

# **COGENHOE & WHISTON PARISH COUNCIL**

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

**Minutes of the Council Meeting of Cogenhoe & Whiston Parish Council held on Monday 6<sup>th</sup> April 2020 via video conference call.**

## **228. Open forum**

-No members of the press or public joined the meeting.

## **229. To receive and accept apologies for absence.**

None

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

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

None

## **231. To sign the minutes of the meeting held on 3<sup>rd</sup> March 2020.**

The minutes of the meeting held on 3<sup>rd</sup> March 2020 will be signed at a later date but were agreed as a true and accurate record by all councillors.

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

-Street doctor updates.

6.2.19 964438 Reopened 1816254	<ul style="list-style-type: none"><li>• Problem: Roads</li><li>• Description: Highway Condition</li><li>• Street/Town: Whiston Road, Cogenhoe And Whiston</li><li>• Location: access road, Whiston Rd</li></ul>	8.2.19 Works ticket has been raised and will be completed within 2 months.  COMPLETED
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	<ul style="list-style-type: none"> <li>• Details: Road surface is in very poor condition; it is used for access for transport for adults with learning / physical disabilities / wheelchairs etc</li> </ul>	
11.2.19 964852	<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>	18.2.19 Tree report will be undertaken by an Arboriculturist, any recommendations will be added to tree works programme. Referred to Jayne Hawtin.
15.3.19 967386	<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 is parked with wheels on pavement which they usually are because of width of road.</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. COMPLETED
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
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	28.10.19 The site has been visited and an inspection has identified that the vegetation is privately owned. The owner/occupier has been contacted and requested to cut back overhanging vegetation

		within 14 days. A re-visit will be undertaken after 14 days to ensure this has work been carried out. 23.1.20 This report has been assessed and a job for repair has been raised. Action scheduled
9.1.20 1928712	Footpath from opposite Cottons Farmhouse to corner is overgrown	21.1.20 Thank you for your enquiry. A works ticket will be issued to undertake the necessary works. This will be undertaken within the next 6 months. 24.1.20 This report has been assessed and a job for repair has been raised. Action scheduled. FIXED

-Update from Clerk on eroded grass verges - verge has been cut back, quote awaited from Highways re cost of putting in a kerb - NOTED

-W Adams asked to move the info lectern – completed - NOTED

-Fly-tipping along Brafield Road reported to SNC - NOTED

-Meeting to discuss potholes Church Street postponed - NOTED

### 233. Police Matters.

Crime Stats January 2020 1 crime

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	Under investigation
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4.3.20

Burglary – Whiston

There has been a report of a burglary to an outbuilding on Denton Road, Whiston. A white transit van with 2 male passengers was seen in the area at the time of the burglary.

This happened between 1:30pm - 8:00pm on Monday 2nd March 2020.

### 234. To receive reports from County & District Councillors

DCllr Steven Hollowell had circulated some notes prior to the meeting which mostly clarified information already received about the Covid-19 pandemic. It had also confirmed that although there is some staff sickness at SNC the waste collection services are operating as normal. Bulky waste collections have been suspended. He was pleased to see the way that the

Street Champions Scheme was set-up so quickly and it appears that resident's needs are being met.

### 235. Chairman's Report

Council's response to Covid-19 pandemic including Street Champions & prescription delivery schemes (scheme registration number V0186795453).

The Chairman **reported** that some 30 volunteers had come forward to help with this scheme and it appeared to be working well with resident's needs being met and the majority of issues being addressed as required. The prescription collection service was also working well.

### 236. Development & Planning

#### 236.1 Application Received

Application No. S/2020/0451/FUL

Proposal Installation and covering of a water culvert (12 metres in length). Retrospective. Location Cogenhoe Mill Caravan Site Mill Lane Cogenhoe NN7 1NA

It was **proposed** and **resolved** that Cogenhoe & Whiston Parish Council make the following comments to this planning application-

The Parish Council does not object to the installation of the culvert but is concerned whether the materials used to cover / infill the ditch are appropriate for a water course and also about the levels of 'general rubbish' surrounding the ditch. The Parish Council would question whether this is appropriate as it may introduce rubbish to the watercourse?

(comments acknowledged 8.4.20)

#### 236.2 Applications Determined

App No.

S/2020/0012/TPO 35A Station Road Cogenhoe NN7 1LT -NOTED

Application Type

Tree Preservation Order Consent

Proposal: Reduced in height and spread 3no. lime trees to

Previous pruning points, (at 6m), to create a structural

Pollard.

Application No: S/2020/0130/TPO 4 Bramley Close Cogenhoe NN7 1LY – CONSENT GIVEN - NOTED

Works to TPO tree (07/1986) 1no. Scots Pine, (middle tree of 3no.) remove/shorten lower branch.

## 237. Financial matters

### 237.1 Income - None

### 237.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
27.3.20	24669903	D Rush	Salary	£614.42		Localism Act 2011 ss1-8
27.3.20	DDR	Total Gas & Power	Electricity	£183.50	£30.58	Localism Act 2011 ss1-8
27.3.20	69818825	Aylesbury Mains	Lamp repairs	£99.00	£16.50	Localism Act 2011 ss1-8
27.3.20	329513393	D Rush	Expenses	£40.83		Localism Act 2011 ss1-8
31.3.20	703251324	HMRC	PAYE	£33.33		Localism Act 2011 ss1-8

The balance in the Current Account stands at £8861.05 (assuming all cheques presented).

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

### 237.3 Income Received – Village Hopper £6,406.20

09.03.20	w/c 24/2/20	£339.57
09.03.20	SNC Grant	£59.72
18.03.20	SNC Grant	£619.94
18.03.20	NCC	£2,869.77
09.03.20	VAT	£451.93
13.03.20	w/c 2/3/20	£336.82
18.03.20	w/c 9/3/20	£443.78
17.03.20	BOGS	£709.55
18.03.20	Donations	£208.94
	VAT	£366.18

### 237.4 Expenditure – Village Hopper

Date	Chq No	Payee	Details	Amount	VAT	Payable under power
2.3.20	DDR	Premium Credit	Insurance	£86.53		Localism Act 2011 ss1-8
15.3.20	DDR	Fuel Genie	Fuel Card	£1,207.26	£201.21	Localism Act 2011 ss1-8
17.3.20	DDR	Arval	Lease	£941.82	£156.97	Localism Act 2011 ss1-8
21.3.20	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
27.3.20			Wages	£3,439.06		Localism Act 2011 ss1-8
30.3.20	899519905	HMRC	PAYE	£2,367.68		Localism Act 2011 ss1-8
	DDR	Nest	Pensions	£276.62		Localism Act 2011 ss1-8
28.3.20	4669188	D Rush	Expenses	£47.56		Localism Act 2011 ss1-8

The balance in the Current Account stands at £3,636.42 (assuming all cheques presented).

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

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

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

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

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

237.7 To **approve** spending against budget end Q4 (appendix 3)

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

237.8 To **approve** loan from PC to Village Hopper in lieu of wages grant to ensure staff are paid on time for April 2020 if bus service is suspended. Approx. cost £3000

It was **proposed** and **resolved** that this be **approved (if required)**

237.9 To **ratify** virement to budget of £500 from unspent pocket park budget 2019/20 to Coronavirus Emergency fund (suggested by email prior to meeting) to cover expenses/emergencies of running village Street Champions Scheme.

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

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

-To receive usage figures for March

Cllr Cunnington **reported** that there had been 4659 visits to the website in March.

### 239. **Village Hopper**

Updated from Clerk / Chairman

The Chairman **reported** that the Village Hopper was now running to its Saturday timetable each day as the W8 contractor had suspended its service. This had meant that key workers / residents had no way of getting to work / shops from Wollaston & Bozeat. Passenger numbers had fallen by 2/3<sup>rd</sup>'s but a grant of £3000 had been obtained from the Coronavirus Response and Recovery Fund which would keep the service running until the end of April. NCC had now also confirmed that they would pay concessionary fare reimbursement at an average rate of the last 3 months regardless of the passenger numbers. Details were also awaited about a government Covid-19 scheme to support the bus sector. The government is very much wanting the service to continue (but with expected reduced numbers to ensure social distancing) so that key workers can get to work, and residents can access shops etc. The drivers have been given additional hand sanitiser / cleaning products etc to ensure they can keep the bus clean and themselves safe.

### 240. **Correspondence Issued**

mail – Gary Kane re pothole repairs Church Street

### 241. **Correspondence Received (in addition to listed above)**

None

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

-Some discussion took place about the Caravan Park still being open in light of government advice on closure of holiday accommodation. However, it was agreed that this was a licensing issue not a Parish Council one and that reasons for this being permitted would be sought after the current pandemic situation was over.

Cllr Brown **reported** that the bridleway sign towards Whiston was facing in the wrong direction, he had tried to correct it but couldn't move the sign. He agreed to forward a photograph so that it could be reported. **Action Cllr Brown**

Cllr Grubb expressed concern that many of the street doctor reports had not been completed within the agreed time scales. This would be raised with Gary Kane from Highways when the postponed meeting could be rearranged.

It was **agreed** that the **Annual Parish Meeting** that was due to take place on the 22nd April 2020 would be **postponed**. Further guidance was expected from NCALC re timings for this to meet statutory requirements.

**243. Meeting Closed & date of Next Meeting**

There being no further business the **meeting closed at 8.25pm**

**Monday 4<sup>th</sup> May (Annual Council Meeting) 2020, 7.30pm – Cogenhoe & Whiston Village Hall  
(it is expected that this will take place by video conference call)**



**Deborah Rush**

**Parish Clerk**

**7.4.2020**

## Appendix 1

Cogenhoe & Whiston PC		26.3.20		
Bank Reconciliation				
Total receipts			£36,036.83	
less				
Total payments			£35,326.11	
				£710.72
Plus opening balances				£28,185.10
				<b>£28,895.82</b>
Bank accounts				
Current AC				£9,832.13
plus				
Business Prem AC				£20,034.77
				£29,866.90
Plus credits not yet showing				
Less unrepresented cheques				
	D Rush	Salary	£614.42	
	Total Gas & Power	Electricity	£183.50	
	Aylesbury Mains	Lamp repairs	£99.00	
	D Rush	Expenses	£40.83	
	HMRC	PAYE	£33.33	
			£971.08	£971.08
				<b>£28,895.82</b>

(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

Balance                                 £   359.99

**Appendix 2**

Cogenhoe & Whiston PC		VH		26.3.20
Bank Reconciliation				
Total receipts			£66,998.25	
Total payments			£78,766.72	-£11,768.47
Plus opening balances				£15,404.89
				<b>£3,636.42</b>
Bank accounts				
Current AC				£9,124.54
Plus credits not yet showing				
		VAT	£366.18	
			£366.18	£366.18
Less unrepresented pymts				
		Wages	£3,439.06	
	HMRC	PAYE	£2,367.68	
	D Rush	Expenses	£47.56	
			£5,854.30	£5,854.30
				<b>£3,636.42</b>

### Appendix 3 Spending against budget end Q4

	19/20 budget	End Q1 30.6.19	%	End Q2 29.9.19	%	End Q3 31.12.19	%	End Q4 31.3.20	%
<b>Income</b>									
Precept	£24,000.00	£12,000.00	50%	£12,000.00	50%	£24,000.00	100%	£24,000.00	100.00%
Mowing Grant	£800.00							£765.59	95.70%
<b>Total</b>	<b>£24,800.00</b>	<b>£12,000.00</b>	<b>48%</b>	<b>£12,000.00</b>	<b>48%</b>	<b>£24,000.00</b>	<b>96.77%</b>	<b>£24,765.59</b>	<b>99.86%</b>
<b>Expenditure</b>									
Village Main	£1,100.00	£661.00	60.09%	£661.00	60.09%	£661.00	60.09%	£661.00	60.09%
Grass & Bins	£4,000.00	£756.84	18.92%	£1,958.52	48.96%	£2,961.78	74.04%	£3,496.20	87.41%
Clerks salary	£7,692.00	£1,251.06	16.26%	£3,753.18	48.79%	£5,629.28	73.18%	£7,505.87	97.58%
Clerk Exp	£750.00	£205.32	27.38%	£280.32	37.38%	£556.45	74.19%	£737.38	98.32%
Audit	£300.00	NIL		£300.00	100.00%	£300.00	100.00%	£300.00	100.00%
Memberships	£900.00	£795.69	88.41%	£830.69	92.30%	£830.69	92.30%	£931.19	103.47%
Insurance	£1,250.00	£1,194.19	95.54%	£1,194.19	96%	£1,194.19	95.54%	£1,194.19	95.54%
Council Exp	£1,250.00	£110.25	9%	£176.25	14.10%	£512.55	41.00%	£1,329.46	106.36%
Training	£175.00	£30.00	17.14%	£30.00	17.14%	£30.00	17.14%	£30.00	17.14%
Lights R&M	£500.00	NIL		£123.80	24.76%	£692.30	138.46%	£1,083.40	216.68%
Elec costs	£2,000.00	£233.31	11.67%	£233.31	11.67%	£233.31	11.67%	£524.57	26.23%
S137 max £8733	£3,000.00	NIL		£400.00	13.33%	£570.00	19.00%	£570.00	19.00%
Pocket Park	£750.00	£50.00	7%	£115.00	15.33%	£115.00	15.33%	£115.00	15.33%
Website	£575.00			£50.00	8.70%	£50.00	8.70%	£635.00	110.43%
LG reform	£500.00	NIL		NIL		NIL		NIL	
Defibrillator				£155.50		£155.50		£155.50	
<b>Total</b>	<b>£24,742.00</b>	<b>£5,287.66</b>	<b>21.37%</b>	<b>£10,261.76</b>	<b>41.48%</b>	<b>£14,492.05</b>	<b>58.57%</b>	<b>£19,268.76</b>	<b>77.88%</b>
Amenities		£4,356.58		£4,356.58		£4,691.58		£4,795.15	
Loan repayment		£1,235.77		£1,235.77		£2,471.55		£2,471.55	
Bus shelter CIL		£4,000.00		£4,000.00		£4,000.00		£4,000.00	
Info lectern								£1,269.75	
Bus stop signs								£260.00	
<b>Total</b>		<b>£14,880.01</b>		<b>£19,854.11</b>		<b>£25,655.18</b>		<b>£32,065.21</b>	