

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
(01933) 663918

Email; clerk@cogenhoeandwhiston-pc.gov.uk

www.cogenhoeandwhiston-pc.gov.uk

Minutes of the Annual Council Meeting of Cogenhoe & Whiston Parish Council held on Thursday 9th May 2019 at 7.30pm in The St Peter's Centre, Church Street, Cogenhoe, NN7 1LS.

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

It was **proposed** and **resolved** by unanimous vote that Cllr Jon Bailey be elected as Chairman for the municipal year 2019/20.

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 one wanted to stand as Vice-Chairman it was **agreed** that a vice-chairman would not be appointed.

3. **Open forum**

No members of the press or public attended the meeting.

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

Apologies for absence were **received** and **accepted** from Cllr Brown, Cllr Biggs & Cllr Grubb.

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

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

Cllr Scott declared an interest in item 14.1, he left the room during its discussion.

6. To **sign the minutes** of the meeting held on **1st April 2019**.

The **minutes** of the meeting held on **1st April 2019** were **signed**.

7. To update councillor's information

Action required;

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

There were no updates to these forms.

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

All councillors present signed their acceptance of the code of conduct forms.

-expenses form (check no changes).

No changes required.

-email correspondence form (check no changes).

No changes required.

8. To review individual councillor's areas of responsibility.

Cllr Stanton **agreed** to remain the internal control officer.

9. To review working parties

The following working parties were **agreed**;

-Finance Cllr's Stanton, Bailey, Packer & Brown

-Pocket park Cllr's Biggs, Cunnington & Darby

-Staffing Cllr's Bailey, Stanton & Usher

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

-Street doctor updates;

9.10.18 956438	Problem: Roads Description: Potholes Street/Town: Glebe Road, Cogenhoe And Whiston Location: Glebe Road / Glebe Way Details: Area is littered with potholes, some of which didn't meet intervention levels previously but that have deteriorated / grown since previous inspections	15.10.18 Works ticket has been raised and will be completed within 4 months.. Referred to Richard Malyszewicz. 22.11.18 Referred to Richard Malyszewicz.
17.10.18 957039	Problem: Sign	19.10.18

	<p>Description: Damaged/Missing</p> <p>Street/Town: Brafield Road,Cogenhoe And Whiston</p> <p>Location: Brafield Road, Cogenhoe</p>	<p>Works ticket has been raised and will be completed within 6 months</p>
<p>25.1.19 963748 Re-opened 6.2.19 964446</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Potholes • Street/Town: Church Street,Cogenhoe And Whiston • Location: middle of road outside 32 Church Street • Details: pothole 	<p>9.2.19 Works ticket has been raised and will be completed within 4 months</p>
<p>6.2.19 964438</p>	<ul style="list-style-type: none"> • Problem: Roads • Description: Highway Condition • Street/Town: Whiston Road,Cogenhoe And Whiston • Location: Lay by Whiston Rd • Details: Road surface is in very poor condition, it is used for access for transport for adults with learning / physical disabilities / wheelchairs etc 	<p>8.2.19 Works ticket has been raised and will be completed within 2 months.</p>
<p>11.2.19 964852</p>	<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>	<p>18.2.19 Tree report will be undertaken by an Arboriculturalist, any recommendations will be added to tree works programme.. Referred to Jayne Hawtin.</p>
<p>15.3.19 967386</p>	<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>	<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.</p>
<p>3.4.19 1601391</p>	<p>Pot hole in road opposite no 21 Church Street</p>	<p>17.4.19</p>

		Works order has been raised and will be undertaken within 2 months
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Noted

11. Police Matters.

Crime Stats February 2019 1 crime

Crime on or near Victoria Road	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.
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Twitter mentions;

Cogenhoe Burglary Not Dwelling Crime Ref 19000218644

burglary from a shed and garden on Station Road where unknown persons have accessed a property from the rear, forced the shed and taken items from within the shed as well as items from the garden.

This happened between the hours of 9pm on the 29th and 9am on the 30th April 2019.

Cogenhoe Burglary Not Dwelling Crime Ref 19000220283

theft from barns in a field on the Claylands near to the football club where unknown masked males have forced entry to the field, driven on in a black hatchback vehicle. They have then forced entry to barns and taken items from within.

This happened between the hours of 05.30 and 05.55 in the early hours of Tuesday 30th April 2019.

-Update from Clerk on crime prevention event – The Clerk **advised** that a provisional date of 27th June 2019 had been agreed with the crime prevention officer, a reply is awaited from the Fire Service.

12. To receive reports from County & District Councillors

-CCllr Michael Clarke **reported** that things are much better financially at NCC with a balanced budget being achieved for 2018/19. It looks unlikely that if approved by government, the new unitary councils will be in place for May 2020 as government has still not approved the necessary legislation. This may mean that elections may move to May 2021.

-DCllr Steven Hollowell picked up on this point expressing his disappointment that the further delay in extension would mean district and county councillors would have to serve a further year when many, including himself want to step-down/retire. He also reported that the divorce from

Cherwell District Council is almost complete but that understandably SNC is losing many of its best officers due to the uncertain future. He also reported that he had attended the award ceremony for Cllr Packer's British Empire medal; she was congratulated by the council on this achievement.

-DCllr Clarke **reported** that SNC continues to develop its recycling practices and that empty crisp packets can now be recycled, but only if dropped at The Forum in Towcester, she also reminder councillors that tin foil (cleanish) can be put in the blue bin.

13. Chairman's Report

-Including matters arising from Annual Parish Meeting – defib training

Cllr Bailey reported that the Annual Parish meeting had been fairly well attended and that matters arising from that were being looked into.

14. Development & Planning

14.1 Applications Received

S/2019/0825/FUL Retrospective, The Gables, 14A Whalley grove (Rear of 78 Station RD)
Cogenhoe, NN7 1NY

One Dwelling

Cllr Scott left the room during the discussion of this item.

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

Cogenhoe & Whiston Parish Council objects to this application, for the following material considerations;

-**Layout & density of building**, this dwelling has been built on a larger scale to the original approved permission, we feel the plot is now overdeveloped and the house is not in keeping with the scale and size of the surrounding properties. Furthermore, the 3 large dormer windows are too large for the plot size and **overlook** neighbours **causing a loss of privacy**. The **finishing materials** are not in keeping with the surrounding dwellings making it look out of character for the street.

14.2 Applications Determined

S/2019/0308/FUL 83A Station Rd, Cogenhoe, single storey / part 2 storey rear extension
Application Permitted - Noted

S/2019/0425/FUL 28 Victoria Road, Cogenhoe, 2 storey side extension.
Application Permitted - Noted

15. Financial matters

15.1 Income Received –SNC precept £12,000.00

15.2 Expenditure

Cogenhoe & Whiston Parish Council Payment Schedule					9.5.19		
Date	Chq No	Payee	Details	Amount	VAT	Payable under power	
18.4.19	560732494	Castle Ashby Trust	PP rent	£60.00	£10.00	Localism Act 2011 ss1-8	
18.4.19	742467486	Wboro Norse	Grass cutting	£266.91	£44.49	Localism Act 2011 ss1-8	
18.4.19	143517026	Bozeat PC	Bus timetabling case	£49.32		Localism Act 2011 ss1-8	
24.4.19		DDR	Total gas & Power	£279.97	£46.66	Localism Act 2011 ss1-8	
30.4.19	969915994	Northants Acre	Training T Darby	£30.00		Localism Act 2011 ss1-8	
9.5.19	300018	St Peter's Church	room hire	£25.00		Localism Act 2011 ss1-8	
9.5.19	679818080	NCALC	Subscription & DPO	£759.69		Localism Act 2011 ss1-8	
9.5.19	45793517	J Bailey	Timetabling fixings	£21.68		Localism Act 2011 ss1-8	
9.5.19	231328234	D Rush	Salary & exp	£704.64		Localism Act 2011 ss1-8	
9.5.19		HMRC	PAYE	£10.91		Localism Act 2011 ss1-8	

The balance in the Current Account stands at £12907.71 (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 Income Received – Village Hopper

10.4.19	NCC	£2,778.26
12.4.19	w/c 25.3.19	£539.60
12.4.19	w/c 1.4.19	£425.05
18.4.19	w/c 8.4.19	£332.10
23.4.19	w/c 15.4.19	£368.60
		£4431.61

15.4 Expenditure – Village Hopper

Village Hopper		9.5.19					
Date	Chq No	Payee	Details	Amount	VAT	Payable under power	
1.4.19	DDR	Premium Credit	Insurance	£245.45		Localism Act 2011 ss1-8	
14.4.19	DDR	Fuel Genie	Fuel Card	£1,176.06	£196.01	Localism Act 2011 ss1-8	
14.4.19	DDR	Arval	Lease	£824.13	£137.36	Localism Act 2011 ss1-8	
18.4.19		J Bailey	Ex-gratia Pymt	£100.00		Localism Act 2011 ss1-8	
23.4.19	STO	Tixiom	Ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8	
26.4.19	995700480	A P Richardson	Wages	£1,285.48		Localism Act 2011 ss1-8	
26.4.19	278961979	V Marriott	Wages	£1,258.80		Localism Act 2011 ss1-8	
26.4.19	609489047	S Rawlings	Wages	£385.05		Localism Act 2011 ss1-8	
26.4.19	758197847	D Rush	Wages	£97.50		Localism Act 2011 ss1-8	
26.4.19		HMRC	PAYE	£624.60		Localism Act 2011 ss1-8	
30.4.19	961810804	AP Richardson	Holiday pay	£434.86		Localism Act 2011 ss1-8	
		HMRC	PAYE	£292.75		Localism Act 2011 ss1-8	
1.5.19	DDR	Premium Credit	Insurance	£65.20		Localism Act 2011 ss1-8	

The balance in the Current Account stands at £12,998.62 (assuming all cheques presented).

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

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

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

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

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

15.7 To **approve amalgamated end of year accounts, 2018/19** (appendix 3).

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

15.8 To **approve & sign section 1 of Annual Return for ye 31.3.19 (Annual Governance Statement)**, as reviewed by Finance working party

The **Annual Return for ye 31.3.19 (Annual Governance Statement)** was **approved** and **signed**.

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

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

15.10 To **approve & sign section 2 of Annual Return for ye 31.3.19 (Accounting Statements)**

Section 2 of Annual Return for ye 31.3.19 (Accounting Statements) was **approved** and **signed**.

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

It was **proposed** and **resolved** that dates of 31/5/19-12/7/19 be confirmed for this.

15.12 To **organise** meeting of Finance Working party to review financial regulations, financial risk assessment, risk assessment policy, terms of reference and scope & nature of internal controls and internal audit documents.

It was **agreed** that the Clerk would circulate some dates for this.

Action Clerk

15.13 To **approve** clerk's statutory pay rise effective 1.4.19 in accordance with NCALC National Salary Scales published December 2018.

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

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

-To receive usage figures for April

Cllr Cunnington **advised** that there had been 1068 visits to the website in April.

17. General Data Protection Regulations

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

It was **proposed** and **resolved** that Northants CALC be **re-appointed** as DPO for 2019/20.

17.2 To **appoint Data Control Officer**

It was **proposed** and **resolved** that the Clerk continue as data control officer for 2019/20.

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

17.4 To review the **Privacy Notices & Privacy Policy** (forwarded with agenda)

C/F

18. Emergency Plan

-To **organise** review of plan

It was **agreed** that the Clerk would circulate this by email for councillors to check and review for the next meeting.

Action Clerk

19. Bus Shelter

- Shelter now installed.

-To consider replacement of other shelter on station Rd.

-It was agreed that the replacement bus shelter was a great improvement although it now makes the other one look rather shabby; it was agreed a quote would be obtained for replacement of that.

Action Clerk

20. Information Lectern

-Highways informed of proposed location, requesting evidence of advising properties.

-Letters sent to 25, 27 & 29 Station Rd.

The Clerk **advised** that Highways had requested confirmation that there were no objections to this from the neighbouring properties, the Clerk had written to them and if no response was received by 17th May 2019 it would be assumed that there were none.

21. Asset Register

-To approve updated register

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

22. **Update** from Cllr Darby, Northants ACRE training attended 8th May 2019, PC trustees of village hall committees.

Cllr Darby **reported** that this had been interesting and worthwhile, she will circulate the power point presentation once it is received, together with a link to a Charity Commission document that is appropriate for the trustees to read.

Action Cllr Darby

23. Village Hopper

-Update re drivers

The Clerk **advised** that a driver had left, interviews were being held for a replacement.

-To approve expenditure of £400 to set-up digital destination board and tracker link for website.

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

24. Correspondence Issued

Email 29.4.19 Ocado – requesting update re streetlight damage - NOTED

Letter 24.4.19 Police, Fire & Crime Commissioner re crime clear up rates, email response received 26.4.19, forwarded to Sector Inspector Tracy Moore – response awaited.

The Clerk **advised** that a response had now been received that clarified how the statistics were compiled and sought to reassure councillors that crime rates in Cogenhoe & Whiston were generally on the low side.

25. Correspondence Received (in addition to listed above)

Letter 4.4.19 SNC – confirmation of Royal Oak being listed as asset of community value.
- Noted

11.4.19 The Pre-Submission Draft Ecton Neighbourhood Plan – comments by 31.5.19
(forwarded 2.5.19)

It was **agreed** that no comment was required.

15.4.19 Telephone call & email Andrew Pitts, Moat Farm, Whiston re sign, resident email complaining about sign 15.4.19 - Noted

18.4.19 Northants Acre re training for PC trustees of VH committees, forwarded, Cllr Darby attended 8th May. See minute 22

29.4.19 NORTHAMPTON LOCAL PLAN PART 2 PROPOSED SUBMISSION CONSULTATION – responses by 14.6.19 (forwarded 2.5.19)

It was **agreed** that no comment was required.

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

The Clerk **advised** that an email had been received from St Peter's PCC following an email sent by Geoff Carverhill about the pocket park (This had not been approved by the Parish Council). The fence had been discussed at last month's meeting and it had been agreed that repair costs (authorised by the Chairman & Clerk) of £65 (half the cost) would be approved. Clarification would be provided to the Pocket park working party about issuing correspondence that had not been approved by the council.

Action Clerk

Cllr Darby **advised** that there was an odour coming from the Mick George processing site. It was **agreed** the Clerk would report this.

Action Clerk

27. Meeting Closed & date of Next Meeting

There being no further business the meeting closed at 8.50pm

Date of next meeting -

Monday 3rd June 2019, 7.30pm –Council Meeting, Village Hall, Cogenhoe.



Deborah Rush

Parish Clerk 10.5.19

Appendix 1

Cogenhoe & Whiston PC		30.4.19		
Bank Reconciliation				
Total receipts			£12,000.00	
less				
Total payments			£2,208.12	£ 9,791.88
Plus opening balances				£ 28,185.10
				£ 37,976.98
Bank accounts				
Current AC				£ 15,625.33
plus				
Business Prem AC				£ 25,069.27
				£ 40,694.60
Plus credits not yet showing				
Less unrepresented cheques				
	Tfr to VH		£700.70	
300016	Whiston PCC	Grant	£430.00	
300017	Northants ACRE	Membership	£35.00	
	Northants Acre	Training T Darby	£30.00	
	St Peter's Church	room hire	£25.00	
	NCALC	Subscription & DPO	£759.69	
	J Bailey	Timetable fixings	£21.68	
	D Rush	Salary & exp	£704.64	
	HMRC	PAYE	£10.91	
			£2,717.62	£2,717.62
				£37,976.98

Appendix 2

Cogenhoe & Whiston PC		VH		16.5.19
Bank Reconciliation				
Total receipts			£ 4,443.61	
Total payments			£ 6,837.88	-£ 2,394.27
Plus opening balances				£ 15,404.89
				£ 13,010.62
Bank accounts				
Current AC				£ 13,727.33
Plus credits not yet showing				
		w/c 8.4.19	£332.10	
		w/c 15.4.19	£368.60	
			£700.70	£700.70
Less unrepresented pymts				
	HMRC	PAYE	£624.60	
	AP Richardson	Holiday pay	£434.86	
	HMRC	PAYE	£292.75	
	Premium Credit	Insurance	£65.20	
			£1,417.41	£1,417.41
				£13,010.62

Appendix 3

Income				
Precept	£22,000.00			
Interest	£80.35			
Mowing grant	£765.59			
New Homes Bonus Grants	£1,225.00			
Community Infrastructure monies	£601.55			
Salix Finance	£12,357.79			
Other	£4,449.00			
	£41,479.28	£41,479.28		
Village Hopper				
Parishes start-up contributions	£3,400.00			
NCC fare reimbursement	£13,221.73			
SNC revenue grant	£8,245.00			
Term time passes	£396.55			
Cash fare sales	£9,559.26			
Donations	£330.09			
Bus operators grant	£2,084.82			
Awards for All grant	£10,000.00			
Other VH income	£3,500.00			
	£50,737.45	£50,737.45		
VAT refund	£2,484.43			
VAT refund Village Hopper	£2,288.46			
	£4,772.89	£4,772.89		
		£96,989.62		
Expenditure				
Amenities	£6,410.01			
Village Maintenance	£860.00			
Grass cutting	£1,855.00			
Dog bins	£1,214.80			
Clerk salary	£7,885.88			
Clerk expenses	£761.47			
Audit costs	£200.00			
Memberships	£956.70			
Insurance	£1,168.91			
Council expenses	£667.42			
Training	£109.50			
Lighting repair & maintenance	£14,665.00			
Lighting electricity	£3,414.81			
S137 grants	£2,355.00			
Pocket park	£454.15			
Website	£425.00			
Other	£5,529.00			
	£48,932.65	£48,932.65		
Village Hopper				
Start-up costs	£2,198.06			
Ticket machine	£320.00			
Admin costs	£1,135.32			
Driver costs	£15,021.42			
PAYE	£2,684.50			
Insurance vehicle	£866.80			
Fuel costs	£5,420.92			
Lease vehicle	£4,279.03			
Other	£3,650.00			
	£35,576.05	£35,576.05		
VAT	£5,867.15			
VAT Village Hopper	£2,044.97			
	£7,912.12	£7,912.12		
		£92,420.82		
Opening balances		£39,021.19		
Income	£96,989.62			
less expenditure	£92,420.82			
	£4,568.80	£4,568.80		
		£43,589.99		
Represented by				
Current ac	£3,115.83			
VH current ac	£15,404.89			
Business reserve ac	£25,069.27			
	£43,589.99	£43,589.99		

Approved