

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
(01933) 663918

Email; clerk.cogenhoeandwhistonpc@gmail.com

To members of the Council:

You are hereby summoned to attend the **Council Meeting** of Cogenhoe & Whiston Parish Council to be held on **Monday 7th November 2016 at 7.30pm** in **The Village Hall, York Avenue, Cogenhoe, 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.

A G E N D A

112. **Open forum**

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

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

115. **To sign the minutes** of the meeting held on **Monday 3rd October 2016.**

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

-Street doctor updates;

28/1/16 764685	Station Rd / York Avenue	Problem: Sign Description: Damaged/Missing Street/Town: Station Road, Cogenhoe And Whiston Location: t-junction with York Avenue/Station Rd Details: Fingerpost pointing to Brafield is missing Easting: 482897.18365766
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		<p>Northing: 260640.43029795</p> <p>The report has been updated with the following information - Under Investigation: to be inspected.. Referred to Trevor Gray. Work Instructed: works instructed and will be undertaken within 3 months.. Referred to Trevor Gray. 17/5/16 Referred to Trevor Gray.</p>
3/2/16 765200	Whiston Rd	<p>Problem Details</p> <p>Problem: Drains</p> <p>Description: Blocked/Damaged</p> <p>Street/Town: Whiston Road,Cogenhoe And Whiston</p> <p>Location: Whiston Road, Cogenhoe (where the stream goes under the road)</p> <p>Details: The culverts that carry the water under the road are cracked/damaged with the potential for flooding</p> <p>Easting: 483433.74615766</p> <p>Northing: 260612.24279795</p> <p>Under Investigation. Referred to Trevor Gray.</p> <p>No problem identified</p> <p>No Action Necessary.. Referred to Ray Price.</p> <p>Resolved. Scheme for repair in 2016/17 business plan. Referred to Ray Price.</p>
13/3/16 769415	Station Rd/Short Lane	<p>Problem: Kerbs</p> <p>Description: Dropped Kerb Request - Public</p> <p>Street/Town: Station Road,Cogenhoe And Whiston</p> <p>Location: Junction with Station Rd / Short Lane</p> <p>Details: A resident in a wheelchair has asked if a dropped kerb could be installed at the end of this footpath so that he can access the pub. At present he has to complete his journey from the current dropped kerb further back on Station RD, on the road which is very busy.</p>

<p>19/5/16 802741</p>	<p>Whiston – Denton Rd</p> <p>Puddles forming after rainfall, drains not capturing water.</p>	<p>inspected 23/05/16, to be inspected during rainfall.. Referred to Trevor Gray. Call closed 23/5/16 Re-opened 21/7/16 The report has been updated with the following information - inspected 23/05/16, to be inspected during rainfall.. Referred to Trevor Gray. The report has been updated with the following information - Under Investigation. Referred to Trevor Gray.</p>
<p>8/6/16 804354</p>	<p>Problem: Sign</p> <p>Description: Obscured by vegetation</p> <p>Street/Town: Station Road, Little Houghton Station Road, Little Houghton</p> <p>Location: Western end of Station Rd, junction</p> <p>Details: The hedge has been cut back but not around the sign which mean it is now obscured.</p>	<p>Work Instructed: works instructed and will be undertaken within 4 months.. Referred to Trevor Gray.</p>
<p>8/6/16 812647</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes • Town/Village: Cogenhoe • Location: Outside No 7 Mill Lane, Cogenhoe • Details: large pothole, approx 2 ft long. 	<p>10/6/16 Work Instructed: works instructed and will be undertaken within 4 months.. Referred to Trevor Gray.</p>
<p>21/6/16 816885</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes • Street/Town: Corn Kiln Close, Cogenhoe And Whiston • Location: outside number 2 Corn Kiln close • Details: Large pot hole making it difficult to turn onto St Peter's Way from Corn Kiln Close 	<p>22-JUN-2016 12:29 inspected 22/06/16, currently defects do not meet ncc intervention level, will monitor through highway safety inspections.. Referred to Trevor Gray.</p>
<p>21/6/16 817062</p>	<p>Problem: Drains</p> <p>Description: Blocked/Damaged</p> <p>Street/Town: York Avenue, Cogenhoe And Whiston</p>	<p>24/6/16 Work Instructed: system will be jetted at next cyclic visit</p>

	<p>Location: Between Village hall & Cogenhoe Primary School, York Avenue, Cogenhoe</p> <p>Details: Storm drain appears to be blocked which causes footpath to be flooded when there is heavy rain</p>											
20/7/16 823786	<p>Problem: Footway/Footpath</p> <ul style="list-style-type: none"> • Description: Obstruction • Street/Town: Main Street,Cogenhoe And Whiston • Location: Footpath on Main Street • Whiston • Details: Vegetation is making it impossible for wheelchair / mobility scooters to use the footpath. 	Under Investigation. Referred to Jayne Hawtin. Action/Remarks changed to 'letter sent'. letter has been sent to householder. A re-visit will be undertaken 30 days after receipt of letter. Referred to Jayne Hawtin.										
26/7/16 824359	<ul style="list-style-type: none"> • Problem: Footway/Footpath • Description: Damaged/Cracked • Street/Town: Cogenhoe And Whiston • Location: Footpath KF 2 which runs in front of 3 & 5 Mill Lane, Cogenhoe • Details: The footpath is broken & subsided in parts (public right of way KF2). This is affecting the drainage, during recent rainfall a flow of water ran down the side of No 3 Mill Lane which has now also damaged the driveway of No 5. Poor drainage may have caused damage to footpath or poor drainage caused by surface of footpath? • 	<table border="1"> <tr> <td>27-JUL-2016 08:33</td> <td>Now Referred to Trevor Gray.</td> </tr> <tr> <td>28-JUL-2016 06:13</td> <td>Now Referred to Colin Wicks.</td> </tr> <tr> <td>28-JUL-2016 07:54</td> <td>Now Referred to Nick Wedgbrow.</td> </tr> <tr> <td>28-JUL-2016 12:50</td> <td>Under Investigation. Referred to Nick Wedgbrow. Type changed to PASS. Class changed to ROW.</td> </tr> <tr> <td>04-AUG-2016 15:17</td> <td>Anglian Water issue advise to contact them direct.. Referred to Nick Wedgbrow.</td> </tr> </table>	27-JUL-2016 08:33	Now Referred to Trevor Gray.	28-JUL-2016 06:13	Now Referred to Colin Wicks.	28-JUL-2016 07:54	Now Referred to Nick Wedgbrow.	28-JUL-2016 12:50	Under Investigation. Referred to Nick Wedgbrow. Type changed to PASS. Class changed to ROW.	04-AUG-2016 15:17	Anglian Water issue advise to contact them direct.. Referred to Nick Wedgbrow.
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8/8/16 825886	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes 	11/8/16 Work Instructed: works instructed and will be undertaken within 4 months.. Referred to Trevor Gray.										

	<ul style="list-style-type: none"> • Street/Town: Bramley Close,Cogenhoe And Whiston • Location: junction of Station Rd & Bramley Close • Details: large pot hole just into turning of Bramley Close 	
6/10/16 837350	<p>Problem: Drains</p> <p>Description: Blocked/Damaged</p> <p>Town/Village: Cogenhoe</p> <p>Location: drain outside 22 Whiston RD, Cogenhoe</p> <p>Details: Some jetting work was recently completed, observed by a councillor, but this drain was missed completely as it has been before and this area floods in heavy rainfall.</p>	
6/10/16	<ul style="list-style-type: none"> • Problem: Drains • Description: Blocked/Damaged • Town/Village: Cogenhoe • Location: outside 108 Station RD, Cogenhoe • Details: Drain appears to be blocked, large puddle appears around it after heavy rainfall. 	
24/10/16 840019	<p>Problem: Footway/Footpath</p> <p>Description: Damaged/Cracked</p> <p>Street/Town: Cogenhoe And Whiston</p> <p>Location: outside 28 Orchard Way, Cogenhoe</p> <p>Details: footpath is damaged & uneven, caused by builders lorries / skip deliveries</p>	
24/10/16 840020	<p>Problem: Footway/Footpath</p> <p>Description: Damaged/Cracked</p> <p>Street/Town: Orchard Way,Cogenhoe And</p>	25/10/16 site visted, defects do not meet ncc intervention level, will be monitored by highay safety iinspectors. Referred to Richard Malyszewicz.

	<p>Whiston</p> <p>Location: outside 5 Orchard Way cogenhoe</p> <p>Details: pavement damaged / uneven caused by builders/ skip lorries</p>	
<p>24/10/16 840021</p>	<ul style="list-style-type: none"> • Problem: Footway/Footpath • Description: Damaged/Cracked • Street/Town: Cogenhoe And Whiston • Location: outside 10 Glebe Rd • Details: Footpath cracked / uneven caused by builders/skip lorries 	<p>26/10/16</p> <p>The report has been updated with the following information - site visted, defects do not meet ncc intervention level, will be monitored by highway inspectors. Referred to Richard Malyszewicz.</p>
<p>24/10/16 840022</p>	<ul style="list-style-type: none"> • Problem: Footway/Footpath • Description: Damaged/Cracked • Street/Town: Station Road,Cogenhoe And Whiston • Location: outside Cogenhoe sports & social club, Station Rd, Cogenhoe • Details: footpath damaged / broken up 	<p>26/10/16</p> <p>The report has been updated with the following information - works to be completed within 5 days. Referred to Richard Malyszewicz.</p>
<p>24/10/16 840024</p>	<ul style="list-style-type: none"> • Problem: Vegetation • Description: Overgrown/Overhanging • Street/Town: Cogenhoe And Whiston • Location: hedge that runs alongside Compton Park, Brafield Rd • Details: Overhanging tree, last one on the left hand side of Brafield Road before you get to the football club. It is in the middle of the hedge by the side of the road. It is overhanging the bowls club and making it difficult to walk by the side of the playing area. 	<p>31/10/16</p> <p>Under Investigation. Referred to Jayne Hawtin. Priority changed to 28 Hedgeline Tree, responsibility of land owner.</p>

- Update from Clerk re The Piece parking problems

- Update from Clerk re Billing Causeway speeding issues

117. Police Matters.

- Appointment of new NHW coordinator – Mr Lawrence Howes
- Update from PCSO Cooksammy (forwarded 25.10.16) re changes to team.



Twitter mentions;

19.10.16 Towcester SCT

Criminal damage to vehicle along Victoria Rd, Cogenhoe. Happened between 7-14 Oct.

27.10.16 Towcester SCT

Cogenhoe, Victoria Road. Fluid thrown over a vehicle damaging paintwork. 24 October, 17-21 hrs. If you saw anything call the police on 101.

- Crime statistics update August 2016 – Clerk (details from www.police.uk) 12 crimes

August 2016		
Crime on or near Station Rd	Criminal damage and arson	Under investigation
Crime on or near Bryer Hill Furlong	Anti-social behavior x 2	
Crime on or near Station Road	Anti-social behavior	
Crime on or near Whalley Grove	Criminal damage and arson	Under investigation
Crime on or near The Piece	Burglary	Investigation complete; no suspect identified
Crime on or near Sharmans Close	Anti-social behaviour 1 Criminal damage and arson 1	Under investigation
Crime on or near Mill Lane	Anti-social behaviour 2 Violence and sexual offences 1	Under investigation
Crime on or near Short Lane	Other theft	Investigation complete; no suspect identified

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

-DCllr Hollowell – update from meeting with Police & Crime Commissioner (email forwarded 26.9.16)

119. **Chairman's Report**

-including update from NCALC AGM, attended with Cllr Sher (including precept capping, also see email D Moody 21.10.16, forwarded 24.10.16)

-update meeting with residents Mill Lane

-update CPRE roadshow, 27.10.16, attended with Cllr Darby

It is proposed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

120. **Update Village Hall - Chairman**

121. **Development & Planning**

120.1 **Planning Applications;**

S/2016/2567/FUL 17 The Piece, Cogenhoe – loft conversion, rear dormer & rooflight

S/2016/2605/FUL 25 St Peter's Way, Cogenhoe – first floor side/rear extension (replaces S2016/2103/FUL)

S/2016/2536/FUL 8 Brafield Rd, Cogenhoe – new dwelling to replace demolished dwelling

S/2016/2693/FUL The Elms, 168 Station Rd, Cogenhoe – single storey rear extension.

121.2 **Decisions received;**

S/2016/2184/TCA Cut back trees along KF15 (permission applied for on behalf of landowner)

Approved – forwarded to landowner 24/10/16

S/2016/2045/FUL 116 Station RD – single storey rear extension & decking area **Approved**

S/2016/1984/FUL Graden House, Manor House Gardens, Cogenhoe – new boundary wall & gates. **Approved**

Other planning / licencing matters

121.3 Application for new street trader – Lenny's Fish & Chips

121.4 To consider **review** of current planning process.

122. **Financial matters**

122.1 Income Received - £ 490 SNC NHB – bench refurb

£10750 SNC - Precept

122.2 Expenditure

Date	Chq No	Payee	Details	Amount	VAT	Payable under Legislation
7.11.16	101832	S carverhill	PP	£80.00		PH Act 1875, s.164
7.11.16	101833	All seasons	Grass	£300.00	£50.00	Open Spaces Act 1906 ss 9 & 10
7.11.16	101834	AH Contracts	Dog Bins	£133.39	£22.23	Litter Act 1983, ss5-6
7.11.16	101835	D Rush	Salary OCT	£613.58		LGA 1972, s.112
		HMRC Aylesbury	PAYE	£0.20		LGA 1972, s.112
7.11.16	101836	mains	Light repair	£356.16	£59.36	Highways Act 1980 s301
7.11.16	101837	SSE	Elec	£308.31	£49.15	Highways Act 1980 s301
7.11.16	101838	J Cunnington	PP	£33.51		PH Act 1875, s.164

The balance in the Current Account stands at £12,862.35 (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.**

121.3 To **approve** bank reconciliation (appendix 1)

121.4 To **approve** spending against budget figures end Q2 (appendix 2)

121.5 To **organise** Finance working party meeting to formulate first draft budget 2017/18

121.6 To **approve expenditure** on xmas tree of max. £160

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

-To receive usage figures for October

124. **Defibrillator**

- to receive update from Clerk re advice EMAS on location

125. **Cogenhoe Flood Risk Management Summary report** (forwarded 12.9.16)

-to consider report, R Burnham contacted & request made to walk water course.

126. **Housing Survey Cluster meeting 21.9.16**

-To receive feedback from Cllr M Scott

127. **School Parking**

-To receive comment from Cllr M Scott

128. **Village Information Board**

-To form working party to consider map and move project forward.

129. **Policy Reviews (emailed 11.10.16)**

Policy	Read	Review
Complaints / comments	Jez	Tessa
Data protection / info security	Albert	Jean
Disciplinary	Jon	Roger
Equal Opps	Iris	Jon
Grants	Jean	Malcolm
Grievance	Albert	Iris
Internet use & email	Jim	Albert
Health & safety	Elizabeth	Jim
Members allowance	Jez	Tessa
Press & media	Elizabeth	Jez

130. To **consider** school involvement with xmas tree

131. **Update** from Clerk – Parish Clerks Forum 4.11.16

132. To **appoint** PC representatives to VH & PF Management committee

133. To **confirm** meeting dates for rest of municipal year 2016/17

134. **Correspondence Issued**

letter 10.10.16 Mr Ireland re dropped kerbs in The Piece

letter 10.10.16 Chalfont Coaches re speed of coaches & reply by email 14.10.16

letters 18.10.16 Mr & Mrs Passey re coach speed

135. **Correspondence Received**

Email 5.10.16 SNC consultation on Conservation Strategy. (forwarded 24.10.16)
response required by 16/11/16.

Email 8.10.16 Resident of The Piece, further photos of Piece parking problems

Email 10.10.16 Ecton PC re emerging Neighbourhood Plan **response required by 30.11.16**

Telephone Complaint re bus unreliability – response from Cllr Clarke


Telephone Complaint re food bin emptying

Email 28.10.16 Consultation on Northamptonshire County Council's Prioritisation Framework and Process (forwarded 31/10/16) **response required** by 22/11/16.

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

137. Meeting Closed & date of Next Meeting

Monday 5th December 2016 – Council meeting, Village Hall, Cogenhoe.

A handwritten signature in black ink that reads "Deborah Rush". The script is cursive and fluid.

Deborah Rush

Parish Clerk 1.11.16

Appendix 1

BANK RECONCILIATION - 7/11/16

TOTAL RECEIPTS: £24,631.26

Less

TOTAL PAYMENTS: £16,161.76

Plus Opening Balances £30,280.95

Closing balance **£38,750.45**

BANK ACCOUNTS

Community/Current Account £ 16,404.30

Plus

Business Premium Account £ 25,888.10

£ 42,292.40

Plus CREDITS not yet showing

LESS UNPRESENTED CHEQUE NOS:

4.4.16	101779	AH Contracts	Dog Bins	£133.39
18.7.16	101809	LCR sub	Subscription	£17.00
4.10.16	101826	D Rush	salary sept	£614.35
		HMRC	PAYE	£0.20
	101827	AH Contracts	Dog Bins	£166.74
4.10.16	101828	Aylesbury mains	Light repair	£139.20
4.10.16	101829	SSE	Elec	£329.06
4.10.16	101830	Came & Co	Ins war mem	£76.86
4.10.16	101831	BDO LLP	Audit	£240.00
7.11.16	101832	S carverhill	PP	£80.00
7.11.16	101833	All seasons	Grass	£300.00
7.11.16	101834	AH Contracts	Dog Bins	£133.39
7.11.16	101835	D Rush	Salary OCT	£613.58
		HMRC	PAYE	£0.20
7.11.16	101836	Aylesbury mains	Light repair	£356.16
7.11.16	101837	SSE	Elec	£308.31
7.11.16	101838	J Cunnington	PP	£33.51

£ 3,541.95

TOTAL **£ 38,750.45**

(New Homes Bonus monies £10,169.00)

Aproved grants £1,000 zebra crossing Sign refurb £1,514, defib £1,500. bench refurb £490, Artwork £450 Balance £5215 (information board to submit)

(Lasting legacy monies held on behalf of village £2,939.65) held in business prem ac

Chairman..... IFO.....

Clerk..... Date

Appendix 2

Cogenhoe & Whiston Parish Council spending against budget 2016/17

	16/17	End Q1 30.6.16	%	End Q2 30.9.16	%	
Precept	£21,900.00	£10,750.00		£10750.00		
Mowing Grant	£800.00					
Total	£22,700.00	£10,750.00	49%	£10750.00	49%	
Expenditure						
Amenities	£500.00	0		0		
Village Main	£1,000.00	0		£1133.00	113.3%	Include bench refurb
Grass & Bins	£4,000.00	£861.27	21.53%	£1722.54	43.06%	
Clerks salary	£7,150.00	£1163.76	16.28%	£2937.50	41.08%	
Clerk Exp	£350.00	£67.97	19.42%	£206.20	58.91%	
Audit	£150.00	0		0		
Membership	£800.00	£696.20	87.03%	£794.20	99.28%	Mostly one-off costs
Insurance	£1,000.00	£980.04	98.00%	£980.04	98%	
Council Exp	£1,200.00	£60.00	5%	£171.62	14.3%	
Training	£300.00	0		£66.50	22.17%	
Lights R&M	£2,000.00	£96.80	4.84%	£705.40	35.27%	
Elec costs	£4,000.00	£559.45	13.99%	£1362.01	34.05%	
S137 max £8733	£3,000.00	£1333.60	44.45%	£1333.60	44.45%	
Pocket Park	£1,000.00	£50.00	5%	£74.00	7.4%	
Total	£26,450.00	£5869.09		£11,486.61		

Signed

Chairman

IFO

RFO

date