

COGENHOE & WHISTON PARISH COUNCIL

Clerk: Deborah Rush
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www.cogenhoeandwhiston-pc.gov.uk

To members of the Council:

You are hereby summoned to attend the **Annual Council Meeting** of Cogenhoe & Whiston Parish Council to be held on **Monday 6th June 2022 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

130.22 **Open forum**

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

132.22 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.

133.22 To **sign the minutes** of the meeting held on **4th May 2022**.

134.22 To **update councillor's information (for those absent from last meeting)**

Action required;

-to confirm Councillors Notification of Pecuniary & other Interests forms have been reviewed.

<https://westnorthants.moderngov.co.uk/documents/s5511/RegisterofInterestsCogenhoeandWhistonParishCouncil.pdf>

-to acknowledge adherence to Code of Conduct in acceptance of standards contained therein.

(West Northamptonshire Code of Conduct)

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/adopted-member-code-of-conduct-west-june-2021.pdf?v=1623158591>

-expenses form (not applicable for co-opted councillors).

-email correspondence form.

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

-Street doctor updates;

18.3.21 2617389	Road subsidence Roe Farm to Station Rd	18.3.21 Re-opened Some repairs have been carried out but they are very uneven, if you are a passenger in the car you are bounced around as you travel over the patched areas. there are also further areas heading towards Grendon that have the same problem that haven't been repaired - CHASED
18.10.21 3076213	Station Rd / Billing Rd junction	footway at the western end of Station Road on the Cogenhoe side of the junction has tree branches sticking out and also vegetation in the gutter, which means that pedestrians are walking out into the road to get by. 27.10.21 Thank you for your enquiry, regarding overgrown vegetation on Station Road. This matter is currently under investigation. We will endeavour to respond to you within 7 working days - CHASED
10.3.22 3380851	50 York Avenue	Recent BT works have not reinstated pavement properly leaving dip which is a trip hazard. 14.3.22 Bt have been issued a defect to rectify.
3457315	Outside CSSC	Damaged bollard – reopened 5.5.22 10.5.22 Action scheduled

3506255	Earls Barton roundabout – potholes / poor road surface	10.5.22 We have raised a works order to repair the defects that you have reported. These works will be undertaken within the next 6 months. On most occasions we are repairing defects of this nature sooner than this target date.
3506266	A45 junction to Billing Causeway bridge – debris on road	Thank you for your enquiry, this has been reported to the street cleaning team their reference is REP115620. For any further queries please contact them direct 0300 126 7000 State changed to: Closed

136.22 Police Matters.

Crime Stats – March 2022 4 crimes

Crime On or near Nene Rise	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 Furlong	Violence and sexual offences (2) Includes offences against the person such as common assaults, Grievous Bodily Harm and sexual offences.	Unable to prosecute suspect x 2
Crime On or near Station Road	Other theft (1) Includes theft by an employee, blackmail and making off without payment.	Under investigation



Twitter mentions; None

- OPFCC contacted following Annual Parish Meeting – response received.
- Station Rd data gathering raised at last meeting, update Cllr Cunnington.
- Beat bus visited 24.5.22 -8.30-9.30am

-Update from Cllr Holland, Police Liaison representative from OPFCC virtual meeting attended 24.5.22.

137.22

To receive **update** from Unitary Councillor

138.22 **Chairman's Report**

139.22 **Development & Planning**

139.22.1 **Applications Received**

WNS/2022/0869/FUL 35B Station Road Cogenhoe NN7 1LT

Ground floor and First floor extension to the rear of the property

<https://snc.planning-register.co.uk/Planning/Display/WNS/2022/0869/FUL>

Due to the timing of this application delegated powers were used – no objections

WNS/2022/0940/TPO 8 Bramley Close Cogenhoe NN7 1LY

Proposal T1 - Pine tree to have the lowest 2 limbs removed to raise the crown to approx 3mtrs, to remove back to source the snapped limb and reduce the 2 southern limbs at the very top of the tree by up to 1mtr to bring the crown into a uniform shape.

<https://snc.planning-register.co.uk/Planning/Display/WNS/2022/0940/TPO>

139.22.2 **Applications Determined**

None

140.22.3 **Neighbourhood Plan**

Great Houghton PC contacted with regards to visiting to discuss process etc. – reply awaited.

Steven Hollowell contacted with regards to giving his thoughts on the process – date TBC

141.22 Financial matters

141.22.1 Income Received

1.4.22		Residents		Jubilee donation	£ 80.00
28.4.22		S Hollowell		Jubilee donation	£ 400.00
28.4.22		From Vhall		Credit card	£ 337.98
28.4.22		WNC		Precept	£ 15,000.00

141.22.2 Expenditure

Payment schedule 6.6.22						
Parish Council						
					VAT	Payable under power
3.5.22	DDR	Lloyds bank	credit card	£1,000.24	£33.70	Localism Act 2011 ss1-8
16.5.22	915644147	Volunteer transport scheme	Donation	£100.00		Localism Act 2011 ss1-8
16.5.22	857566646	NNC	Grass cutting	£266.90	£44.48	Localism Act 2011 ss1-8
20.5.22	379586194	FPA Services	payroll costs	£25.00		Localism Act 2011 ss1-8
27.5.22			wages	£874.87		Localism Act 2011 ss1-8
27.5.22		HMRC May	PAYE	£208.16		Localism Act 2011 ss1-8
25.5.22	459493107	Gallagher Insurance	insurance	£1,316.55		Localism Act 2011 ss1-8
27.5.22	734241330	HMRC Jan/Feb/Mar	PAYE	£319.88		Localism Act 2011 ss1-8
7.6.22	560695871	D Rush	expenses Apr/may	£65.00		Localism Act 2011 ss1-8
				£4,176.60		

The balance in the Current Account stands at £18,372.21 (assuming all cheques presented).

The balance in the Business premium account stands at £19,776.81

Of which

CIL monies £713.88

Clock fund =£429.91

Jubilee Tree £100 is earmarked.

See appendix 3 for credit card expenditure

141.22.3 Income Received – Village Hopper

26.4.22	Sum up contactless pymts	£241.17
25.4.22	BSOG (balancing 2021)	£1,610.26
29.4.22	Cash fares March	£211.00
4.5.22	Sum up contactless pymts	£251.01
11.5.22	BRG period 5 & 6	£1,197.05
12.5.22	Sum up contactless pymts	£212.02
17.5.22	Sum up contactless pymts	£231.51
18.5.22	BSOG	£1,368.74
20.5.22	Concessionary fares Feb, March & Apri	£8,002.31
24.5.22	Sum Up contactless payments	£215.76
		£13,540.83

141.22.4 Expenditure – Village Hopper

Vhopper	6.6.22						
Date		Chq No	Payee	Details	Amount	VAT	
3.5.22	DDR		Premium credit	Insurance	£92.54		Localism Act 2011 ss1-8
5.5.22		482229276	Signs & Graphics	Livery	£288.00	£48.00	Localism Act 2011 ss1-8
6.5.22		948159543	Dawson group	Lease	£1,204.86	£200.81	Localism Act 2011 ss1-8
13.5.22	DDR		Fuel genie	Fuel card	£1,243.63	£207.26	Localism Act 2011 ss1-8
20.5.22		613633388	Dawson group	lease	£1,042.86	£173.81	Localism Act 2011 ss1-8
23.5.22	STO		Tixiom	ticket machine	£48.00	£8.00	Localism Act 2011 ss1-8
23.5.22			HMRC	PAYE May	£562.06		Localism Act 2011 ss1-8
23.5.22		113157537	HMRC	PAYE Jan, Feb, Mar 2022	£1,914.90		Localism Act 2011 ss1-8
27.5.22				wages	£3,162.54		Localism Act 2011 ss1-8
27.5.22			HMRC	PAYE May	£665.83		Localism Act 2011 ss1-8
27.5.22	DDR		Nest	pensions	£274.57		Localism Act 2011 ss1-8
6.6.22	TFR		PC	credit card	£480.00		Localism Act 2011 ss1-8
					£10,979.79		

The balance in the Current Account stands at £32,851.72 (assuming all cheques presented).

141.22.5 Village Hall (for info)

For income, expenditure, payments and bank reconciliation see draft minutes 20.4.22
<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/village-hall-committee-meeting-20th-april-2022-draft-minutes.pdf?v=1650969175>

141.22.6 To **approve bank reconciliation** Parish Council (appendix 1)

141.22.7 To **bank reconciliation** - Village Hopper (appendix 2)

141.22.8 **National pay rise – Clerk**

To **approve** statutory pay rise for Clerk (backdated to 1.4.21) of 24p per hour (£262.08 pa).

141.22.9 To **receive update** from the meeting of the Finance Working Party (30.5.22) held to review financial regulations, standing orders, financial risk assessment, risk assessment policy, terms of reference and scope & nature of internal controls and internal audit documents.

141.22.10 To **receive and approve** outcome of internal audit

142.22 **Village Hall & playing Fields Update**

Draft Minutes from meeting held on 20th April 2022

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/village-hall-committee-meeting-20th-april-2022-draft-minutes.pdf?v=1650969175>

Next meeting 15.6.22

143.22 **Pocket Park Committee**

Draft Minutes from the meeting held on the 18th March 2022

<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/18th-may-2022-draft-minutes.pdf?v=1653401804>

Next meeting Monday 18th July 2022

Monday 26th September 2022

Update Cllr Cunnington

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

-To receive usage figures for May.

145.22 **Community Orchard**

-Update Cllr Darby re dead tree

-Map added to the website.

-Ideas from councillors for plaque?

-WI Jubilee Tree?

146.22 **Village Hopper**

-Advice sort from livery company re adding route to vehicle.

-Additional payment of £1610.26 received from Bus service operators grant (balancing payment to 31.7.21 from certified claim).

-Village Hopper, BSOG no 1/5899, has been accepted onto the extension phase of the bus recovery grant scheme (£450 per month support).

147.22 **Rights of Way**

Email 18.2.22 George Massingham, Definitive Map Officer, Definitive Map Team

Minerals diversion application

-Diversion accepted and advised to Rights Of Way Team

148.22 Youth Group

-To consider plans for re-opening

NAYC contacted, meeting held 6.6.22

149.22 Correspondence Received (in addition to listed above)

Email 16.5.22

Roisin McGettigan Community Engagement Manager Gigaclear introducing herself & explaining roll-out in Cogenhoe

25.5.22 Anglian Water Odour Liaison meeting notes (circulated 26.5.22).

150.22 Correspondence issued

Email St Peter's Church re fallen tree Short Lane - chasing

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

-Update Clerk re Parish & Town Update article.

152.22 Meeting Closed & date of Next Meeting

Village Hall Committee Wednesday 15th June 2022

Full Council Monday 4th July 2022

Pocket Park Monday 18th July 2022



Deborah Rush

Parish Clerk 30.5.22

Appendix 1

Cogenhoe & Whiston PC		27.5.22		
Bank Reconciliation				
Total receipts				£15,817.98
less				
Total payments				£5,779.11
				£10,038.87
Plus opening balances				£28,175.15
				£38,214.02
Bank accounts				
Current AC				£18,807.47
plus				
Business Prem AC				£19,776.81
				£38,584.28
Plus credits not yet showing				
Less unrepresented cheques				£370.26
				£38,214.02

Appendix 2

Cogenhoe & Whiston PC	Village Hopper	27.5.22		
Bank Reconciliation				
Total receipts			£16,757.26	
Total payments			£17,698.90	-£941.64
Plus opening balances				£34,273.36
				£33,331.72
Bank accounts				
Current AC				£34,661.53
Plus credits not yet showing				
Less unrepresented pymts	HMRC			£1,329.81
				£33,331.72

Appendix 3

Apr-22		PC	VAT	Hopper	VAT		Vhall	VAT	VAT Number
21.3.22	guards & bone meal orchard	£31.86	£5.31						336360074
21.3.22	tree bands	£11.80	£1.96						195314790
21.3.22	tree labels	£21.09	£3.51						727255821
22.3.22	storage boxes						£15.99	£2.67	115974988
22.3.22	sticker removal kit						£3.99	£0.67	982460989
22.3.22	toys storytime					£15.95		£2.66	274242116
22.3.22	toys storytime					£27.96		£4.66	727255821
22.3.22	toys storytime					£9.90		£1.65	190023639
22.3.22							£53.81		
23.3.22	screwdrivers						£6.59	£1.10	727255821
23.2.22	hinges hall doors						£150.98	£25.16	
24.3.22	stake pocket park	£7.04	£1.17						336360074
4.4.22	seeds orchard	£122.00	£20.33						3919986681
6.4.22	cutlery						£9.95	£1.66	205259232
6.4.22	cutlery						£39.95	£6.65	190023639
7.4.22	hire vehicle				£480.00				144232541
13.4.22	cleaning supplies						£11.69	£1.95	228465393
13.4.22	cleaning supplies						£11.66	£1.94	349592651
13.4.22	xmas tree hole cover	£8.49	£1.42						373703983
14.4.22	cleaning supplies						£10.35	£1.73	727255821
19.4.22		£3.00							
		£205.28	£33.70	£0.00	£480.00		£314.96	£52.50	£1,000.24