils

#### Council – Cogenhoe & Whiston Parish Council

Regulation 62A Reference	Description	Response
2(a)	Total CIL receipts for the reported year	£4208.70
2(b)	Total CIL expenditure for the reported year	£3978.74
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	Grit Bin £139.60 Benches & Fixings £1669 Noticeboard Pocket park £1173.14 Tree Orchard £997.00
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	NIL
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£2382.88
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	NIL

## Appendix 6

<b>Jubilee 2022</b>				
<b>Income</b>				
		C/F Party in the park		£ 413.00
		Residents	Jubilee donation	£ 80.00
		S Hollowell	Jubilee donation	£ 400.00
		Jubilee	sale of mugs	£ 19.00
		Jubilee	tombola less prosecco	£ 145.05
		Jubilee	stall donations	£ 364.00
		St Peters Church	Jubilee donation	£ 30.00
			Mugs sold	£ 35.00
			Party in the park events	£ 34.50
				£ 1,520.55
<b>Expenditure</b>				
			Walkie Talkies	£ 45.82
		K A Harvey	Jubilee entertainment	£ 100.00
			Jubilee sports bottles	£ 230.00
			Jubilee printing	£ 68.29
		Northants Search & Rescue	first aid Jubilee	£ 250.00
			posters & banners	£ 150.15
			road closure signs	£ 68.00
			mugs	£ 165.60
			rosettes	£ 30.00
			DJ	£ 100.00
			Npton Transport	£ 30.00
				£ 1,237.86
				£ 282.69