

# BLISWORTH PARISH COUNCIL

Mrs V. Hartley, Clerk to the Council,  
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## Minutes of the Annual General Meeting 12<sup>th</sup> May 2015

Held in the upstairs room of Blisworth Village Hall at 7.30pm

### Present:

Cllr C Jeffery  
Cllr J Hawkins  
Cllr C Gardner  
Cllr M Field  
Cllr S Billing  
Cllr P Kennedy  
Cllr Anderson  
Cllr D Dalton  
Cllr M McKeown  
Cllr Burgoyne

Cllr S Clarke            SNC

8 members of the public

1. **Election of Chairman – Cllr Jeffery** Proposed by Cllr McKeown  
Seconded by Cllr Hawkins

There being no further nominations for Chairman, Mr Charlie Jeffery was duly elected as Chairman for the forthcoming year.

2. **APOLOGIES FOR ABSENCE – THE FOLLOWING APOLOGIES WERE RECEIVED:**  
Cllr B Rose, Cllr J Kirkbride - NCC Cllr

3. **DECLARATIONS OF INTERESTS –** members were asked to declare any interest and the nature of that interest which they may have had in any items under consideration at this meeting – none declared

4. **Election of Vice - Chairman - Cllr Hawkins -** Proposed by Cllr Billing  
Seconded by Cllr Burgoyne  
There being no further nominations for Vice-Chairman, Mrs June Hawkins was duly elected as Vice-Chairman for the forthcoming year.

5. **SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE and REGISTER OF INTERESTS**

The new councillors signed their declarations, Cllr Rose to sign at start of next meeting.

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Date-----

- 6. Co-Option of Two further councillors to make up full compliment.**  
Steve Billing and Alastair Anderson were co-opted on to the Council and signed their co-opted Acceptance of Office forms and register of interests. Steve billing was proposed by Cllr Kennedy, Alastair Anderson was proposed by Cllr McKeown.
- 7. Arrangement for dealing with PLANNING Applications – Clerk** to send notifications of new applications as they come in. Hard copy plans to be delivered to Cllr Billing or Cllr Anderson to be circulated before a meeting if possible ready for consultation at meeting. Clerk to put current version of SNC register for Blisworth on notice board with agendas. Comments to be returned to SNC by Clerk after meeting. If consultation timetable requires Clerk to obtain extensions from SNC.
- 8. ELECTION OF REPRESENTATIVES FOR VILLAGE HALL AND PLAYING FIELDS ASSOCIATION** – Cllr Gardner and Cllr Field were elected to act as representatives.
- 9. ELECTION OF STREET LIGHTING OFFICER** – Faults should be reported to **Clerk**.
- 10. ELECTION OF REPRESENTATIVES TO ACT AS Highway AND FOOTPATH WARDENS** – Mrs Ann Goss to act as Highways Warden and Mr Tim Noble to act as Foot Path Warden.
- 11. REVIEW OF FINANCES – TO AGREE AND REVIEW FINANCES, INCLUDING USE OF NCALC AS INTERNAL AUDITOR AND OF COUNCILLOR TO ACT AS INTERNAL CONTROL OFFICER.**  
It was agreed that Maria McKeown would act as Internal Control Officer and NCALC would remain as Internal Audit Service. The **Risk Assessment** was also adopted.
- 12. AGREEMENT AND ADOPTION of ANNUAL RETURN for year-end 31.3.15**  
– adopted at last meeting.
- 13. ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS (previously circulated)** – This document was agreed and adopted.
- 14. ADOPTION OF CODE OF CONDUCT (previously circulated)** – This document was agreed and adopted.
- 15. PROCEDURE FOR HANDLING REQUESTS MADE UNDER FREEDOM OF INFORMATION ACT 2000 AND DATA PROTECTIONS (previously circulated)** – This document was agreed and adopted.
- 16. MEDIA POLICY (previously circulated)** – This document was agreed and adopted.
- 17. COMPLAINTS POLICY (previously circulated)** – This document was agreed and adopted.
- 18. DATES OF MEETINGS FOR NEXT YEAR** – It was confirmed that the Parish Council Meetings for the year 2015 to 2016 will *generally* take place on the

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Date-----

first Monday of the month. If this is not feasible, possibly due to a bank holiday, it will be re-arranged. Extraordinary meetings will be held as necessary.

19. **RESOLUTION TO SIGN & APPROVE MINUTES OF THE PREVIOUS MEETING DATED 13<sup>TH</sup> April 2015** - It was proposed by Cllr D Dalton and seconded by Cllr Field that these minutes were adopted as a true record. Cllr Field wished it to be noted that she had asked the Clerk as to whether she should declare an interest in the item *invitation to Parish Councillors to meet at South Northants Council offices to discuss the situation at Willow House*. As the actual planning was not to be discussed only the arrangements for a meeting, she did not declare an interest. At other times when applications had arisen she had declared an interest.

20. **CLERK'S REPORT**

Actions carried out as per last meeting, all other items on agenda.

21. **DISTRICT AND COUNTY COUNCIL REPORTS –**

Cllr Clarke, recently re-elected to SNC, reported on the election. Howdens' Planning application is to be discussed at meetings on 11<sup>th</sup> June and 2nd July.

22. **Blisworth Primary School - The BIG Idea**

Cllr Hawkins reported on correspondence from a Governor that the School is planning to do an extension into the roof space for meetings, learning support and a kitchen area. £50,000 is needed for the project. It was agreed that when tenders have been sought the Parish Council may consider making a contribution.

21. **PLANNING**

- i) Progress of recent applications: see SNC attached register below
- ii) For discussion:
- S/2015/0917 ADV - replacement notice board at St John the Baptist  
No Objection from the PC – **Clerk** to report
  - S/2015/Candle Cottage – residential development for up to 5 dwellings (outline) – the PC voted – 9 objected 1 was in favour of this application.  
Reasons for objection:
    - Access on to narrow Chapel Lane very near to hump backed bridge
    - Due to permission for Orbit Homes also accessing Chapel Lane some considered that a legal precedent would be set if the PC did not object.
    - Outside Village confines
    - Too many houses on the site
- Cllr Anderson stated that the one house would be built at a time which would stagger the effects of construction traffic.  
**Clerk** to respond.

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S/2015/1010/ADV – 19 High Street – I illuminated fascia sign at shop - No Objection from the PC – **Clerk** to report

## 22. Local Matters

- i. **Footpaths** – no reports of any problems
- ii. **Lighting** – report of any street lights in need of attention – Quote from Aylesbury Mains – the **Chairman** reported that a meeting had been arranged for him to meet a representative from Aylesbury Mains for discussion about maintenance arrangements on 21<sup>st</sup> May.  
The Clerk had reported that the street light in Home Close, PL 33 was not working.
- iii. **Play Area** – Cllr Dalton reported that the original quote from Kompan had gone down by £300. It was agreed that this could cover the cost of ‘Close the Gate’ and ‘No Dogs’ signage. A new spring is needed on the gate which he will replace.
- iv. **Traffic Issues** - Repeated Dangerous Parking on Courteenhall Road – response from PCSO Cooksammy stating that not a lot could be done – NCC enforces decriminalised parking. It was agreed that the **Clerk** ask Helen Howard from NCC Highways to send out a traffic warden at school times to see the problem could be alleviated.
- v. **Neighbourhood Watch Scheme** – report circulated
- vi. **Blisworth Old Cemetery** – update on meeting between the owner of land adjoining 64 Pond Bank and Cllr Kennedy – Cllr Kennedy reported that she and Cllr Billing had met with the owner on the 4<sup>th</sup> May. He would like a screen to conceal the area and has agreed to fund 50% of the cost of a one off pollarding of the limes. Quotes for pollarding will be obtained by the Parish Plans Progress Team. The Parish Council agreed that the boundary needs to be re-instated along the original wall and then possibly a fence put in place. If the spend is less than £2500 a Faculty from The Peterborough Diocese is not required. The **PPPT** will look into this issue.  
A resident from the terraced houses at the end of Pond Bank had enquired about putting a screen around 2 of the wheelie bins so that they did not have to be taken through the houses. **Cllr Kennedy** will reply that this is not within the jurisdiction of the PC which potentially would have no objection, but is an NCC Highways matter.

## 23. COMMUNICATIONS

A) Correspondence – Emails/letters outgoing and ingoing:

### Out –

- i. NCC Highways Report - base of the sign prohibiting cycling in the path from Greenaway to Connegar Leys -reference number 737962 – No action, **Clerk** to report again.
- ii. NCC Highways – Request for the entrances to Blisworth on the Northampton to be litter picked – positive response – litter has been cleared.
- iii. Canal & River Trust – concern over use of generators on the boats adjacent to Pond Bank – this should have been a request about the use of engines. The Canal and River Trust and responded and are looking into the issue and the boaters seemed to have moved on.

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Date-----

- iv. N and P Garden Services – request for copy of contract – received – for discussion – see incoming correspondence below.

**In –**

- i. PCSO Cooksammy - End of Year Crime Figures - circulated
- ii. Mr M Hawkins to Planning Officer, SNC - Willow House Development - circulated
- iii. PCSO Cooksammy - monthly report for April 2015
- iv. Fun Day, Saturday 2 May – circulated
- v. Mr and Mrs Hargreaves - Blisworth Parish Council Meeting 13<sup>th</sup> April 2015 Agenda, ref. item 197 communications item xiv. SNC request to meet pre-application for Willows also item re declarations of interest.  
At the request of Mr and Mrs Hargreaves this letter was read out. The issue of interests had been dealt with under Item 19 on these minutes.
- vi. PCSO Cooksammy - Allotment Shed Security – circulated
- vii. NCALC – Pensions and Electricity Procurement - circulated
- viii. N and P Garden Services - Blisworth mowing, agreed to send copy of agreement – it was agreed that a standing order with the bank to pay N and P Landscapes every month for the rest of this financial year would be set up.
- ix. SNC - Parish Clerk Forum 10am, 3 July 2015 at SNC – Clerk may attend.
- x. East Northants Funding Fair 5th March
- xi. Canal & River Trust – response re use of generators on the boats – circulated
- xii. PC website – from Mason Masterman request for financial information to go on – it was agreed that the Clerk send the records

## 24. PARISH PLAN PROGRESS TEAM

### Financial Report:

| Monies In                        | £    | Expenditure                  | £          |
|----------------------------------|------|------------------------------|------------|
| Start up Fund from PC            | 200  | Architect plans for cemetery | 200        |
| Grant SN Homes                   | 500  | First bench (Glasdon)        | 869        |
| Donation (Hollowell Steam Rally) | 2000 | Second bench (Glasdon)       | 482        |
|                                  |      | Bench Installation           | 650        |
| <b>Balance C/F at 27.4.15</b>    |      |                              | <b>499</b> |
| Totals                           | 2700 |                              | 2700       |

## 25. PARTICIPATION IN PROTEST WALK AGAINST HOWDEN'S DEVELOPMENT

Jane Percival will advertise the protest walk in the Chronicle and Echo, and the Chairman as the point of contact. It will also be advertised in the Coffee House with fliers. If about 12 people from Blisworth respond they will walk from Blisworth to the site, if less they will join the walk from Milton Malsor.

### 26. Finance

Payments – for approval

| Name            | Details        | Amount<br>£ | VAT   | Total   | Chq  |
|-----------------|----------------|-------------|-------|---------|------|
| A-on            | Insurance      | £908.58     |       | £908.58 | 2345 |
| Shire Lumsden   | Printing R & A | 110.00      |       | 110.00  | 2346 |
| AH Contracts    | Empty dog bins | 289.10      | 95.94 | 385.04  | 2247 |
| N and P Gardens | Mowing - May   | 496.50      | 99.30 | 595.80  | 2248 |

Signed-----

Date-----

|             |                      |        |   |        |      |
|-------------|----------------------|--------|---|--------|------|
| V Hartley   | Salary for April     | 414.64 | - | 414.64 | 2249 |
| HMRC        | Tax for above        | 103.60 | - | 103.60 | 2250 |
| C J Jeffery | Stakes for allotment | 46.20  |   | 46.20  | 2251 |

#### OTHER FINANCIAL MATTERS –

- Monies received : 50% Annual Precept from SNC - £15500
- VAT Return for year-end 31.3.15 - £3,013.96 – applied for
- Contractor for the path/gates of Old Cemetery - £9580 quote accepted
- The Chairman reported that he had received £300 from Mr Leadbitter for rent of the Parish Field and £10 allotment rent.

#### 27. FUTURE AGENDA ITEMS AND COUNCILLORS' COMMENTS – covered in minutes.

#### 28. PUBLIC PARTICIPATION SESSION

- The path from the allotments to Stoke Road needs to be weed killed.
- Pot holes still prevalent in Eastfield pavements although the white lines had been re-painted.
- Only one reflector works on the alley between Home Close and Eastfield – probably because light only shines on one side.
- The planters at the bus stop are about to be planted now that the risk of frost has more or less gone.

#### 28. DATE AND TIME OF NEXT and FUTURE MEETINGS

1st June 2015

Signed: -----

Date:

This agenda can be found on the Blisworth Parish Council website.

| Planning Register at 1.5.15 |  |  |            |                         |
|-----------------------------|--|--|------------|-------------------------|
| <u>S/2015/0917/ADV</u>      | St John the Baptist Church Church Lane Blisworth | One replacement free-standing, non-illuminated notice board. One additional free-standing, non-illuminated notice board and one new non-illuminated sign on outer wall of graveyard. | 24/04/2015 | 4 - Consults Despatched |
| <u>S/2015/0908/OUT</u>      | Candle Cottage Chapel Lane Blisworth             | Residential development for up to 5 dwellings with associated road works and drainage, all matters reserved. (Outline)   | 23/04/2015 | 4 - Consults Despatched |

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| Planning Register at 1.5.15             |   |   |            |   |
|---|---|---|------------|---|
| <u><a href="#">S/2015/0661/SCR</a></u>  | Land South of Knock Lane Blisworth            | Screening opinion for proposed erection of a 5MW solar photovoltaic development.  | 31/03/2015 | 10 - EIAssessment not require           |
| <u><a href="#">S/2015/0540/TCA</a></u>  | Thackstone Cottage 21 Stoke Road Blisworth    | T1 Sycamore - Reduce crown to previous pollard points (25m to 17m). T2 Sycamore - Reduce crown to previous pollard points (25m to 17m). T3 Sycamore - Reduce Crown (20m to 15m).  | 13/03/2015 | 10 - No Objections                      |
| <u><a href="#">S/2015/0467/LBC</a></u>  | Elm Tree House 11 Courteenhall Road Blisworth | Listed building consent for replacement oak gates with automated opening.   | 06/03/2015 | 5 - Site Visit Complete by case officer |
| <u><a href="#">S/2015/0466/FUL</a></u>  | Elm Tree House 11 Courteenhall Road Blisworth | Install replacement oak gates with automated opening.   | 06/03/2015 | 5 - Site Visit Complete by case officer |
| <u><a href="#">S/2015/0437/TCA</a></u>  | Wendover House 3 Blisworth Road Gayton        | T2 - T4 Grey Poplars fell   | 24/02/2015 | 10 - No Objections                      |
| <u><a href="#">S/2015/0436/TPO</a></u>  | Wendover House 3 Blisworth Road Gayton        | T1 Beech Tree fell  | 24/02/2015 | 10 - Approved                           |
| <u><a href="#">S/2015/0264/COND</a></u> | Gayton Marina Blisworth Arm Blisworth         | Condition 10 [Construction Management Plan] - Application for approval of details submitted pursuant to condition 10 of S/2012/0029/FUL [New building to accommodate chandlery, laundry, wetdocks, admin & stores. New vehicular access, hardstandings and replacement jetties] | 30/01/2015 | 4 - Consults Despatched                 |
| <u><a href="#">S/2015/0114/FUL</a></u>  | 45 Buttmead Blisworth                         | Single storey extension to rear   | 22/01/2015 | 10 - Approved                           |

Signed-----

Date-----