

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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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 October 2024 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.

A G E N D A

102.24 **Open forum**

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

104.24 **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.

105.24 **To sign the minutes** of the meeting held on **2nd September 2024.**

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

2 x places booked at NCALC AGM for Chairman & Clerk as no other requests for places received from councillors. 5.10.24.

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
	Brafield Rd can't see road markings	20.1.23 Regarding the condition of road markings on this section of Brafield Road, we are pleased to confirm that a works order has been raised, to be carried out within the next six months. We will attend sooner rather than later if resources allow.
18.11.23	Station Rd , near Glebe Rd	Leg on VAS sign rusting Chased March 2024 22.4.24 Investigation: Completed (Defect Found) - The area has been inspected and we hope for the work to be carried out within the next 28 days
10.6.24 6091613	62 Church Street	Seal around pothole repair lifting within days of repair 12.6.24 a further repair will take place to re-seal the banding
10.6.24 6091463	10 The Piece	Overhanging vegetation 14.6.24 As this is private vegetation we have sent a letter to the homeowner(s) asking them to cut this back. We will reinspect to ensure they have complied.
10.6.24 6091459	33 The Piece	Overhanging vegetation 14.6.24 As this is private vegetation we have sent a letter to the homeowner(s) asking them to cut this back. We will reinspect to ensure they have complied.
14.6.24 6107432	Station Rd	Hedge is again overhanging the pavement with brambles sticking out, path is narrowed because of growth which means mobility scooter or pushchair cannot remain on path, it is a very busy road to have to step into. 19.6.24 We can confirm that the defects meet the investigatory level for repairs and work has been scheduled to resolve them. This should be completed within a 6 month time frame and please be assured that you will receive an update once repairs are concluded. I am escalating FMS-6107432 as the footpath is impassable. To suggest that it will take until 17/12/2024 for this to be fixed is inappropriate as it is proving to be a serious road safety issue. Many disabled residents use the path to access the village hall cafe and community groups in York Avenue. Posted by Councillor Stephen Clarke at 16:10, Wednesday 17 July 2024 Investigation: Ongoing (Defect Found), Defect Repair: Not Started - We are currently awaiting a greens report.22.7.24

		12.9.24 WNC Highways Inspection Manual, the vegetation meets the criteria for a Priority 4 response. We will schedule vegetation clearance to be completed within 26 weeks. Our current average response time for a Priority 4 is 38 days.
2.7.24 6180915	12 Bramley Close	Pothole – 9.7.24 We have raised a works order to repair the defects that you have reported. These works will be undertaken within the next 26 weeks.
2.7.24 6180931	1 Bramley Close	Overgrown vegetation 9.7.24 We have contacted householder and ask to cut back within 14 days
2.7.24 6180960	Old Chapel to Piece junction	Hedge along this stretch of pavement is overgrown & brambles are catching clothing. As there is usually parked cars there is no way to step off the pavement to avoid them. 9.7.24 we have raised a works order to repair the defects that you have reported. These works will be undertaken within the next 28 days.
10.9.24	Whiston / Grendon Rd	Lengths of subsidence all along the road Lengths of subsidence from previous repairs all along the road, getting very dangerous especially for cyclists / motorbikes. If they hit this in the dark there will be a nasty accident. 11.9.24 Investigation: Completed (Defect Found), Defect Repair: Scheduled State changed to: Action scheduled
10.9.24	Plot next to 61 Station Rd Overgrown vegetation	A qualified Highways Inspector has assessed the location, and we are undertaking a landownership investigation and will update you shortly. State changed to: Investigating

107.24 Police Matters.

Crime Stats – July 2024 5 crimes

Crime On or near Manor House Gardens	Other theft (1) Includes theft by an employee, blackmail and making off without payment.	Investigation complete; no suspect identified
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 Whalley Grove	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 Bryer Hill	Public order (1)	Unable to prosecute suspect

Furlong	Includes offences which cause fear, alarm or distress.	
Crime On or near Mill Lane	Violence and sexual offences (1) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.	Unable to prosecute suspect

Report from PLR

PCSO asked for meeting with PLR, Clerk & NHW coordinator

Relaunch of Street watch programme.

108.24

To receive **update** from Unitary Councillor

109.24 **Chairman's Report**

110.24 **Development & Planning**

110.1.24 **Applications Received - None**

110.2.24 **Applications Determined - None**

111.24 **Financial matters**

Parish Council

111.1.24 Income Received

4.9.24	TFR	from reserves			£ 2,000.00
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111.2.24 Expenditure

Parish Council					VAT	Payable under power
28.8.24	649537948	NACRE	training fee J Neal	£ 30.00	£ 5.00	Localism Act 2011 ss1-8
30.8.24			wages	£ 1,111.04		Localism Act 2011 ss1-8
2.9.24	DDR	Lloyds Bank commercial card	credit card	£ 566.68	£ 40.71	Localism Act 2011 ss1-8
3.9.24	130347366	Cut Crew	grass cutting 2128	£ 419.76	£ 69.96	Localism Act 2011 ss1-8
4.9.24	303708968	PKF Littlejohn LLP	audit	£ 504.00	£ 84.00	Localism Act 2011 ss1-8
6.9.24	920108031	HMRC	PAYE	£ 314.14		Localism Act 2011 ss1-8
10.9.24	DDR	Total Energies	electricity	£ 284.41	£ 13.55	Localism Act 2011 ss1-8
13.9.24	DDR	ICO	Subscription	£ 35.00		Localism Act 2011 ss1-8
				£ 3,265.03		

The balance in the Current Account stands at £617.38 (assuming all cheques presented).

The Business premium account balance stands at £16,760.95

111.3.24 To **approve** expenditure as listed

For credit card expenditure see Appendix 2

111.4.24 To **approve bank reconciliation** Parish Council 17.9.24 (appendix 3)

Village Hopper

111.5.24 Income Received – Village Hopper

22.8.24	Cash fares August (181)	£242.00
23.8.24	Termly pass	£250.00
27.8.24	BSOG	£861.15
28.8.24	Elavon MS	£172.00
29.8.24	Termly pass	£250.00
2.9.24	Elavon MS	£302.00
4.9.24	BFCG	£1,321.55
5.9.24	Castle Ashby PC (184)	£600.00
5.9.24	termly pass	£254.00
5.9.24	cash fares August (184)	£340.80
6.9.24	Concessionary fares August (WNC)	£1,929.78
10.9.24	Elavon MS	£183.59
10.9.24	Termly pass	£245.00
17.9.24	VAT refund to 31.8.24	£1,215.04
16.9.24	Elavon MS	£372.00
20.9.24	Elavon MS	£188.00
20.9.24	NNC Finance	£4,325.33
20.9.24	Cash fares	£367.00
		£13,419.24

(Numbers in brackets refer to credit slip number)

111.6.24 Expenditure – Village Hopper

Vhopper	7.10.24				VAT	
22.8.24	840450832		Knight Services	uniform	£154.00	Localism Act 2011 ss1-8
27.8.24	385339207		Gauntlet group	insurance switch	£32.04	Localism Act 2011 ss1-8
29.8.24	DDR		Enterprise	lease	£3,705.70	£617.62 Localism Act 2011 ss1-8
30.8.24				wages	£8,180.22	Localism Act 2011 ss1-8
30.8.24	DDR		Enterprise	lease	£684.00	£114.00 Localism Act 2011 ss1-8
6.9.24	DDR		NEST	Pension payments	£73.83	Localism Act 2011 ss1-8
6.9.24	444394388		HMRC	PAVE	£1,321.22	Localism Act 2011 ss1-8
9.9.24			Tixiom	card machines	£96.00	£16.00 Localism Act 2011 ss1-8
16.9.24	865543783		Dawson group	lease	£1,218.88	£203.15 Localism Act 2011 ss1-8
21.9.24	DDR		Fuel Genie	fuel card	£2,811.74	£468.59 Localism Act 2011 ss1-8
					£18,277.63	

The balance in the Current Account stands at £3,276.83 (assuming all cheques presented).

111.7.24 To **approve** expenditure as listed

111.8.24 To **approve** bank reconciliation Village Hopper account, 20.6.24 (appendix 4)

Community Outreach (including youth club)

111.9.24 Income Received – Community Outreach

bank

22.8.24	Lunch 26.9.24	£7.00
28.8.24	Chatty Café 28.8.24 (16)	£4.00
28.8.24	Plant sale table	£15.00
2.9.24	Lunches	£70.00
5.9.24	Outing deposit	£10.00
5.9.24	Lunches 5/8, 19/8, 2/9 (16)	£21.00
5.9.24	Cinema 3/9 (16)	£108.00
5.9.24	Singing 4 Fun & Craft 4.9.24 (16)	£34.00
5.9.24	Lunch 2.9.24 (16)	£147.00
5.9.24	Outing	£28.00
6.9.24	Outreach clubs & outing	£68.00
17.9.24	Lunch 16.9.24 (17)	£161.00
17.9.24	Donation FMN (17)	£20.00
		£693.00

(Numbers in brackets refer to credit slip number)

Cash

21.8.24	Craft club	£23.00
21.8.24	Singing for Fun	£15.00
9.9.24	Outreach activities	£39.00
9.9.24	FMN Donations	£12.00
11.9.24	Mums & Tots & Chatty cafe	£6.10
		£95.10

111.10.24 Expenditure – Community outreach

bank

Payment schedule 7.10.24						
Community outreach						VAT
22.8.24	696041514	T Newell	singing 4 Fun August	£	100.00	Localism Act 2011 ss1-8
22.8.24	125404614	E C Willis	Get Up & Go Apri, may, jun&jul	£	440.00	Localism Act 2011 ss1-8
30.8.24	851941996		wages	£	384.00	Localism Act 2011 ss1-8
3.9.24	549030457	House of Mystery	Lunch 2.9.24	£	168.75	Localism Act 2011 ss1-8
3.9.24	114735196	Boat Inn	Trip deposit	£	100.00	Localism Act 2011 ss1-8
4.9.24	51302355	Northants Village Cinema	Film September	£	180.00	Localism Act 2011 ss1-8
17.9.24	642338033	House of Mystery	Lunch 16.9.24	£	212.75	Localism Act 2011 ss1-8
18.9.24	TFR	PC re credit card		£	86.98	£5.78 Localism Act 2011 ss1-8
				£	1,672.48	

Cash

3.9.24	Craft materials	£37.05
3.9.25	Lunch 2/9	£31.25
6.9.25	Coffee	£9.00
		£77.30

(Numbers relate to receipt number)

111.11.24 To **approve** expenditure as listed

111.12.24 To **approve bank reconciliation** Community outreach 18.9.24 (appendix 4)

The balance in the Current Account stands at £2945.92 (assuming all cheques presented).

The cash balance stands at £100.86

Allotments

111.13.24 Income Received – Allotments

22.8.24	Plot 12 dep & rent	£85.00
3.9.24	Plot 3 dep & rent	£85.00
6.9.24	rent & dep 5A (3)	£40.00
6.9.24	1 x allot assoc (3)	£3.00
		£213.00

(Numbers in brackets refer to credit slip number)

111.14.24 Expenditure – Allotments

30.8.24	280009767	G Knight (grass cutting)	£12.00
18.9.24	TFR	PC re credit card	£351.20

The balance in the Current Account stands at £2,303.33 (assuming all cheques presented).

Restricted deposits £1000

111.15.24 To **approve** expenditure as listed

111.16.24 To **approve bank reconciliation** Allotments 20.8.24 (appendix 5).

111.17.24 Letter received from Unity Trust outlining changes to tariff regulatory requirements & reduction in interest rate to 2.6% from 5.11.24

112.24 Village Hall & Playing Fields Committee Update (parish council sole management trustee)

Draft Minutes from meeting held on 21st August 2024

[village-hall-committee-meeting-21st-august-2024-draft-minutes.pdf](#) (cogenhoeandwhiston-pc.gov.uk)

Next meeting 16th October 2024

113.24 Pocket Park Committee

Draft Minutes from the meeting held on the 18th September 2024

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/18th-september-2024-draft-minutes.pdf?v=1726823856>

Request from Pocket Park committee for grant of £300 to pay for hire of tracked chipper to clear tree debris / brushwood etc.

Monies available in S137 budget (£1500, £230 spent to date).

Maintenance morning Sunday 6th October, 10am-12pm

Next meeting 20.11.24

Update Cllr Cunnington

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

-To receive usage figures for September.

-Update Logo design – clerk. Please forward any ideas of items to include / designs that are liked.

115.24 **Community Outreach**

-Outing 30.9.24

-fundraiser 19/10/24 – Plant Sale – helpers required

116.24 **Ironstones Allotment gardens**

-Meeting held with plot holders on 9.9.24 to review first 4 months (notes circulated)

-Estate contacted with actions from the meeting, response received 17.9.24

-Further 2 plots let (2 full remaining)

-List provided to Cllr brown for possible donation of materials

117.24 **Speeding mitigation measures / Highways matters**

-20mph signs, Cllr Holland has relocated them

-Cllr Cunnington data from Station Rd leaving village

-Email resident re parking around club, club emailed, no response to date

-update clerk funding options & costings for VAS

-Station Rd to be closed 21.10.24 to allow works to telegraph pole between The Piece Junction & Church Street junction

<https://one.network/>

118.24 **Village Hopper**

- Averaging 100 passengers per day
 - Breakdown 13.9.24, off road for approx. 4 hours.
 - To consider operation of Village Hopper & budget (report circulated to councillors)
- Requested by Cllr Darby.
- Following resignation of driver new driver now recruited and employed, wef 18.9.24.

119.24 **Billing Aquadrome**

- new manager Allan Clark moving into Mill House.
- emailed re flyers through letterboxes rather than on windscreens.

120.24 **Planning working party meeting 29.8.24**

- Local Transport Plan consultation response submitted 18.9.24
- response ID is ANON-5ZNS-RHR9-N

-Maps from planning re reinstatement of quarry works, date for finish requested from planning & water safety management measures. Response awaited.

121.24 **Grass cutting**

Review completed of agreements, new offer of £853.41 pa to contribute to costs.

122.24 **Bench** – proposed bench corner Station Rd / Bramley Close

Response from Highways re position

Recycled plastic bench approx. cost £340 plus fitting

123.24 **Matters raised by other councillors for inclusion on agenda**

- Cllr Grubb – odour review meeting (notes circulated)

124.24 **Correspondence Received (in addition to listed above)**

NCALC Climate summit forwarded 17.9.24, Cllr Packer agreed to attend.

5.9.24 Email Homestart Daventry & South Northants request for support

125 .24 **Correspondence issued**

Listed under individual items

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

127.4 It is **proposed** that due to the confidential nature of this item the Press & Public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960, s.1(2) & Local Government Act 1972, s.100(2).

127.4.1 Update Clerk / Chairman

To progress staffing issue

127.4.2 It is **proposed** that the Press & Public be readmitted to the meeting under the Public Bodies (Admission to Meetings) Act 1960, s.1(2) & Local Government Act 1972, s.100(2).

128.24 **Meeting Closed & date of Next Meeting**

Village Hall Committee 16.10.24

Full council 4.11.24

Pocket Park Committee 20.11.24



Deborah Rush

Parish Clerk 20.9.24

Appendix 1

Cogenhoe & Whiston PC		17.9.24		
Bank Reconciliation				
Total receipts				£25,325.14
(including from reserves)				
less				
Total payments				£36,479.03
from reserves				£4,000.00
Plus opening balances		CA	£11,921.84	
		Reserves	£20,610.38	£32,532.22
				£17,378.33
Bank accounts				
Current AC				£617.38
plus				
Business Prem AC				£16,760.95
				£17,378.33
Plus credits not yet showing				
Less unrepresented cheques				
				£17,378.33

Appendix 2

Aug-24		PC	VAT	Hopper	VAT	Comm O	VAT	Allotments	VAT	Vhall	VAT	
	Milk & More	£13.26				£13.26						
17.7.24	Craft club	£12.63				£10.52	£2.11					
17.7.24	Pocket park sleepers	£150.00	£125.00	£25.00								
18.7.24	Vhall car park signs	£156.19								£130.16	£26.03	
19.7.24	Driver badges	£10.78			£8.98	£1.80						
19.7.24	Comm lunch supplies	£5.29					£4.41	£0.88				
19.7.24	Hopper permit holder	£2.75			£2.29	£0.46						
19.7.24	Key safe hopper	£15.99			£13.32	£2.67						
19.7.24	Planning fee allotments	£289.00						£289.00				
19.7.24	Allotments plans	£31.20						£26.00	£5.20			
20.7.24	Bus cleaning products etc	£55.83			£55.83							
20.7.24	Bus cash box	£11.79			£9.82	£1.97						
22.7.24	Postage Vhopper	£14.70			£14.70							
22.7.24	Hopper LED sign	£98.99			£82.49	£16.50						
22.7.24	Stationary	£34.12	£18.64	£3.72	£9.80	£1.96						
24.7.24	Stationary	£8.99	£7.49	£1.50								
25.7.24	Litterpicker	£19.99	£16.66	£3.33								
25.7.24	Litterpicker	£10.49	£8.74	£1.75								
26.7.24	DVSA bus reg fee	£13.00			£13.00							
31.7.24	Staff badge	£5.12			£4.27	£0.85						
31.7.24	NAS subscriptions	£31.00						£31.00				
31.7.24	Hopper donation box	£8.99			£7.49	£1.50						
15.8.24	Tesco Mobile	£0.01	£0.01									
15.8.24	Stationary	£3.98	£3.32	£0.66								
16.8.24	weedkiller	£17.99								£14.99	£3.00	
16.8.24	Bus cleaning products etc	£3.40			£2.84	£0.56						
16.8.24	paper	£23.99	£19.99	£4.00								
16.8.24	Comm lunch supplies	£6.72					£5.60	£1.12				
18.8.24	Stationary	£4.49	£3.74	£0.75								
19.8.24	Monthly fees	£6.00	£6.00									
		£1,066.68	£209.59	£40.71	£224.83	£28.27	£33.79	£4.11	£346.00	£5.20	£145.15	£29.03
				£250.30		£253.10		£37.90		£351.20		£174.18

Appendix 3

Cogenhoe & Whiston PC	Village Hopper	20.9.24	
Bank Reconciliation			
Total receipts			£53,857.66
Total payments			£55,303.36
Plus opening balances			£4,722.53
			£3,276.83
Bank accounts			
Current AC			£3,276.83
Plus credits not yet showing			
Less unrepresented pymts			
			£3,276.83

Appendix 4

Cogenhoe & Whiston PC Community Outreach			
18.9.24			
Bank Reconciliation			
Total receipts			£8,018.42
less			
Total payments			£8,393.19
Plus opening balances			£3,320.69
			£2,945.92
Bank accounts			
Current AC			£2,764.92
Plus credits not yet showing			£181.00
Less unrepresented cheques			
			£2,945.92

Appendix 5

Cogenhoe & Whiston PC Allotments			
18.9.24			
Bank Reconciliation			
Total receipts			£13,042.58
less			
Total payments			£10,742.25
Plus opening balances			
			£2,300.33
Bank accounts			
Current AC			£2,303.33
Plus credits not yet showing			
Less unrepresented cheques			
			£2,303.33