

# **COGENHOE & WHISTON PARISH COUNCIL**

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**Minutes of the Annual Council Meeting of Cogenhoe & Whiston Parish Council held on Wednesday 9<sup>th</sup> May 2018 at 6.30pm in The Village Hall, York Avenue, Cogenhoe, NN7 1NB.**

1. To **elect the Chairman of the Council** and to receive the Chairman's Declaration of Acceptance of Office.

-It was **proposed** and **resolved** that **Jon Bailey** be re-elected as **Chairman** to the Council for the municipal year 2018/19.

He duly **signed** his **Declaration of Acceptance of Office**.

2. To **elect the Vice Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.

-As no nominations for Vice-Chairman were received it was agreed that the position would remain vacant.

3. **Open forum**

-Mr. Wood-Penn from Cogenhoe Sea Scouts attended the meeting to provide further details about the refurbishment of the scout hut, for which they now hold the lease. The hut is undergoing extensive refurbishment and the Parish Council unanimously approved a grant to help with the cost of replacing the outside doors of £950.

**Action Clerk**

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

-**Apologies** for **absence** were **received** and **accepted** from  
Cllr's Scott & Cunnington.

-**Present**; Cllr Bailey (Chairman), Cllr Biggs, Cllr Brown, Cllr Darby, Cllr Grubb, Cllr Packer, Cllr Sher, Cllr Stanton, Cllr Usher & the Clerk.

CCllr Michael Clarke also attended. DCllr Carole Clarke sent her apologies.

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

-None

6. To **sign the minutes** of the meeting held on **16<sup>th</sup> April 2018**.

-The **minutes** of the meeting held on 16<sup>th</sup> April 2018 were **signed**.

7. To **update councillor's information**

Action required;

-to review Councillors Notification of Pecuniary & other Interests forms.

-to sign Code of Conduct in acceptance of standards contained therein.

-expenses form (check no changes).

-email correspondence form (check no changes).

-All councillors present signed in compliance with the Code of Conduct and amendments were made to others forms as necessary.

-Cllr Stanton updated his Notification of Pecuniary & other Interests form. The Clerk will forward this to SNC.

Action Clerk

8. To **review individual councillors areas of responsibility**.

-It was **agreed** no changes were required.

9. To **review working parties**

-It was **agreed** no changes were required.

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

-Street doctor updates;

15.12.17 910473	Problem: Roads  Description: Potholes  Street/Town: Church Street,Cogenhoe And Whiston  Location: outside 46 Church street, cogenhoe  Details: pothole that has been there for sometime but that is getting bigger.	18.12.17 Works ticket has been raised and will be completed within 4 months. Referred to Richard Malyszewicz.
4.1.18 912204	Problem: Sign  Description: Damaged/Missing  Street/Town: Corn Kiln Close,Cogenhoe And Whiston  Location: entrance to Corn Kiln Close, Cogenhoe  Details: street name sign is damaged.	8.1.18 Outside NCC Control - street name signs are the responsibility of borough/district councils. I have reported this to SNC using ref: FS-Case-65093509. Referred to South Northants Council. Now Referred to South Northants Council. COMPLETED

-Wellingborough Norse **appointed** to empty dog bins

The Clerk **reported** that the bin at the entrance to the Pocket park had been missed but this had now been advised to the contractor.

-Zebra crossing lines repainted- Noted

-Noticeboard order placed. - Noted

-Litter bin Whiston Road chased with SNC.- Noted

-Well Planted contacted re planting footpath The Piece to Church Street. (reply awaited)

A reply had now been received and this was not recommended, suggested anti-graffiti paint be used.

-New grit bin requested Whiston Rd (via Highways) – response received-

Under Investigation – This request will be assessed against the NCC criteria for grit bin placements for winter 2018-19. - Noted

## 11. Police Matters.



Twitter mentions; none

**Crime Statistics March 2018 (5 crimes)** see [www.police.co.uk](http://www.police.co.uk) for full details

Crime on or near **Station RD**

Burglary (2)

Includes offences where a person enters a house or other building with the intention of stealing

Current status†

Investigation complete; no suspect identified

Investigation complete; no suspect identified

Crime on or near **The Claylands**

Anti-social behaviour (1)

Includes personal, environmental and nuisance anti-social behaviour

Details, case timelines and current statuses are not provided for anti-social behaviour.

Crime on or near **Mill Lane**

Anti-social behaviour (1)

Includes personal, environmental and nuisance anti-social behaviour

Details, case timelines and current statuses are not provided for anti-social behaviour.

Burglary (1)

Includes offences where a person enters a house or other building with the intention of stealing

Current status†

Investigation complete; no suspect identified

NOTED

## 12. To receive **reports from County & District Councillors**

-CClIr Michael Clarke reported that the government commissioners were expected to arrive at the council any day, and that following a slightly better than expected end to the last financial year the council would be very much be 'living within its means' which would mean a further £30m of cuts and the need to replace £12m into reserves that had been used to prop up last year's deficit. They would be the need to become more efficient and to reduce staffing costs. Work would also begin towards unitary authority, as recommended by the government inspectors, with elections taking place in May 2020.

## 13. **Chairman's Report** including

-Village Litter pick

-It was agreed that following the recent efforts of the NHW coordinator and some volunteers, a whole village litter pick would be organised for Spring next year, this would include the approach roads to the village which were particularly bad.

## 14. **Development & Planning**

### 14.1 Applications Received

S/2018/0881/FUL Proposed re-siting of Cogenhoe Sports & Social Club (presently at 35 Station Road, Cogenhoe) to the Bowling Club, Compton Park, Brafield Road, Cogenhoe, NN7 1ND as an Extension to the Bowling Club

<http://snc.planning-register.co.uk/plandisp.aspx?recno=100341&cuuid=BE4D61C6-0B5F-40518C35-38A74BB3FBC4>

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

Cogenhoe & Whiston Parish Council support the principal of this planning application, that combines the facilities of the Sports & Social Club and the Bowls Club, to an area on the outskirts of the Village. However, we would make the following comments / objections.

-The site is outside of the village confines, planning policy suggests that development outside of the confines should only take place when buildings are re-used, this application adds an extension that is more than double in size to the existing building. (Object Planning Policy WNJCS policy R1 - G)

-The development would protect existing jobs / businesses and potentially allow for expansion (WNJCS policy R2 – e).

-The proposed development totals a min of 290 sqmts with a potential to hold 100+ people. SNC parking standards 2017 suggest that for a category A4 premises (drinking establishment) there should be a minimum of 1 space per 14 sqmts, this just meets that requirement with 21 allocated spaces. However, if all 3 bar areas are in use at the same time as the sports facilities there could potentially be 100+ people with many more than 21 cars between them. The only additional spaces being created are in the 'overspill area', the bowls club currently has & uses the 16 allocated spaces. (6 existing spaces that are already used will be lost to make space for the new building)

The Sports & Social club in its existing location has 20+ spaces and the parking regularly spills out into the road, and has been the subject of many resident complaints. The Parish Council therefore objects to the current plans on the grounds of insufficient parking. (Object Planning policy)

Furthermore, parking standards also suggest that for a sports ground (bowling green) there should be 20 spaces plus 1 per 5 spectators, again there would be insufficient parking if the bar areas were also in use. (Object planning policy)

-The highway that runs parallel to the development area already has speeding issues and is too narrow to park cars on the road when there are numerous driveways opposite. If parking were to spill out onto the road this would create severe visibility/access issues on a stretch of road where cars regularly speed. (Object Highways issues).

-The Parish Council also has concerns about the noise and disturbance, in particular from the proposed hours, for both the adjacent primary school and the residents who live opposite. (Object noise & disturbance).

#### 14.1 Decision Received –

S/2018/0505/FUL 18 St Peter’s way, Cogenhoe – single storey rear extension – REFUSAL - NOTED

### 15. Financial matters

15.1 Income Received – £11,000 SNC precept

15.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					9.5.18	
Date	Chq No	Payee	Details	Amount	VAT	Payable under power
24.4.18	DDR	Total gas & power	Electricity	£433.18	£72.19	Highways Act 1980 s301
9.5.18	101974	Mowerman	path clearance	£300.00	£50.00	Open Spaces Act 1906 ss 9 & 10
9.5.18	101975	NCALC	Subscription	£727.70		LGA 1972, s.111
9.5.18	101976	Aylesbury mains	Light repairs	£514.44	£85.74	Highways Act 1980 s301
9.5.18	101977	Mowerman	Grass	£318.00	£53.00	Open Spaces Act 1906 ss 9 & 10
9.5.18	101978	D Rush	Sal & exp April	£639.06		LGA 1972, s.112

The balance in the Current Account stands at £10,400.36 (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.**

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

**Action Clerk**

15.3 To **approve & sign** section 1 of Annual Return for ye 31.3.18 (Annual Governance Statement).

-It was **proposed** and **resolved** that this be **approved & signed**.

15.4 To receive **report** from Clerk on **outcomes of internal audit**.

-The Clerk **reported** that there had been ‘no matters arising’ from the recent internal audit.

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

15.5 To **approve end of year accounts, 2017/18** as circulated by Clerk.

-It was **proposed** and **resolved** that these be **approved**.

15.6 To **approve & sign** section 2 of Annual Return for ye 31.3.18 (Accounting Statements)

-It was **proposed** and **resolved** that this be **approved & signed**.

15.7 To **confirm** dates for the period of the exercise of public rights

-It was **proposed** and **resolved** that the suggested dates of 4/6/18-13/7/18 be **accepted**.

15.8 To **approve** Clerk's statutory pay rise of 2% wef 1.4.18

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

15.9 To **consider** S137 grant application from Cogenhoe Sea Scouts (if up to date accounts have been received)

-It was **proposed** and **resolved** that this be **approved**. (see also open forum minute).

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

-To receive usage figures for April

-Cllr Cunnington **reported** via email that there had been 788 visits to the website in April.

## 17. General Data Protection Regulations

17.1 To **appoint** the Northants CALC service as **Data Protection Officer**

-It was **proposed** and **resolved** that Northants CALC be appointed as **Data Protection Officer**.

17.2 To **appoint** **Data Control Officer**

-It was **proposed** and **resolved** that the **Clerk** be appointed as **Data Control Officer**.

17.3 To **adopt** the **Data Map** (forwarded with agenda)

-It was **proposed** and **resolved** that this be **adopted**.

17.4 To **adopt** the **Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy** (forwarded with agenda)

-It was **proposed** and **resolved** that these be **adopted**.

17.5 To **adopt** the **Privacy Notices & Privacy Policy** (forwarded with agenda)

-It was **proposed** and **resolved** that these be **adopted**.

17.6 To **approve** Consent form for residents (forwarded with agenda).

-A question was raised about the requirement for signature on this form, Clerk to ask NCalc who provided the template. Action Clerk

17.7 To **receive** completed **Security Compliance Checklists** from all Councillors (forwarded with agenda)

-All councillors present completed this and are data compliant.

17.8 To **note** that the council is already registered as a **Data Controller with the ICO**

-NOTED

## 18. Emergency Plan

-To **approve** updated version (circulated with agenda)

-The final amendments to this were **approved**. The updated version would be forwarded to NCC and added to the website. Action Clerk

## 19. Street light upgrade

-To receive update from Clerk on Salix Finance forms

-The Clerk reported that following completion of an initial 'compliance tool form', Salix Finance had confirmed that the upgrading of the village streetlights to new 'PLL' lanterns, which were much more environmentally friendly, would comply with their guidelines for interest free financing. This would mean that the council could borrow the monies to replace all the lights and then repay it over 5 years from the money saved in the electricity costs.

It was **proposed & resolved** that a full application for approval be made.

Action Clerk

## 20. Battles Over Commemorations

-To receive update from Clerk on beacon costs.

The Clerk **advised** that one quotation had been received for the cost of making a basket of £510 + VAT, further quotes were awaited.

C/F

-To receive update from Cllrs Sher & Packer re memorial tree

Cllr Sher **advised** that 2 quotes had been obtained a third was being sought.

C/F

-Update from Clerk re war memorial

The Clerk **reported** that a local stonemason had advised that the memorial could be made free-standing, he would provide a very approximate cost.

C/F

## 21. Social Media Training

-To receive update from Clerk on course attended 19.4.18

The Clerk **advised** that this had been a worthwhile training.

## 22. W8 Bus service

-To receive update from Clerk from other investigations

The Clerk **advised** that conversations with the principal bus officer at NCC had revealed that Stagecoach would not be prepared to re-route the 41 service as this would add too much time to the overall journey from Bedford-Northampton. She had also been unsuccessful in obtaining quotes for a taxi-link service to meet the 41 service somewhere on the A428 as vehicles were already committed to school runs first thing in the morning. As CCllr Clarke had not been able to provide an update on the less frequent service the Clerk would speak to John Ellerby at NCC for an update.

Action Clerk

## 23. Correspondence Issued

Letter 18.4.18 Cogenhoe Mill re damaged light

-No response, Clerk to chase.

Action Clerk

Email 17.4.18 Residents of 20 The Piece re graffiti

-No response, Clerk to chase.

Action Clerk

Letter 17.4.18 Resident re overhanging branch footpath Church Street to The Piece (second letter)

-Photographs of the overhanging branch had now been provided to the resident and so it was hoped this work would soon be completed.

Email 17.4.18 Well Planted – planting 18/19 authorised - NOTED.

Email Cogenhoe Sea Scouts re grant application – request for up to date accounts

See open forum minute above.

#### 24. Correspondence Received (in addition to listed above)

Email 17.4.18 Well planted re damaged planter Whiston Rd - NOTED

Email 19.4.18 DCllr S Hollowell re NCC & Angel Square (forwarded 19.4.18) & House of Commons briefing sheet from SNC (forwarded 26.4.18)

As DCllr Hollowell was not present this would be C/F to the next meeting.

C/F

Email 24/4/18 NCALC – new salary scales and new model standing orders (to consider working party to personalise before adoption?)

-It was **agreed** that the Clerk would merge the documents and then if necessary a working party would consider the changes.

Action Clerk

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

-Cllr Usher **reported** that due to the vegetation visibility at the Whiston turn is once again restricted. Clerk to report via Street doctor.

Action Clerk


#### 26. Meeting Closed & date of Next Meeting

-There being no further business the meeting closed at 8.20pm

-date of next meeting

**Monday 21<sup>st</sup> May, Annual Parish Meeting, 7.30pm** - Village Hall, Cogenhoe

**Monday 4<sup>th</sup> June 2018, 7.30pm** –Council Meeting, Village Hall, Cogenhoe.



Deborah Rush

Parish Clerk 10.5.18